



Election Day Guide

FOR POLL WORKERS

MUNICIPAL PRIMARY
Tuesday, May 20, 2025

Where to Turn When You Need Help

RESOURCE	CONTACT INFO	WHEN TO USE
Voter Registration 6:30AM until final vote cast	(610) 891-4659 Select option 1	Questions on voter registration, affirmations, Provisional ballots, voter verification or party registrations.
Voting Machine Warehouse 5:30AM until approx. 10:30PM	(610) 874-8780 (484) 229-3385	Questions on voting machines, equipment or precinct related issues.
Voter Services - Bureau of Elections 6:00AM until approx. 10:00PM	(610) 891-4673 or (610) 891-VOTE (8683)	Questions on ballots and processes. Ask for a solicitor, if necessary, for legal clarification
Poll Worker Hotline 5:30AM to 10:30PM	(484) 460-3750	Urgent questions on paperwork, staffing, Poll Pads and poll worker needs.
	Delcopollworkers @co.delaware.pa.us	Non-urgent questions, comments/observations.
Poll Worker Coordinator 5:30AM to 10:30PM	Call or Text (484) 609-9038	Report staffing vacancies and request assistance.
District Attorney 6:00AM to 10:00PM	(610) 891-4184	Call if suspected crime of voter fraud or voter intimidation, etc. is being committed.

TIP: For quick access, put these numbers in your phone under “Election Day.”

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Remember: Whether you are a new or experienced poll worker, always review your guide; there are always changes from election to election!

Introduction

Dear Election Board Members,

First, thanks to those of you who helped in the successful management of the election last fall. Ours was the first county in Southeast Pennsylvania to report comprehensive results. Next, thank you to those who will be helping your neighbors exercise the right to vote again in May.

This Election Day Guide is your user manual. Inspectors, Clerks and Machine Operators may use this book to train, pass the test, and then qualify to receive training pay after serving successfully on Election Day. Judges of Election may qualify for training pay by: (1) passing the test, (2) serving successfully AND, (3) having attended in-person training for this election or at least once for: Nov. 2023, April 2024, or Nov. 2024. If you are a Judge and do not know the last time you attended in-person training, please call the Poll Worker Hotline.

Especially Important for the May 20, 2025 Primary:

- Check in voters properly and issue only the ballot the voter is qualified to receive: Democratic or Republican. (Voters who are registered with third parties or unaffiliated are NOT eligible to vote at all at the May 20, 2025 Primary.)
- Get voters to the correct precinct table if you work where there are two or more precincts in the same room. Use the precinct names/numbers/color codes on the Poll Pad tickets and the color-coded signs at the tables where ballots are issued.
- Issue Provisional Ballots ONLY when required. Remember inactive voters sign affirmations and receive normal ballots, not Provisional Ballots.
- Print any Provisional Ballots on the Touch Writer.
- NEW: We are providing provisional instruction sheets for voters.
- Keep your precinct a “campaign-free zone,” with candidates and campaigns handing out literature outside, at least 10 feet from the door. (Reminder: poll workers running for JOE or Inspector also cannot campaign in the precinct.)

Again, we thank you for your service and look forward to working with you on another smooth election for Delaware County’s voters.

Regards,

James P. Allen
Elections Director

Shared Duties and Responsibilities

- Participate in in-person or on-line training and pass the poll worker test to understand how to use our equipment and process a voter.
- Arrive at polling location at 6:00AM to set up the precinct.
- Conduct the election lawfully and ensure that all voters have privacy while voting and are treated with courtesy.
- Wear a supplied name tag.
- Close the precinct after all voters in line at 8:00PM have voted.

Elected, court-appointed and emergency appointed Judges of Elections (JOE) and Inspectors must serve the entire Election Day, 6:00AM to approximately 9:00PM. ONLY Clerks and Machine Operators may serve ½ day shifts from 6:00AM to 1:00PM or 1:00PM to close.

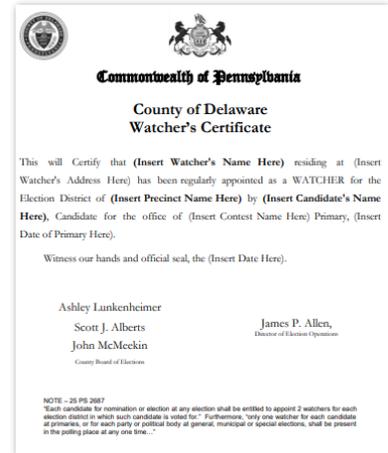
TIP: PREPARE FOR A FULL DAY! Bring everything you need for a very long day. Including, but not limited to: Snacks, water, coffee, medications, phone charger, comfortable shoes and an extra layer of clothes.

Prohibited Activities

- Poll workers must **NOT** engage in partisan activity or distribute literature.
- Poll workers must **NOT** wear apparel, buttons or ribbons for or against a candidate, party or question on the ballot.
- Poll workers must **NOT** pre-fill any sections of the voter's ballot, tell voters how to vote or answer questions about candidates.
- Poll workers must **NOT** participate in or allow unlawful hand counts of the scanned ballots. Poll workers **MUST** follow chain of custody rules for closing the polls.
- Do not allow anyone who is **NOT** a poll worker (anyone that has not taken the Election Officer's Oath nor signed the Pay Sheet) to sit at the poll worker table. Candidates, greeters, visiting family and friends and poll watchers are **NOT** poll workers.
- Poll watchers, poll workers, elected officials, greeters and candidates **CANNOT** approach, talk with or electioneer voters in the polling place or within 10 feet of the entrance while polls are open.
- Poll workers **CANNOT** be under the influence of or consume drugs or alcohol while working. Violators are subject to removal without pay.
- Poll workers **CANNOT** hold an elected office (mayor, township supervisor or commissioner, etc.) and cannot be a municipal, state or county employee.

Poll Watcher and Candidate Guidance

Poll Watchers must present a valid, official Delaware County Watcher Certificate with a raised, embossed seal issued by the Bureau of Elections to the JOE upon entering the precinct. No certificate = no entry. The Watcher Certificate may list a specific precinct, but that watcher is able to visit any precinct where that candidate or party is on the ballot.



- Poll watchers are allowed to ask the poll workers (preferably the JOE) questions.
- Poll watchers must keep a respectful distance from voters, especially where they are marking the ballot.
- Allow only one watcher per candidate or party in a precinct at any time. (There can be a poll watcher for Candidate A, another for Candidate B, but **NOT** two watchers for Candidate A in the same precinct at once.) NOTE: If the number of watchers is interfering with an orderly election, the JOE may set reasonable limits so that both political parties are represented.
- Poll watchers may leave and return.
- Poll watchers may keep a list of voters. Poll watchers may inspect or photograph the Numbered List of Voters – but only while supervised by the JOE and when their inspection does not slow down or interfere with the voting process.
- Challenges to voter’s identity or residence **MUST** be made in good faith. See page 61.
- Candidates may NOT be poll watchers in a polling location where they are on the ballot.
- Candidates may only be present in the polling location during opening and closing and while voting.
- Candidates may ask for the count once the polls are closed.

Poll Watcher Removal

A Judge of Election is required by law to remove a watcher who engages in any of the following activities that are prohibited in the Campaign-Free Zone:

1. The watcher becomes abusive or needlessly argumentative.
2. The watcher repeatedly challenges voters’ rights to receive a ballot without cause or makes challenges based on party affiliation, race, gender, age or ethnicity.
3. The watcher engages in electioneering within the polling place or within 10 feet of entrance.
4. The watcher wears any clothing or other item that promotes a candidate or party or displays an election slogan inside the polling place or within 10 feet of entrance.
5. The watcher takes photos or videos of voters or workers.
6. The watcher marks, alters or destroys any official election records or touches them without permission.
7. The watcher reviews or accesses the contents of ballot boxes and other election records.
8. The watcher interferes with the orderly process of voting, which includes but is not limited to blocking the entrance, asking for ID and disseminating false or misleading information.

Once removed for cause, that watcher may NOT return.



POLL OPENING & SETUP

PREPARING YOUR POLLING PLACE

- ❖ Do **NOT** unseal the baby-blue bag containing the paper poll books and the supplemental pages unless the Voter Registration (Voter Reg) or Poll Worker Hotline authorizes it.
- ❖ Poll workers arrive at 6:00AM to open the polls by 7:00AM. Call the Equipment Warehouse and the Poll Worker Hotline, if the location is not open at 6:00AM. JOEs will be given precinct location contact information prior to Election Day.
- ❖ Do **NOT** open the cage or Poll Pad until the JOE and at least 1 other poll worker are present.
- ❖ Poll watchers and candidates are permitted to remain in the precinct during opening. They must not disrupt the poll workers.
- ❖ All poll workers, including ½ day shift poll workers, **MUST** sign the Oaths, the Affidavit of Voter Identification and the Pay Sheet.

Precinct Overview

- The size and layout of precincts vary.
- Set up the precinct to ensure privacy at all stages of voting including checking in, marking the ballot, using the Touch Writer, casting ballots and ensuring accessibility for all voters.
- The path of travel inside the precinct should be free of hazardous conditions for all voters, including those using walkers, service animals and wheelchairs. Hazardous conditions could include chairs, power cords or any other loose objects that are in the path of travel.
- Promptly report any unsafe or hazardous conditions to the Voting Machine Warehouse.
- Use the tape in the equipment cage to mark the flow of voter traffic.
- Promptly report any incidents at the polling place, such as someone falling or needing an ambulance, to the Poll Worker Hotline.
- Place tape about 6 feet from the scanner to mark the start of the scanner waiting line. Position the tape to maintain voter privacy.
- Each precinct will receive a color-coded sign in a metal stand for their precinct table where voters receive their ballot, names are added to the Numbered List of Voters, spoil ballots, etc.

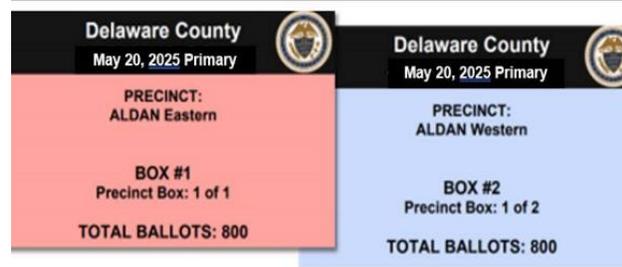
Shared Polling Place Overview

- Set up a combined check-in table with all the Poll Pads where **ALL** voters will check in. Voters will then be directed to their precinct table to receive and cast their ballot.
- A poll watcher must be able to observe every stage of the voting process – from voter check-in at the Poll Pad to casting the ballot - all within the same room.
- Confirm each precinct has the correct cage by checking the cage's label. If it is not your precinct's cage, call the Voting Machine Warehouse immediately.
- Carefully review the voter's Poll Pad ticket to verify you are giving them the correct precinct and party ballot.
- Ballots are precinct and party specific. They will be accepted **ONLY** in the scanner for that precinct.
- Judges of Election decide how poll workers will work together and how to set up and run the polling place. Poll workers can only be paid for working in 2 precincts.

Task List: Setting up the Precinct

- JOE confirms all poll workers have arrived. If you are missing poll workers, call or text the Poll Worker Hotline and/or Coordinator immediately.
- Open the **White Supply Box** (inside the **Green Tote**) and find the blue Precinct Forms Checklist Folder as well as the 3 colored (**Lemon, Pink and Aqua**) **Return Envelopes**.
- Administer Election Board Oaths and sign both copies of the ELECTION OFFICERS' OATH. The Minority Inspector swears in the JOE. The JOE swears in all other poll workers. Place 1 copy in the **Lemon Bureau of Elections Envelope (BOE)** and place the other copy in the **Pink Minority Inspector Envelope**. **Reminder:** ANY afternoon workers MUST be sworn in by the JOE and sign both copies of the Oaths upon arrival.
- Fill out **Lemon PAY SHEET** according to the instructions on page 18. After all workers have signed PAY SHEET, file it in the **Lemon BOE Envelope**. **Reminder:** ANY afternoon workers MUST fill out the **Lemon PAY SHEET**.
- JOE will assign tasks to poll workers and determine the layout of the precinct. If in a shared polling place, you may work together to open all precincts. Use the tape in the cage to direct voter flow and spacing for privacy.
- Important:** The setup must allow a Poll Watcher to have clear visibility of the entire voting process, starting at the Poll Pad check-in to casting a ballot, all within the same room.
- Verify the equipment cage is for your precinct. Immediately call the Voting Machine Warehouse if it is NOT. Break the **Red Security Seal** and record the **Number** on all 3 Return Sheets – Certificate 1 (Page 38). **NEW:** Break the 2nd seal and place both seals in the **Aqua Machine Warehouse Envelope**. **IMPORTANT:** If the **Red Security Seal** is missing or both seals are broken, note it on the Manifest Sheet and verify the equipment and ballots have not been tampered with.
- Use the Manifest Sheet from the cage's door sleeve to inventory all cage supplies and note any missing or broken supplies. (Page 15) The JOE must completely fill out the top of the Manifest Sheet with name and contact information.
- Confirm the paper ballots in the cardboard ballot boxes in the equipment cage are for your precinct. Count the plastic-wrapped ballots and verify the totals printed on the boxes are correct and match the pre-printed total number of ballots on all 3 Return Sheets – Certificate 3. Primary ballots are packaged separately by Democratic and Republican party.

TIP: Each batch contains 50 ballots. Do NOT unwrap until needed.



Task List: Setting up the Precinct (Continued)

- Verify all other inventory is for YOUR precinct, including the **Green Tote**, **Black Pouch**, **White Supply Box** and their contents on pages 16-17. If not, contact the Voting Machine Warehouse or Poll Worker Hotline.
- Unseal the Poll Pad case and confirm the blue luggage tag's number matches the Poll Pad printer base's number. Record and place the seal in the **Lime Poll Pad envelope** in the Numbered List of Voters binder. Set up the Poll Pad per instructions on page 34.
- Precincts in a shared polling location:**
 - Set up a central Poll Pad check-in table where all voters will check in on any of the Poll Pads. This table will also include pens, styluses, the yellow Affirmation of Elector forms and pink Assistance to Vote forms.
 - Set up a separate precinct table with ballots, pens, the Numbered List of Voters in the white binder, Spoiled/Remitted Envelope and privacy folders.
 - Place the metal sign stand and hang the precinct color-coded signs (shown below) on or around the precinct table. Hang the small precinct sign on or near the scanner.



- Stand-alone precincts will set up the voter check-in area with pens, the Poll Pad, ballots, privacy folders, forms, Spoiled/Remitted Envelope, "I Voted" stickers and the Numbered List of Voters in the white binder.
- Set up the Touch Writer, its printer, the scanner and ballot box. Detailed setup instructions begin on page 20.
- Use green tape for taping down any cords. Use the other tape for directing traffic flow and maintaining voter privacy and hanging notices.
- Record **Blue Seal Numbers** from the scanner and Touch Writer's vDrive compartments on all 3 Return Sheets – Certificate 1. Do **NOT** remove vDrive Seals until polls are closed.
- Deposit all removed **Blue and Red Security Seals** in the **Aqua Machine Warehouse Envelope**.
- Set up privacy voting booths and any additional ballot marking areas (tables/desks etc.) with the white plastic privacy trifolds.

Task List: Setting up the Precinct (Continued)

- Remove POSTING NOTICES from envelope in the **White Supply Box**. Post notices where voters may review them before voting. **TIP 1:** If wall space is limited, at minimum, post 1 complete set of notices so that they are visible to all precincts. **TIP 2:** You may use your cage as wall space to display a set of notices.
- Each precinct receives 6 sample ballots (3 for each party). All must be displayed. Hang 1 set outside the precinct's 10-foot campaign-free zone, 1 set near the area where you might instruct new voters on how to mark a ballot and 1 set near the ballot marking area.
- Set up JOE table with Provisional Voting and Remitted Ballot materials, pens and blank poll book pages.
- Set up an area near the scanner/exit for the voter to return their pens and privacy folders and receive an "I Voted" sticker. The **White Supply Box** lid can be used to collect pens.
- Complete Certificate 1 on all 3 Return Sheets and confirm that all necessary forms, reports, and seals have been properly filed in the colored envelopes per pages 38-39.

Doors must open at 7:00AM sharp!

Item Inventory

EQUIPMENT CAGE



IMPORTANT: The equipment cage and Poll Pad CANNOT be opened until the morning of the election and the JOE and at least 1 other poll worker are present.

Item Inventory (Continued)

CAGE MANIFEST SHEET

2025 PRIMARY ELECTION	PRECINCT NAME	DC - SLOT #
JUDGE OF ELECTIONS:		PHONE:
ADDRESS:		EMAIL:
DESCRIPTION	QTY / SERIAL NUMBER	COMMENTS
SCANNER SERIAL #	1903221810	
SCANNER BLUE SEAL	0005224	
SCANNER BLUE RETURN SEAL (IN BLUE BAG)	0005226	
TOUCH WRITER SERIAL #	1913547412	
TOUCH WRITER VDRIVE COMPARTMENT BLUE SEAL	0054557	
TOUCH WRITER PRINTER PORT BLUE SEAL	0003546	
TOUCH WRITER VDRIVE COMPARTMENT BLUE RETURN SEAL (IN BLUE BAG)	0005225	
TOUCH WRITER PRINTER PORT RETURN BLUE SEAL (IN BLUE BAG)	0003548	
PRINTER SERIAL #	AK334455	
BALLOT BOX	1	
TOUCH WRITER TABLE	1	
PRINTER TABLE	1	
PRIVACY BOOTH (QUAD)	1	
PRIVACY BOOTH (SINGLE)	1	
PRIVACY SCREENS (BLACK NYLON)	4	
PRIVACY MANILLA FOLDERS	10	
PRIVACY TRIFOLDS (WHITE PLASTIC)	5	
BALLOTS		
BALLOT BAG (GREY)	1	
HEADPHONES FOR TOUCH WRITER	1	
CLOSING SEAL (RED)	0005226	
CLOSING RED RETURN SEAL (IN BLUE BAG)	0005227	
PRINTER POWER CORD (IN BLUE BAG)	1	
USB CORD CONNECTS FROM TOUCH WRITER TO PRINTER (IN BLUE BAG)	1	
EXTENSION CORD	1	
POWER STRIP	1	
EXTENSION CORD (FOR POLL PADS)	1	
POWER STRIP (FOR POLL PADS)	1	
GREEN TAPE FOR POLL PADS (FOR POLL PADS)	1	
THERMAL TAPE - 3 ROLLS (IN BLUE BAG)	3	
TAPE (MASKING OR BLUE)	1	
BLUE BAG	1	
METAL SIGN STAND & LAMINATED SIGNS	1 + 3	
IMPORTANT NOTES FOR JUDGE OF ELECTIONS & ALL POLL WORKERS		
THE FOLLOWING MATERIALS ARE TO BE PLACED IN THE CAGE AT THE END OF ELECTION:		
AQUA MACHINE WAREHOUSE ENVELOPE		
NUMBERED LIST OF VOTERS BINDER		
SPOILED/REMITTED BALLOTS ENVELOPE		
(1) POLL PAD, EXTENSION CORD & POWER STRIP WITH GREEN LABELS		
ALL UNUSED BALLOTS & BOXES INCLUDING ANY EMPTY BOXES		
ADDITIONAL NOTES:		

The cage includes the White Binder with Numbered List of Voters.

NOTE: If you have any issues with cage equipment, the seal or cage supplies, please note it in the COMMENTS column. Precincts receive the same cage and equipment each election.

Item Inventory (Continued)

GREEN TOTE



- Election Day Guide
- **Black Pouch** (contents, see right)
- 3 Sample Ballots for each party
- **White Supply Box** (contents, see right)
- Pens for voters in large bag or boxes
- Sealed **Baby Blue bag** containing Poll Books, Supplemental Pages and directions. **Do NOT unseal!**
- Unused Forms manila envelope containing:
 - Yellow Affirmation of Elector forms
 - Neon Pink Declaration of Assistance forms
 - Blank Poll Book pages
- Used Forms manila envelope

Provisional Items (in large zip-lock bag)

- Provisional Ballot Envelopes
- Green Secrecy Envelopes
- Barcoded Receipts
- 1 White Provisional Voting Return Envelope
- Instructions
- **NEW:** 3 Voter Instruction Sheets

BLACK POUCH



- Equipment Keys & ID Badge on lanyard
- Equipment Access Codes
- **White vDrive Security Return Envelope**
- **Closing Green Seal** for **Gray Ballot Bag**
- **Closing White Seal** for **Green Tote**
- 2 Magnifying Glasses
- Voter Reading Lights (certain precincts only)

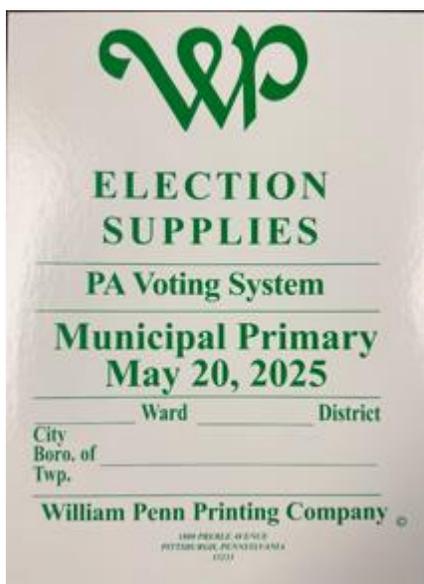
WARNING: Do NOT break the seal on the Baby Blue bag unless Voter Registration or the Poll Worker Hotline authorizes it.

Opening this bag requires the review of the entire poll book for voter history.

TIP: Review the **Green Tote** for completeness and accuracy prior to Election Day.

Item Inventory (Continued)

WHITE SUPPLY BOX



- Blue Precinct Forms Folder
 - o Lemon Pay Sheet
 - o 2 Election Officers' Oath
 - o Affidavit of Voter Identification
 - o 3 colored Return Sheets (**Aqua, Pink and White**)
- Spoiled/Remitted Ballot Manila Envelope
- Elector's Declaration to Return Mail Ballot pad
- Posting Notices Envelope
- **White** Record of Assisted Voters
- Poll Worker Name Tags
- Statement of Complaint – Title III
- 3 colored Return Envelopes (**Lemon, Pink and Aqua**)
- Election Day Digest
- Challenges Elector's Affidavits
- Bag with tape and pens for poll workers
- "I Voted" stickers

POLL PAD



- **Lime Green** Case with Blue Luggage Tag
- Metal Flip Stand and Case
- iPad
- 2 **lime green** styluses for poll workers
- 10 **green** styluses for voters
- 18" Power Cord & Brick
- Printer with roll of paper and **lime green** cable to attach to iPad
- Screen cleaning cloth
- Extra roll of printer paper
- **Lime green** seal for closing
- At least one precinct in a shared location will have a white charger and cord

Lemon Pay Sheet Instructions

The County's Accounting Department verifies ALL information on the Pay Sheet before issuing a check.

- The Pay Sheet is 2-sided. Do NOT add extra workers solely because there is additional space on the Pay Sheet. Additional workers may be assigned by the Poll Worker Hotline based on precinct size. The legal staffing standard is 5 Election Officials in each precinct.
- Workers **CANNOT** be paid for serving more than one role in a single precinct. Poll workers who serve in 2 precincts **MUST** be documented on both precincts' Pay Sheets, Oaths and Affidavits to be eligible for payment.
- If someone is handling ballots, setting up voting equipment, signing in voters, etc., they are a poll worker and must be included on the Pay Sheet. There are NO poll worker "volunteers." The County is required by PA state law to pay its poll workers.
- Note No-Shows and if they contacted you in the designated box.

This side is ONLY for poll workers that have been approved by the Poll Worker Hotline. If you curbside-appoint a poll worker, contact the PW Hotline for approval.

If your precinct is over-staffed, pay will be reduced accordingly.

Official Use Only

Circle Your Assigned Role

Election Officer Pay Sheet — May 20, 2025 - ALDAN PRECINCT EAST
 Print CLEARLY. No signature = delayed pay. Use one block per worker. Use the back side for additional APPROVED workers. If the pay sheet is not properly filled out and signed, payment will be delayed.

CLERK	Signature	Address	City and ZIP code	Appt #	Official Use Only
MACHINE OPERATOR	<input checked="" type="checkbox"/>				
	Full Day				
CLERK	Signature	Address	City and ZIP code	Appt #	Official Use Only
MACHINE OPERATOR	<input checked="" type="checkbox"/>				
	Full Day				
CLERK	Signature	Address	City and ZIP code	Appt #	Official Use Only
MACHINE OPERATOR	<input checked="" type="checkbox"/>				
	Full Day				
CLERK	Signature	Address	City and ZIP code	Appt #	Official Use Only
MACHINE OPERATOR	<input checked="" type="checkbox"/>				
	Full Day				
LIST ANY NO SHOW POLL WORKERS					

Confirm all workers have signed & listed address with apt. number & zip code		Confirm workers have selected a shift of full day or half day		Official Use Only	
Confirm Judge of Election has signed bottom of page		CHECK THIS BOX if additional workers are listed on the back of this sheet			
JUDGE OF ELECTION	Signature	Address	City and ZIP code	Appt #	Official Use Only
	<input checked="" type="checkbox"/>				
	Full Day				
MAJORITY INSPECTOR	Signature	Address	City and ZIP code	Appt #	Official Use Only
	<input checked="" type="checkbox"/>				
	Full Day				
MINORITY INSPECTOR	Signature	Address	City and ZIP code	Appt #	Official Use Only
	<input checked="" type="checkbox"/>				
	Full Day				
CLERK	Signature	Address	City and ZIP code	Appt #	Official Use Only
	<input checked="" type="checkbox"/>				
	Full Day				
	Half Day				
MACHINE OPERATOR	Signature	Address	City and ZIP code	Appt #	Official Use Only
	<input checked="" type="checkbox"/>				
	Full Day				
	Half Day				
CONSTABLE	Signature	Address	City and ZIP code	Appt #	Official Use Only
	<input checked="" type="checkbox"/>				
	Full Day				
	Half Day				
RENTAL FEES	Name and Address	Phone			

Under penalty of perjury, I swear the above information is true and accurate. Judge of Election MUST SIGN below:

USE the checklist to make sure the form is complete.

PRINT clearly.

USE proper names.

SIGN the lavender box under your printed name.

SELECT box indicating shift worked, full or half day.

Poll workers **must** be registered residents of Delaware County. Using an address outside of the county may forfeit payment.

IMPORTANT: Any missing signatures or incorrect information will delay check processing for all precinct workers.

WARNING: If your precinct is overstaffed and the Poll Worker Hotline did not place or approve the extra poll worker, we will reduce payment accordingly.



