



# Train the Poll Worker

# Delaware County



## Municipal Primary Election

## May 20, 2025

[delcopollworkers@co.delaware.pa.us](mailto:delcopollworkers@co.delaware.pa.us)

# *Training Class Overview*

## **1. Opening the precinct**

- Set up & Layout
- Machine & Poll Pad set up
- Paperwork

**Section 1 Questions Answered**

## **2. Working with voters**

- Checking in on the Poll Pad
- Updated forms
- Provisional ballots
- De-escalation tips

**Section 2 Questions Answered**

## **3. Closing the precinct**

- Machine shutdown
- Return Sheets
- Packing up Equipment
- Drop off procedures

**Section 3 Questions Answered**

## **4. Additional Information**

- **IMPORTANT** announcements



# WHAT'S NEW?

- Updated the Inactive Voter Poll Pad screen.
- New procedures for wrong voter checking in.
- Tweaked the Return Sheets.
- We revamped the Neon Pink Declaration of the Need of Assistance to Vote and Poll Pad screen for previous assisted voters.
- We are now providing Provisional Instructions sheets for voters and changed the Poll Pad ticket.
- Precincts are not being consolidated.
- Easier shut down of Poll Pad

# Your Role as a Poll Worker p. 7

- Ensure all eligible voters can cast a ballot.
- Set up the polling place ensuring its integrity and security.
- Ensure the polling place is a campaign-free zone.
- Complete all paperwork and tasks to ensure an accurate record of the day is maintained.
- Treat all voters with courtesy.



**As a poll worker you must  
be NON-PARTISAN.**

**Separate your duty from  
your opinion. Be ethical and  
professional when  
implementing  
the procedures  
outlined today.**

non·par·ti·san

/nän 'pärtizən/ 

*adjective*

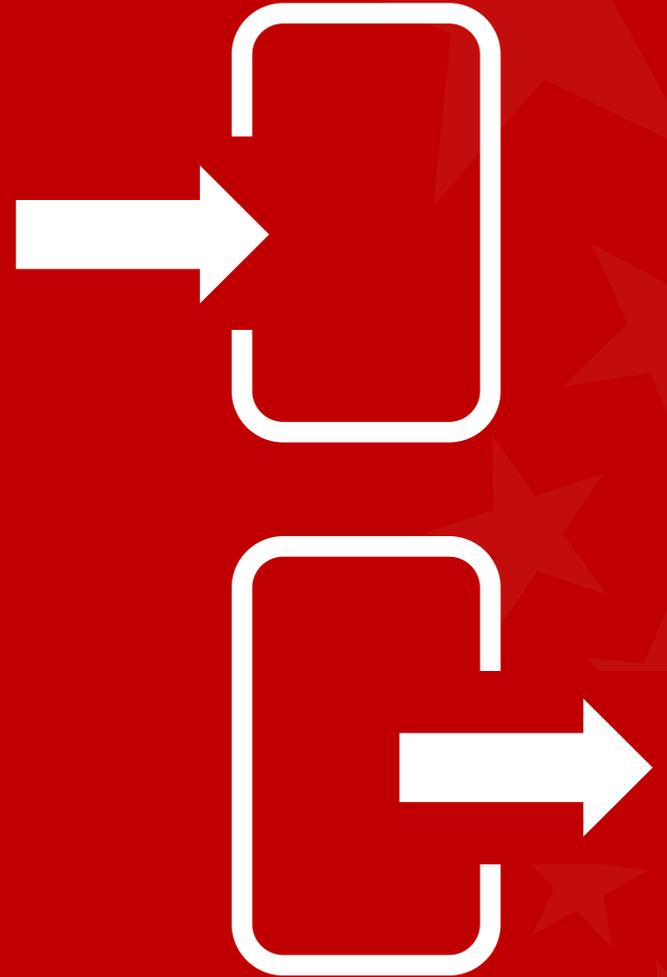
not biased or partisan, especially toward any particular political group.

*synonyms:* unbiased, impartial, neutral, objective

"the moderator must remain nonpartisan throughout the debates"

# Precinct Overview p. 10

- Every precinct layout is unique. Adapt to your precinct's quirks.
- Single precincts will set up as in the past. The Poll Pad will be at your check-in table.
- The Judge of Election is in charge of the precinct layout.
- All precincts will focus on:
  - Voter Privacy when Scanning Ballot
  - Voter Privacy when using Touch Writer
  - Voter Flow of Traffic



# Shared Polling Location p.10

SHARED



- Determine if precincts are in the same room or different rooms for set up purposes. Same room requires a central check-in table for synced Poll Pads.
- Each precinct will have their own precinct table to give voters their ballots, be entered in the #'d list, etc.
- Check-in through casting ballots must be in 1 room.
- One worker may be paid for service at two precincts. The worker must sign **BOTH** pay sheets.

- ★ **All poll workers arrive by 6AM to OPEN the precinct.**
- ★ **Do not unseal the equipment cage or set up equipment prior to Election Day.**
- ★ **Check the supplies in the cage: if anything is missing or any seals are broken, call the Voting Machine Warehouse.**
- ★ **Polls must be opened at 7:00AM. Any voters lined up at that time must be permitted into the precinct.**
- ★ **Poll Watchers and candidates may be present during set up but must not interfere.**

**Arrival &  
Set Up  
pp. 11- 13**

# Precinct Supplies p. 14-17

Each Precinct will have their own:

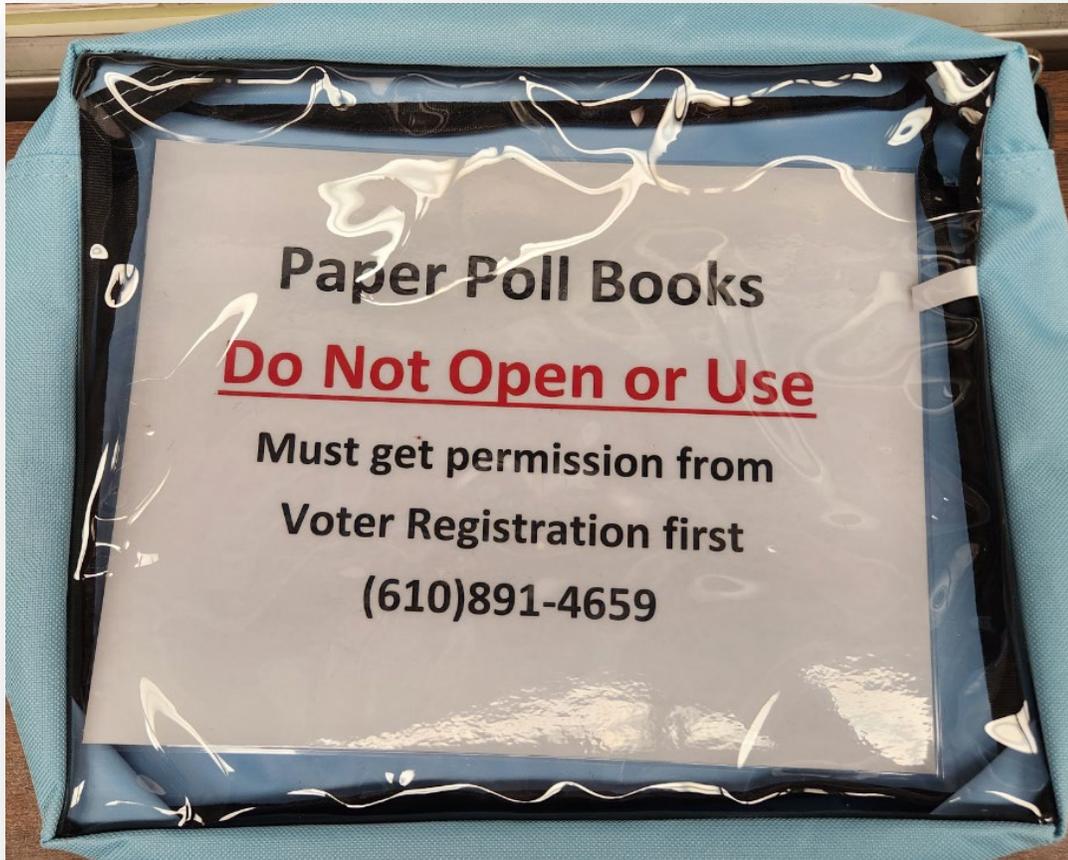
- ★ Equipment Cage
- ★ Green Tote
- ★ Poll Pad

They contain all the supplies needed for election day.



# SEALED BABY BLUE BAG w/POLL BOOKS p.16

**FRONT with WARNING DO NOT OPEN!!!**



**BACK - ID**



# Paper Ballots – Box & Packaging

- **Ballot will be designated Democrat or Republican.**
- **Each precinct's ballots are unique.**
- **Ballots are wrapped in bundles of 50.**
- **Count the ballots and verify the totals agree to the preprinted amounts on the Certificate 3 of the Return Sheet and the label.**
- **All ballots are a single-page, 2-sided ballot.**
- **Need to display all sample ballots.**



- ★ **Precinct Forms Checklist Folder:**
  - **Administer and complete both Election Officer's Oath of Office.**
  - **Fill out the pay sheet.**
- ★ **Post all signs, notices & sample ballots.**
- ★ **Fill out Certificate 1 identically on all 3 Return sheets – pink, aqua & white.**
- ★ **3 Colored Envelopes**

**Poll  
Opening:**

**Paperwork  
pp. 11 - 13  
pp. 38 - 39**



# Setting up the Touch Writer p. 20-24

- Set up with unobstructed pathways and voter privacy in mind.
- Use key to unlock/lock tablet in place.
- Do NOT remove the blue security seal from the vDrive compartment.
- Do NOT power off for any reason.
- Online Video equipment video,



# Ballot Box Set Up p. 26 -28

- Gray ballot bag – captures all scanned ballots
- Emergency ballot bag – used only when the scanner is malfunctioning & cannot scan ballots
- DON'T lock the ballot box until the scanner is set up
- Did the string break?



# Setting Up the Scanner p. 29-31

- Set up is similar to the Touch Writer.
- Do lock the ballot box after the Scanner is set up.
- Do NOT remove the blue security seal from the vDrive compartment.
- Do NOT turn off the Scanner once powered up.

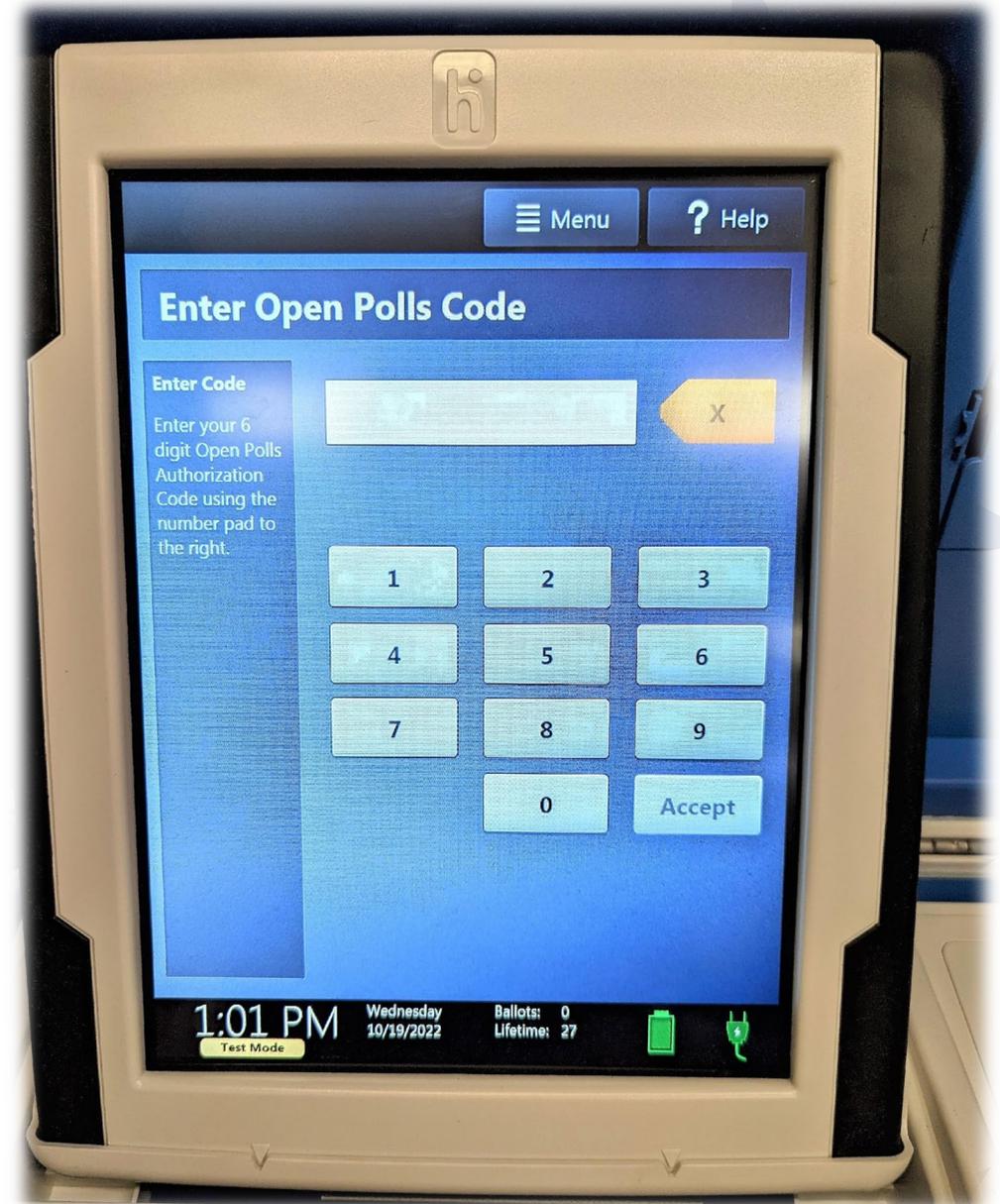


# Printing Zero & Open Polls Reports

p. 24, 32 - 33

- Check the clocks.
- Print 2 Zero Reports from both machines and verify the following:
  - Ballot count total is ZERO
  - Polling place listed is correct.
- Open the Polls with the code from the black pouch.
- POLLS are now open, do **NOT** close them for any reason.

★ **Contact the Machine Warehouse if any information is wrong.**



# Set up: Voting Booths

- Privacy is **paramount!**
- White plastic privacy trifold will be in your cage.
- Ballots must stay **INSIDE** the precinct.