EQUIPMENT SETUP GUIDE

BALLOT PRINTER, TOUCH WRITER, SCANNER BALLOT BOX, SCANNER & POLL PAD

- ❖ Boot-up times for the Touch Writer and scanner are both approximately 10 minutes. The screen will appear black at times – do not reboot.
- ❖ In shared polling places, verify the Poll Pads are properly synced.
- ❖ You may label reports for easier identification.
- ❖ Set up the precinct ensuring voter traffic flows, voters have privacy and there are no tripping hazards.

If you encounter ANY issues during Touch Writer and scanner setup, call the Voting Machine Warehouse at (610) 874-8780.

If you have Poll Pad issues, call the Poll Worker Hotline at (484) 460-3750.

Setting Up the Ballot Printer

1. Set up the ballot printer table next to where you will set up the Touch Writer and set the ballot printer on the table.
2. Plug the square end of the USB printer cable from the blue bag into the printer. Note: The flat end will be plugged into the Touch Writer. [A] ▶
3. Insert the printer power cord from the blue bag into the printer and the other end into an electric outlet. **Do NOT turn on the printer yet.** The printer should be powered on ONLY after setting up the Touch Writer. [B] ▶

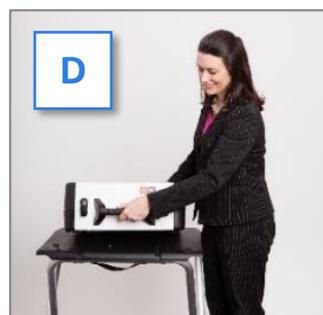
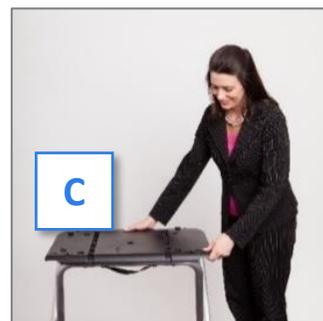
Printer will come pre-loaded with paper. BE CAREFUL with the extendable paper tray when unpacking and packing the printer.



Setting up the Touch Writer

IMPORTANT: Do NOT remove Blue Security Seal on vDrive compartment until polls close.

1. Remove the Touch Writer stand from the cage. Release bungee cords. Pull on the handle and lift and lock the legs into place. [C] ▶
2. Pick a location that does not create a tripping hazard with the power cords.
3. Place the Touch Writer on top of the stand, aligning footpads with the stand's indentations. The handle on the Touch Writer must face the same direction as the handle on the stand. [D] ▶



- Stand at the front of the stand. Reach under the front of the stand top and push the latch away from you to secure the Touch Writer to the stand. Check that the Touch Writer is attached by trying to lift it up. [E] ▼



- Open the case and remove the power brick and power cord from the storage compartment. [F] ►

IMPORTANT: Do NOT remove the *Blue Security Seal* from the vDrive compartment until closing. Record the seal's number on all 3 Return Sheets' Certificate 1.

Close the compartment and case.

- Remove the *Blue Security Seal* from the printer port on the back of the Touch Writer, [J] ▼, and record the security seal number on all 3 Return Sheets' Certificate 1. Place the seal in the *Aqua Machine Warehouse Envelope*.

- Plug the power cord into the power brick [G]. ▼Slide the base of the black connector molding back [H] and then plug it into the back of the Touch Writer (flat side up). [I]

IMPORTANT: Do NOT plug the power cord into an outlet yet.



- Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity Touch Writer, with the notch facing up. [K] ▼



9. Open the Touch Writer case and lock the lid brace in place. [L] ▶

IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device or cause damage to the device itself.



10. Release the tablet from the case by unlocking with the key [M] from the **Black Pouch**, rotate the latch counterclockwise [N] and remove tablet [O]. ▼



11. Seat the tablet in the cradle [P], tilt it back [Q] and lock it in place [R]. ▼



12. Attach privacy screens to both sides of the stand. [S] ▶



13. Plug the power cord into AC power. A green light will illuminate on the power brick when AC power is present.

14. Press the switch on the bottom right side of the ballot printer to power it on. [T] ▶

IMPORTANT: Do NOT move on to the next step until the printer is powered on!



15. Press the **Red Power Button** on the back of the Touch Writer to power it on. [U] ▶

A Power-On Self-Test report will automatically print on Touch Writer's built-in report printer. This report will indicate any hardware or connection issues. If any issues are noted, call the Voting Machine Warehouse at **(610) 874-8780**.



16. File the unsigned Power-On Self-Test report in the **Aqua Machine Warehouse Envelope**.

Touch Writer Screen Orientation

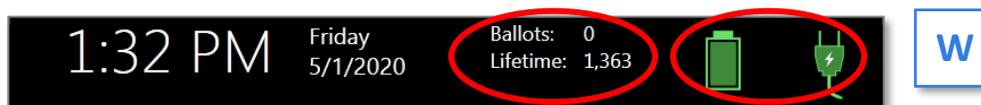
Once powered up, the Touch Writer will display the Print Zero Report screen. [V] ▶

Please review the information bar [W] ▼ at the bottom of the screen which includes the date and time, plus the following:

- **Ballots:** The number of ballots printed using the Touch Writer for the current election. This should be zero!
- **Lifetime:** The number of ballots printed using the Touch Writer for the lifetime of the device (for all activity).
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Touch Writer Power-On Self-Test report. The battery does NOT recharge when plugged in. **See page 91 for more information on using battery power during a power outage.**



Verify the displayed information is correct and the Touch Writer is running on AC Power.



Opening the Polls

IMPORTANT: If the ballot count total, precinct or clock are incorrect, or the Touch Writer is not running on AC Power or the battery is low, contact the Voting Machine Warehouse at (610) 874-8780.

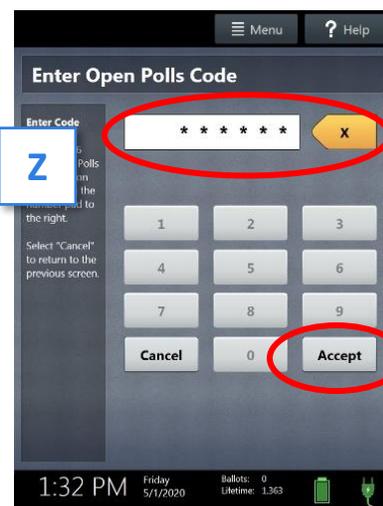
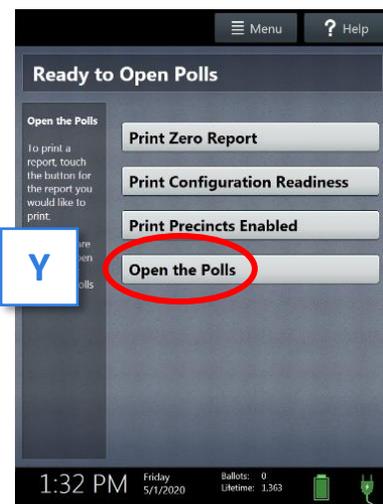
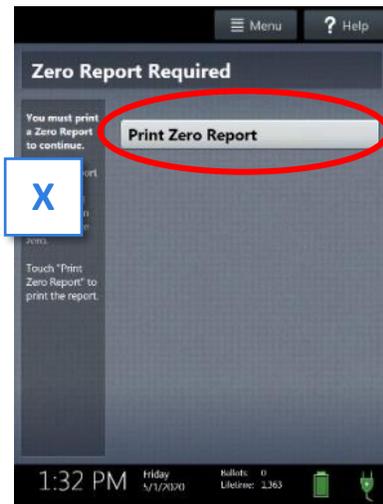
1. Select **Print Zero Report**. Print 2 copies of the Zero Report. Using the Zero Report, check the following: [X] ▶
 - Verify the ballot count total on the Zero Report is ZERO.
 - Verify that the precinct on the report is correct.
 - Use the Zero Report information to fill out all 3 Return Sheets with the Touch Writer serial number and lifetime counter on Certificate 1. See page 38.
 - File 1 signed report in the *Pink Minority Inspector Envelope* and the other signed report in the *Aqua Machine Warehouse Envelope*.

2. Select **Open the Polls** [Y] ▶

IMPORTANT: Once you open polls, you can no longer print a Zero Report.

3. Enter the **Open Polls Code** from the *Black Pouch*, and then select **Accept**. The Open Polls Report will automatically print. [Z] ▶
4. Sign and file the Open Polls Report in the *Aqua Machine Warehouse Envelope*.

The Touch Writer is now ready to be used by voters!



Scanner Overview



The scanner is a polling place-based digital scanner for scanning and casting paper ballots.

The scanner can be used with hand-marked paper ballots or with paper ballots marked by and printed from the Touch Writer.

The scanner deposits scanned paper ballots into its ballot box and **Gray Ballot Bag** for secure storage. It will not accept paper ballots from other precincts, Provisional ballots or mail-in/absentee ballots.



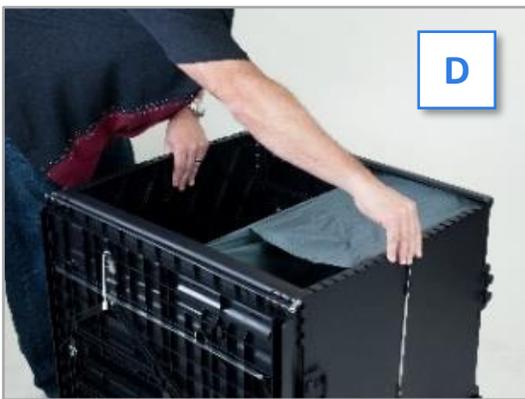
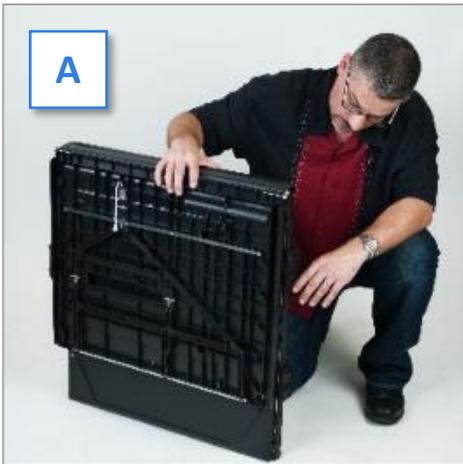
vDrives are used to transfer digital ballot styles from the Verity election definition software to the scanner and Touch Writer and to transfer voted paper ballots from the scanner to Verity software for tabulation.

vDrives are inserted into a standard USB port located in a locked and sealed compartment; each scanner and Touch Writer has its own vDrive.

Note: Software startup for each unit will take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.

Setting up the Ballot Box

1. Position the folded ballot box as shown below. [A] ▼
2. Unlatch the four clips (two on each side). [B] ▼
3. Pull open the ballot box. [C] ▼
4. Press the side panels outward until they are flat, being careful not to pinch your hands or fingers. [D] ▼
5. Lower the bottom panel but do **NOT** press down. [E] ▼

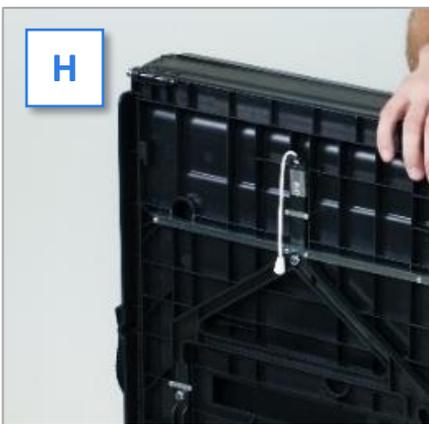


Setting up the Ballot Box (Continued)

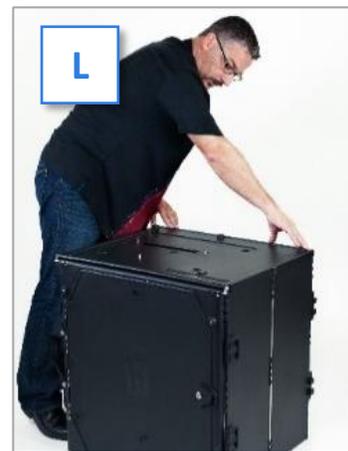
6. Release the lid by unhooking the 3 black straps. [F, G] ▼



7. Pull the string on the underside of the lid upward to unlock the lid latch. [H, I] ▼



8. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Lay the lid across the top of ballot box and press it down. Do **NOT** force it. Instead drop the lid back down to release the double hinge and try again [J, K, L] ▼



Setting up the Ballot Box (Continued)

9. Unlock the front door with the ballot box key from the **Black Pouch**. [M] ▼

10. Press firmly on bottom panel to lock it in place. [N] ▼



11. To assemble the folded **Gray Ballot Bag**, **push the metal brackets to the bottom of the bag and secure them using the Velcro flaps**. Ballot bags will have **precinct labels** in the clear sleeve on top and on the side with the handle. Verify the labels are for the correct precinct. [O] ▼ **DO NOT REMOVE THESE LABELS.**



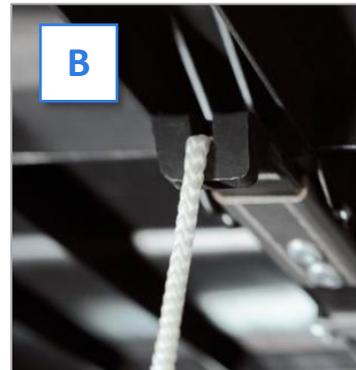
12. Place the unzipped ballot bag inside the ballot box with the top flap positioned on outside of the bag with the handle and label facing outward. Ensure the bag is snug against the side of the ballot box.

13. Keeping the voter's privacy in mind, position the ballot box near an electrical outlet and do not create a tripping hazard.

Setting up the Scanner

IMPORTANT: Do NOT remove Blue Security Seal on vDrive compartment until polls close.

1. Place the scanner on the assembled ballot box, aligning its footpads with the box's indentations. The handle on the scanner must face the front of the ballot box. [A] ▼
2. Reach inside the ballot box and pull the cord down and away from you to lock the lid and the scanner in place. Check that the scanner is locked in place by trying to lift it up. [B] ▼
3. Close and lock the front ballot box door with the key from the black pouch. [C] ▼
4. Open the scanner case and remove the power brick and power cord from the storage compartment. Close the compartment and case. [D] ▼



5. Plug the power cord into the power brick [E]. Slide the base of the black connector molding back and then plug it into the back of the scanner (flat side up). [F] ▼

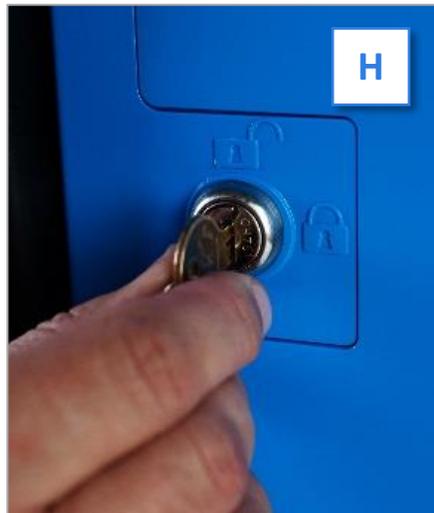
IMPORTANT: Do NOT plug the power cord into the outlet yet.



Setting up the Scanner (Continued)

6. Open the scanner case and lock the lid brace in place. [G] ▼
7. Release the tablet from the case by unlocking with the key from the *Black Pouch* [H], rotate the latch counterclockwise [I], and remove the tablet. [J] ▼

IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.

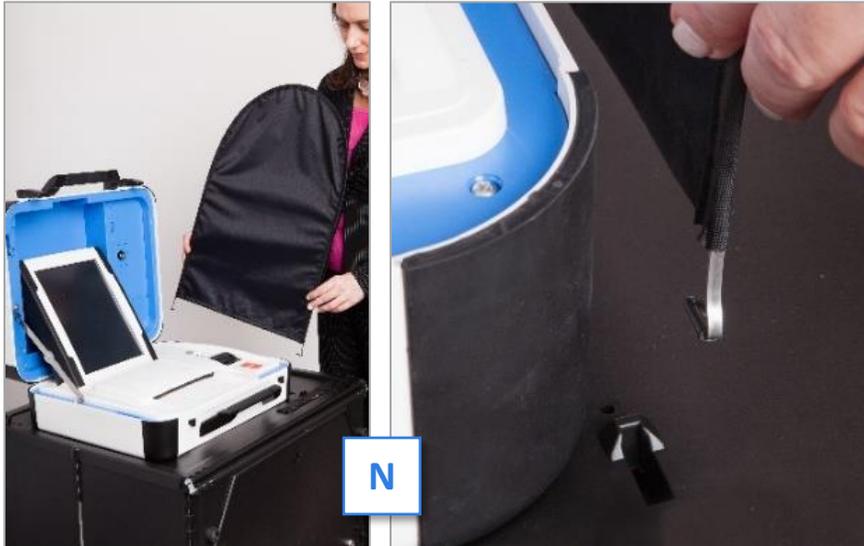


8. Seat the tablet in the cradle [K], tilt it back [L] and lock it in place [M]. ▼



Setting up the Scanner (Continued)

9. Attach privacy screens to each side of the ballot box. [N] ▼



10. Plug the power cord into AC power. A green light will illuminate on the power brick when AC power is present.

11. Press the **Red Power Button** on the back of the scanner to power it on. [O] ▼

The Power-On Self-Test report will automatically print on the scanner's built-in report printer. This report will indicate any hardware or connection issues. If any issues are noted, call the Voting Machine Warehouse at **(610) 874-8780**.

12. File the unsigned Power-On Self-Test report in the **Aqua Machine Warehouse Envelope**.



Scanner Screen Orientation

Once powered up, the scanner will display the **Print Zero Report** screen. [A] ▶ Please review the information bar [B] ▼ at the bottom of the screen which includes the date and time, plus the following:

- **Ballots:** The number of ballots scanned and cast on the scanner for current election. This should be zero!
- **Sheets:** The number of ballot sheets scanned on the scanner for the current election. This should be zero.
- **Lifetime:** The number of ballots cast on the scanner for the lifetime of the device (for all activity).
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Scanner Power-On Self-Test report. The battery does NOT recharge when plugged in. **See page 91 for more information on using battery power during a power outage.**



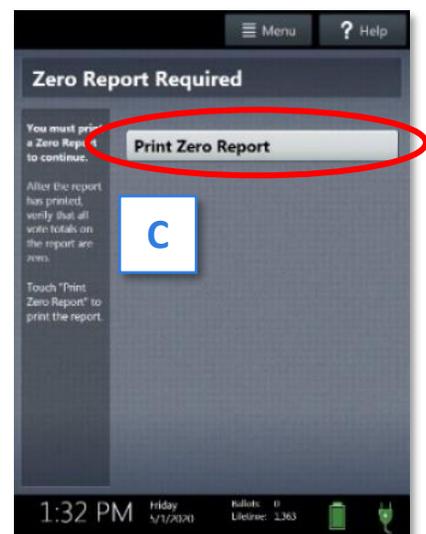
Verify the displayed information is correct and the scanner is running on AC Power.



Opening the Polls

IMPORTANT: If the ballot count total, precinct or clock are incorrect, or the scanner is not running on AC Power or the battery is low, contact the Voting Machine Warehouse at (610) 874-8780.

1. Select **Print Zero Report**. [C] ▶ Print 2 copies of the Zero Report. Using the Zero Report, check the following:
 - Verify the ballot count total on the Zero Report is **ZERO**.
 - Verify that the precinct on the report is correct.
 - Use the Zero Report information to fill out all 3 Return Sheets with the scanner serial number and lifetime counter on Certificate 1. See page 38.



Opening the Polls (Continued)

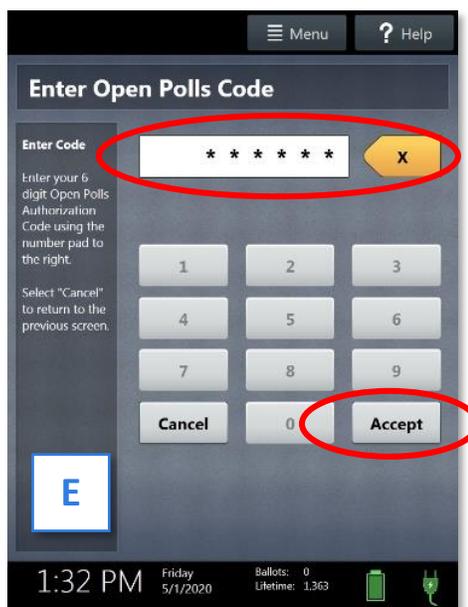
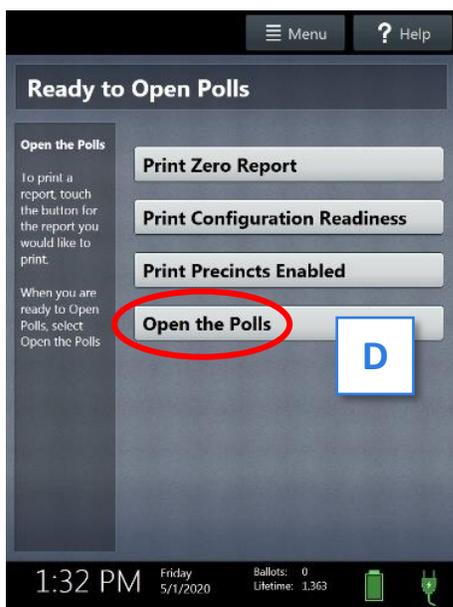
- File 1 signed Zero Report in the *Pink Minority Inspector Envelope* and the other signed Zero Report in the *Aqua Machine Warehouse Envelope*.

- Select **Open the Polls**. [D] ▼

IMPORTANT: Once you open polls, you can no longer print a Zero Report.

- Enter the **Open Polls Code** from the *Black Pouch*, and then select **Accept**. The Open Polls report will automatically print. [E] ▼

- Sign and file the signed Open Polls reports in the *Aqua Machine Warehouse Envelope*.



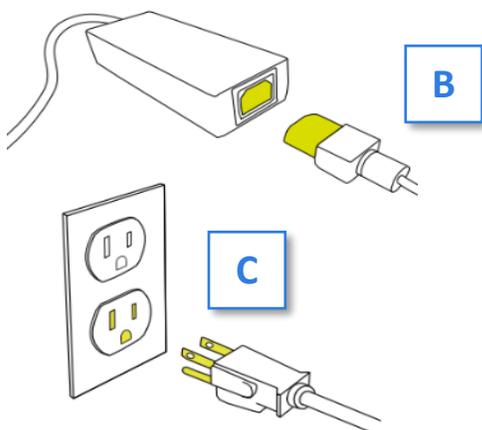
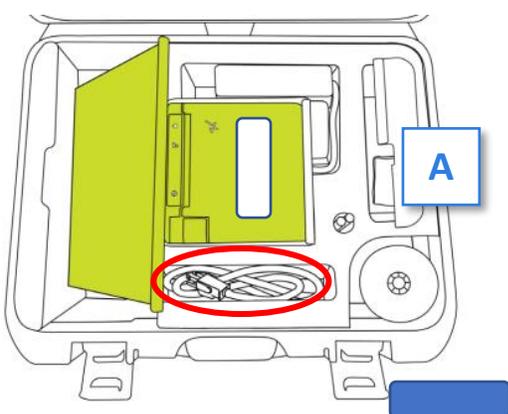
The scanner is now ready to be used by voters!

Poll Pad Setup

What is a Poll Pad? Poll Pads are electronic poll books also referred to as e-pollbooks. They have replaced the blue poll book and the supplemental pages. The information on each Poll Pad will contain the latest information on Delaware County's entire 400,000+ registered voters.

They allow for faster check-in, the ability to direct voters to their correct precinct, to search for voters by birthdate and address, consistent voter instructions and enhanced transparency. During Primary elections, identify the voter's party.

With the Poll Pad, you can check in voters from any precinct in a shared room. It will log that voter as checked in at all the Poll Pads in the same room. It will not allow you to check in voters from other precincts in different rooms or locations. If the voter is at the wrong precinct, a ticket with the correct precinct's address can be printed.



1. Verify that the case's blue luggage tag number matches the number on the printer's sticker.

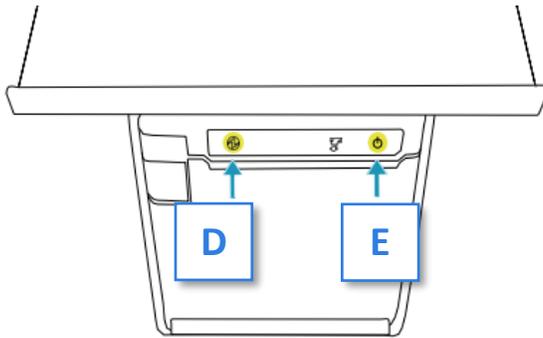
NOTE: The Poll Pad and its printer are housed in a blue metal case, i.e., the Poll Pad device, with the power brick and green cable attached. [A]

2. Drape the power brick and the green cable over the right side of the case, then gently lift the entire Poll Pad device out of the case using both hands. Stand the device on the table on the printer base with sticker facing you.

Remove the black power cord from the case and securely connect it into the power brick. [B]

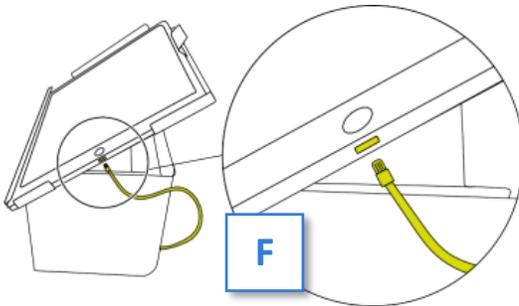
3. Next, plug the power cord into a wall outlet or extension cord. [C]

Poll Pad Setup (Continued)



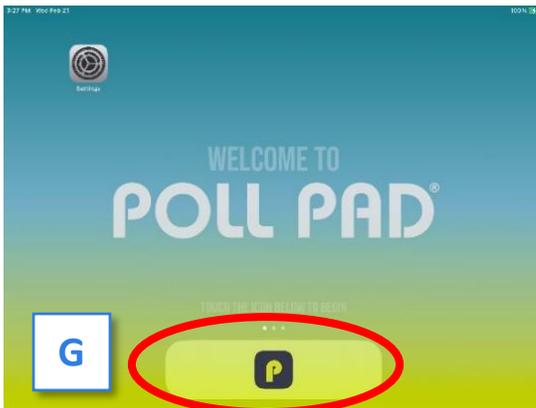
4. A blue light indicates the printer is powered on. [D]

If there is no blue light, push the power button 1 time. [E]



5. Plug the green cable into the charging port located on the right side of the Poll Pad. [F]

The Poll Pad should power on automatically.



6. Press the application icon at the bottom of the screen [G] to open Delaware County's homepage.

NOTE: Do **NOT** use wet wipes or any liquids on the screen. Use only the supplied screen cloth.

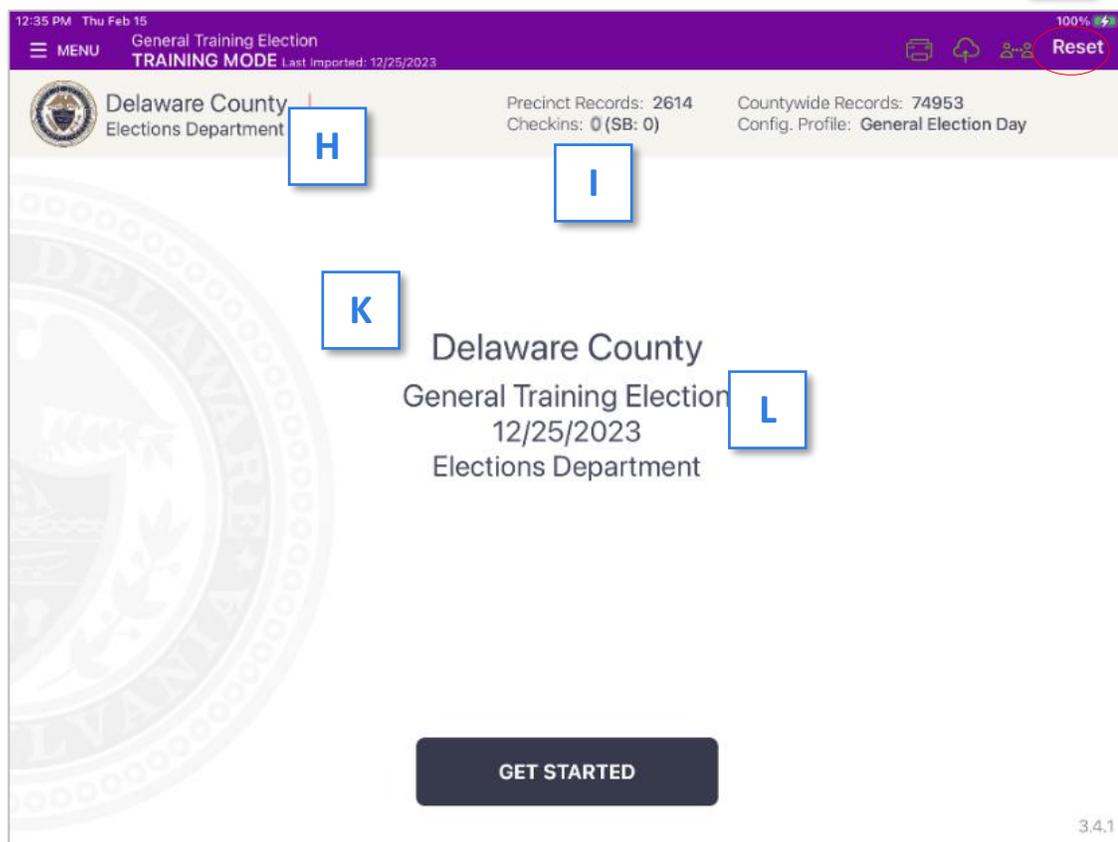
Poll Pad Setup (Continued)

IMPORTANT: All the following screen shots and examples are from the training mode; therefore, the top bar is purple and displays a Reset option. On Election Day, confirm the top bar is navy blue and that the Reset option is not available.

Call the Poll Worker Hotline immediately at (484) 460-3750 if your Poll Pad is in training mode.

7. Verify the following is correct:
 - Polling place[H], i.e., Aldan Elementary School Gym
 - Check-in Count = 0 [I]
 - Battery life is close to full (90% or greater) See page 95 to charge. [J]
 - Name of jurisdiction [K]
 - Election name and date [L]

Call the Poll Worker Hotline if H through L is wrong.



Poll Pad Setup (Continued)

- Verify the multi-peer icons correctly reflect the setup of your polling place. For instance, if your polling place has 3 total precincts, your Poll Pad would indicate it is syncing with 2 in the red circle. [M] Call the Poll Worker Hotline if this number is incorrect.

MULTI-PEER ICONS



Poll Pad is currently connected and synchronizing with the other precinct Poll Pads.



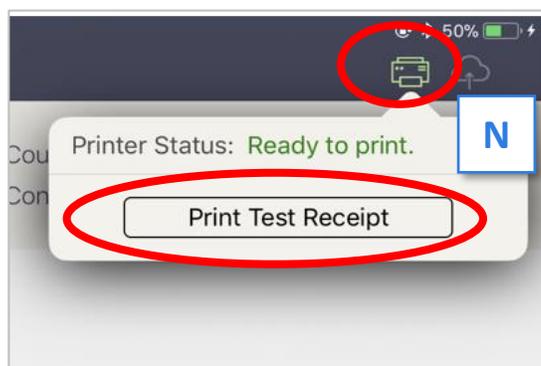
The number inside the red circle indicates the number of precinct units the Poll Pad is connected to.



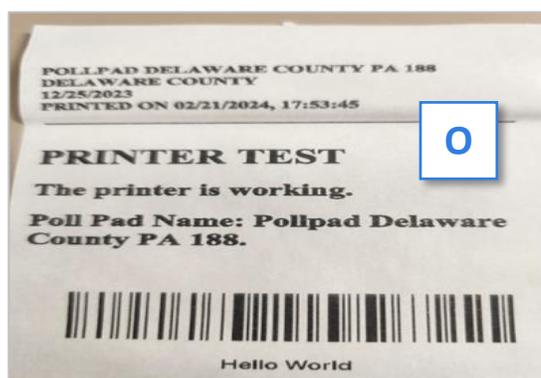
Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units.



Poll Pad is currently disconnected and not synchronizing with the other precinct Poll Pads. Contact the Poll Worker Hotline.



- Verify the paper is properly loaded. Tap the Printer Icon then tap Print Test Receipt bar. [N] If the test receipt prints properly, i.e., it did not jam – file the test receipt in the **Lime Poll Pad envelope** at the front of the White Binder. [O] If the paper jams, see page 95 to resolve.



- Use the **Green Tape** from the cage to tape down any loose cords.

IMPORTANT: The County does not call these “receipts” – they are TICKETS! This screen is hard coded on the Poll Pad and unchangeable. This is the only time we will use the term “receipt.”

The Poll Pad is now ready to be used by voters.

Filling out the Return Sheets: Certificate 1

There are 3 Return Sheets (*Pink, Aqua and White*) and all 3 must be filled out completely and identically. The term “certificate” refers to a specific section of the Return Sheet. See page 79. There are no individual certificates.

Certificate 1 is a record of Poll Opening security measures. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 1.

- Record the seal numbers from **Blue Security Seals** on the vDrive compartments inside the scanner and the Touch Writer. These should agree with the Manifest Sheet. These seals are **NOT** removed until polls are closed.
- Record the serial numbers (abbreviated S/N) from the Open Polls Reports for both the scanner and the Touch Writer. These should agree with the Manifest Sheet.
- Record the Lifetime Counter numbers from the Open Polls Reports for both the scanner and the Touch Writer.
- Record the seal number from the **Red Security Seal** removed from the equipment cage. Place the seal in the **Aqua Machine Warehouse Envelope**.
- Record the seal number from the **Blue Security Seal** removed from the printer port on the back of the Touch Writer. This should agree with the Manifest Sheet. Place the seal in the **Aqua Machine Warehouse Envelope**.
- The JOE and all present poll workers **MUST** sign all machine reports except for the Power-On Self-Test Reports.
- Place both the scanner and the Touch Writer’s Power-On Self-Test Reports in the **Aqua Machine Warehouse Envelope**.
- Place 1 Zero Report from both the scanner and the Touch Writer in the **Aqua Machine Warehouse Envelope**.
- Place 1 Zero Report from both the scanner and the Touch Writer in the **Pink Minority Inspector Envelope**.
- Place the Open Polls Report from both the scanner and the Touch Writer in the **Aqua Machine Warehouse Envelope**

Filling out the Return Sheets: Certificate 1

POLL OPENING - CERTIFICATE 1			
Before opening the polls, record these numbers from the equipment and the tapes.			
Verify all "Zero & Open Polls Report Tapes" show zero votes cast. Call warehouse if incorrect.			
ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment <i>Unseal at Poll Closing</i>	Serial Number from Machine Tape	Lifetime Counter from Machine Tape
Verity Ballot Scanner	1 0005224	2 1903221810	3 5689
Verity TouchWriter	0054557	4 1913547412	5 77
RED Seal # on Cage:	6 0005226	BLUE Seal # Back of TouchWriter:	7 003546



Blue Security Seals from both vDrive Compartments.
DO NOT REMOVE UNTIL POLLS CLOSE

Election Header

Poll Worker Training - General
Election Date: 10/31/2021
Delaware County, Pennsylvania
Delco Elementary School
Election Day

Verity Scan

S/N: S1903221810 ← 2
Version: 2.3.1

Ballot Counter: 0
Lifetime Counter: 3 → 5689

Open Polls Report

Election Header

Poll Worker Training - General
Election Date: 10/31/2021
Delaware County, Pennsylvania
Delco Elementary School
Election Day

Verity Touch Writer

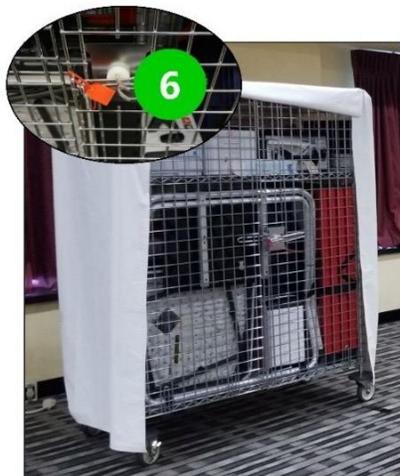
S/N: W1913547412 ← 4
Version: 2.3.4

Ballot Counter: 0
Lifetime Counter: 5 → 77

Open Polls Report

"Zero" & "Open Polls" Report Tapes from Scanner and TouchWriter
NOTE: Ballot Counter is ZERO.

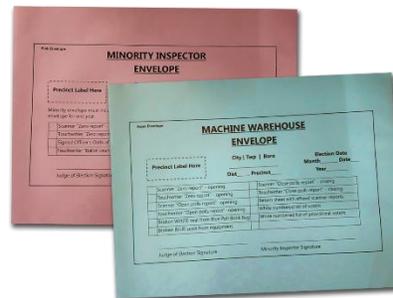
Remember to sign the bottom of all machine tapes where indicated.



Equip. Cage with Red Security Seal
Removed when opening the cage.



Blue Security Seals from Printer Port on TouchWriter (rear near power button). Removed when setting up.



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USE PAGE FOR NOTES



WORKING WITH VOTERS

ENSURING A GREAT VOTER EXPERIENCE

- ❖ Precincts will NOT receive Provisional Ballots. ALL Provisional Ballots will be printed on the Touch Writer and are NOT scannable.
- ❖ **Do NOT open the sealed baby blue bag containing the paper poll books without authorization from Voter Registration. If the bag is opened accidentally, the book must be thoroughly reviewed to verify no activity was recorded.**
- ❖ ANY voter may use the Touch Writer, if requested.
- ❖ **IMPORTANT:** Never deny a citizen the right to vote. If you cannot contact Voter Registration within a reasonable amount of time to verify a person's eligibility, have them vote by Provisional Ballot.
- ❖ Throughout the day, compare the numbered list of voters to the number of ballots scanned to verify the precinct's numbers agree.
- ❖ Keep phone usage to a minimum.
- ❖ During a power outage, continue to check in voters on the Poll Pad. Print Poll Pad tickets once the power is restored. Call the Hotline for guidance.

Voter Check In Overview

- All voters will check in at Poll Pads. At shared polling places, voters may check in at ANY Poll Pad. If your precinct is larger or busy, use tape to manage traffic.
- If resolving a voter's issue requires a call to the county for more information, pull that voter from the line to work with the JOE to resolve the issue so that you may continue serving other voters.
- Control the flow of voters at the check-in table to prevent overcrowding at available voting booths.
- The ballot marking area MUST offer privacy, accessibility and adequate lighting.
- **TIP:** You may write the voter's number from the numbered list on their Poll Pad ticket to keep them straight and to assist in line management.
- **IMPORTANT:** If at any point a voter becomes angry or upset, try to move them to a quieter area and do the following: remain calm and actively listen. Do NOT debate or become confrontational. Do NOT cross your arms. Offer what can be done. See De-escalation Tips in Appendix B, page 90.

Voters may:

- Talk respectfully among themselves while in line.
- Take "I Voted" pictures or "selfies" that do not include other voters, other voters' ballots, the poll workers or the poll watchers.
- Use their phones to research candidates for their own personal purposes.
- Wear clothing or accessories with political messaging.
- Deliver their sealed mail-in ballot to a secure Delaware County Drop Box by 8:00PM on Election Day.

Voters may not:

- Remove ballots from the precinct to fill out elsewhere.
- Engage in politicking inside the precinct.
- Intimidate other voters.
- Take photos of other voters or poll workers. Privacy and safety must be respected.
- Leave the polling place before voting once they have signed the Poll Pad (or poll book, if needed) unless they want to forfeit their vote.
- Leave their sealed mail-in ballot with a poll worker and expect it be counted.

Poll Pad: Voter Check-in Procedure

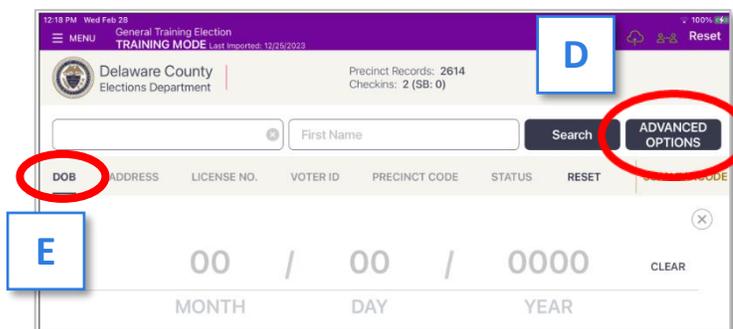
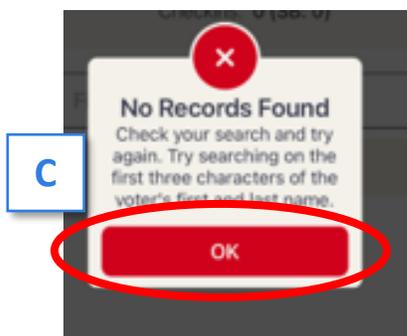
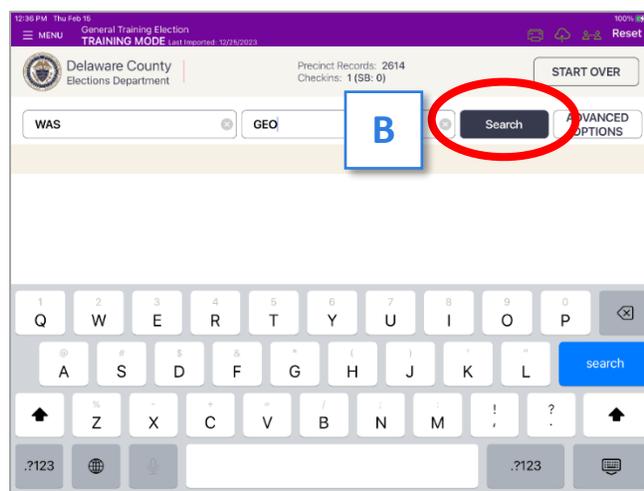
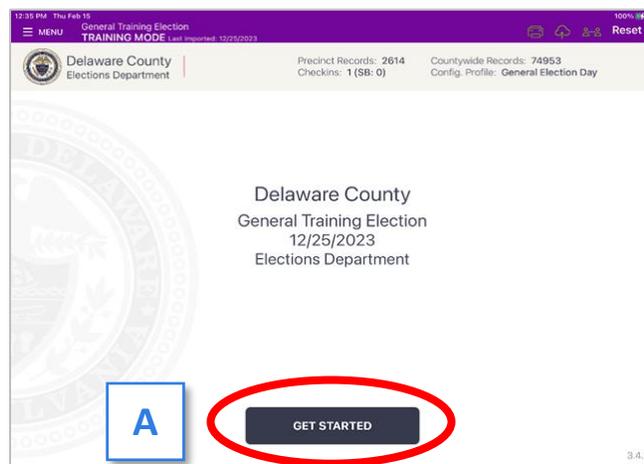
This section will review checking in a voter with no messages or exceptions which represents a majority of your voters. All examples are from the training base.

If the Poll Pad stops working, call the Poll Worker Hotline immediately!

1. Greet the voter. Ask the voter for their name. Repeat the name aloud for any poll watchers.
2. Use the stylus to tap **GET STARTED**. [A]
3. Search for voters by using their last and first name. Use the on-screen keyboard to enter the first 3 letters of the voter's last and first names, and then tap **Search**. [B]

- Use the Rule of 3's – it maximizes the search and minimizes typing errors.
- If they have a name like D'Adam or McCloud – only type up to the special character or space.
- Use the stylus, not your finger. It keeps the screen cleaner.

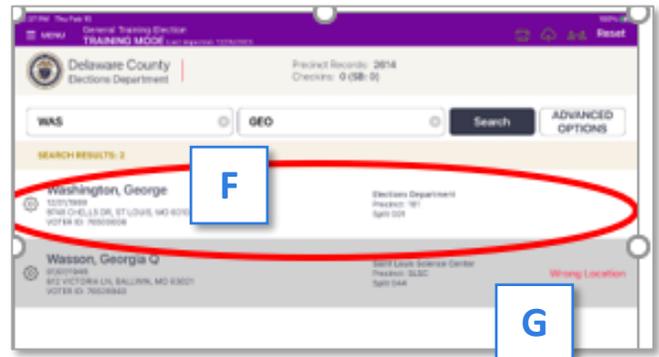
4. IMPORTANT: If "No Records Found" appears, tap **OK** [C], clear both name boxes, select **ADVANCED OPTIONS** [D], choose and enter the voter's Date of Birth (DOB)[E] and then tap **Search**. (There are other Advanced Options. We suggest using the DOB. Using their address requires it to be entered identical to their record on file).



Poll Pad: Voter Check-in Procedure (Continued)

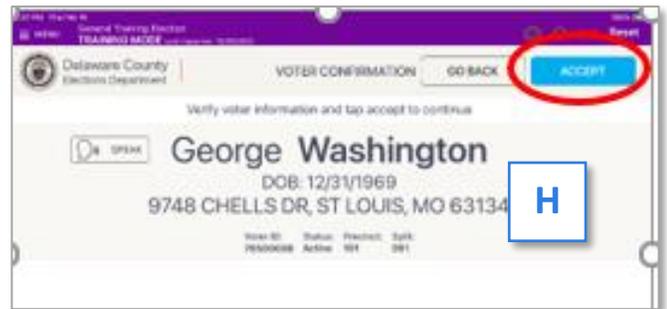
5. Select the voter's record that matches the voter's name. [F]

- Note out-of-precinct voters will be shaded gray with the message "Wrong Location." [G] See page 54 for directions.



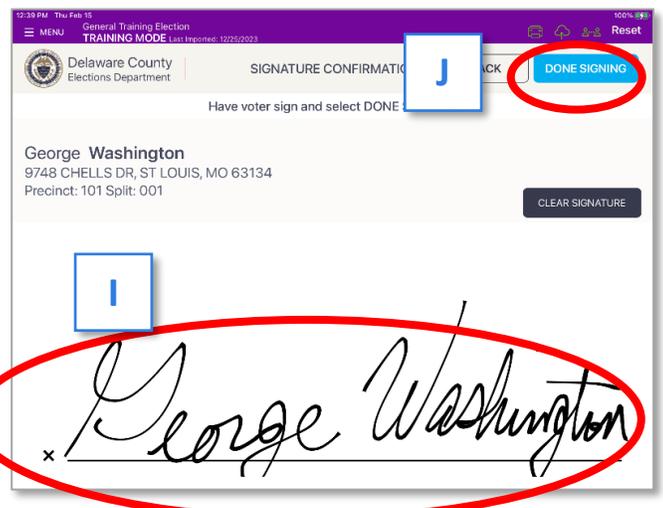
6. Ask the voter to verify their address AND birthdate. If both match the Poll Pad, tap ACCEPT. [H]

- If it is the correct voter, but the address does not match, see page 51 before proceeding.
- If it is the wrong voter, tap GO BACK and search again. If you cannot find the voter, see page 52.



7. Flip the screen towards the voter by pressing the metal Poll Pad tab. Ask the voter to sign the screen with the stylus or their finger. [I]

Once the voter is satisfied with their signature, flip screen back and tap **DONE SIGNING**. [J]



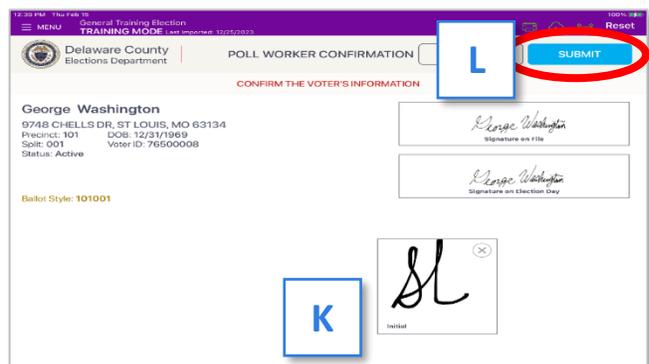
IMPORTANT: PAY ATTENTION! Delco's entire voter registration database is loaded on EVERY Poll Pad.

8. The Poll Worker Confirmation page will appear. Review the page for accuracy. Verify the voter has signed the correct record.

AVOID checking in a voter on the wrong record.

9. Initial in the box [K] and tap **SUBMIT**. [L] See page 54 if wrong voter is checked in.

Remember: If the voter's signature does not match their signature on file, they confirmed their address and birthdate and signed the Poll Pad with the stylus or their finger.



Poll Pad: Voter Check-in Procedure (Continued)

10. The voter has been successfully processed and the Poll Pad will now print their ticket. If the voter checked in at a shared polling place, all the synced Poll Pads will automatically update that they have voted.

IMPORTANT: The voter’s record will immediately update to **Voted**. [M] But, the voter has not actually cast their vote – they have only checked in which is equivalent to signing the paper poll book. The voter cannot leave the precinct after check-in and return later to vote. If the voter leaves the precinct before scanning their ballot, they forfeit their chance to vote. Do NOT include this voter on the Numbered List of Voters. Make a note of any votes forfeited on the Return Sheets’ Note Box and include a note in the BOE envelope.

NOTE: If the voter’s ticket did NOT properly print or it was destroyed before receiving their ballot, print a duplicate ticket per the instructions on page 46.

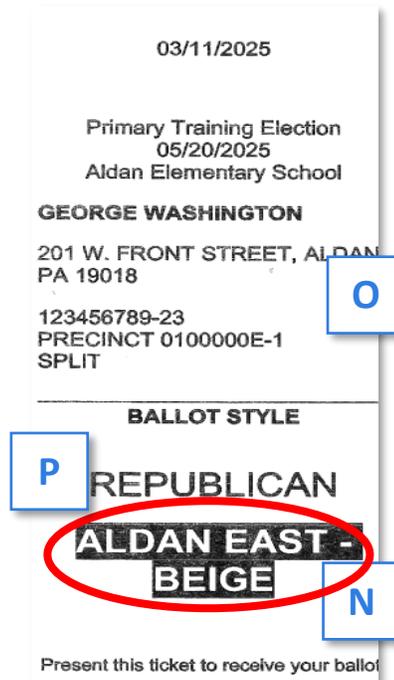
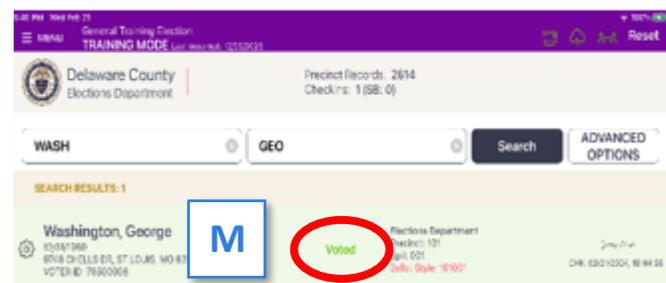
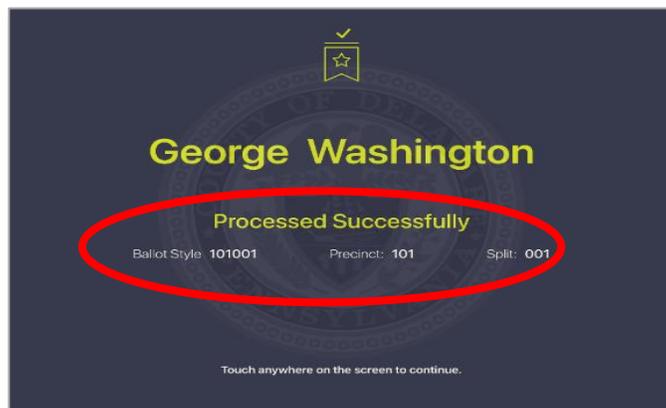
11. Hand the voter their ticket.

- At standalone precincts, the voter will move along the check-in table.
- In shared polling places, direct the voter to the correct precinct table to receive their ballot by telling the voter to locate the signs matching the color and precinct name indicated on the ticket. [N]

12. **Important:** Confirm the voter is at the correct precinct and use the ticket to legibly PRINT the voter’s name in the Numbered List of Voters in the White Binder [O]. Print **D** or **R** to the right of the voter’s name as indicated on the ticket[P]. See page 47 for instructions.

TIP: You may write the voter’s number from the numbered list on the ticket to keep them straight and to assist in line management.

13. Give the voter the correct precinct **and** party paper ballot, a pen and a privacy folder. The voter may now vote. Place the ticket in the **Lime Poll Pad Envelope** in front of the binder.



Poll Pad: Voter Check-in Procedure (Continued)

- Instruct the voter to individually select each candidate on the ballot. Explain how to properly mark the ballot and point out the directions at the top of the ballot. [Q] Then direct the voter to the privacy booths/area to manually mark their ballot.



To vote, fill in the box to the left of your choice. To vote for a candidate who is not listed, print the name in the Write-in space and fill in the box to the left. Do NOT use Write-in space for a candidate who is already listed for that office.

If you are voting in your precinct and make a mistake, ask for a new ballot.

Use only blue or black ink.



Board of Elections

- After marking the ballot, the voter proceeds to the ballot scanner to cast their ballot. See page 48.