QUAD  
VOTING  
BOOTH



SINGLE  
VOTING  
BOOTH



# What's in the Case? p. 17



- Green Case with Luggage Tag
- Metal Flip Stand & Case
- iPad
- 2 lime green Styluses for Poll Workers
- 18" Power Cord & Brick
- Printer w/roll of paper and green cable
- Screen Cloth
- Extra Roll of paper
- 10 Styluses for voters
- Lime green seal for closing
- At least 1 precinct in a shared polling location will have a white charger and cord

# Printer Setup p. 34

- ▶ 1. Plug power cord into brick
- ▶ 2. Plug power cord into wall outlet or available power strip
- ▶ Note: Ensure secure connection.
- ▶ 3. Power on if power does not light up



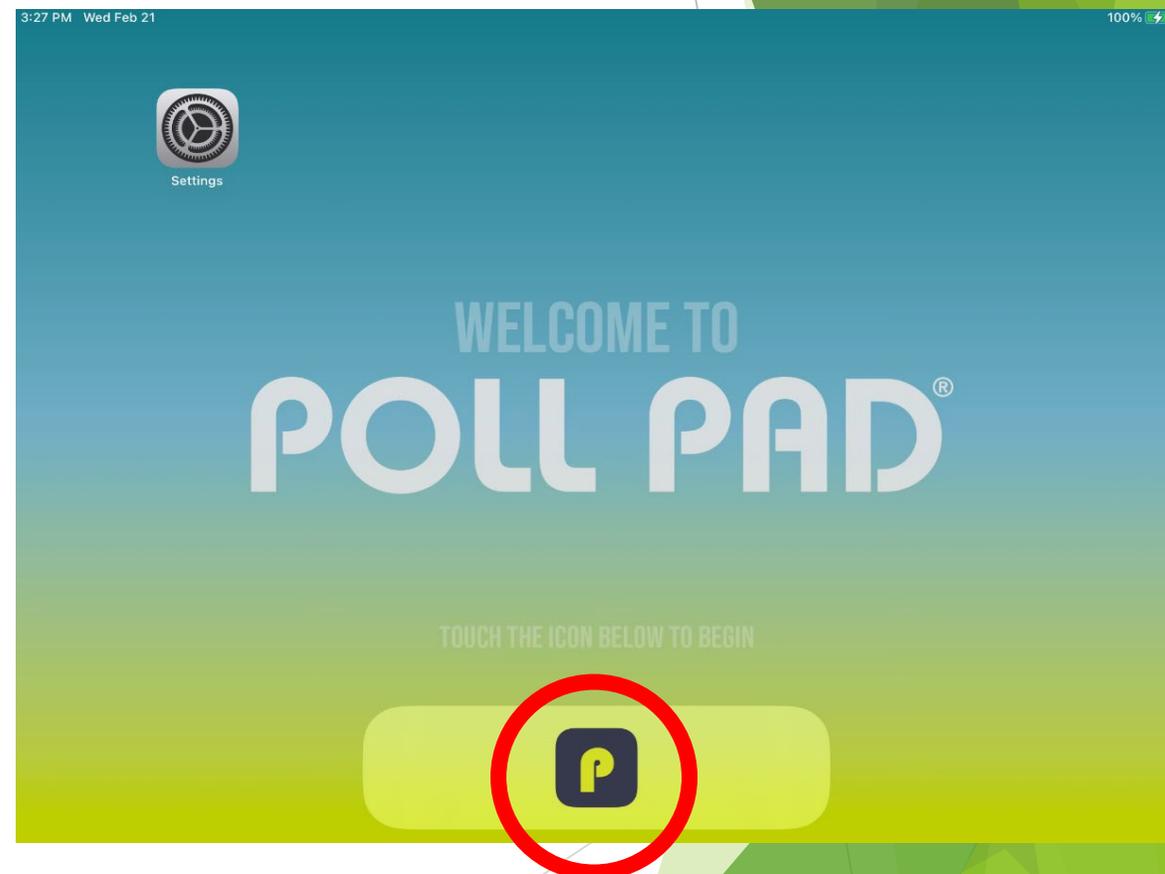
# Opening Procedures

## Power on the Poll Pad

Press the power button on the top left edge of the unit until you see the Apple logo, then release.

Press the Poll Pad application icon at the bottom of the screen. When the app launches you will be directed to your county's homepage.

**Note:** Poll Pad will automatically power on if connected to AC power.



# Morning Checklist p. 36

## Home Screen Checklist

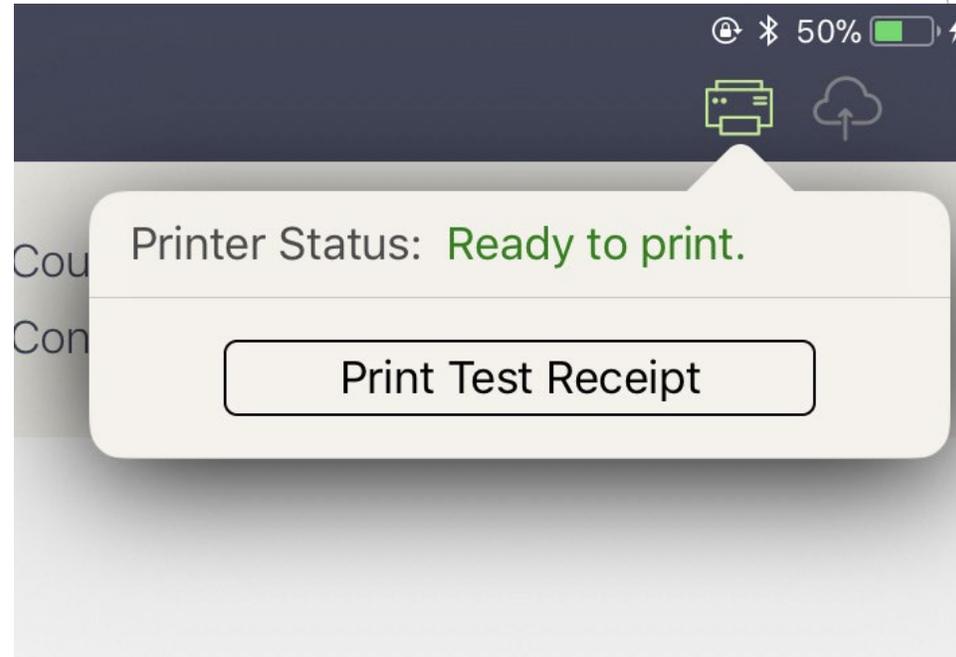
- Name of jurisdiction
- Election name and date
- **IMPORTANT:** Polling place location is correct
- Checkin Count = 0
- Battery life is close to full (90% or greater).

# Morning Checklist p.37

## Test Print

A green printer icon on Poll Pad means you are connected to the printer.

Press the green printer icon and select **Print Test Receipt** , a sample receipt will print.



# ICONS

1. Peer to Peer
2. Cloud Sync - Not in PA
3. Printer
4. Messaging - Not in PA
5. Wifi - Not in PA
6. Battery life



### POLL OPENING - CERTIFICATE 1

Before you open the polls, record these numbers from the equipment and the tapes.  
Verify all "Zero 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	0005224	1903221810	5689
Verity TouchWriter	0005226	1913547412	77
RED Seal # on Cage:	007896	BLUE Seal # Back of TouchWriter:	000354

#### Items needed:

- Red Security Seal on Cage
- Blue Security Seals on Scanner & Touch Writer vDrive Compartments
- Blue Security Seal from Printer Port on Touch Writer
- Serial Numbers and Lifetime Counts from Poll Opening Tapes

# Certificate #1

# Poll Opening (pp. 38-39)

# ★ Questions?

- **Poll Worker Responsibilities**
- **Precinct Set up & Layout**
- **Combining Precincts**
- **Pay Sheets**
- **Poll Pad Set Up**
- **Touch Writer & Scanner Set Up**
- **Paperwork/Certificate 1**



# Managing Voters

Voter DO's  
and DON'Ts  
p. 42

## ***Voters MAY:***

- Talk respectfully among themselves
- Take “I Voted” pictures or “selfies” that do not infringe on the privacy of other voters or poll workers
- Use their phones to research candidates for their own purposes
- Wear clothing or accessories with political messages

## ***Voters may NOT:***

- Remove ballots from the precinct to fill out elsewhere
- Engage in politicking or campaigning inside the precinct
- Intimidate other voters
- Leave the precinct once they've signed the Poll Pad without forfeiting their vote

# Processing Voters p.43-46

It's 7:00 am...The Polls are open.  
Press **GET STARTED**

12:35 PM Thu Feb 15  
General Training Election  
TRAINING MODE Last Imported: 12/25/2023  
MENU  
100%  
Reset