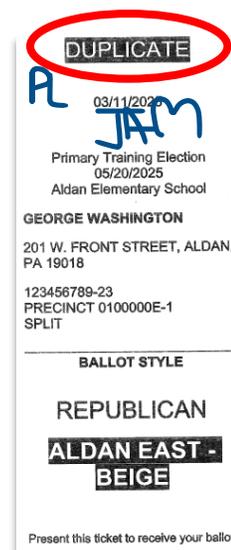
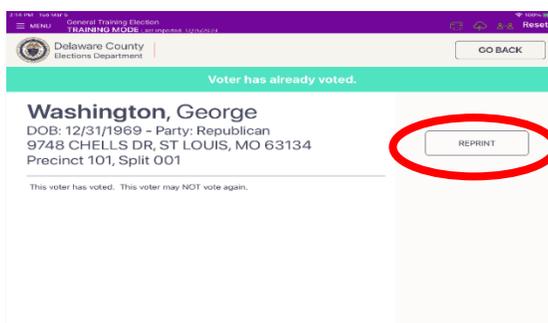
- If the voter makes a mistake marking their ballot, they may spoil it and request a new ballot. See page 50.

NOTE: Any voter who is unable or feels uncomfortable voting by manually marking the paper ballot can use the ADA compliant Touch Writer to mark the ballot digitally. **ANY** voter may use the Touch Writer, if requested. They are not necessarily asking for assistance; they may have just forgotten their reading glasses, etc. See page 63. (If a voter received a regular ballot, spoil it before using the Touch Writer.)

Acceptable Inside the box	
Acceptable Inside the box	
Acceptable Inside the box	
Not Recommended Outside the box lines	
Not Recommended Outside the box lines	

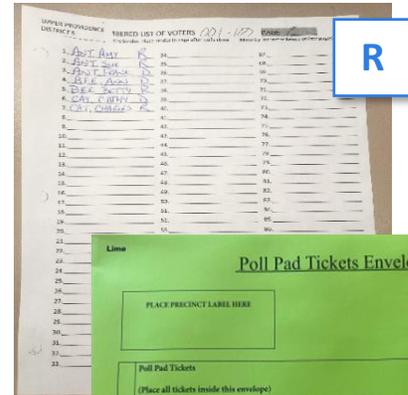
Directions to Reprint Poll Pad Ticket

- Use the **ORIGINAL** Poll Pad the voter checked in on to reprint a voter's ticket.
- Pull up their record and tap **REPRINT**. Enter the password from the **Black Pouch** and tap **DONE**.
- A **DUPLICATE** ticket will reprint.
- Initial the ticket and briefly note the reason for the reprint.
- NOTE:** You may need to reprint a ticket because the printer jammed, ran out of paper, lost power, etc. Always remember to print a test receipt after fixing the printer or replacing paper and then reprint the ticket.

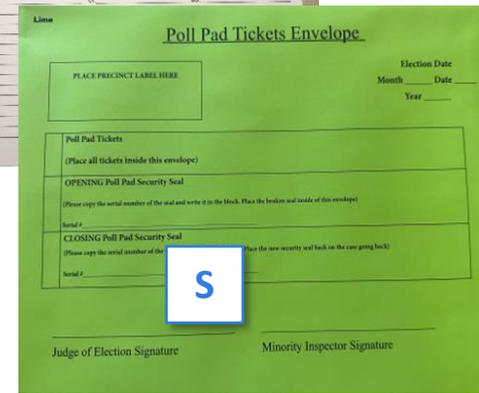


Instructions: Numbered List of Voters

The white binder contains a carbonless list with a top white page and bottom yellow page. [R] Each page set is divided by a separation page. Each page in the binder is numbered 1 to 100. The page numbers will be prefilled beginning with page 0 (zero).



- **IMPORTANT:** Before adding a name to the list, verify the voter is at the correct precinct and is **not** a provisional voter.
- Use the voter's ticket to announce the voter's name **and party** clearly.
- Use the voter's ticket to print last name first neatly on the list **with D or R to the right of the name.**
- Place the ticket in the **Lime Poll Pad Tickets Envelope** [S] in front of the binder. Larger precincts may have extra envelopes supplied to hold all the tickets.
- If a voter's name is accidentally added to the list, boldly cross out the number and name of the voter. **DO NOT REUSE THIS LINE OR RENUMBER THE LIST.**
- **TIP:** You may find it useful to write the voter's number from the list on the ticket to keep them straight and to assist in line management. During a quieter period write the names on the list.
- **IMPORTANT: Throughout the day, verify that the last number on the list, minus any cross outs is equal to the number of ballots scanned on the scanner.**



For example, the last number is 308, there are 2 cross outs and 3 voters marking their ballot and the actual number of voters that checked in is 306 (308 - 2). The scanner would show 303 ballots scanned (306-3). If the numbers do NOT match, investigate why. Note the reason for any differences to make closing smoother.

Mark the line where you reconciled counts. You will only need to review votes after the mark if the counts do not agree.

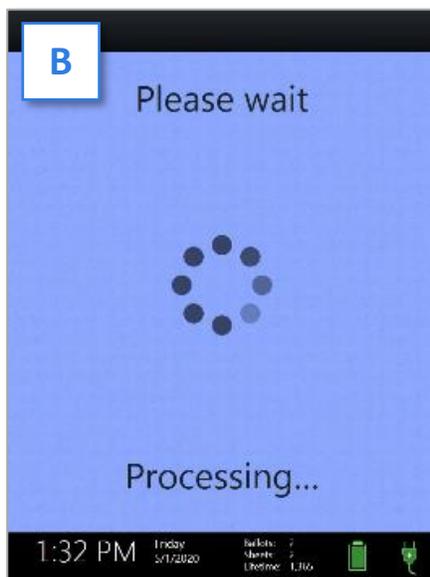
- Poll Watchers may inspect and photograph this list only while supervised by a poll worker and when the polling place is not busy. Poll Watcher activities should **NOT** slow down or interfere with the voting process.

Reminder: No provisional voters are included on the numbered list. There is NOT a separate list for provisional voters.

Ballot Scanner Procedure

RESPECT THE VOTER'S PRIVACY AT THE SCANNER. DO NOT LOOK AT THE BALLOT. NEVER TOUCH THE VOTER'S BALLOT.

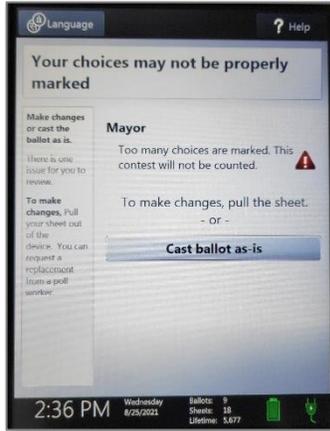
1. Instruct the voter to remove their ballot from the privacy folder, if using.
2. Voter inserts their marked ballot into the scanner as directed by the flashing green arrows (ballots must be fed in short edge first but can otherwise be inserted in any direction). [A] ▼
3. Voter must wait for the scanner to finish processing. "Please wait" message will be displayed on screen. [B] ▼
4. When the scanner has accepted a ballot, the screen will flash the American flag along with a brief message that the vote has been recorded. [C] ▼
 - Once the ballot is accepted, thank the voter, ask them to please return their pen and privacy folder, give them an "I Voted" sticker and direct the voter to the exit.
 - If the scanner rejects the ballot, it will spit back out and an error message will display on the screen. Review the message and assist the voter. See examples on the next page.
5. **Throughout the day, verify that the last number on the numbered list — minus any cross outs — equals the number of ballots scanned.**



IMPORTANT: If multiple ballots are NOT scanning properly, try using a different package of ballots. Note this on the 3 Return Sheets.

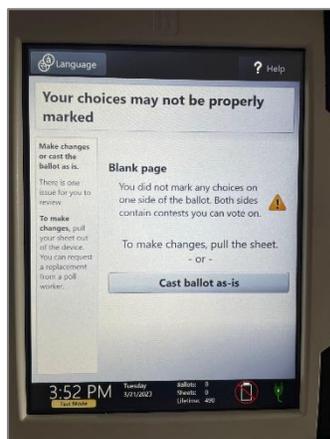
Scanner Messages and Voter Instructions

**PRECINCT 1-2 SCANNER WILL ONLY ACCEPT BALLOTS FROM PRECINCT 1-2.
ALL OTHERS WILL BE REJECTED.**



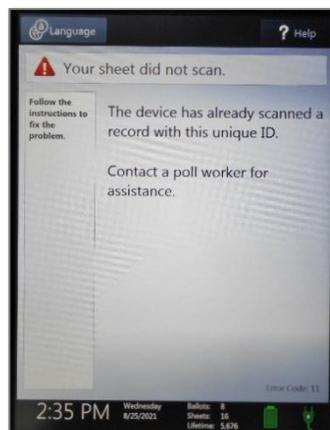
Overvote:

- Too many choices were marked on the ballot.
- The voter has two options:
 - Spoil the ballot with a poll worker and receive a new ballot to correct the error. See next page for instructions.
 - Voter taps “Cast ballot as-is” on the screen. The overvoted contest will **NOT** be counted, but all other contests will be counted.



Blank Page:

- The scanner is not reading **ANY** boxes marked at all on one side of the ballot.
- The voter has three options:
 - Voter taps “Cast ballot as-is” on the screen.
 - Take the ballot to the voting booth to mark more choices and then return to scan ballot.
 - Spoil the ballot and vote on a new ballot.



Error Codes 6, 11 or 14:

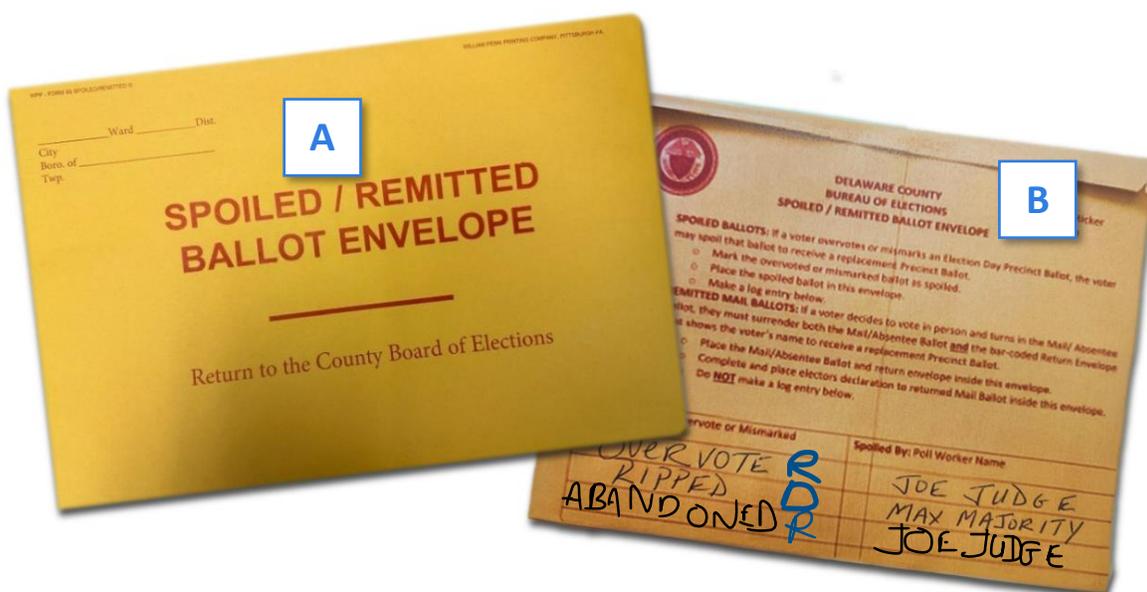
Note: This code is listed in the lower right corner.

- Code 6: The ballot is from a different precinct than the scanner. Direct the voter to their correct precinct scanner.
- Code 11: This ballot has already been scanned. Take the voter out of line. Record the voter’s name and contact info and call Voter Services at **(610) 891-4673** and ask for a solicitor. Voters may continue to use the scanner.
- Code 14: The Provisional Ballot **CANNOT** be scanned. See JOE to properly process the Provisional Ballot per pg. 60.

Reminder: Remember to maintain eye contact. Do **NOT** look at how the ballot is marked.

How to Spoil a Ballot

- Do **NOT** look at the voter's ballot!
- Ask the voter to write SPOILED on the ballot and place it in the Spoiled/Remitted Ballot Envelope. [A] ▼
- Fill out Spoiled Ballot Log on the envelope's back printing the reason spoiled per the voter, R or D for the voters' party and your name (**NOT** the voter's name).[B] ▼
- If a regular ballot (i.e., not a provisional ballot) was printed on the Touch Writer, write that on the log.
- Give the voter a new ballot to complete and cast. Do NOT add their name to the Numbered List.
- **IMPORTANT: DO NOT PLACE spoiled PROVISIONAL BALLOTS in this envelope. Place them in the White Provisional Voting – Return Envelope.**



How to Log an Abandoned Ballot

If an abandoned ballot is found, do NOT scan it. Write “ABANDONED” across the ballot in large print.

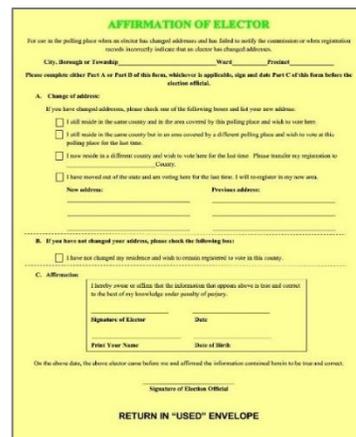
Place in Spoiled/Remitted Ballot Envelope and write “Abandoned” as the reason, R or D for the party and your name on the log.

Messages & Situations Poll Workers May Encounter

REMIND ALL VOTERS TO FILL OUT FORMS COMPLETELY AND NEATLY WITH PROPER NAMES, ETC.

Address Does Not Match

- If the voter’s address is not properly listed in the Poll Pad, ask the voter if they have moved. If they have moved, have the voter complete sections A and C of the yellow Affirmation of Elector Form to vote. ID is **NOT** required.
- The Poll Worker will review and sign the form and process the voter as usual.
- If the voter’s address has a typo or error, they should call Voter Reg to correct. If unable to contact Voter Reg, complete the yellow form and proceed as usual.
- File the form in the Used Form Envelope.



The image shows a yellow 'AFFIRMATION OF ELECTOR' form. It includes fields for City, Borough or Township, Ward, and Precinct. Section A asks if the voter has changed their address, with options for staying in the same county, moving to a different polling place, or moving to a different county. Section B asks if the voter has not changed their address. Section C is for the voter's signature and date, and the Poll Worker's signature and date. The form ends with 'RETURN IN "USED" ENVELOPE'.

IMPORTANT: A voter in the Poll Pad is a registered Delco voter and is entitled to vote. This form will be used to determine whether this voter should be removed from the rolls.

Inactive Voter: Affirmation Required

- Follow the directions on the Poll Pad screen. [A] ID is NOT required.
- File the completed and signed Affirmation of Elector Form in the Used Form Envelope.

Inactive Voter - Affirmation Required

Fillmore, Millard
DOB: 01/07/1910 - Party: Democratic
9876 CRABAPPLE AVE, ST LOUIS, MO 63134
Precinct 101, Split 001

Voter will complete the appropriate sections of the yellow Affirmation of Elector form. This voter does NOT need to show ID.

If the voter's address is incorrect complete section A. If the voter's address is correct, complete section B. All voters will complete section C. Once a poll worker has reviewed and signed the completed form, select Affirmation Complete and allow the voter to vote normally.

AFFIRMATION COMPLETE

A

Messages & Situations Poll Workers Encounter (Continued)

Unlisted Voter

- If the voter's name cannot be found in the Poll Pad after using the Advanced Options and verifying their name has not changed, they are not using a nickname and their 1st name is not an initial, send the voter to work with the JOE and call Voter Reg.
- If Voter Reg determines that the voter is at the correct precinct and properly registered as a Democrat or Republican, they will give you an **AUTHORIZATION NUMBER**. [A]
- The JOE will legibly complete an entry on a blank poll book page (found in the Unused Forms Envelope) based on Voter Reg's information. Ask the voter to sign the entry. [B]
- The JOE will walk the voter over to the precinct table to enter the voter's name on the Numbered List of Voters and the voter will be given a regular ballot.
- Record the Voter's Number from Numbered list and initial the entry [C]. This voter does NOT sign the Poll Pad.

The diagram shows a poll book form with the following fields: Voter #, Insp. Int, Name, Address, City, State, Zip, Party, and Date of Birth. A box labeled 'C' is next to the Voter # and Insp. Int fields. A box labeled 'A' is next to the Date of Birth field. A box labeled 'B' is next to a box containing an 'X' and a blank line. A yellow box highlights the 'Authorization # given by Voter Reg. Clerk' field, which is circled in red.

IMPORTANT: By law, if the voter is **NOT** given an Authorization Number because they cannot be found in the SURE system by Voter Reg, the voter is **NOT** a registered voter in Delaware County and **CANNOT** vote a **regular ballot**. If the voter insists on voting allow the voter to cast a Provisional Ballot. See page 60.

Third Party Voter

- Even if a voter is not registered as a Democrat or Republican, they **WILL** still appear in the Poll Pad.
- However, they will **NOT** be eligible to vote because Pennsylvania is a closed primary state. Assure them that will be able to vote in November's Municipal Election.

The screenshot shows a web application interface for Delaware County Elections Department. The page displays "No Ballot Available" for Alice M. Acuna. Her details include DOB: 06/29/1982, address: 11170 BARLEY SHEAF AVE, ST ANN, MO 63074, and Precinct 101, Split 004. A message states: "This voter is not registered with the Democratic or Republican party. By law they are not permitted to vote in PA's closed Primary Election."

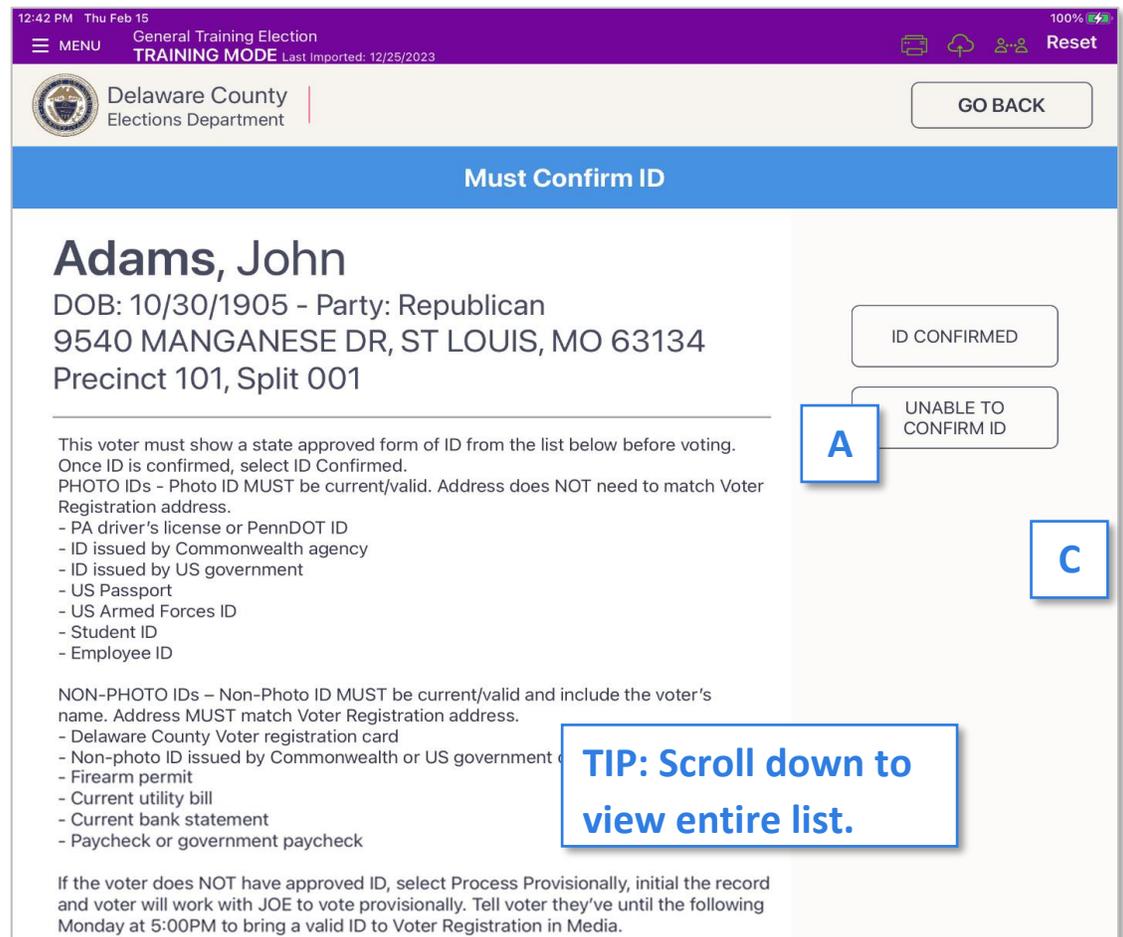
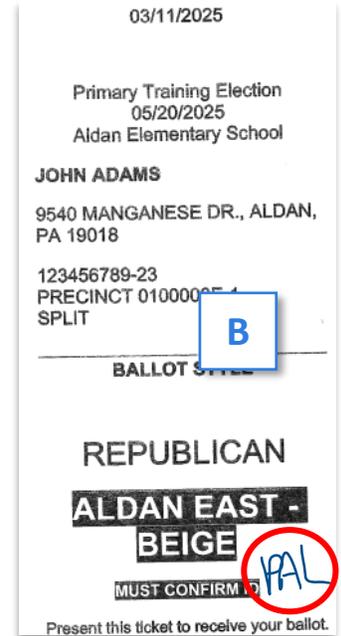
Messages & Situations Poll Workers Encounter (Continued)

ID Required

- ID is required if a voter is voting for the first time at that precinct. Photo IDs do NOT need to match the address on the Poll Pad. Non-Photo IDs MUST match the address on the Poll Pad.
- If the voter shows one of the IDs listed on the Poll Pad screen, tap **ID CONFIRMED [A]**.
- The voter’s ticket will state “MUST CONFIRM ID.” Initial the ticket to inform the poll worker managing the numbered list that their ID has been confirmed. [B]The voter will proceed to vote normally.
- If the voter is unable to provide approved ID before 8pm, select **UNABLE TO CONFIRM ID [C]** and the voter MUST vote provisionally. Send the voter to the JOE. Remind the voter that they must present their approved ID to Voter Reg in Media by the following Monday at 5:00PM to have their vote count and

this message removed from their record. See page 60.

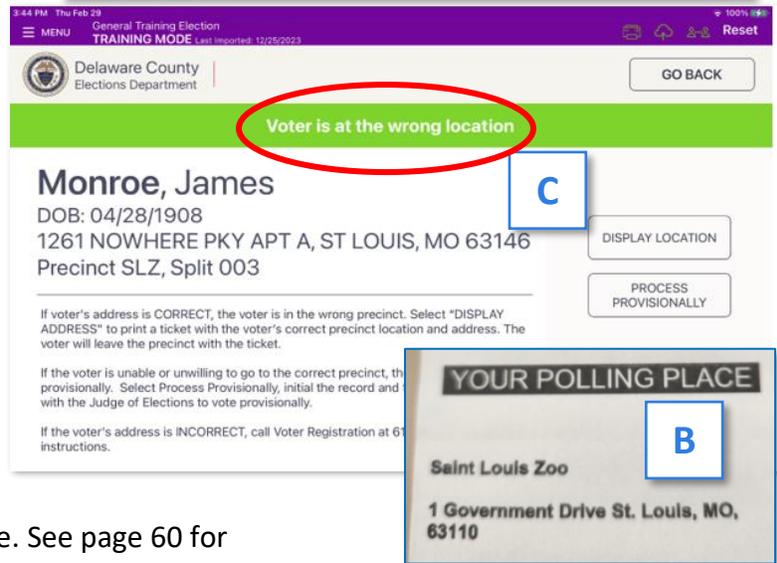
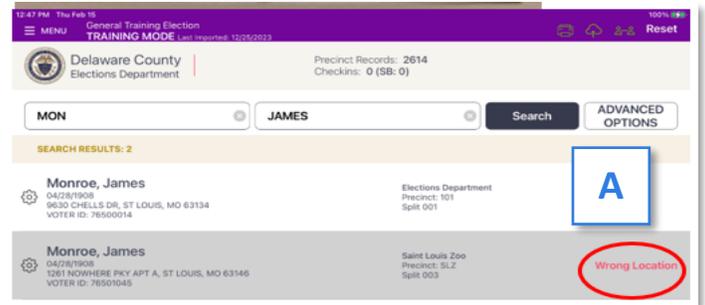
- If the voter leaves the precinct for ID, tap **GO BACK**, clear the voter’s name and continue to check in other voters.



Messages & Situations Poll Workers Encounter (Continued)

Voter is at the Wrong Location

- If a voter is at the wrong location [A], **strongly** encourage them to vote at their correct precinct.
- If the voter goes to the correct precinct, give the voter the YOUR POLLING PLACE ticket [B] by selecting the DISPLAY LOCATION [C] option.
- **NOTE:** This is the ONLY instance where a Poll Pad ticket is permitted to leave the precinct.
- If they vote provisionally, stress that **NOT** all contests will count and it is a very time intensive process. If the voter will not or cannot go the correct precinct and they vote provisionally, write “In wrong precinct” for the reason on the Provisional Ballot envelope. See page 60 for instructions.



Wrong Voter is Checked In

What do if Jane A Smith signs Jane B Smith’s Poll Pad record and it is accepted.

If the mistake is caught while Jane A is still in the polling place, the JOE will do the following:

- Have Jane A properly check in on her record. She will then proceed to vote normally.
- Call the Poll Worker Hotline for directions to cancel Jane B’s incorrect check-in.
- Write cancelled on the Jane B’s incorrect check-in Poll Pad ticket. File in the **Lemon BOE envelope**.
- If Jane B is in the precinct or comes in later, she’ll check in and vote normally.

If the mistake is NOT caught until Jane B attempts to sign in, do the following:

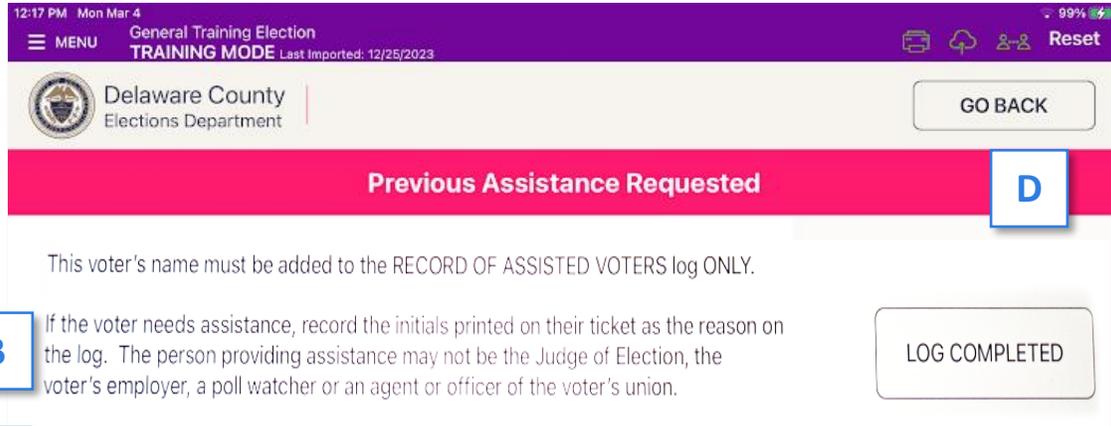
- Pull Jane B out of line to work with the JOE and have her vote provisionally. See page 60.
- The JOE will write on the **White Provisional Ballot Envelope** “Another voter signed the record” as the reason why the Jane B is voting provisionally.