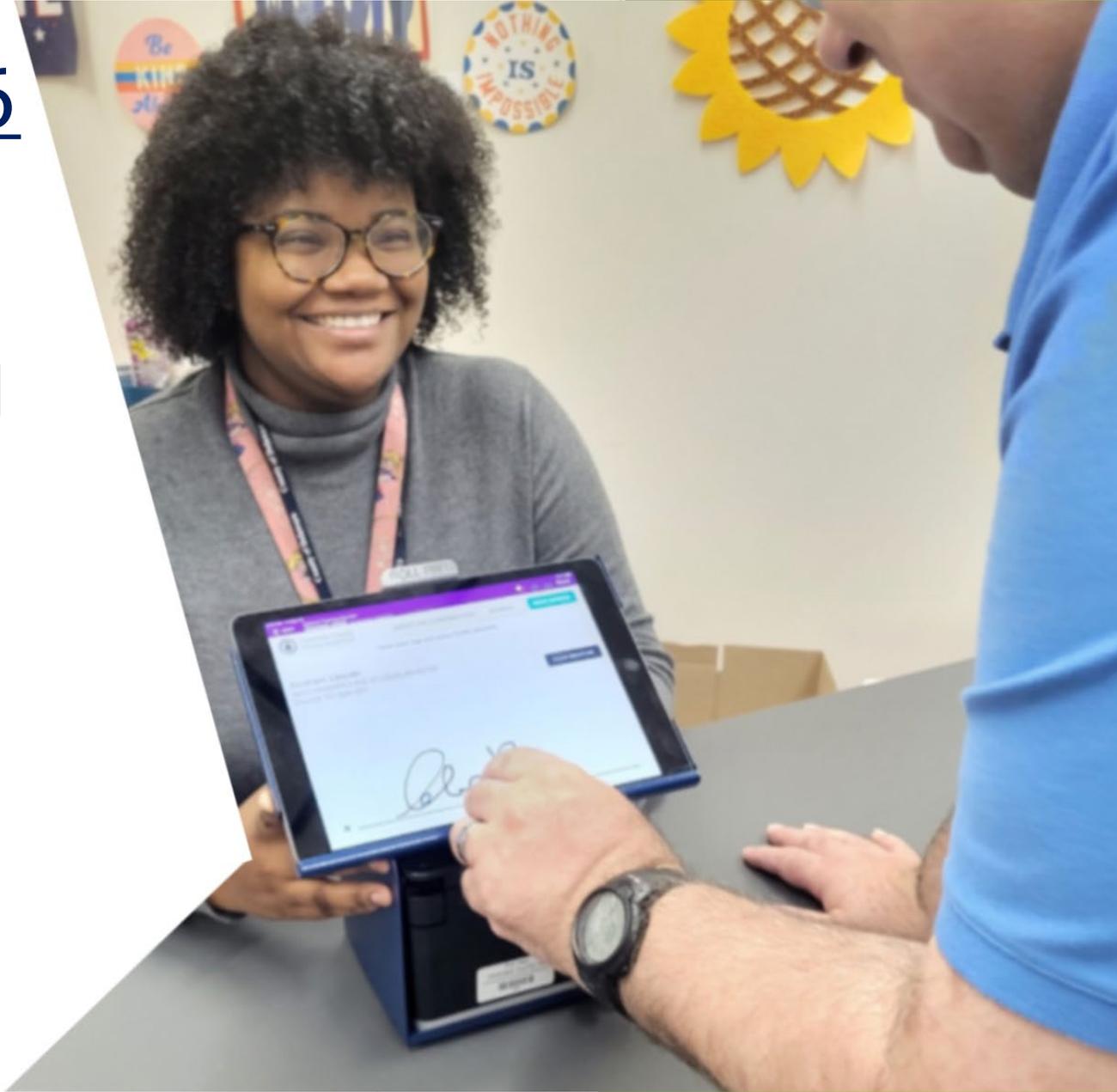
 Delaware County  
Elections Department

Precinct Records: 2614  
Checkins: 1 (SB: 0)

Countywide Records: 74953  
Config. Profile: General Election Day

Delaware County  
General Training Election  
12/25/2023  
Elections Department

**GET STARTED**

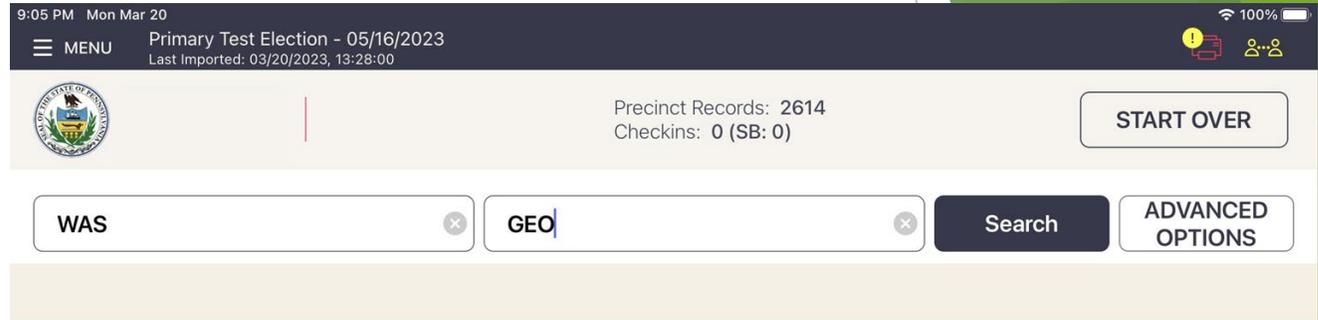


# Lookup Method

**MANUAL ENTRY** for voter lookup.

Recommended search method: **Rule of 3's**

Use the first 3 letters of the voter's first and last name.



The screenshot shows a mobile application interface for a voter lookup system. At the top, the status bar displays the time as 9:05 PM on Monday, March 20, and the battery level at 100%. The app header includes a menu icon, the text "Primary Test Election - 05/16/2023", and "Last Imported: 03/20/2023, 13:28:00". Below the header is a navigation bar with the state seal of Florida on the left, the text "Precinct Records: 2614" and "Checkins: 0 (SB: 0)" in the center, and a "START OVER" button on the right. The main search area contains two input fields: the first contains "WAS" and the second contains "GEO". To the right of these fields is a "Search" button and an "ADVANCED OPTIONS" button.



# Manual Entry p. 44

**First name:** George

**Last name:** Washington

**DOB:** 12/31/1969

**Address :** 9748 CHELLS

DR ST LOUIS MO 63134

**ID:** 76500008

# Numbered List of Voters p. 47

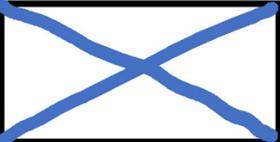
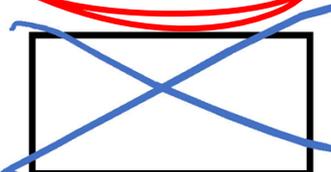
★ Direct the voter to take their ticket to their correct **PRECINCT TABLE** with the poll worker who has the #’d list of voters.

- In shared spaces - tell the voter to look for the color/name.
- Examine the ticket to verify the voter is at the correct precinct.
- Use the ticket to accurately and legibly print their name on the list with a D or R for their party.
- Cross out any accidental additions.
- Place the ticket in the Lime Poll Pad Envelope.
- **Do NOT** add Provisional voters to this list.

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	R	34. Noble, John	D
2. Doe, Jane	D	35. White, Jane	R
3. James, John	R	36. <del>Evans, John</del>	
4. Little, Jane	R	37. Purdy, Jane	R
5. Smithly, John	D	38. Derr, John	R
6. Buck, Jane	T	39. Maple, Jane	D
7. Apple, John	D	40. Wiley, John	D
8. Carrot, Jane	D	41. Dexter, Jane	D
9. Munk, John	D	42. Bills, John	R
10. Volkman, Jane	R	43. Reede, Jane	R
11. Mell, Jane	R	44. Linus, Jane	D

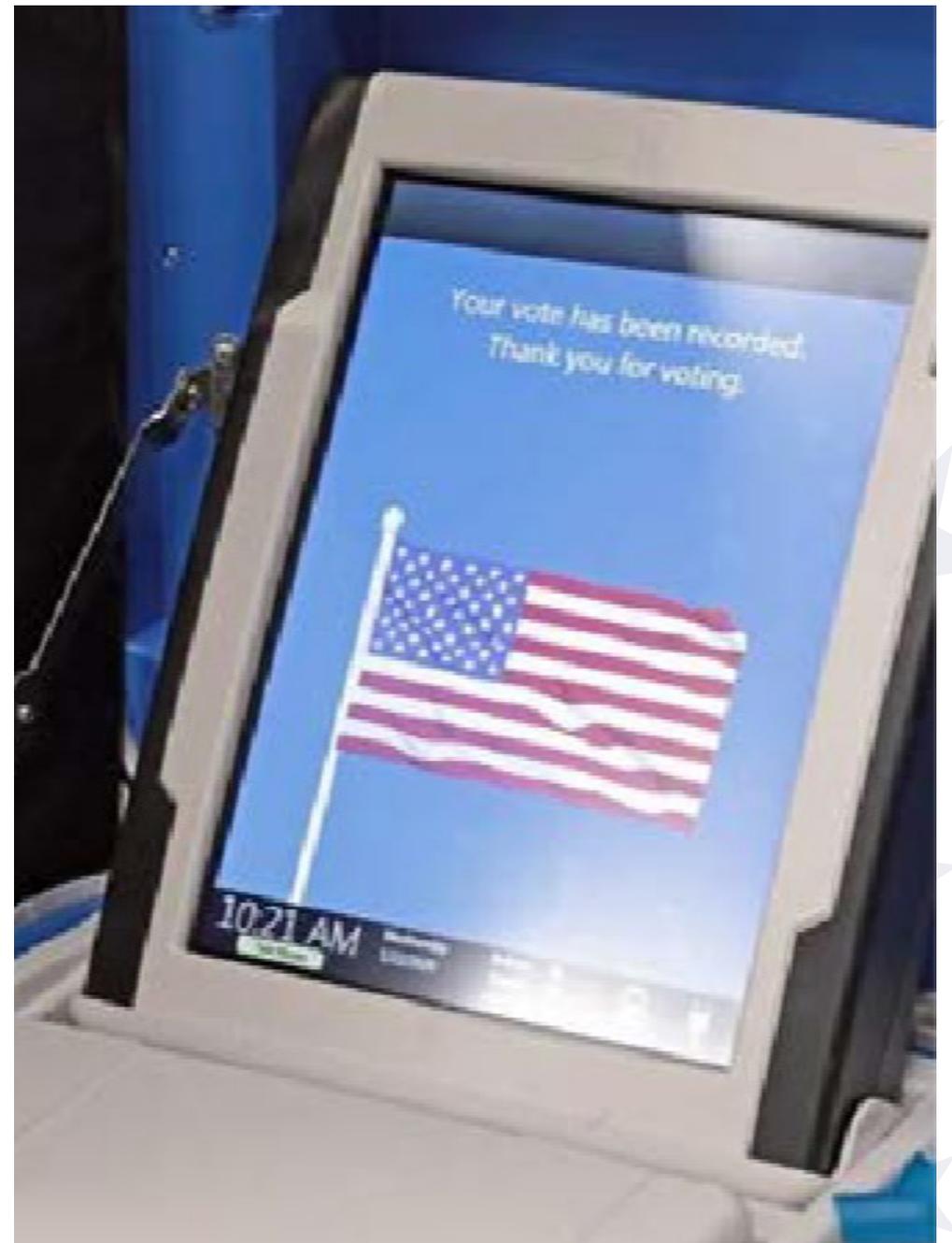
# Working with Voters: Marking the Ballot p. 46

- All ballots will be one sheet, double sided.
- Ballot boxes may be filled out with any mark.
- Do not make marks outside of the lines.
- Use only blue or black ink.

<b>Acceptable</b> Inside the box	
<b>Acceptable</b> Inside the box	
<b>Acceptable</b> Inside the box	
<b>Not Recommended</b> Outside the box lines	
<b>Not Recommended</b> Outside the box lines	

# Using the Scanner p. 48-49

- **DO NOT TOUCH VOTER'S BALLOT!**
- **DO NOT LOOK AT VOTER'S BALLOT!**
- **NO HOVERING!**
- Voters may scan ballot facing up or down, the scanner will read it in either direction and both sides simultaneously.
- The flag & “Thank you for Voting” will display when accepted.
- Ballot rejected?
  - **Overvote**
  - **Blank Page**
  - **Wrong Precinct or Provisional Ballot**



# Spoiled/Abandoned Ballot Procedures p. 50

- Ask voter to fold ballot in half & write SPOILED on the ballot.
- File folded ballot in Spoiled Ballot envelope.
- Give the voter a new ballot

WPP - FORM 81 SPOILED/REMITTED 0

WARD \_\_\_\_\_ DIST. \_\_\_\_\_

CITY \_\_\_\_\_

BORO. OF \_\_\_\_\_

TWP. \_\_\_\_\_

## SPOILED / REMITTED BALLOT ENVELOPE

---

Return to the County Board of Elections

DELAWARE COUNTY  
BUREAU OF ELECTIONS  
SPOILED / REMITTED BALLOT ENVELOPE

Precinct Sticker  
Goes Here

- **SPOILED BALLOTS:** If a voter overvotes or mismarks an Election Day Precinct Ballot, the voter may spoil that ballot to receive a replacement Precinct Ballot.
  - Mark the overvoted or mismarked ballot as spoiled.
  - Place the spoiled ballot in this envelope.
  - Make a log entry below.
- **REMITTED MAIL BALLOTS:** If a voter decides to vote in person and turns in the Mail/ Absentee Ballot, they must surrender both the Mail/Absentee Ballot and the bar-coded Return Envelope that shows the voter's name to receive a replacement Precinct Ballot.
  - Place the Mail/Absentee Ballot and return envelope inside this envelope.
  - Complete and place electors declaration to returned Mail Ballot inside this envelope.
  - Do **NOT** make a log entry below.

Reason Spoiled: Overvote or Mismarked	Spoiled By: Poll Worker Name
OVERVOTE D	JOE JUDGE
RIPPED R	MAX MAJORITY

- Record requested information on the log.
- **NO Spoiled Provisionals go in this envelope.**
- Log Abandoned ballots as Abandoned.
- Note the party

# Manual Entry

**First name: Theodore**

**Last name: Roosevelt**

**DOB: 12/19/1951**

**Address : 6649 CHICORYLN  
ST LOUIS, MO 63134**

**ID: 76500033**

# Voter has Voted p. 45

- Let's enter George Washington again.
- In shared polling places all the synced Poll Pads will automatically show that George voted as soon as his record is accepted.
- What does that mean?

# Reprinting Tickets p.46

- Use the password in the Equipment Access Codes in the Black Pouch.
- You must reprint the ticket on the same Poll Pad they initially checked in on.
- Why would you need to reprint the ticket?