TIP: To prevent the wrong voter from being checked in, confirm the voter’s address and birth date and ask the voter to review their record before signing the Poll Pad.

Messages & Situations Poll Workers Encounter (Continued)

Voter Requires Assistance

This voter **ONLY** needs their information added to the **white** RECORD OF ASSISTED VOTERS Log. [A] They do **NOT** complete the **neon pink** Assistance Form! Follow the directions on the Poll Pad.



B If the voter needs assistance, record the initials printed on their ticket as the reason on the log. The person providing assistance may not be the Judge of Election, the voter's employer, a poll watcher or an agent or officer of the voter's union.

C If the voter does not need assistance, write "NOT NEEDED" on the ticket and the log. Once the log is completed, the voter will vote normally.

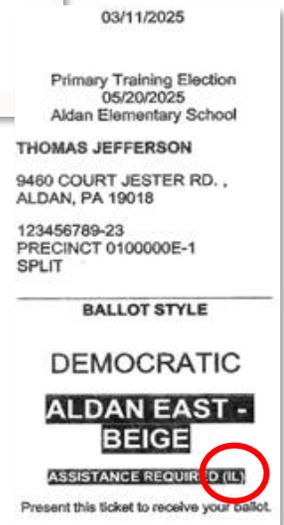
A

Serial #	Name of Voter	Reason for Assistance	Name of Person Furnishing Assistance
22	Thomas Jefferson	IL	Martha Jefferson
85	John Doe	NOT NEEDED	

B

- If a voter is asking for or seen receiving assistance and their record does **NOT** have the pink banner [D], ask them to complete the **NEW and IMPROVED** neon pink Declaration of the Need of Assistance to Vote form [E] which must be witnessed and signed by the person providing help and the JOE. Be sure to check off the correct box for either a permanent listing or a temporary condition. [F] Place completed form in the Used Forms Envelope.
- The person providing assistance cannot be the JOE, a poll watcher, their employer or their union agent/officer.

IMPORTANT: Explaining the voting process, lending reading glasses, setting up the Touch Writer for use, etc. is **NOT** providing assistance and does not need to be recorded. Assistance means the voter is unable to vote independently.



E

DO COMPLETE: When voter needs assistance for the first time.
 DO NOT COMPLETE: When voter assistance already listed in PollPad (or Poll Book)

Declaration of the Need of Assistance to Vote

(Print name of Voter who needs assistance) _____
 of (Address of voter who needs assistance) _____ in (Voter Borough/City) _____
 by reason of (Print reason that voter needs assistance - see list below) _____
 I am unable to vote without the Assistance of _____ (Name and person giving assistance)
 of (Address of person giving assistance) _____ in (Borough/City of person giving assistance) _____
 Signature or mark of voter _____
 Voter's Date of Birth / / Tester's Date / /
 Check for permanent listing. Check if temporary condition

F

Witness _____
 Signature of Witness _____
 Signature of Judge of Elections _____
 Voting Precinct _____

Reasons to receive assistance:
 • Hearing Impaired • Physically disabled
 • Literacy (reading/writing issue) • Visually Impaired
 • Language • Wheelchair

See page 94 for more information to respectfully work with voters with specific needs.

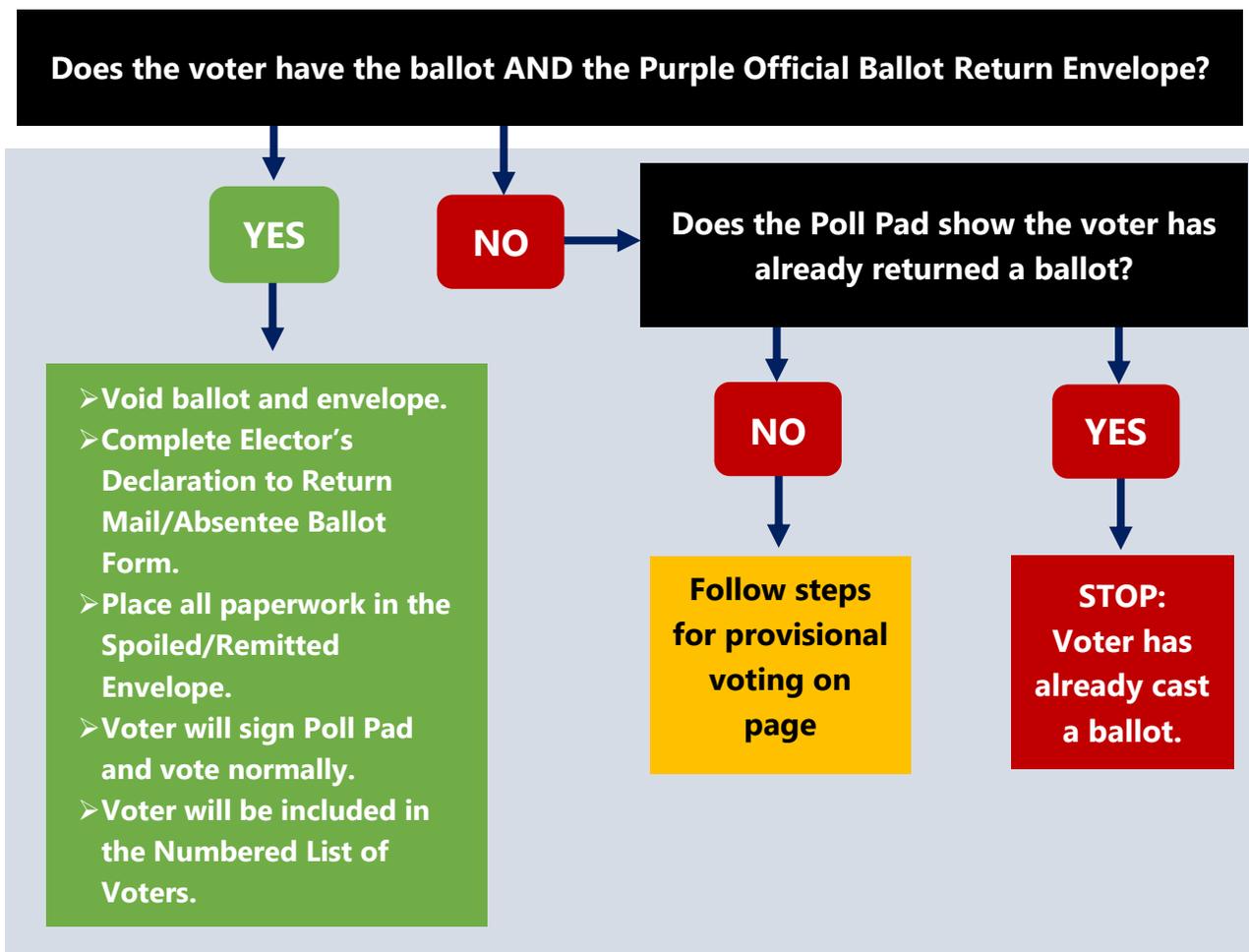
Messages & Situations Poll Workers Encounter (Continued)

Return Absentee or Mail-In Ballot or Vote Provisionally

When **ABSENTEE/MAIL-IN BALLOT REQUESTED** is displayed at the top of a voter's record, it means that this voter was issued an absentee or mail-in ballot that was not received back by the county. If this voter wants to vote at the precinct polling place, they can either:

- Return BOTH the ballot AND the Purple Official Ballot Return Envelope to the JOE and vote a regular ballot in-person. See next page for instructions.
- Or vote provisionally if they cannot return BOTH the ballot and the Purple Official Ballot Return Envelope. See page 60.
- In either case, remove the voter from the line to work with the JOE to resolve. Use the flowchart below to assist with the decision.

Returning Ballot or Voting Provisionally Flowchart



How to Return a Mail-in/Absentee Ballot

NOTE: The Spoiled/Remitted Ballot envelope was redesigned. Do NOT list remitted ballots on the log, but **STILL** put them in the envelope.

A voter who returns both their mail ballot **AND** their Official Ballot Return Envelope with the purple stripe will receive a replacement normal ballot and vote in the precinct. All others will vote provisionally. The JOE will do the following:

- Verify the address on the Return envelope matches the Poll Pad record. The Secrecy Envelope is **NOT** required. If sealed, verify their ballot is inside the envelope while respecting their privacy.
- Complete the onscreen directions below and walk the voter back to the check-in table and select **BALLOT/ENVELOPE REMITTED [A]** and the voter will vote normally.

Delaware County Elections Department

Absentee/Mail-In Ballot Requested

Roosevelt, Franklin
 DOB: 10/12/1922 - Party: Republican
 9790 CHELLS DR, ST LOUIS, MO 63134
 Precinct 101, Split 001

This voter has been issued an Absentee/Mail-In Ballot. Voters who requested these ballots are NOT eligible to vote a regular ballot UNLESS they remit BOTH the ballot and the Ballot Return Envelope with the purple stripe.

If the voter would like to vote, the Judge of Election must:

- Have the voter sign the Elector's Declaration to Return Mail/Absentee Ballot, [B]
- Review the form and sign off,
- Write VOID on the Absentee/Mail-In Ballot and the Ballot Return Envelope with the purple stripe, [C]
- Place all the above in the Spoiled/Remitted Envelope and [D]
- Select Ballot/Envelope Remitted and allow the voter to vote a regular ballot.

If the voter does NOT have their ballot or their Ballot Return Envelope with the purple stripe, the voter may vote provisionally. Select Process Provisionally, initial the record and this voter will work with the Judge of Elections to vote provisionally.

BALLOT/ENVELOPE REMITTED [A]

PROCESS PROVISIONALLY [C]

Official Ballot Return Envelope [C]

DELAWARE COUNTY BUREAU OF ELECTIONS
 2501 SEACREST DR STE B#103
 CHESTER, PA 19013-9901

OFFICIAL ELECTION MAIL

BUSINESS REPLY MAIL

POSTAGE WILL BE PAID BY ADDRESSEE

DELAWARE COUNTY BUREAU OF ELECTIONS
 2501 SEACREST DR STE B#103
 CHESTER PA 19013-9901

NOTE: Follow the same directions if the Ballot Return Envelope says **"REPLACEMENT"** in red. (A replacement is issued when a voter makes a mistake on the envelope with the purple stripe, such as failing to sign it.)

Elector's Declaration to Return Mail Ballot [B]

I hereby declare that I am a qualified registered elector who has obtained an absentee ballot or mail-in ballot. I further declare that I have not cast my absentee ballot or my mail-in ballot, and that instead I remitted my absentee ballot or mail-in ballot to the Judge of Election at the polling place to be spoiled and therefore request that my absentee ballot or mail-in ballot be voided and I be permitted to vote a regular Election Day ballot. I make this declaration under the penalties of 19 PA C.S. 4904 (related to unsworn falsification).

Today's Date: ____/____/202__

Voter, Sign Here: _____ Voter's Printed name: _____

Voter's address: _____

Judge of Election, Sign Here: _____ Judge of Election - Printed name: _____

JUDGE OF ELECTION: Place completed form in Spoiled/Remitted Ballot Envelope.

SPOILED / REMITTED BALLOT ENVELOPE [D]

Return to the County Board of Elections

Absentee/Mail-In – Ballot Cast/Not Eligible

This voter must NOT cast a normal ballot because their ballot was received by the county and will be counted on Election Day.

If the voter insists on voting or received a notice-and-cure letter, call or email from the County, they must be processed provisionally. Notice-and-cure means a problem with the Ballot Return Envelope was noticed and needs to be corrected. See page 60.



Voters May Cast a Provisional Ballot If:

Note: The County Board of Elections will verify that no voter votes twice.

- Voter was issued but did not return their Absentee/Mail-In ballot **AND** the Purple Official Ballot Return Envelope.
- Voter's name does not appear in the Poll Pad and their registration status cannot be determined or Voter Registration cannot be contacted within a reasonable amount of time to verify a person's eligibility.
- A court order has been issued to the voter.
- If a voter is at the wrong precinct, and the voter is unable or unwilling to go to the correct precinct only certain contests will count. If the voter is in the wrong county, the ballot will not count. **NOTE:** JOE must handwrite "In Wrong Precinct" as reason.
- A voter's eligibility is challenged for cause and the challenge cannot be resolved by the JOE.
- The Poll Pad message is "ID Required" and the voter is unable to show approved ID (see page 53). Remind the voter they will have until the following Monday at 5:00PM to bring valid ID to Media's Delaware County Voter Registration office to have their vote counted.
- Voter received a notice-and-cure letter, call or email from the county.
- Voter's record was incorrectly signed by another voter and was not caught timely. **REMEMBER** to handwrite "Voter's record was signed by the wrong voter" as reason.

PROVISIONAL VOTERS NEVER SIGN THE POLL PAD AND ARE NEVER INCLUDED ON NUMBERED LIST OF VOTERS.

NEW: When handing the voter the Provisional Ballot envelope, also give them the NEW voter directions for them to follow. They are in the zip-lock bag with the Provisional Ballot Supplies.

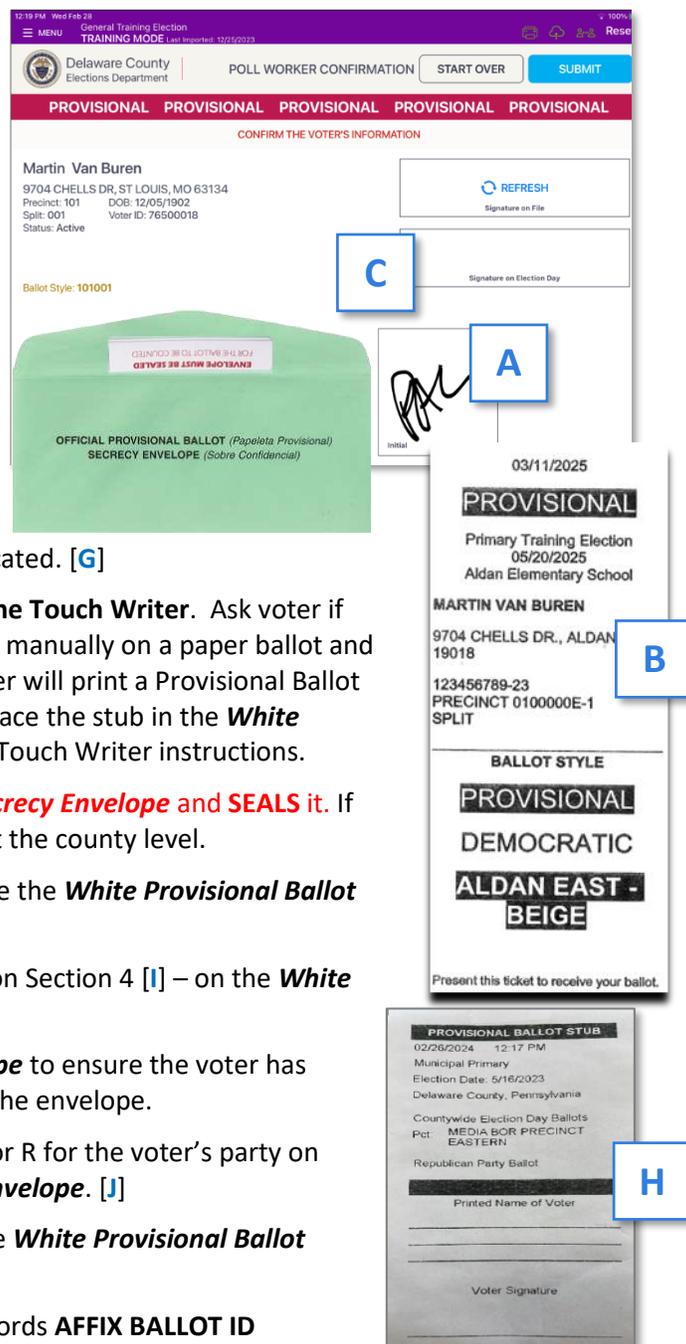
NEW: If you mistakenly checked in a voter as a Provisional voter or they belatedly found valid ID, you can cancel their check in. Call the Poll Worker Hotline for directions.

Remember to verify that the yellow highlighted boxes are signed. Do NOT allow a voter to be disenfranchised because you did not sign the envelope and/or ensure that the voter fully completed their section.

Provisional Ballot Instructions

- A poll worker will initial the voter’s record [A] on the Poll Pad. Place the printed Poll Pad ticket [B] in the **Lime Poll Pad Tickets Envelope**. NOTE: The Voter will NOT be able to sign the Poll Pad or be added to the Numbered List of Voters. [C]
- The JOE gives the voter the **White Provisional Ballot Envelope**, a **Green Secrecy Envelope** and the directions. Direct voter to neatly fill out Sections 1 [D] and 2 [E] on the envelope.
 - Section 2 requests the address where the voter is registered to vote and must be completed.
 - If the voter’s current address differs from their registered address, they complete Section 3. [F]
- Have voter sign Section 2 of the envelope where indicated. [G]
- **All Provisional voters will generate their ballots on the Touch Writer.** Ask voter if they want to mark their ballot on the Touch Writer or manually on a paper ballot and set up the Touch Writer accordingly. The Touch Writer will print a Provisional Ballot stub [H] each time a Provisional Ballot is activated. Place the stub in the **White Provisional Voting Return Envelope**. See page 64 for Touch Writer instructions.
- **Voter places ONLY the marked ballot in the Green Secrecy Envelope and SEALS it.** If unsealed, the provisional ballot will not be counted at the county level.
- Voter places the sealed **Green Secrecy Envelope** inside the **White Provisional Ballot Envelope** and seals it.
- Voter signs and dates with 5/20/25 or May 20, 2025 on Section 4 [I] – on the **White Provisional Ballot Envelope**.
- The JOE inspects the **White Provisional Ballot Envelope** to ensure the voter has signed it in sections 2 and 4 and properly completed the envelope.
- The JOE indicates the Reason for Ballot and writes D or R for the voter’s party on the bottom section of the **White Provisional Ballot Envelope**. [J]
- Both the JOE and Minority Inspector sign and date the **White Provisional Ballot Envelope**. [K]
- The JOE places a bar-coded receipt sticker over the words **AFFIX BALLOT ID NUMBER HERE**. [L] Then gives voter their portion of the receipt, which allows the voter to track their provisional ballot’s status.
- Place the sealed **White Provisional Ballot Envelope** and the Touch Writer’s **Provisional Ballot Stub** in the larger **White Provisional Voting Return Envelope**.
- Log and file all provisional ballots according to the instructions on page 86 to properly seal and secure these ballots for return to the County at the end of the night.

NOTE: Call the Poll Worker Hotline if you need to produce a Provisional Ballot and the Touch Writer is not working or there’s a power outage.



Provisional Ballot Instructions (Continued)

Provisional Ballot/Boleta electoral provisional

1. Voter Information
(Voter must complete this section in front of election officials BEFORE receiving ballot.)

VOTER NAME D

Print Voter Name _____

VOTER DATE OF BIRTH _____

Date of Birth _____

VOTER PHONE NUMBER _____

Phone _____

VOTER EMAIL ADDRESS _____

Email _____

2. Voter Affidavit for Provisional Ballot
(Voter must complete and sign in front of election officials BEFORE receiving ballot.)

Please print the address where voter is registered:

VOTER STREET ADDRESS E

Address _____

VOTER CITY / ZIP CODE _____

City _____ Zip code _____

VOTER TWP/MUNI / COUNTY (DELAWARE) _____

Voter Municipality _____ Voter County _____

I do solemnly swear that my name and date of birth are as I have listed above, and at the time I was registered I resided at the address I have provided above, in the Commonwealth of Delaware, and that this is the only ballot that I have cast in this election.

VOTER MUST SIGN G

Voter Signature _____

3. Current Address where the Voter Lives
(Voter must complete this section in front of election officials BEFORE receiving ballot. If address is different than section 2.)

VOTER FILLS OUT ONLY IF VOTER ADDRESS HAS CHANGED F

Address (street) _____

City _____ Zip code _____

4. Voter Signature
(Voter must sign in front of election official AFTER receiving and voting ballot.)

I declare, under penalty of law, that I am a properly registered voter in the election district indicated in my affidavit, and that I am eligible to vote in this election in this election district.

Voter, sign or mark here

VOTER MUST SIGN I

VOTER PRINTS NAME

Voter, Print name here _____

05/20/2025

Date (MM/DD/YYYY) _____

FILL OUT ALL SECTIONS, WITH SIGNATURES WHERE INDICATED

Reason for Ballot (For election officials only)

Check all boxes that apply:

Voter's name not on list J

Court order (voter)

Identification not supplied K

Voter (voting hours) eligibility is challenged

Election official

Which Party Ballot is enclosed?

Party (Primary only) D

Voter was issued Mail-in ballot

Voter was issued Absentee ballot

JUDGE OF ELECTION MUST SIGN & DATE

Signature of the Judge of Election _____ Date _____

MINORITY INSPECTOR MUST SIGN & DATE

Signature of the Minority Inspector _____ Date _____

This section is for election officials only

This space is reserved for voter registration verification by county board of elections. L

Provisional ballot barcode receipt sticker goes here Affix Ballot ID Number Here.

9" x 12" Open End

Guidance for Challenges

Persons are presumed to be bona fide, qualified electors and must be allowed to vote if their names appear in the county's Poll Pad of registered voters. However, there may be cases when another voter, an election officer or a credentialed poll watcher challenges the right of a registered elector to vote. Below is guidance to help the Judges of Election understand how to proceed.

1. Challenges are limited to:

- The identity of the elector (voter),
- The residence of the elector (voter),
- An alleged violation in signing the voter's certificate, or
- An alleged violation of laws that ban bribery.

Guidance for Challenges (Continued)

- Challenges may **NOT** be made to the legitimacy of the registration itself. By law, such challenges must be filed with the Voter Registration Commission.
- Challenges must be made in good faith. Challenges **CANNOT** be made routinely, frivolously or with no good-faith basis. The JOE must remove from the polling place anyone making challenges routinely, frivolously or with no good-faith basis.
- If the elector (voter) establishes his or her identity or residence **to the satisfaction of the JOE**, the elector must be allowed to sign the Poll Pad and receive a regular ballot.
- When to use the “CHALLENGES” form to issue a ballot to a challenged elector:**

- When a JOE cannot decide, in good faith, the identity or residence of a challenged elector (voter), the challenged elector may complete the “CHALLENGES ELECTOR’S AFFIDAVIT” form, and also have another qualified elector (voter) complete the “SUPPORTING AFFIDAVIT” section on that same form.
- The CHALLENGES form is **NOT** needed for challenges where the Judge was satisfied with the Elector’s identity or residence in item (4) above.

When the Elector’s Affidavit and the Supporting Affidavit CHALLENGES form has been completed, the Elector (voter) then is processed normally and receives a regular ballot, NOT a provisional ballot.

The image shows a form titled "CHALLENGES ELECTOR'S AFFIDAVIT" with a "SUPPORTING AFFIDAVIT" section. The form is for the Commonwealth of Pennsylvania and includes fields for County, S.S., and a signature line for the Judge of Elections. It also includes a section for the elector to be challenged, with fields for Ward, District, City, and Borough. The form is designed to be filled out by a challenged elector and a supporting elector.

IMPORTANT: Any person who intentionally refuses to permit a person to vote, when that person is entitled to vote under the law, is committing a crime under the Pennsylvania Election Code and the Federal Voting Rights Act.

IMPORTANT: A provisional ballot is needed only when:

- the JOE agrees that a challenge is well-founded, **AND**,
- the elector (voter) cannot submit a completed CHALLENGES form.

Voting with the Touch Writer

Overview: Touch Writer and Verity Access

The Touch Writer is an accessible ballot marking device. To use the Touch Writer, poll workers will activate a ballot, and then allow the voter to begin voting. When they are finished making their selections, the voter will print the marked ballot. The voter will cast their marked ballot using the scanner. If using the Touch Writer to generate a Provisional Ballot, the voter can choose to mark their choices on the machine or print a blank Provisional Ballot and mark it manually. Using the Touch Writer does not necessarily mean that a voter requires assistance.