# Manual Entry p. 51

**First name: Millard**

**Last name: Fillmore**

**DOB: 01/07/1910**

**Address : 9876**

**CRABAPPLE AVE ST**

**LOUIS, MO 63134**

**ID: 76500026**

**Inactive**

# Manual Entry

**First name: Scott**

**Last name: Linedecker**

**DOB: 05/27/1976**

**Address : 9500 MANGANESE  
DR ST LOUIS MO 63134**

**ID: 76500001**

# Advanced Searchp.43

9:06 PM Mon Mar 20  
MENU Primary Test Election - 05/16/2023  
Last Imported: 03/20/2023, 13:28:00

 E Botanical Garden | Precinct Records: 2614  
Checkins: 0 (SB: 0) START OVER

Last Name  First Name  Search **ADVANCED OPTIONS**

DOB ADDRESS STATUS RESET

00 / 00 / 0000 CLEAR  
MONTH DAY YEAR

Press the **ADVANCED OPTIONS** button. Additional search options will display.

**DOB** is the preferred **ADVANCED SEARCH** method.

Voter's

DOB: **05/27/1976**

# Unlisted Voters & Third Party Voters p.52

- If a voter is not in the Poll Pad, call Voter Registration.
- By law you may NOT give an unlisted voter a ballot unless Voter Reg confirms they are in the correct precinct and gives you an Authorization Number.
- If given an Authorization Number, complete blank entry found in the Unused Forms Envelope.
- 3rd party voters don't vote in PA's Closed Primary – Alice Acuna

<b>Voter #</b> _____ <b>Insp. Int</b> _____	Name _____ Address _____ City _____ State _____ Zip _____ Party _____ Date of Birth _____	X _____ Authorization # given by Voter Reg. Clerk _____
--	--	---

# Manual Entry p.53

**First name:** John

**Last name:** Adams

**DOB:** 10/30/1905

**Address :** 9503 Vespucci Circus  
Dr. ST Louis MO 63134

**ID:** 76500011

**Must Confirm ID**

# Manual Entry p.54

**First name: James**

**Last name: Monroe**

**DOB: 05/25/1962**

**Address : 1261 NOWHERE  
PKY APT A ST LOUIS, MO  
63146**

**ID: 76501045**

**Wrong Location**

# Assistance to Vote p. 55

- Look up Thomas Jefferson. His record shows he previously registered for assistance.
- If assistance is NOT noted in the Poll Pad, but the voter needs assistance the voter must fill out the **NEW NEON PINK** Assistance form.
- In both cases, the voter must be listed on the Record of Assisted Voters form.
- Assistance may NOT be provided by the JOE, voter's employer or an agent/officer of the voter's union.
- See Appendix F for tips on how to respectfully work with voters with specific needs.
- Asking to use the Touch Writer does not equal requesting assistance.

# ASSIST VOTER INSTRUCTIONS

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

Declaration of the Need of Assistance to Vote

I \_\_\_\_\_  
(Print name of Voter who needs assistance)

of \_\_\_\_\_ in \_\_\_\_\_  
(Address of voter who needs assistance) (Voter Boro/Town/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 \_\_\_\_\_ in \_\_\_\_\_  
(Address of person giving assistance) (Boro/Town/City of person giving assistance)

Signature or mark of voter \_\_\_\_\_

Voter's Date of Birth: / / Today's Date: / /

Check for permanent listing.  Check if temporary condition

WITNESSED BY:

Signature of Witness \_\_\_\_\_

Signature of Judge of Elections \_\_\_\_\_

Voting Precinct \_\_\_\_\_

Reasons to receive assistance:

- Hearing impaired
- Literacy (reading/writing issue)
- Language
- Physically disabled
- Visually impaired
- Wheelchair

General Training Election  
06/30/2024  
Elections Department

**THOMAS JEFFERSON**

9460 COURT JESTER DR, ST  
LOUIS, MO 63134

76500012  
PRECINCT 101  
SPLIT 001

---

BALLOT STYLE

**ALDAN EAST -  
BEIGE**

ASSISTANCE REQUIRE (IL)

Present this ticket to receive your ballot.

WPP-Form 004 ©

RECORD OF ASSISTED VOTERS

Serial #	Name of Voter	Reason for Assistance	Name of Person Full Assistance

# Using the Touch Writer p. 63

- Press the “Ready for Use” button on the screen.
- Enter the poll worker code & then Accept.
- Use the prompts to make any screen setting changes.
- This voter is holding the Verity Access
- Remember to select the correct party ballot for the voter.



★ **Be sure to give the voter privacy when using the machine.**

# Wrong Voter Signs In p. 54

- **Jane A** signs **Jane B's** record, you accept it & catch it. Now what?
- What happens to **Jane B** in this scenario?
- What happens if the **Jane A** mistake was not caught until **Jane B** shows up? Her record reflects that she has voted.
- **AVOID** mistakes review the Confirmation page before initialing and tapping **SUBMIT**.



# Manual Entry p. 57

**First name:** Franklin

**Last name:** Roosevelt

**DOB:** 10/12/1922

**Address :** 9790 CHELLS

**DR ST LOUIS, MO 63134**

**ID:** 76500032

**Remit Absentee or Vote  
Provisional**

# Remit or Vote Provisionally

p. 57

- **Voter has been mailed an absentee or mail-in ballot, but it has not received by the County.**
- **Voter must return BOTH the ballot itself and the Updated Official Ballot Return Envelope with the purple stripe with their name on it to vote in the precinct.**
- **Complete the Elector's Declaration form.**
- **Voters without BOTH the ballot & return envelope must vote provisionally.**

**Elector's Declaration to Return Mail Ballot** DC2023-REMIT

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 subject to the penalties of 19 PA C.S. 4904 (related to unsworn falsification to authorities).

\_\_\_\_\_/\_\_\_\_\_/202\_\_\_\_  
Today's Date

\_\_\_\_\_  
Voter, Sign Here

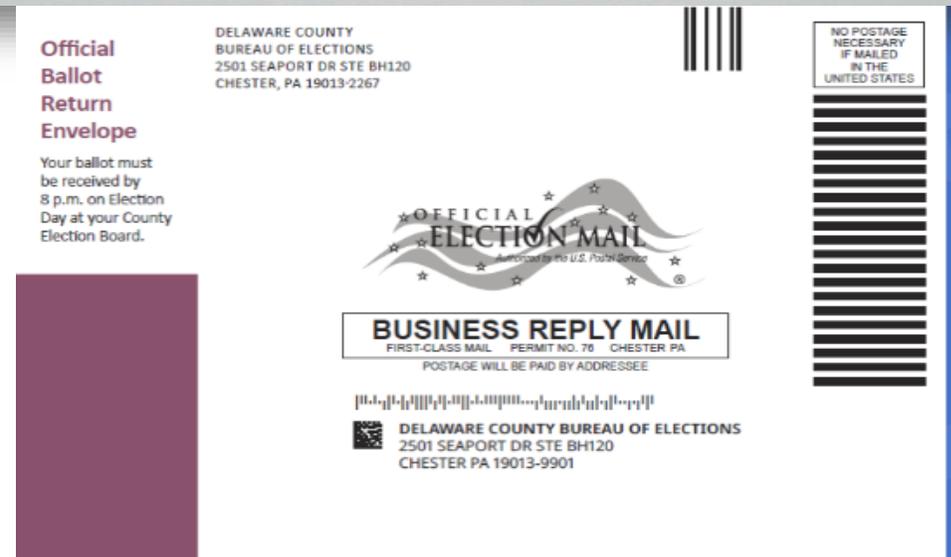
\_\_\_\_\_  
Voter's Printed name

\_\_\_\_\_  
Voter's address

\_\_\_\_\_  
Judge of Election, Sign Here

\_\_\_\_\_  
Judge of Election - Printed name

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



# Manual Entry p.58

**First name: Martin**

**Last name: Van Buren**

**DOB: 12/05/1902**

**Address : 9704 Chells Dr.**

**St. Louis, MO 63134**

**ID: 76500018**

**Absentee/Mail-In  
Received**

**VOTER: Return these instructions to Judge of Election.**

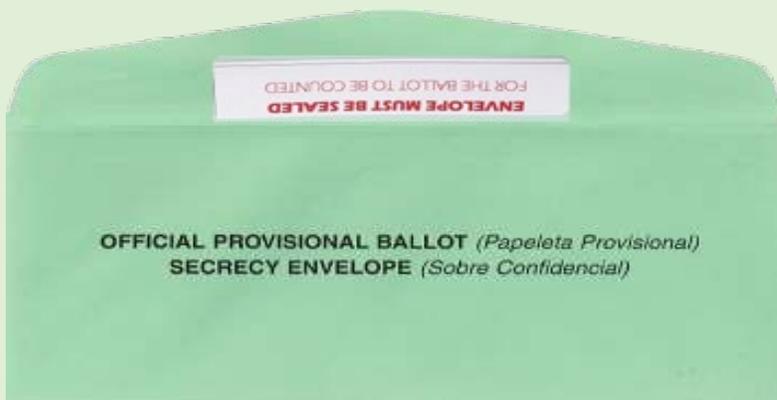


## STEPS FOR VOTING A PROVISIONAL BALLOT

1. You should receive from the Judge of Election:
  - o Small Green Provisional Ballot Secrecy Envelope
  - o Large white-and-green Provisional Ballot Envelope
    - a. Complete sections 1 and 2
    - b. Sign section 2
    - c. Complete section 3 if you have a new address—different from your registration.
2. A poll worker will set up the Touch Writer for you to mark your provisional ballot – or to print a blank provisional ballot for you to mark by hand.
3. A Provisional Ballot stub automatically prints on the Touch Writer when the Provisional Ballot is generated. Give the stub to the poll worker. You do **NOT** need to sign the stub.
4. Mark your ballot, and seal it in the small all-green Provisional Ballot Secrecy Envelope. Place **only the ballot, and nothing else**, in the Secrecy Envelope.
5. Return to the Judge of Election and place the **sealed** all-green Provisional Ballot Secrecy Envelope in the larger white-and-green Provisional Ballot Envelope and seal that envelope, too.
6. Complete, sign and date section 4 in front of the Judge of Election and Minority Inspector.
7. The Judge of Election and Minority Inspector will select the reason you are voting provisionally (and in a Primary, indicate the party ballot you voted) and they will sign and date the bottom portion of the large white-and-green Envelope and affix the Ballot ID Number sticker in the space provided. You will receive the Provisional Ballot Receipt with the corresponding number to track your ballot. In about 2 weeks, you can learn whether your ballot counted.
8. Watch the Judge place your envelope in the large white Provisional Return Envelope.
9. Return this sheet to the Judge.

**Note:** If you voted a Provisional Ballot because you needed to provide acceptable ID per your Poll Pad record, you have until 5 pm on the Monday after Election Day to present acceptable ID to the Voter Registration staff in Media. Call 610-891-4659 with questions.

**VOTER: Return these instructions to Judge of Election.**



A “Provisional Ballot” is a temporary ballot.

The County’s Board of Elections will verify that no voter votes twice.

**NEW:** Directions for the Voters & new sticker on secrecy envelope

Provisional Ballot Envelopes must be signed twice by the voter and once by the JOE and the Minority Inspector.

There are 3 envelopes for Provisionals.

**ALL  
Provisional  
Ballots will  
be printed  
on the  
Touch  
Writer!  
pp. 59-61**

1. Voter Information

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

Andrew Voter

Print Voter Name

3-17-67

Date of Birth

610-555-0707

Phone

wawavssheetz@genericmail.com

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:

123 Main St

Address

Chester, PA 19013

City

Chester City 9-1

Zip code

Delaware

Voter Municipality

Voter County

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

Voter Signature

Andrew Voter

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.)

98 Gobirds Way

Address (street)

Media

19063

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

Andrew Voter

Andrew Voter

Voter, Print name here

5-20-2025 DATE of the ELECTION

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
- Court order (voter)
- Voter identification not supplied
- Court order (voting hours)
- Voter's eligibility is challenged

Party (Primary only)

Which Party Ballot is enclosed:

- Voter was issued Mail-in ballot
- Voter was issued Absentee ballot

This section is for election officials only

Judge of Election will select a box.

Reserved for voter registration verification by county board of elections.

Dreanna Judge

5/20/25

Signature of the Judge of Election

Date

Penelope Inspector

May 20, 2025

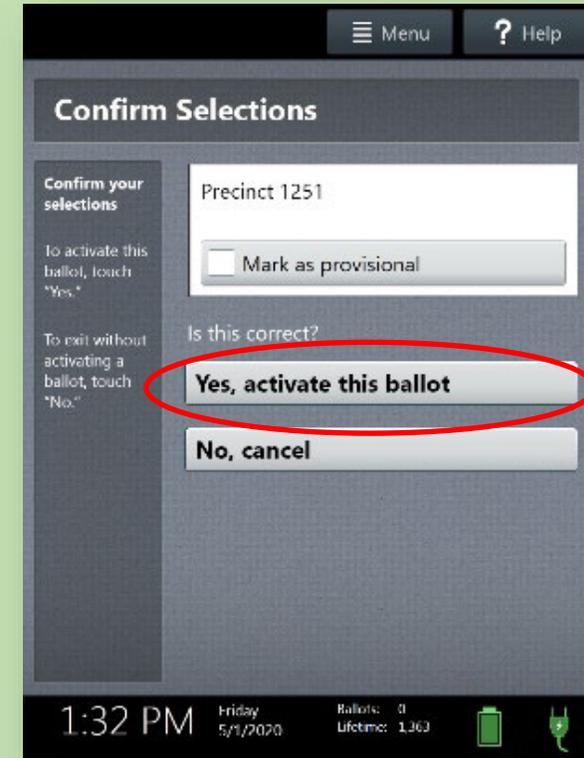
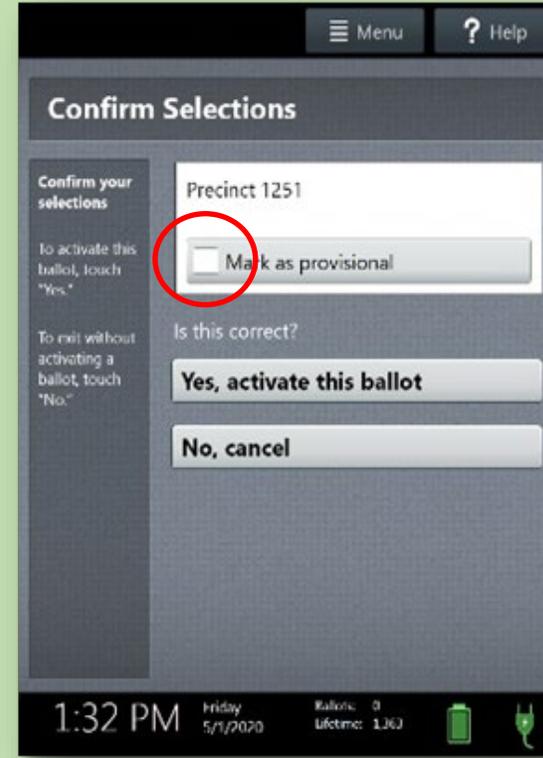
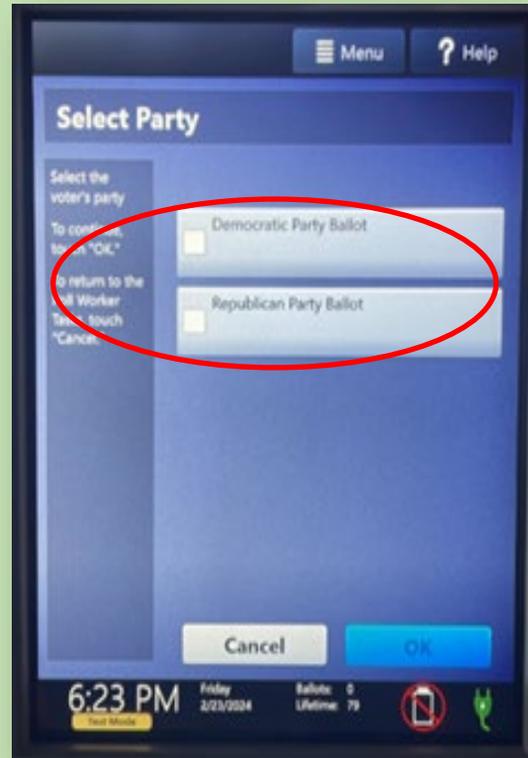
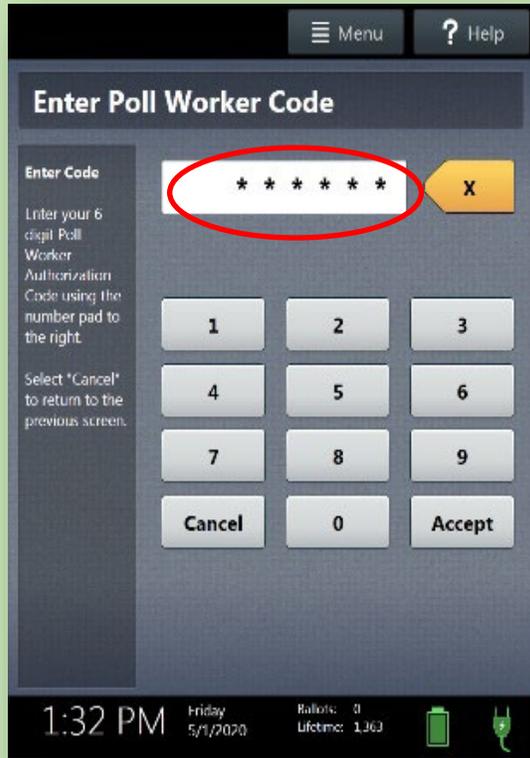
Signature of the Minority Inspector