About Verity Access

Verity Access is available for voters that cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices). With Verity Access, a voter can:

- Navigate through a ballot with the **Move** wheel
- Make selections on a ballot with the **Select** button
- Activate help text using the **Help** button

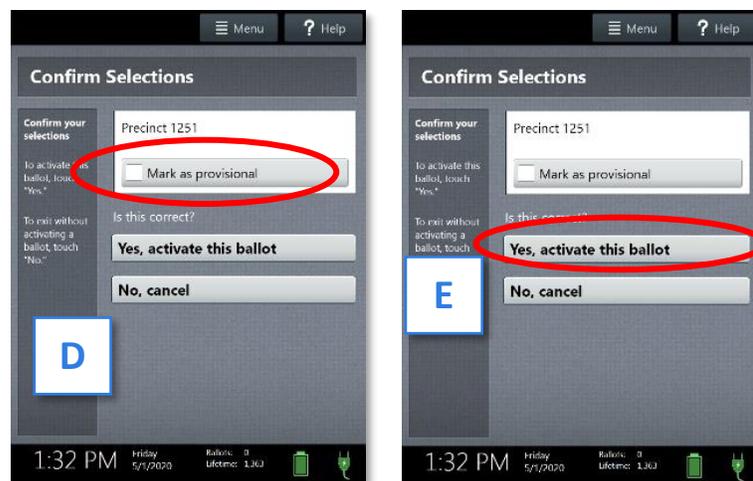
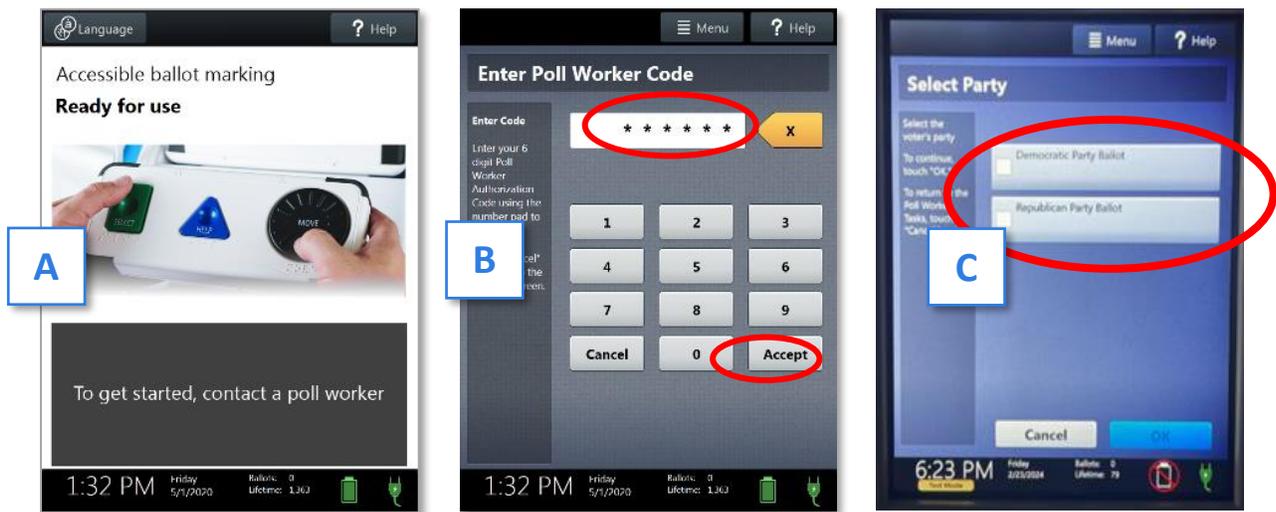
Installing Headphones and Tactile Switches

1. Lift the Verity Access from its cradle.
2. Plug the supplied or the voter-supplied headphones into the headphone port on the top left of the Verity Access. [A] ▼
3. Plug the tactile switches, sip-and-puff, or any other dual-switch input device into the port on the top right of the Verity Access. [B] ▼



Poll Workers Activate the Ballot

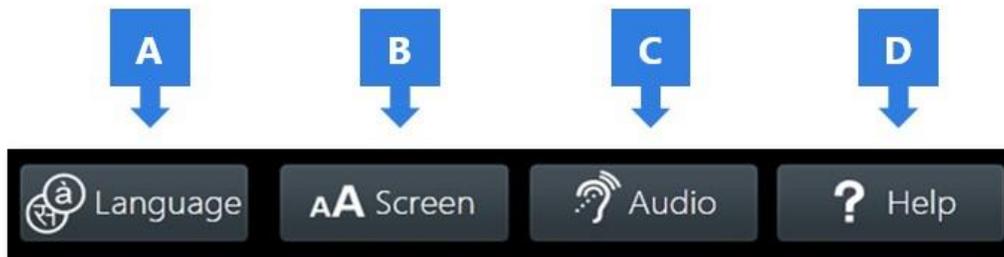
1. When the device is ready to be used for marking ballots, the **Ready for Use** screen will display.
2. Press and hold your finger on the **Ready for Use** button to continue or press the **Blue Poll Worker Button** on the back of the Touch Writer. [A] ▼
3. Enter the **Poll Worker Code** from the **Black Pouch** and select **Accept**. [B] ▼
4. Select the voter's party. [C] ▼
5. To activate a provisional ballot, select **Mark as provisional**. [D] ▼
6. Confirm selections, then select **Yes, activate this ballot**. [E] ▼
7. If a Provisional Ballot is activated, a Provisional Ballot Stub automatically prints. File it in the **Provisional Voting Return Envelope**. See stub image on page 67.



Touch Writer Help and Features

Each Touch Writer is equipped with context-specific help text and settings that can be accessed from the touchscreen or using Verity Access. To exit the help or settings screens and resume voting, select **Exit Help** or **Return to ballot** on the bottom right.

- If multiple languages are available, a **Language** button [A] ▼ is located at the top left of the screen. Voters can select this button to change the language of the instructions and ballot at any time.
- Voters can select the **Screen** button [B] ▼ to change the screen settings (contrast and text size) or to turn the screen off (if using headphones only).
- Voters can select the **Audio** button [C] ▼ to change the audio settings (volume and speed) for the headphones.
- The **Help** button [D] ▼ is at the top right of the screen. Voters can select this button to see help text for the voting step currently underway.



Marking Ballots with Touch Writer

Once a poll worker has activated a regular or provisional ballot:

1. The voter selects **“To get started, touch here”** (or turns the Move Wheel on Verity Access clockwise). [A] ▼
2. The voter chooses if they would like to use the Verity Access accessibility features. [B] ▼
 - If **Yes, help me change the settings**, they will proceed to the next step.
 - If **No, skip straight to voting**, they will be taken to the About Your Ballot screen.



Marking Ballots with Touch Writer (Continued)

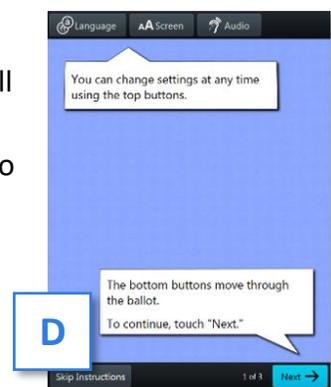
3. The voter selects whether to use the screen, audio or both to complete their ballot, and then adjusts their audio and/or screen settings. [C] ▶

- If the voter chooses to use both the screen and audio, they will be walked through the audio settings and screen settings before proceeding. The voter selects **OK, it sounds good/OK, it looks good** in the bottom right to proceed.
- If the voter chooses to use the screen only and turn off the audio, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will then be walked through the screen settings before proceeding. The voter selects **OK, it looks good** in the bottom right to proceed.
- If the voter chooses to use the audio only, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will proceed through their ballot using the Access device with headphones. The voter can **select Touch here to enable the screen** to turn the screen display on at any time.



4. The voter is presented with three screens of instructions that orient them to the Touch Writer device. The voter can select **Next** to view each instructional page or select **Skip Instructions** to go to their ballot. [D] ▶

- On the last page of instructions, the voter selects **Start** in the bottom right to begin marking their ballot.



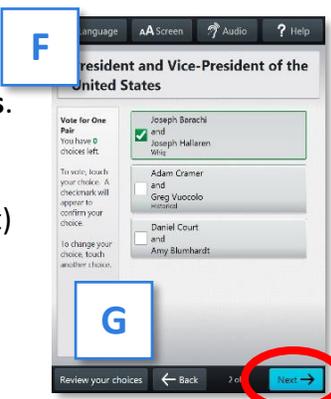
5. The voter can start voting (by selecting **Begin Voting**), learn how to use the ballot or view a list of contests on the ballot. [E] ▶

6. The voter marks their ballot choices using either the touchscreen or the **Move wheel** or **Select** button on Verity Access. [F] ▶

- A selected choice will display a green box with check mark to the left of the choice.
- The voter can review ballot choices by selecting **Review your choices**.
- The **Next** or **Skip** button advances to the next contest on the ballot after reviewing all candidates (voter must scroll to bottom of contest)

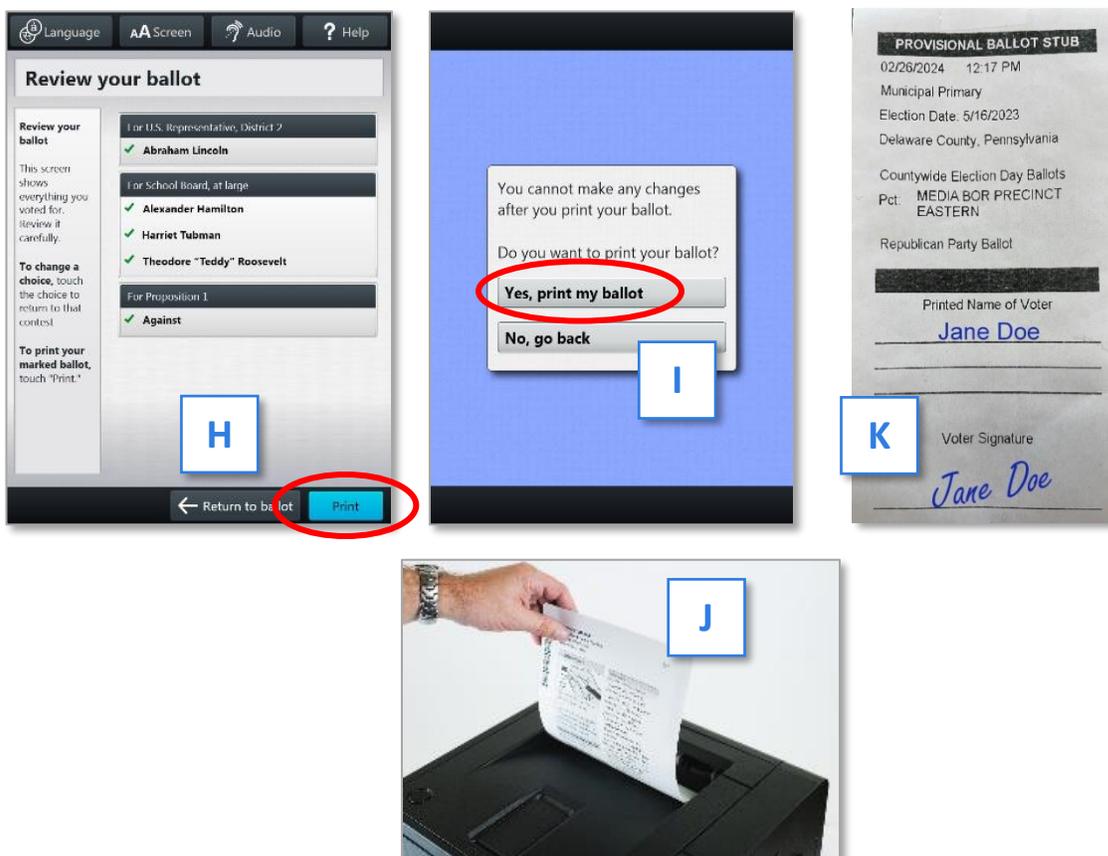


7. If a Provisional voter chooses to print a blank Provisional ballot to manually mark, keep choosing **Next** or **Skip**. [G] ▶



Marking Ballots with Touch Writer (Continued)

8. When the voter reaches the end of the ballot, the **Review your ballot** screen appears.
 - The voter can select a specific contest to return to that contest, or select **Return to ballot** to go to the last contest visited.
9. After reviewing and confirming their choices, the voter selects **Print** to print the ballot. [H] ▼
10. The voter selects **Yes, print my ballot**. [I] ▼
11. The voter retrieves the printed ballot from the printer next to the Touch Writer. [J] ▼
 - **CAUTION:** The printer prints 1 side of the ballot, then pulls the ballot back and prints the other side. Do **NOT** grab the ballot until printing on both sides is completed.
 - A Provisional Ballot Stub prints when the Provisional Ballot is activated. The poll worker places the stub in **Provisional Voting Return envelope**, per page 60. [K] ▼
Once the ballot is marked, the voter returns to the JOE to complete paperwork.
12. The voter will take their printed regular ballot to the scanner to cast their ballot.
Provisional ballots are **NEVER** accepted by the scanner.



Making Write-in Choices

To vote for a write-in candidate on the ballot (if applicable):

1. On the page for that contest, the voter selects **To enter a write-in, touch here**.
2. The voter types the name of the desired write-in, using the touchscreen or Verity Access, and then selects **Accept**.
3. The voter's write-in choice will appear with a green box with check mark to its left, along with the write-in candidate name that the voter typed.

Note: If a voter attempts to deselect a marked write-in choice, they will be asked to confirm before proceeding.

Substitutions

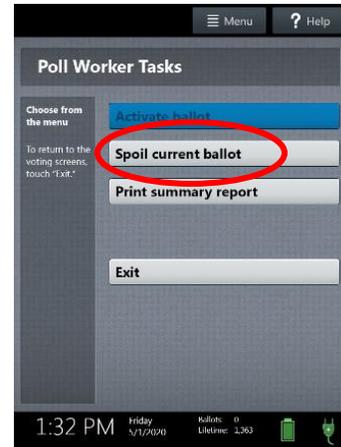
In a contest with more than one valid choice (e.g., 'vote for one, two or three'): If the voter has already selected the allowed number of choices, and then selects an additional choice, the Touch Writer will indicate which previous choice is being changed, and which new selection is being added.

Troubleshooting

- If there is a problem with the Touch Writer, follow the error instructions on the screen (if applicable), and/or contact the Voter Machine Warehouse for assistance.
- Note: If a visually impaired voter is stuck, remind them to move the wheel clockwise to activate the voice menu.
- If the Touch Writer is down and a voter needs to vote provisionally, call the Poll Worker Hotline for instructions.

Spoiling an Unprinted Ballot on Touch Writer

- Press the **Blue Poll Worker Button** on the back of the Touch Writer.
- Enter the Poll Worker Code from the **Black Pouch** and select **Accept**.
- Select **Spoil current ballot**.
- Select **Yes, spoil the ballot**.
- Select **OK**. **There is no need to file paperwork for spoiled ballots not printed.**



Spoiling Printed Touch Writer Paper Ballots

- To spoil a regular ballot that has already been printed from Touch Writer ask the voter to write **SPOILED** on it, fold it and place it in the **SPOILED/REMITTED Ballot Envelope**. Complete the Spoiled Ballot Log noting it was printed on the Touch Writer. See page 50.
- A spoiled Touch Writer Provisional Ballot should be placed in the **white Provisional Voting Return Envelope**.
- In either case, see page 64 to produce another ballot for the voter.

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USE PAGE FOR NOTES



CLOSING THE POLLS

CLOSING ACCURATELY AND EFFICIENTLY

- ❖ Polls must stay open until all voters in line at 8:00PM have voted.
- ❖ DO NOT close the polls before 8:00PM. Once polls have closed, they cannot be reopened.
- ❖ Poll watchers and candidates are permitted to remain in the precinct during closing but must not disrupt you.
- ❖ All supplies marked **Return to County** on pages 84-86 **must** be returned to the Media Government Center immediately after completing the closing process. **WARNING!** Missing supplies will require you to return to your precinct for them. Review pages 84-86 to avoid having to make two trips!
- ❖ No hand counting of scanned ballots.

Call the Voting Machine Warehouse at (610) 874-8780 or the Poll Worker Hotline at (484) 460-3750 with any problems.

Task List: Closing the Precinct and Polls

JOE: Use this list to distribute closing tasks

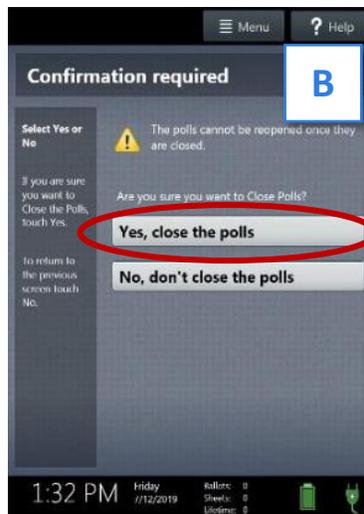
NAME	CLOSING TASK
NAME	Fill out and sign the Affidavit of Voter Identification Form and file the form in the Lemon Bureau of Elections Envelope . TIP: ANY morning workers must complete the Affidavit before leaving.
NAME	Open the Ballot Box and check for unscanned ballots in the Emergency Slot Bag. If there are any, scan them first (see page 92) and then proceed.
NAME	Remove Ballot Bag from Ballot Box. Do NOT add anything to the bag! The Ballot Bag only contains cast ballots! Seal bag with Green Security Seal located in the Black Pouch . Record the seal number on Certificate 3 of all 3 Return Sheets. Close Ballot Box.
NAME	Close Polls on the scanner. Follow the step-by-step procedures beginning on page 74.
NAME	Close Polls on the Touch Writer. Follow the step-by-step procedures starting on page 76.
NAME	Remove the scanner and Touch Writer vDrives and seal them in the White vDrive Security Return Envelope . Sign envelope and place in the top clear sleeve of Gray Ballot Bag . Instructions on page 77.
NAME	Shut down, pack up and seal the Poll Pad(s) in their cases. Follow the step-by-step procedures beginning on page 78.
NAME	Count unused ballots for each party. Do not unwrap to count them. Record the number of unused ballots on the boxes and Certificate 3 on all 3 Return Sheets.
NAME	Package unused ballots: <ul style="list-style-type: none"> ▪ Place unused ballots in cardboard boxes, seal and all workers will sign over the tape. ▪ Write the number of unused ballots in each box on the label. ▪ Return ALL cardboard ballot boxes to the equipment cage, including empty boxes.
NAME	Fold up voting booths, ballot box, printer table and all other equipment used.
NAME	Pack Equipment Cage according to photo in plastic sleeve including the metal sign stand, all laminated signs and the Poll Pad/s. Note any equipment issues on the Manifest Sheet. Do NOT Seal cage yet!
NAME	Separate only the USED Numbered List of Voters pages in the binder. Record the total number of voters (subtracting the total number of crossed off lines) on all Return Sheets – Certificate 2. <ul style="list-style-type: none"> ▪ All white pages, all separation pages and unused yellow pages will remain in binder and be returned on the top shelf of equipment cage. ▪ Used yellow pages will be placed in the Pink Minority Inspector Envelope.
NAME	Complete the White Provisional Voting Return Envelope (see page 86) and place in the large zip-lock bag along with all unused Provisional Ballots supplies. Place the sealed zip-lock bag in the Green Tote .
NAME	The sealed baby-blue bag containing the poll books and supplemental pages remains in the Green Tote .
NAME	Place the Spoiled/Remitted Envelope on the top shelf of the equipment cage.

NAME	CLOSING TASK
NAME	Complete and sign all 3 Return Sheets. <ul style="list-style-type: none"> ▪ Return Sheet Certificate 1 – Filled out at poll opening – page 38. ▪ Return Sheet Certificate 2 – Poll Closing – Voter Tally – page 80. ▪ Return Sheet Certificate 3 – Poll Closing – Paper Ballot Audit – page 82.
NAME	Place 1 completed Return Sheet with attached report in each of the following locations: <ul style="list-style-type: none"> ▪ Post the White Return Sheet in precinct – visible from outer door or window. ▪ File the Aqua Return Sheet in the Aqua Machine Warehouse Envelope. ▪ File the Pink Return Sheet in the Pink Minority Inspector Envelope.
NAME	Complete and verify the contents of the Pink Minority Inspector Envelope , see page 87. JOE and Minority Inspector must sign the Pink Minority Inspector Envelope . Minority Inspector will take sealed envelope home and maintain securely for two years.
NAME	Complete and verify the contents of the Aqua Machine Warehouse Envelope , see page 87. JOE and Minority Inspector must sign the Aqua Machine Warehouse Envelope . Return the Aqua Machine Warehouse Envelope on the top shelf of equipment cage.
NAME	Verify that the Lemon Pay Sheet has been filled out and signed by all poll workers. The JOE also signs at the bottom of the sheet. Note any no-shows on 2 nd page. Place pay sheet in the Lemon Bureau of Elections Envelope .
NAME	Confirm the Lemon Bureau of Elections Envelope contains all forms listed on the envelope, per page 86. Include any notes to the Poll Worker Hotline and/or the Bureau of Elections. JOE and Minority Inspector must both sign the Lemon Bureau of Elections Envelope . Seal and place in the Green Tote .
NAME	Take down all postings, notices and sample ballots. Place in Posting Notices Envelope. Place in the White Supply Box .
NAME	Pack the White Supply Box according to the inventory list on page 85. Place the fully packed Supply Box and Black Pouch with codes in the Green Tote .
NAME	Collect pens, “I Voted” stickers, tape and any other loose election supplies and place them in the plastic supply bag. Place plastic bag in the Green Tote .
NAME	Before sealing the Green Tote , confirm that is properly packed and the person returning the election materials has the ID Badge. See page 85.
NAME	Return precinct to its original state or as discussed with the site’s manager.
NAME	Determine who is dropping off the sealed the Green Tote and the sealed Gray Ballot Bag with the White vDrive Security Return Envelope placed in the top plastic sleeve to the County in Media. Reminder: The person returning the election materials to Media must wear the ID Badge lanyard with keys. An Affidavit is needed if NOT a poll worker. Call Hotline at 484-460-3750 for Affidavit information.
NAME	Seal the Green Tote with the White Security Seal from the Black Pouch and record the seal number on Certificate 3 on all 3 Return Sheets.
NAME	Before sealing the equipment cage with the Red Security Seal from the Blue Bag , take one last look around the precinct to make sure there are no stray items. SEAL CAGE.
NAME	Turn off lights, lock doors, and see that all Poll Workers are safely escorted to their cars.

Closing the Polls: Scanner

IMPORTANT: Do not close the polls until 8:00PM or until ALL voters in line at 8:00PM have voted. Once the polls have been closed, they cannot be reopened.

1. Check the emergency ballot bag in the Ballot Box for any ballots before closing the polls. Scan these ballots with a bipartisan team. See page 92 for complete Emergency Ballot procedures.
2. Remove the **Gray Ballot Bag** from the Ballot Box. Do NOT put anything in the **Gray Ballot Bag**! It is for scanned ballots ONLY!
3. Zip the Ballot Bag closed and seal the zipper with the **Green Security Seal** from the **Black Pouch**. Record the **Green Security Seal** number on Certificate 3.
4. Press the **Blue Poll Worker Button** on the back of the Scanner. Be careful! Do NOT press the **Red Power Button**. **CAUTION:** If you accidentally turn off the scanner, you will be required to restart the scanner and close the polls properly. Turning off the scanner does NOT close the polls. Call the Equipment Warehouse or the Poll Worker Hotline immediately if you accidentally power off the scanner.
5. Select **Close Polls**. [A] ▼
6. Select **Yes, Close the polls**. [B] ▼
7. Enter the Close Polls Code (found in **Black Pouch**) and select **Accept**. [C] ▼ The Close Polls Report including a Tally Report prints automatically. Then 4 Tally Reports print automatically.



THE POLLS ARE NOW CLOSED. THEY CANNOT BE REOPENED!

Closing the Polls: Scanner (Continued)

8. Record the Ballot Counter and Lifetime Counter numbers from the scanner's Close Polls Report on Certificate 2 on all 3 Return Sheets. All present poll workers will sign the Close Polls report.
9. Separate the automatically printed Tally reports and have all present poll workers sign each one. **TIP:** You may label the tally reports to help keep track of them.
10. Select **Print Write-In Report**. **NOTE:** Machine report tapes will be long - some may be over 6'. If an additional roll of report tape is needed, see Machine tape replacement instructions on page 93.
11. After printing reports, wait at least 10 seconds before pressing the **Red Power Button** on the back of the scanner to power it off. Call the Poll Worker Hotline or the Machine Warehouse if the scanner does not power off.
12. Once the scanner is completely powered down and displays a black screen, follow instructions on page 77 to remove the vDrive and reseal the vDrive compartment.
13. Disconnect the power cord by grasping the cord at the base of the black connector molding where it connects to the scanner and slide back the sleeve. This will unlock the connection so the cord may be removed. Carefully fold and place the cords in the scanner's storage compartment.
14. Unlock and unlatch the tablet from the cradle and return it to its storage compartment. When storing, lock tablet in place with the key and pull blue latch down to secure it in place.
15. Close the Scanner case, unlatch it from the Ballot Box and place it in the cage.



Scanner Report Filing Instructions

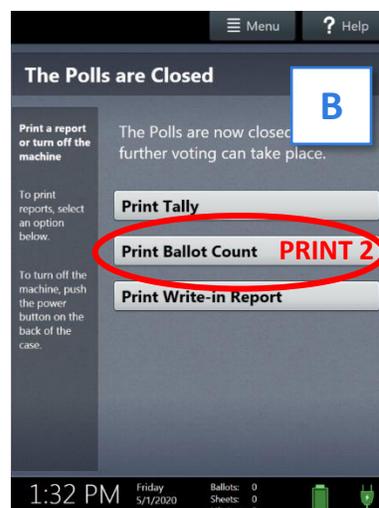
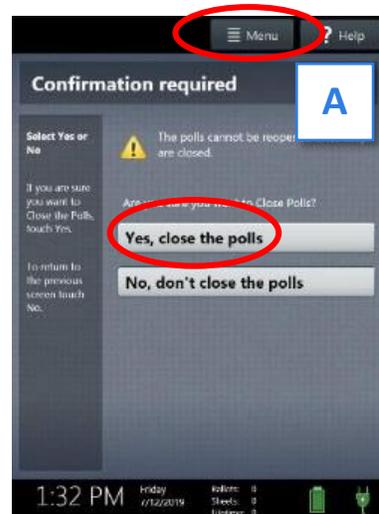
- The signed Closed Polls report with the Tally report will be taped to the **Aqua Return Sheet** which goes in the **Aqua Machine Warehouse Envelope**.
- A signed Tally report and the Write-In report will be taped to the **White Return Sheet** posted at the precinct.
- A signed Tally report will be taped to the **Pink Return Sheet** which goes in the **Pink Minority Inspector Envelope**.
- One signed Tally report will each go to a Republican Party Representative and a Democratic Party Representative. If a party representative is not present at poll closing, write the missing party on the Tally report, and place it in the **Aqua Machine Warehouse Envelope**.
- **TIP:** You are **NOT** required to print extra reports for poll watchers or candidates – they may take photos of the reports printed.

Closing the Polls: Touch Writer

1. Press the **Blue Poll Worker Button** on the back of the Touch Writer. **Be careful! Do NOT press the Red Power Button.** See photo on page 74. **Call the Equipment Warehouse or the Poll Worker Hotline immediately if you accidentally power off the Touch Writer before closing the polls.**
2. Select **Menu** in the upper right corner of screen. [A] ▶
3. Select **Close Polls**.
4. Select **Yes, Close the polls**.
5. Enter the Close Polls Code (found in **Black Pouch**) and select **Accept**. The Close Polls report prints automatically.

THE POLLS ARE NOW CLOSED. THEY CANNOT BE RE-OPENED.

6. Record the Lifetime Counter number from the Touch Writer Close Polls Report on Certificate 2 on all 3 Return Sheets.
7. Record the total of ballots printed in the precinct on Certificate 3 on all 3 Return Sheets.
8. Select **Print Ballot Count**. Print 2 of these reports. [B] ▶
9. All present poll workers must sign ALL machine tape reports and file as instructed:
 - The Close Polls Report will go in the **Aqua Machine Warehouse Envelope**.
 - One Ballot Count Report each will go in the **Pink Minority Inspector Envelope** and the **White Provisional Voting Return Envelope**.
10. After printing reports, wait **at least 10 seconds**, then press the **Red Power Button** on the back of the Touch Writer to power it off.
11. Once the Touch Writer is completely powered down and displays a black screen, follow instructions on the next page to remove the vDrive and reseal the vDrive compartment.
12. Disconnect the power cord by grasping the cord at the base of the black connector molding where it connects to the Touch Writer and slide back the sleeve. This will unlock the connection so the cord may be removed. Place the cords in the storage compartment.
13. Remove the USB printer cable and attach a **Blue Security Seal** over the printer port on the back of the Touch Writer. Record the seal number on Certificate 2 on all 3 Return Sheets.
14. Unlock and unlatch the tablet from the cradle. When storing, lock the tablet in place with the key and pull blue latch down to secure it in place.
15. Close the Touch Writer case, unlatch it from the table and place it in the cage.



Closing the Polls: vDrive Removal and Return

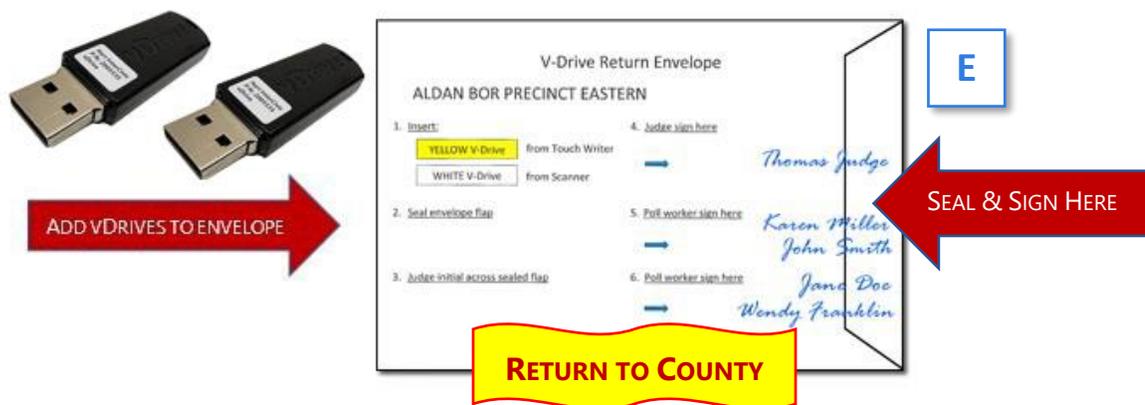
Complete the following steps on the scanner and Touch Writer once both devices are powered down:

1. Break the security seal on the vDrive compartment. [A] ▼
2. Deposit both broken security seals in the *Aqua Machine Warehouse Envelope*.
3. Unlock and open the vDrive compartment with the key from *Black Pouch*. [B] ▼
4. Remove the vDrive from the USB slot. [C] ▼
5. Place both vDrives in the *White vDrive Security Return Envelope* and seal.
6. Attach *Blue Security Seals* from the *Blue Bag* in cage to the vDrive compartments for both the Scanner and Touch Writer before closing equipment. [D] ▼
7. Record the new seal numbers on Certificate 2 on all 3 Return Sheets.



IMPORTANT! Do not use security seals on equipment handles.

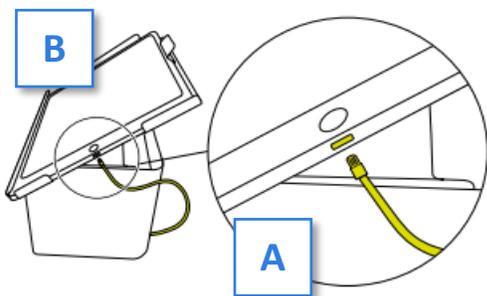
8. The JOE AND ALL PRESENT POLL WORKERS must sign on the sealed flap! [E]



IMPORTANT: Slide the signed and sealed vDrive Return envelope into the top clear sleeve of the *Gray Ballot Bag*.

Closing the Polls: Packing up the Poll Pad

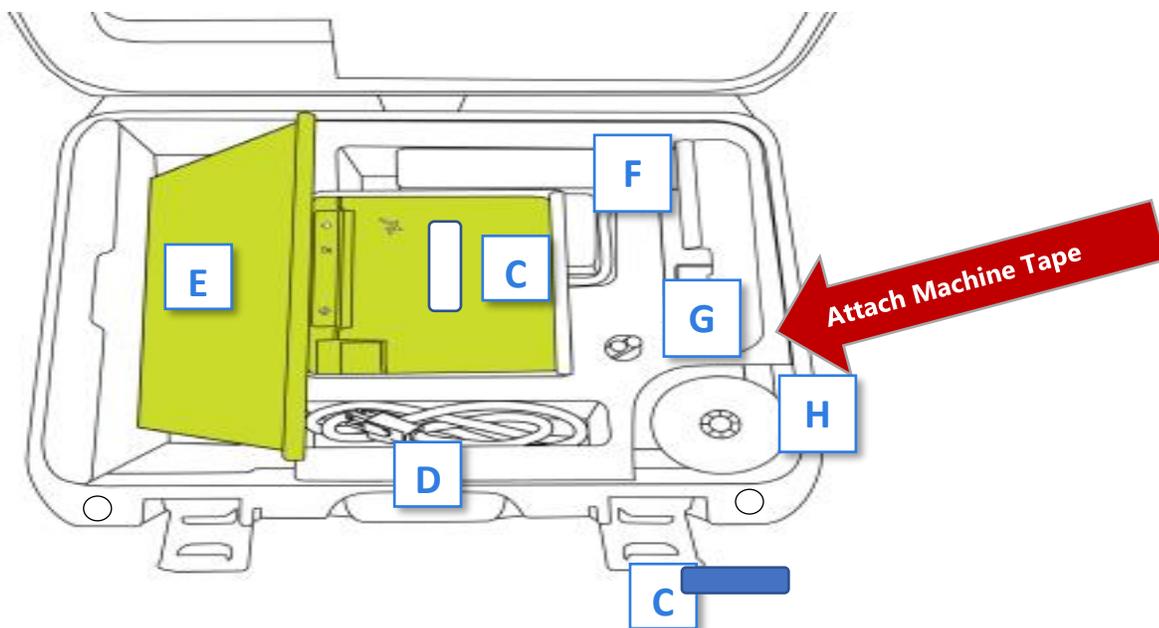
1. Unplug the green cable from the Poll Pad. [A]
2. **NEW:** Hold the side button in the upper left-hand corner until the screen turns black. [B]
3. Verify the case's blue luggage tag matches the number on the printer's sticker. [C]
4. Unplug the power cord from the outlet. Separate the power brick from the power cord. Place the power cord in the case. [D]



5. Lift the Poll Pad device firmly with 2 hands and gently place it in the case. [E] Tuck in the green cable and the brick into their slot. [F]

6. Pack up any remaining accessories including all styluses [G], cleaning cloth and the rapid wall charger (if present) and printer paper [H].

7. Close the case. Do NOT force it. Thread the **Lime Security Seal** found inside Poll Pad case through the holes in lid and seal. Do NOT place the seal on the handle.
8. Record the seal number on the **Lime Poll Pad Tickets Envelope** in the **White Binder**.
9. Place the Poll Pad/s in the Equipment Cage. Do NOT return the Poll Pad/s to Media.
10. Place the extension cord, the power strip and green tape if present, in the cage.



Sample Return Sheet

Delaware County - Return Sheet
Municipal Election
Tuesday, May 20, 2025

Hang completed and signed sheet on Precinct door or window. Must be visible outside Precinct.

ALDAN EAST

Attach Close Polls Report Here

POLL OPENING - CERTIFICATE 1
Before opening the polls, record these numbers from the equipment and the reports. Verify all "Zero & Open Polls Reports" show zero votes cast. Call warehouse if incorrect.

ELECTION EQUIPMENT	BLUE Seal Number vDrive Seal Unseal at Poll Closing	Serial Number from Machine Open Polls Report	Lifetime Counter from Open Polls Report
Ballot Scanner			
Touch Writer			
RED Seal # on Cage:		BLUE Seal # Back of Touch Writer:	

POLL CLOSING - CERTIFICATE 2
After closing the polls, record these numbers from the equipment, reports and numbered list of voters.

ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment Seal when Repacking	BALLOT COUNTER from Close Polls Report	Lifetime Counter from Close Polls Report
Ballot Scanner			
Touch Writer			
RED Seal # on Cage:		BLUE Seal # Back of Touch Writer:	
TOTAL # VOTERS: Record the last number displaying a voter from the numbered list, minus any lines that were crossed out and unused.			

PAPER BALLOT AUDIT - CERTIFICATE 3
Fill out at poll closing with all paper ballot numbers. Record seal numbers used for the live ballots.

	DEM BALLOTS		REP BALLOTS	
	PREPRINTED	PREPRINTED	PREPRINTED	PREPRINTED
Total Ballots received in cage				
Total Ballots printed - Touch Writer				
Total of Unused Ballots (Count remaining at poll close)				
Total Spoiled Regular Ballots (Refer to spoiled/remitted ballot env.)				
<i>You must record these security seal numbers. Print numbers clearly.</i>				
Scanner Gray Ballot Bag Seal # Contains all scanned paper ballots				
Green Tote Bag Seal # Contains all cast provisional votes				

We, the undersigned Election Officials, under penalty of perjury and/or loss of pay, certify that we followed all procedures under the law at this Election, including but not limited to certifying that no hand counts of voted/scanned ballots were performed in this precinct.

POSITION	PRINTED NAME	SIGNATURE
Judge of Elections		
Majority Inspector		
Minority Inspector		
Machine Operator		
Clerk		

Notes on discrepancy or other items.

SEE PAGE 38

SEE PAGE 80

SEE PAGE 82

PRINT WORKER
NAMES & SIGN HERE

IMPORTANT NOTE:
 "Total # Voters: From Numbered list" number should match the "BALLOT COUNTER" number.

 If the numbers do **NOT** match, explain the reason in the "Notes" box to the right of certificate 3.

All poll workers present **MUST** print and sign their names on all 3 return sheets.

Filling Out the Return Sheets: Certificate 2

There are 3 Return Sheets (*Pink, Aqua and White*) and all 3 must be filled out completely and identically. The term “certificate” refers to a specific section of the Return Sheet (see page 79). There are no individual certificates.

Certificate 2 is a record of ballots cast and closing security measures. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 2.

- The vDrive compartments are resealed after removing the vDrives as shown on page 77. Record the numbers from the **Blue Security Seals** (from the blue bag) placed on the scanner *and* the Touch Writer’s vDrive compartments at closing.
- Record the number of ballots cast from the Ballot Counter number on the scanner’s Close Polls Report. In the example, 43 ballots were cast.
- Record the Lifetime Counter number from the Close Polls Reports for both the scanner and the Touch Writer. In this example, the Scanner’s lifetime count is 5732 and the Touch Writer’s lifetime count is 83.
- Record the closing seal number from the **Red Security Seal** from the blue bag on the equipment cage. **Do not seal the cage until you are ready to leave the precinct.**
- Record the number from the **Blue Security Seal** (from the blue bag) placed on the printer port on the back of the Touch Writer at closing.
- Record the total number of voters who voted at the precinct. This will be the final line from the Numbered List of Voters in the binder, minus any crossed out and unused lines.
- In this example, the last number is 44 and there was 1 cross out. So, the actual number of voters who signed the blue poll book is 43.

IMPORTANT NOTE: The TOTAL # VOTERS number [see **5** on next page] should match the scanner’s BALLOT COUNTER number [see **2** on next page]. If the numbers do not match, explain the reason for the difference in the discrepancy box to the right of Certificate 3. The reason must be explained on ALL 3 return sheets.

Filling Out the Return Sheets: Certificate 2

POLL CLOSING - CERTIFICATE 2			
After closing the polls, record these numbers from the equipment, tapes, and numbered list of voters.			
ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment <i>Seal when Repacking</i>	BALLOT COUNTER from Machine Tape	Lifetime Counter from Machine Tape
Ballot Scanner	1 0005226	2 43	3 5732
TouchWriter	0005225		4 83
RED Seal # on Cage:	Used to seal cage	BLUE Seal # Back of TouchWriter:	At closing
TOTAL # VOTERS:	5 43	Record the last number displaying a voter from the numbered list, minus any lines that were crossed out and unused. (see pic 44-1=43)	
From numbered list of voters			



Seal numbers from blue security seals installed on both vDrive compartments after removal of the vDrives.

NUMBERED LIST OF VOTERS		
1-100	PAGE	0
White pages stay in the binder. Place binder in cage after polls close. Minority Inspector keeps yellow pages.		
1. Smith, John D	34. Noble, John R	67.
2. Doe, Jane D	35. Wilde, Jane R	68.
3. James, John R	36. James, John D	69.
4. Litton, Jane D	37. Purdy, Jane D	70.
5. Smithly, John R	38. Deere, John R	71.
6. Buck, Jane D	39. Maple, Jane D	72.
7. Apple, John R	40. Wiley, John D	73.
8. Carrot, Jane R	41. Doxen, Jane R	74.
9. Munk, John D	42. Bills, John R	75.
10. Venkeman, Jane R	43. Reade, Jane D	76.
11. Moll, Jane D	44. Linus, Jane D	77.

Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verify Scan	
S/N: S1903221810	
Version: 2.3.1	
2 Ballot Counter:	43
3 Lifetime Counter:	5732
Close Polls Report	

Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verify Touch Writer	
S/N: W1913547412	
Version: 2.3.4	
Ballot Counter:	6
Lifetime Counter:	4 83
Close Polls Report	

These tapes show a record of all votes cast.

Remember to sign the bottom of all machine tapes where indicated.

Filling out the Return Sheets: Certificate 3

Certificate 3 is the paper ballot audit. It contains a record of all paper ballots delivered to and printed at the precinct. Use these instructions, along with the infographic on the opposite page, to fill out Certificate 3 on all 3 Return Sheets.

- Confirm the preprinted number agrees with the actual number of ballots received in the cage.
- Record the total number of ballots printed in the precinct from the Touch Writer Close Polls Report.
- Record the total number of unused ballots. Note: Unused ballots must be sealed in their box and placed back in the cage along with any empty cardboard boxes at the end of the night.
- Record the total number of spoiled ballots (from the Spoiled/Remitted Ballot Envelope). This count does **NOT** include any remitted absentee/mail-in ballots or Spoiled Touch Writer ballots.
- Record the **Green Seal Number** from the Black Pouch used to seal the gray ballot bag.
- Record the **White Seal Number** from the Black Pouch used to seal the **Green Tote**. Do not seal the **Green Tote** until all paperwork has been completed and filed.

If there are any discrepancies, please explain it in the discrepancy box located next to Certificate 3 on the Return Sheet. The same reason must be noted on ALL 3 return sheets.

Once all the certificates on all 3 Return Sheets are completed, **ALL** poll workers present at closing must print and sign their names at the bottom of the sheets.

- File the completed **Pink Return Sheet** in the **Pink Minority Inspector Envelope**.
- File the completed **Aqua Return Sheet** in the **Aqua Machine Warehouse Envelope**.
- Post the completed **White Return Sheet** with both the Write-In and Tally Report attached so it is visible from the outside of the precinct. Poll workers are not responsible for removing this posting.

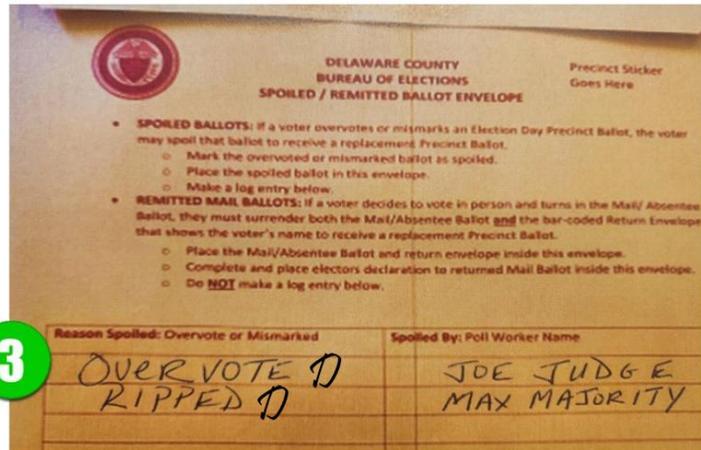
Filling Out the Return Sheets: Certificate 3

PAPER BALLOT AUDIT - CERTIFICATE 3		
<i>Fill out at poll closing with all paper ballot numbers. Record seal numbers used for the live ballots.</i>		
	DEM BALLOTS	REP BALLOTS
Total Ballots received in cage	PREPRINTED	PREPRINTED
Total Ballots printed - Touch Writer	① 2	3
Total of Unused Ballots (Count remaining at poll close)	② 379	252
Total Spoiled Regular Ballots (Refer to spoiled/remitted ballot env.)	③ 2	0
You must record these security seal numbers. Print numbers clearly.		
Scanner Gray Ballot Bag Seal # Contains all scanned paper ballots	④ 0003546	
Green Tote Bag Seal # Contains all cast provisional votes	⑤ 001171	

TW Close Polls

Democratic Party		
Pct		
MEDIA BOR		2
PRECINCT EASTERN		2
Total		2
Republican Party		
Pct		Total
MEDIA BOR		3
PRECINCT EASTERN		3
Total		3

Delaware County May 16, 2023 Primary	
PRECINCT: ALDAN Western	
Box #2	
Precinct Box: 1 of 2	
PARTY: Democratic	379 unused
TOTAL BALLOTS: 306	
Precinct Box: 1 of 1	
PARTY: Republican	252 unused
TOTAL BALLOTS: 300	



Ballot Bag Security Seal



Green Tote

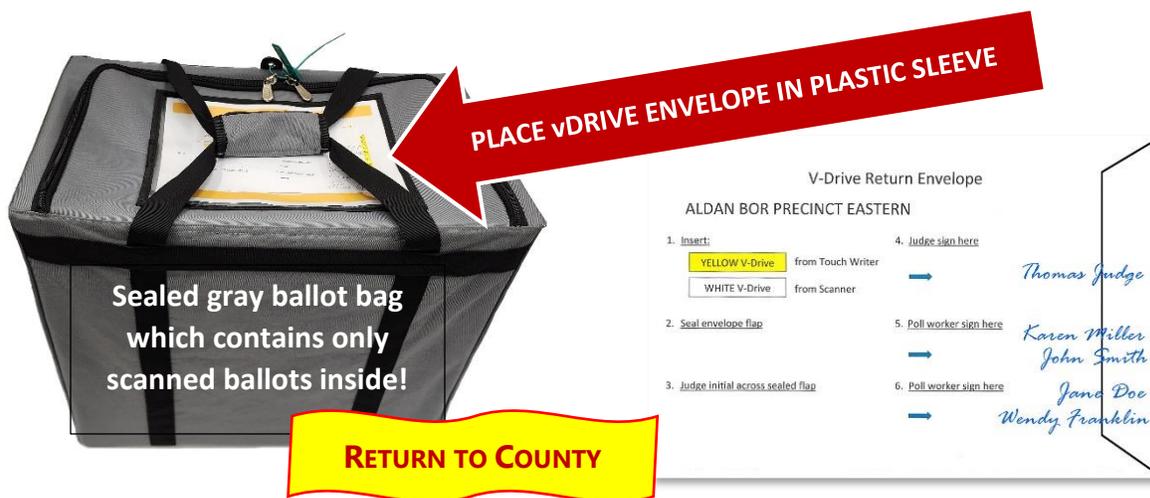
Security Seal Locations

Seal Color	Security Seal Location	Seal Placement at Poll Closing
White (1)	Black Pouch	Green Tote
Green (1)	Black Pouch	Gray Ballot Bag
Lime (1)	Poll Pad Case	Poll Pad
Blue (3)	Equipment Cage blue bag	vDrive compartments on scanner & Touch Writer and the Touch Writer's rear printer port
Red (1)	Equipment Cage blue bag	Equipment Cage

Return Guide

SUPPLIES MARKED "RETURN TO COUNTY" MUST BE INCLUDED AT THE END OF NIGHT DROP-OFF. IF YOU ARE MISSING ANY OF THESE ITEMS, YOU MUST RETURN TO THE PRECINCT TO RETRIEVE THEM FOR DELIVERY TO THE COUNTY.

Sealed Gray Scanner Ballot Bag with vDrive Envelope



- Use the **Green Security Seal** located in the **Black Pouch** to secure the **Gray Ballot Bag**.
- Record the **Green Seal Number** on all 3 Return Sheets. (See Cert. 3 on page 83)

The signed & sealed vDrive envelope will be placed in the clear sleeve on top of the sealed Gray Ballot Bag.

Closing Inventory **IMPORTANT: Pack out what was packed in.**

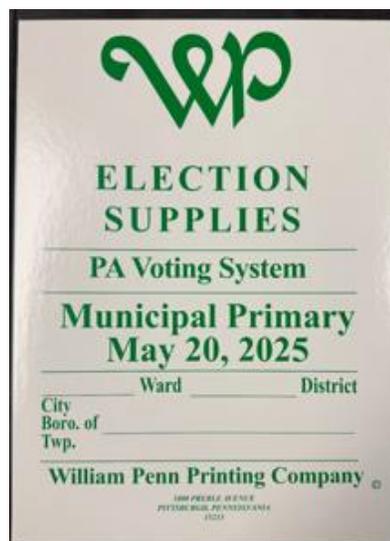
GREEN TOTE



GREEN TOTE CONTENTS:

- **Sealed Baby Blue bag** containing the Blue Poll Books, Supplemental Poll Book Pages and Directions
- **Used Forms Envelope which contains:**
 - Used Yellow Affirmation of Elector Forms
 - Used Pink Declaration of Assistance Forms
 - Used White Record of Assisted Voters
 - Used Challenges of Elector's Affidavit
 - **ALL** Used & Unused Poll Book Entry Pages
- **Provisional Ballot supplies** – place all supplies into the large zip-lock bag, including:
 - Provisional Voting Return Envelope (p. 86)
 - Unused provisional ballot envelopes, green secrecy envelopes & receipts
 - Voter directions
- **Unused Forms Envelope** (containing):
 - Blank Yellow Affirmation of Elector Forms
 - Blank Pink Declaration of Assistance Forms
- **Black Pouch** with Codes, magnifying glasses and voter reading lights, if applicable
- **Lemon Bureau of Elections Envelope** (page 86)
- **Pens and tape**
- **White Supply Box** (contents, see right)

WHITE SUPPLY BOX



WHITE SUPPLY BOX CONTENTS:

- Blue Precinct Folder
- Unused Elector's Declaration to Return their Mail Ballot Forms
- Unused Challenges Elector's Affidavits
- Posting Notices
- Election Day Digest (may keep)
- Unused Statements of Complaint
- "I Voted" stickers
- Bag of Pens and tape
- Sample Ballots
- Election Day Guide (may keep)

Once the **Green Tote** is completely packed, use the **White Security Seal** located in the **Black Pouch** to secure the **Green Tote**. Record the seal number on Certificate 3 on all 3 Return Sheets (see page 83).

PROVISIONAL VOTING RETURN ENVELOPE

Provisional Voting Return Envelope Instructions

1. **IMPORTANT:** Review all provisional ballots for JOE and Minority Inspector signatures before sealing the envelope.
2. Complete section #1.
3. **Both** the JOE and Minority Inspector must sign section #2.
4. The individual responsible for returning this packet to the County must complete section #3.
5. Place **ALL** provisional ballots including spoiled ones and Touch Writer provisional ballot stubs and Ballot Count Report in the envelope and seal

The image shows a 'PROVISIONAL VOTING RETURN ENVELOPE' form. It is divided into three main sections:

- #1 MATERIALS TO INSERT IN THIS ENVELOPE:** Includes instructions to place all voted and spoiled Provisional Ballots, Touch Writer Provisional ballot stubs, and a Ballot Count Report. It has fields for 'Count of Voted Provisional Ballots', 'Count of Spoiled Provisional Ballots', and 'Total Provisional Ballots printed (voted + spoiled)'. It also instructs to seal the envelope and record the security seal number.
- #2 FOR THE JUDGE OF ELECTION:** Requires enclosing all voted and spoiled Provisional Ballots and Touch Writer stubs. It asks for the Judge of Elections and Minority Inspector to sign and seal the envelope. It includes a sworn statement: 'I, hereby swear, in accordance with Pennsylvania Election Code, that the information provided in this section is accurate and complete.' There are signature lines for both the Judge and the Minority Inspector.
- #3 PERSON WHO RETURNS ELECTION NIGHT SUPPLIES:** Requires the individual returning the ballots to sign and print their name.

 A large yellow cross with the text 'ADD TO TOTE' is overlaid on the bottom right of the form.

LEMON BOE ENVELOPE

LEMON BOE ENVELOPE CONTENTS

1. **Lemon Pay Sheet** that MUST be signed & completed by all workers to ensure payment
2. Signed Election Officers' Oath Affidavit
3. Signed Affidavit of Voter ID
4. Used Statements of Complaint-Title III
5. Any important messages or Poll Pad tickets with notes

The image shows a 'BUREAU OF ELECTIONS ENVELOPE' for Lemon. It includes fields for 'City | Twp | Boro', 'Dist', 'Precinct', 'Election Date' (Month, Date, Year), and 'Judge of Election Signature' and 'Minority Inspector Signature'. It contains several boxes for:

- Signed Officer's Oath of Office
- Signed Affidavit of Voter ID
- Used Statements of Complaint - Title III
- Pay Sheet - Must be signed and signed off by the Judge
- Workers on at the

 A large yellow cross with the text 'ADD TO TOTE' is overlaid on the bottom right of the form.

LIME POLL PAD TICKETS ENVELOPE

LIME POLL PAD ENVELOPE (IN FRONT OF NUMBERED LIST BINDER) CONTENTS

1. Poll Pad Tickets
2. Broken Lime security seal/s from Poll Pad/s
3. Seal and leave in Numbered List Binder

The image shows a 'Poll Pad Tickets Envelope' for Lime. It includes fields for 'Election Date' (Month, Date, Year), 'Judge of Election Signature', and 'Minority Inspector Signature'. It contains several boxes for:

- Poll Pad Tickets
- OPENING Poll Pad Security Seal
- CLOSING Poll Pad Security Seal

 A large green cross with the text 'ADD TO TOTE' is overlaid on the bottom right of the form.

NOTE: Some larger precincts may have more than 1 envelope and some may be manila. Place the Numbered List binder on the top shelf of the equipment cage.

Equipment Cage, Aqua Envelope and Pink Envelope

EQUIPMENT CAGE



ADD TO TOP SHELF OF CAGE NEXT TO WHITE BINDER

AQUA MW ENVELOPE

Scanner "Zero report" - opening	Return sheet with scanner "Tally reports attached"
Touch Writer "Zero report" - opening	Used Yellow numbered list of voters from White binder
Signed Election Officer's Oath Affidavit	
Touch Writer "Ballot count report" - closing	

REPACK, SEAL AND COVER

- Repack the equipment per the packing assistance photo and Manifest Sheet
- Sealed & signed cardboard ballot boxes with unused ballots plus any empty boxes
- Sealed Poll Pad/s
- Metal sign stand and all laminated signs
- Electric cord and power strip (if provided)

PLACE THE FOLLOWING ON THE TOP SHELF:

- **Spoiled/Remitted Envelope**
- Numbered List of Voters White Binder containing **Lime POLL PAD Sealed Envelope**
- **Aqua Machine Warehouse Envelope**
- Completed Manifest Sheet

AQUA MACHINE WAREHOUSE ENVELOPE CONTENTS:

- Scanner & Touch Writer Zero Reports
- Scanner & Touch Writer Open Polls Reports
- Touch Writer Close Polls Report
- Scanner & Touch Writer Power on Self-Test Reports
- All broken **Security Seals** except the Lime Poll Pad seal
- Aqua Return Sheet w/Close Polls Report attached
- Any unclaimed party Tally Reports

PINK MINORITY INSPECTOR ENVELOPE

PINK MINORITY INSPECTOR ENVELOPE CONTENTS:

- Scanner & Touch Writer Zero Reports
- Signed Election Officers' Oath Affidavit
- Touch Writer Ballot Count Report
- Used **Yellow Numbered List of Voters** (from white binder)
- Pink Return Sheet w/Tally Report attached

Scanner "Zero report" - opening	Return sheet with scanner "Tally reports attached"
Touch Writer "Zero report" - opening	Used Yellow numbered list of voters from White binder
Signed Election Officer's Oath Affidavit	
Touch Writer "Ballot count report" - closing	

GIVE TO MINORITY INSP.

Drop Off Rules and Information

- **IMPORTANT:** If a non-poll worker is returning the materials, they must have a signed affidavit (Call the Poll Worker Hotline at (484) 460-3750 for directions).
- **IMPORTANT:** The **white vDrive Envelope** will be placed in clear sleeve on top of the **gray ballot bag**.
- Poll Pads are returned in the cage.
- All precincts will return materials promptly on ELECTION NIGHT to the Government Center in Media.
- Only **ONE** person wearing the ID Badge on lanyard with the keys per precinct will be admitted in the building to return materials.
- Assistance carrying the materials will be available in the Third Street garage, if needed.
- Parking is also available on nearby streets for entry through the courtyard.

Appendix A: Voter Intimidation and Electioneering

No one may electioneer or attempt to influence voters inside the polling place or within 10 feet of the entrance of the voting room.

The Judge of Election must instruct **any** violators to move outside or away from the door. The Judge of Election must preserve the rights of voters to cast their ballots in private and free of interference, and **NOT** allow:

<ul style="list-style-type: none"> ▪ Aggressive behavior inside or outside the polling place. 	<ul style="list-style-type: none"> ▪ Disseminating false or misleading election information.
<ul style="list-style-type: none"> ▪ Blocking the entrance to the polling place. 	<ul style="list-style-type: none"> ▪ Vandalism of polling places.
<ul style="list-style-type: none"> ▪ Election workers treating voters differently in any way based on race or other characteristics. 	<ul style="list-style-type: none"> ▪ Confronting voters, or demanding documentation or ID when none is required.
<ul style="list-style-type: none"> ▪ Disrupting voting lines inside or outside of the polling place. 	<ul style="list-style-type: none"> ▪ Photographing or videotaping voters to intimidate them.
<ul style="list-style-type: none"> ▪ Violence or using the threat of violence to interfere with a person’s right to vote. 	<ul style="list-style-type: none"> ▪ Poll watchers confronting, hovering over, or directly speaking to voters.
<ul style="list-style-type: none"> ▪ Poll workers or poll watchers making repeated frivolous challenges to voters without a good faith basis. 	<ul style="list-style-type: none"> ▪ Using insulting, offensive, or threatening language, or making taunting chants inside the polling place.

The Judge of Election must ensure that no voter intimidation happens in or around the polling place by anyone – other voters, poll workers or poll watchers. Take all reports of voter intimidation seriously! Call the DA’s Office.

If you see or hear that someone is acting disruptively at or around the polling place, the Judge of Election or designated poll worker should immediately approach that individual to de-escalate the situation.

If de-escalation is not successful and the individual refuses to leave, contact the Constable. If a Constable is not available, contact law enforcement. However, this should be the last resort to prevent complaints of voter or poll watcher intimidation.

Appendix B: De-Escalation Guidance

GOAL – Handle disruptions at the polling place in a fair, legal and effective way regardless of the identity or political affiliation of the disruptor. De-escalation may not resolve an issue immediately. Responders should focus on slowing the conversation down and minimizing disruption of election operations.

- Planning makes your job easier in the moment.
- Projecting empathy, confidence and genuine concern is key to effective de-escalation.
- Identify staff members well-suited to this task and consider choosing a “designated responder.”
- Do not make it personal – use phrases like “State law does not allow...” instead of “you are not allowed...”
- Familiarize yourself with State and Federal laws concerning polling place disruptions.
- Offer the Statement of Complaint – Title III.
- Know who to contact for help.

Steps for De-Escalating a Situation

Stay calm – Check in with yourself to make sure you appear calm and self-assured. Your affect and body language should express caring interest in their perspective – not impatience or skepticism. Do NOT cross your arms or put your hands on your hips.

Listen – Actively listen to the disruptor’s concerns and look for clues about feelings, needs or values. Ask simple, open-ended questions (“Will you tell me what your concerns are?”). Try to name the emotion you believe is being expressed (“I’m hearing that you are frustrated” or “I sense your aggravation at this situation.”).

Affirm – Repeat what you understand their points to be (“I hear your concern for safety” or “I hear that your concern is ...”). Invite repeated cycles of response and clarification to slow the conversation and allow the disruptor to see that you are listening and attempting to understand. This is also a good time to gently move the disruptor away from other voters who might become agitated or feel intimidated.

Respond – Only after questions and listening have been exhausted should the poll worker begin to respond. Emphasize that you want to help. Remind them that you are committed to enforcing the rules that are in place to protect all qualified voters’ right to vote. You may invite the disruptor to review with you the postings inside the polling place that reference voting rights, instructions and penalties. When informing disruptors of legal restrictions, emphasize that they are bound to the law, but suggest that the disruptor can make their views known to their legislators.

Assess – If the above techniques are not working, STOP. Get help.

Appendix C: Emergency Information

In the event of a life-threatening situation, call 911 immediately.

In the event of an emergency, JOEs should call the Poll Worker Hotline ASAP.

In the event of an evacuation, keep poll workers and voters out of the building. If time and conditions permit, prioritize taking the Numbered List of Voters and then Poll Pads, Provisional Ballots and voting equipment with you. Safeguard any items taken. All poll workers shall meet outside, and the JOE shall make sure everyone is accounted for. Poll workers can wait in vehicles outdoors if weather conditions warrant. Await further instructions as to relocation or other pertinent information.

MEDICAL EMERGENCY (STAFF OR VOTER): Call 911. After situation has been addressed, call the Poll Worker Hotline to report the incident and determine next steps.

FIRE/GAS LEAKS: Evacuate the building and call 911. If time and conditions permit, first take the #’d List of Voters and then the Poll Pads, Provisional Ballots and voting equipment with you. Safeguard items taken. All poll workers shall meet outside, and the JOE shall make sure all are accounted for.

SEVERE WEATHER/TORNADO: Seek shelter in the lowest level of the building, away from windows. If time and conditions permit, prioritize taking the Numbered List of Voters and then Poll Pads, Provisional Ballots and voting equipment with you and safeguard. The JOE shall make sure all are accounted for. Everyone able should get on their knees and elbows while protecting their head.

LOSS OF POWER: Open blinds and curtains to let natural light in. When AC power is not available, the Scanner and Touch Writer will automatically switch over to battery power which will last about 2 hours, and a warning message will display. To dismiss the message and continue operating on battery power, touch “**If the power is out, touch here to use battery.**” If a voter is voting, this message will appear after voting is completed. Call the Machine Warehouse to report the outage.

SUSPICIOUS PACKAGE/BOMB THREAT: Do not touch/move the suspicious item(s.) Call 911. If evacuation is required and time permits, prioritize taking the Numbered List of Voters and then the Poll Pads, Provisional Ballots and voting equipment with you. Safeguard any items taken. The JOE shall make sure everyone is accounted for. Await further guidance from law enforcement.

WEAPONS SITUATION: If a weapon is displayed in a hostile way, call 911. If evacuation is required and time permits, prioritize taking the Numbered List of Voters and then Poll Pads, Provisional Ballots and voting equipment with you. Safeguard any items taken. The JOE shall make sure everyone is accounted for.

WHEN TO CALL THE POLICE:

Police, whether in uniform or not, may only be in a polling place when: responding to an emergency, keeping the peace, serving a warrant, or casting their own ballot. If there is a problem, contact a Constable if possible. **Call the police when:**

- A true emergency threatens bodily harm of a person in or near the polling place, or,
- Any person repeatedly disrupts the polling place and/or repeatedly ignores or refuses to follow the directions of the JOE, and the matter cannot be resolved by the JOE, the members of the local election board or the Constable.

Call the Poll Worker Hotline 484-460-3750 as soon as possible to report any incidents.

Appendix D: Emergency Ballot Box Procedure

If the precinct scanner malfunctions or is not reading ballots properly, even after opening a different bundle of ballots, follow these procedures. This will allow voters to continue casting ballots until the scanner is repaired or replaced.

**DO NOT REBOOT THE SCANNER.
DO NOT ATTEMPT TO TROUBLESHOOT THE SCANNER WITHOUT EXPLICIT
APPROVAL OF THE VOTING MACHINE WAREHOUSE.**

1. Voters can continue to cast their ballots if there is a need to troubleshoot the scanner.
2. Instruct voters to place their ballots in the manual emergency slot located in front of the scanner on the right side of the ballot box.
 - Ballots will be collected in a separate bag within the ballot box.
3. Contact the Voting Machine Warehouse **(610) 874-8780** to resolve the scanner issue.
4. When the scanner is fully functioning, a bi-partisan team of poll workers will scan the ballots. This is the only time any of the poll workers will touch live ballots.
 - Remove all ballots from the emergency bag (use the blue ballot box key to open the rear door of the scanner).
 - Scan all ballots.
5. Complete the paperwork from the Machine Warehouse Personnel.



IMPORTANT: In case of an overvote or blank page, tap “Cast Ballot As-Is.”

**Ballot Drop Slot
FOR EMERGENCY USE ONLY**



Appendix E: Replacing Machine Report Paper

If the scanner or Touch Writer runs out of paper while printing a report, simply replace the paper and reprint that report. Rolls of paper are in the **blue bag** in the Equipment Cage.

Machine tape replacement

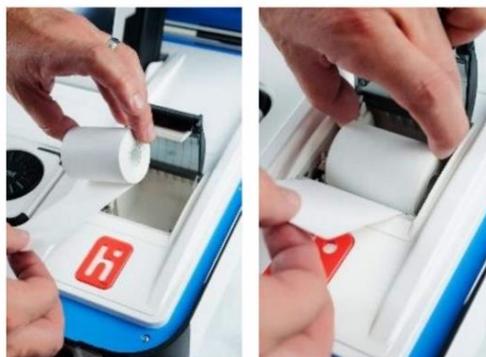
1. The thermal report printer is located on the right-hand side of the Verity Device ▶



2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you and lift up to open the paper compartment. ▶



3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom. ▶



4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper. ▶



Appendix F: Voters with Specific Needs

- **Respect every voter.** Remember that the voter is a person first, the disability comes second.
- **Be considerate and patient.** Some voters may need more time to communicate or to accomplish a task.
- **Communicate with the voter.** Some voters with Specific Needs may have an assistant or a companion with them. Look at and speak directly to the voter, rather than the assistant.
- **Encourage accessibility.** Make sure the most accessible way to access your precinct is clearly marked. All poll workers should be familiar with accessible access points to the precinct.

Working with voters who are blind or visually impaired:

- **Identify yourself as a poll worker.** Do this as soon as you are interacting with the voter. Offer your own arm, rather than taking the voter's arm, when assisting. Help the voter avoid obstacles in the path of travel by being specific when giving verbal directions.
- **If the voter has a service animal,** walk on the opposite side of the voter, away from the service animal. Do not pet or interact with the service animal without the owner's permission.
- **Describe what you are doing as you do it.** If walking away from a person who is blind or visually impaired, let them know.

Working with voters with speech/hearing impairments:

- **Allow a voter who cannot speak** to write their name and address to provide identification.
- **Follow the voter's cues.** This will help determine whether speaking, gestures or writing is the most effective means of communication.
- **If speaking, speak calmly, slowly and directly to the voter.** Do not shout.
- **Rephrase rather than repeat sentences that the voter does not understand.**

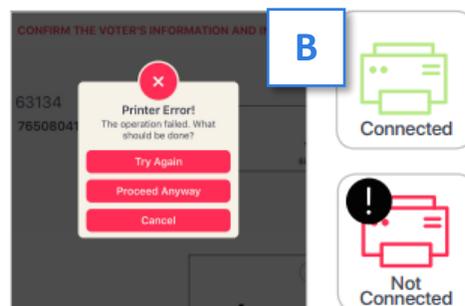
Working with voters with limited mobility:

- **Do not push or touch a voter's wheelchair without their consent.** People using adaptive equipment often consider the equipment as part of their personal space.
- **Ask before helping.** Grabbing a voter's elbow may throw a person off balance. A person with mobility impairments might lean on a door while opening it. Quickly opening the door may cause a person to fall.
- **Secure mats, rugs and cords to the floor** or move them out of the way. This will help prevent tripping.
- **Keep ramps and wheelchair accessible doors unlocked and free of clutter.**

Appendix G: Poll Pad Issues

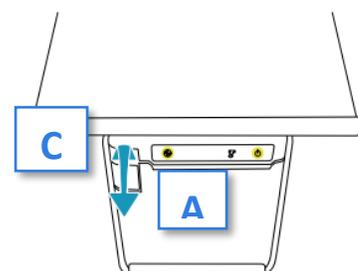
Not Printing/Stops Printing

1. Make sure the printer is turned ON. (Blue light will be on). [A]
2. Confirm the printer is plugged into outlet and cords are securely connected.
3. Check paper is properly installed and roll is feeding from the top.
4. Confirm connections with Poll Pad (green icon). [B]



Changing Paper

1. Open the front of the printer by pulling the lever down. [C]
2. Take out the previous roll's core. Insert new roll with the paper flap toward you, feeding from the top of the roll.
3. Close door on the paper and press **Print Test Receipt** and file in the *Lime Poll Pad Tickets Envelope*.



Charging Poll Pad

1. Plug the USB end of power cable into the power cube - each polling place will have one.
2. Plug the power cube directly into a wall outlet.
3. Plug the power cable into the iPad. The battery icon will be green with a lightning bolt when charging.
4. Wait about 5 minutes for the iPad to charge enough to automatically power on and then resume normal operations.



Cleaning the iPad and Stylus

- Use only the cloth in the case to clean the iPad screen. No liquids or wipes.
- You may use a disinfectant wipe on the stylus **but not on the stylus's soft rubber tip**.

Screen is Unresponsive

1. Unplug power cable from Poll Pad.
2. Hold down the Sleep/wake and Home buttons simultaneously.
3. Release both buttons when the Apple logo appears.
4. Plug in power cable and resume activity.



Appendix H: Poll Worker Positions

Judge of Elections, aka the JOE

- Oversees all Election Day activities and personnel inside the polling place, including the Constable
- Serves as the primary contact for poll workers assigned to work for their precinct
- Communicates with the polling place prior to Election Day to ensure access to the building
- Picks up the JOE kit the Saturday prior to the election
- Determines set-up of polling place to serve voters efficiently while maintaining voter privacy
- Opens the supply cage and assigns tasks to ensure the timely opening and closing of polls
- Maintains order at the polling site by enforcing regulations
- Ensures thorough completion of all Election Day paperwork and signs any required documents
- Responsible for returning election supplies to Media after the polls have closed

Majority Inspector

- Assists the JOE with the opening and closing of the polling place
- Performs duties as assigned by the JOE which may include check-in of voters, maintaining hand-written record of voter names, handing out ballots and assisting the Machine Operator
- Checks voters in on a poll pad and directs them to the next station
- Assists the JOE with end-of-night paperwork
- Performs other duties as assigned by the JOE

Minority Inspector

- Same responsibilities as Majority Inspector (see above)
- May appoint a Minority Clerk to assist on Election Day
- Countersigns much of the paperwork including the Provisional Ballot Envelopes
- Takes home the sealed Minority Inspector Envelope on election night and keeps it for two years

Clerk

- Assists the JOE with the opening and closing of the polling place
- Performs duties as assigned by the JOE which may include check-in of voters, maintaining hand-written record of voter names, handing out ballots and assisting the Machine Operator

Machine Operator

- Assists the JOE with the opening and closing of the polling place
- Oversees the operations of the ballot scanning equipment and marking device on Election Day
- Assists voters at the ballot scanner while maintaining voter privacy
- Performs other duties as assigned by the JOE

Appendix I: Machine Reports

A detailed explanation of the information contained on reports and how to read them.

Understanding Machine Tapes

Election Header

2021 MUNICIPAL PRIMARY
Election Date: 5/18/2021

COUNTY OF DELAWARE
TRAINER Upper
Election Day Voting

Verity Scan
S/N: S1903170710
Version: 2.3.1

Ballot Counter: 0
Lifetime Counter: 2

Zero Report

Date & Time Printed:
03/04/2021 1:23 PM

Tally Report By Precinct

Qty Pcts/Splits Included: 1

Democratic Party

TRAINER Upper
JUSTICE OF THE
SUPREME COURT

Republican Party

TRAINER Upper
JUSTICE OF THE

Nonpartisan Party

TRAINER Upper

Question #1

Yes	0
No	0
Undervotes	0
Overvotes	0

Precinct Ballot Count

Precinct	Total
TRAINER Upper	0
Total	0

All ZEROS

Official Signatures

Election Header

2021 MUNICIPAL PRIMARY
Election Date: 5/18/2021

COUNTY OF DELAWARE
TRAINER Upper
Election Day Voting

Verity Touch Writer
S/N: W2013619401
Version: 2.3.4

Ballot Counter: 6
Lifetime Counter: 9

Close Polls Report

Date & Time Printed:
03/04/2021 3:02 PM

Polls are Closed

Ballot Count Precinct Report

Qty Pcts/Splits Included: 1

Democratic Party
Republican Party
Nonpartisan Party

Pcts/Splits Voted Total: 1
Total Ballots Printed: 6

Democratic Party

Pct	Total
TRAINER Upper	3
Total	3

Republican Party

Pct	Total
TRAINER Upper	2
Total	2

Nonpartisan Party

Pct	Total
TRAINER Upper	1
Total	1

Official Signatures

Election Header (circled in BLUE)
*Election Details - Type of Election & Date
Precinct Identifier - Your Precinct Name/ID
Device Identifier - Scanner or TouchWriter
Device Serial No. - Unique S/N*

Ballot Counter & Lifetime Counter are also displayed here for easy recording onto the return sheet.

Type of Report (circled in RED)
*Power-On Self Test, Zero, Open Polls, Close Polls, Tally, Write-In & Ballot Count.
Check this area on tape if you are looking for a particular tape*

Data Contained in Reports

Full machine tapes will be very long (primary tapes can be 6 ft or longer)

Primary races will be itemized by party and will include Democratic, Republican and Nonpartisan (now listed as Third Party) sections showing all races and questions.

Closing Tapes will show final ballot counts and partisan breakdown of ballots cast at the bottom of the tape near the signature area.

This information is displayed here for easy recording onto the return sheet.

Official Signature Area (circled in PURPLE)
*Found on bottom of most machine tapes.
Do not forget to sign the tape where indicated and properly file the tapes as indicated in the opening/closing instructions.*

Delaware County Election Day Guide

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APPENDIX



We deeply appreciate your dedication and hard work in ensuring a smooth and successful election.

Your commitment to serving our community and supporting the democratic process is invaluable.

Thank you for your time, effort and attention to detail.

Election Day – Poll OPENING Checklist

Equipment Verification – Call Warehouse if issues.

- Verify Equipment Cage is for YOUR precinct.
- Record the removed **RED SECURITY SEAL #** on all 3 return sheets and place in **AQUA MACHINE WAREHOUSE ENV.**
- Record **BLUE SECURITY SEALS #** from scanner & Touch Writer's vDrive compartments on return sheets.
DO NOT REMOVE SEALS.
- Record the removed **BLUE SECURITY SEAL #** from Touch Writer printer port on all 3 return sheets and place in **AQUA MW ENVELOPE.**

Equipment Setup – Call Warehouse if issues

- Find open/close poll codes and keys in **BLACK Pouch.**
- Set up TW printer table, place printer on table and plug in.
- Set up TW stand, lock TW into place, open case, remove cords, set up tablet, plug in and connect to printer.
- Turn on printer. Press TW's **Red Power Button** to boot up. Power-on/Self-test report will print.
- Print 2 Zero Reports and verify zero ballots, precinct, date and time.
- Enter poll opening code. Poll Opening report will print automatically.
- Set up ballot box and place gray ballot bag inside.
- Position & lock scanner on top of ballot box, open case, remove cords & plug in.
- Press scanner's **Red Power Button** to boot up. Power-on/Self-test report will print.
- Print 2 "Zero Reports" and verify zero ballots, precinct, date and time.
- Enter poll opening code. Poll Opening report will print automatically.
- Attach privacy screens to sides of each device and position for maximum voter privacy.
- Set up voting booths and plastic privacy screens.
- Set up the Poll Pad/s.

Judge of Election Table Setup

- Ready all provisional voting materials, blank poll book pages, remitted ballot materials, colored envelopes, return sheets, etc.

Check-In & Precinct Table Setup

- In shared locations, set up the central Poll Pad check-in table with Poll Pads and Affirmation and ATV forms.
- In shared locations, use display signs to guide voters to correct precinct after check-in.
- Set up the precinct table with ballots, pens, Poll Pads (in single precincts), privacy folders, Numbered List of Voters and Spoiled/Remitted Ballot Envelope.

Paperwork

- Sign both Oath of Office forms: File them in the **LEMON BOE** and **PINK MINORITY INSPECTOR ENVELOPES.**
- Complete and sign Pay Sheet: File in **LEMON BOE ENVELOPE.**
- Verify that ballots match precinct and count is correct and record on all 3 return sheets. Open 1 pack at a time.
- File blue and red removed seals in **AQUA MW ENVELOPE.**
- 3 Return sheets - fill out Certificate 1 at poll opening, using data from machine reports and security seals.
- Complete Manifest Sheet from Equipment Cage.
- File Machine Reports, as indicated below.
- Hang posting notices and sample ballots.

Poll Opening Machine Reports and Storing Them

- SIGN ALL MACHINE REPORTS BEFORE STORING except the Power-on reports!**

Touch Writer Reports

- 1 Power-On Self-Test: File report in AQUA MW Env**
- 2 Signed Zero Reports: File 1 each in **AQUA MW & PINK MINORITY INSPECTOR ENVELOPES.**
- 1 Signed Open Polls Report: File in **AQUA MW ENVELOPE.**

Scanner Reports

- 1 Power-On Self-Test: File report in AQUA MW Env.**
- 2 Signed Zero Reports: File 1 each in **AQUA MW and PINK MINORITY INSPECTOR ENVELOPES.**
- 1 Signed Open Polls Report: File in **AQUA MW ENVELOPE.**

Election Day – Poll CLOSING Checklist

Scanner Closing & Report Printing Procedure

- Check emergency ballot bag before closing polls. Scan any ballots found as-is before closing.
- Remove the gray ballot bag and seal with Green Security Seal and record on all 3 Return sheets.
- Press **BLUE BUTTON** on the back of scanner.
- Select **Close Polls** on the screen.
- Select **Yes, close the polls**.
- Enter the close polls code and select **Accept**.
- Close Polls report will print automatically. Sign the report and tape to the **AQUA RETURN SHEET**.
- 4 Tally Reports will automatically print. Sign all copies.
- Print 1 copy of the Write-In Report and sign.
- Press the **Red Power Button** to power off.
- Remove vDrive, place in **WHITE vDRIVE ENVELOPE**.
- Seal vDrive compartment using **BLUE SEAL** found in blue pouch and record the new **BLUE SEAL #** on the 3 return sheets.
- Pack scanner and ballot box in cage.

Touch Writer Closing & Report Printing Procedure

- Press **BLUE BUTTON** on the back of Touch Writer.
- Select **Menu** on the upper-right corner of screen.
- Select **Close Polls** on the screen.
- Select **Yes, close the polls** on the screen.
- Enter the polls close code and select **Accept**.
- Close Polls report will print automatically. Sign the report and file in the **AQUA MW ENVELOPE**.
- Print 2 **Ballot Count reports** – file 1 each in **PINK MNI and WHITE PROV BALLOT ENVS**.
- Record # of ballots printed on all 3 Return Sheets.
- Press the **Red Power Button** to power off.
- Remove vDrive and place in **WHITE vDRIVE ENVELOPE**. Seal and sign.
- Place sealed and signed White vDrive Security Env in top clear sleeve of the gray Ballot Bag.**
- Seal vDrive compartment and printer port using **BLUE SEALS** found in blue pouch & record the new **BLUE SEAL #** on the 3 return sheets. Pack Touch Writer, printer, and table in cage.

Closing Accounting and Paperwork

- Count all unused ballots.
 - Record unused ballot count on all 3 return sheets.
 - Pack unused ballots and any empty boxes in cage.
- Separate Numbered Lists of Voters.
 - Remove used **YELLOW** pages and file in **PINK MINORITY INSPECTOR ENVELOPE**.
 - Place **WHITE NUMBERED LIST BINDER** in cage between printer and scanner.
- Place Provisional Ballots in the Provisional Voting Return Envelope and complete the Envelope.
 - Verify all provisional ballots are signed by JOE and Minority Inspector.
 - Place all Provisional ballots and materials in large zip-lock bag and place in the **GREEN TOTE**.
- Complete all 3 return sheets and file as indicated:
 - Attach signed Close Polls report to **AQUA RETURN SHEET** and file in **AQUA MW ENVELOPE**.
 - Attach signed Tally report to **PINK RETURN SHEET** and file in **PINK MI ENVELOPE**.
 - Attach signed Tally and Write-in reports to **WHITE RETURN SHEET** and post at precinct to be visible from outside.
- Confirm Pay Sheet is filled out, JOE signed at bottom, then place in **LEMON BOE ENVELOPE**.
- Complete Affidavit of Voter ID & file in **LEMON BOE ENV**.
- Verify all 3 envelopes are properly filled, signed and placed in their final destination.
- Confirm items for return and ensure all remaining equipment is sealed in cage with the **RED SECURITY SEAL**.
 - Record seal number on all 3 return sheets.
- Pack & seal **GREEN TOTE** with **WHITE SEAL**.
 - Record seal number on all 3 return sheets.
- Pack up and seal Poll Pad and pack in cage.

Return to County

- GREEN TOTE** sealed w/ **WHITE SECURITY SEAL**.
- GRAY BALLOT BAG** sealed with **GREEN SECURITY SEAL** w/ vDrives in **WHITE vDRIVE ENVELOPE** placed in the top clear sleeve.