Date

Affix Ballot ID Number Here.

# Provisional Ballot on the Touch Writer

p. 64 - 68



# GUIDANCE for CHALLENGES p. 61-62

1. What is a challenge?
2. Who can challenge a voter?
3. What can be challenged?
4. What can NOT be challenged?
5. Can the JOE satisfy the challenge?
6. When is a Challenges Elector's Affidavit used?
7. Do Challenged Voters vote provisionally?



# Emergency Ballot Drop p.92

- Contact the Voting Machine Warehouse ASAP to resolve a Scanner issue.
- Do **NOT** reboot the Scanner!
- Voters may continue to cast their ballots by placing their ballots in the emergency slot.
- Once the scanner is operational, remove the ballots from the separate emergency bag and scan them with a bi-partisan team of poll workers prior to closing the polls.



# Troubleshooting p.95

## Poll Pad screen is unresponsive

If the Poll Pad screen is unresponsive, perform the following steps:

1. Unplug power cord from Poll Pad.
2. Hold down the Sleep/Wake and Home buttons simultaneously.
3. Release both buttons once the Apple logo displays on screen.
4. After application launches, return to previous activity.

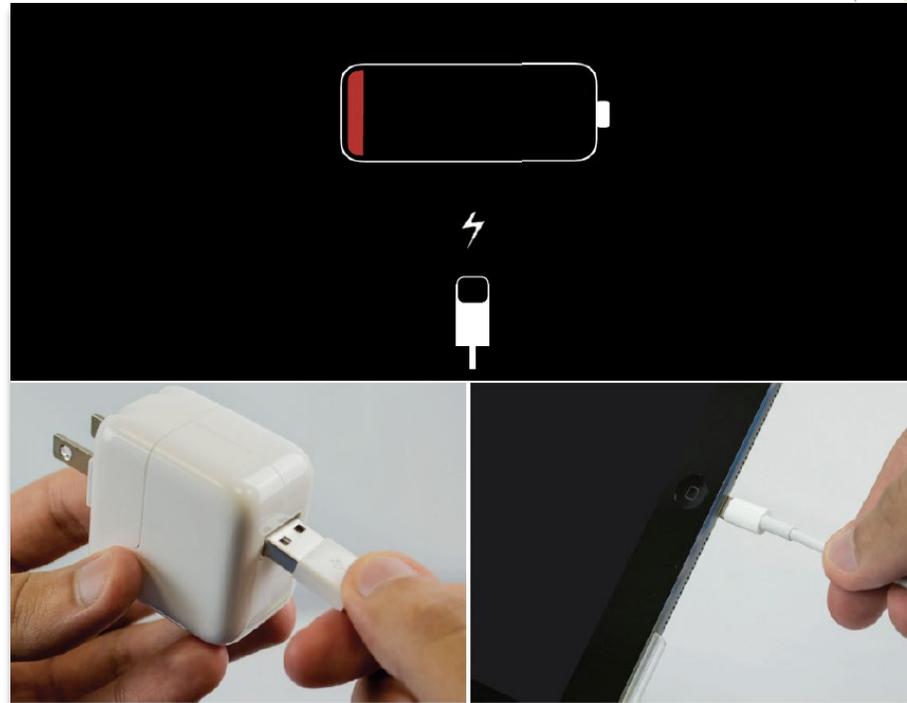


# Troubleshooting p. 95

## Charging Poll Pad

1. Plug USB end of power cable into power cube.
2. Plug power cube into an AC wall outlet.
3. Unplug the green cable and plug power cable into connector on Poll Pad.
4. Wait about five minutes for the Poll Pad to charge.
5. Once there is sufficient power, Poll Pad will automatically power on.
6. Resume normal operations.

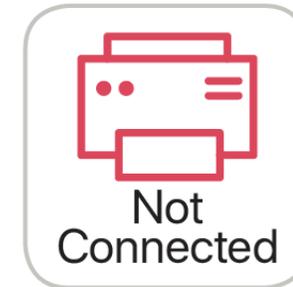
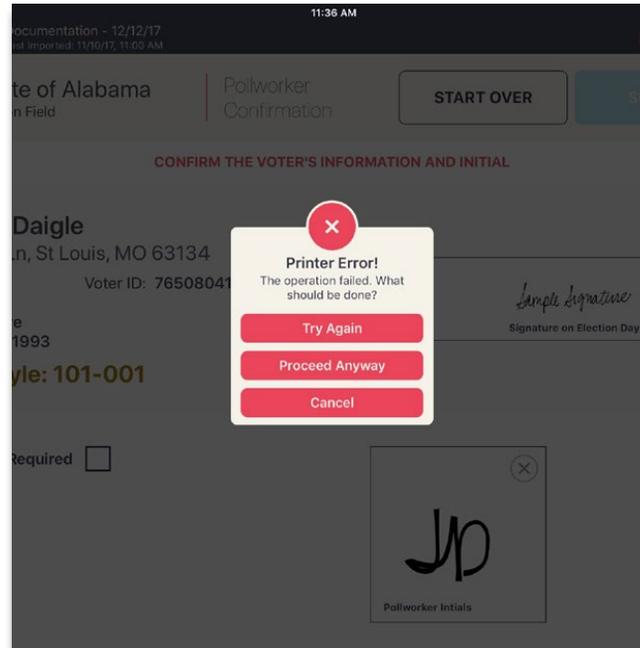
Note: To confirm your unit is charging, verify battery icon is green and lightning bolt is displayed.



# Troubleshooting p.95

## Not printing / stops printing

1. Make sure the printer is turned on.
2. Confirm the printer is plugged into outlet and cords are securely connected.
3. Check paper is installed correctly.
4. Confirm connection with Poll Pad (green printer icon).



# Voter Intimidation & Electioneering

- ★ JOE is in charge and must ensure voters can vote safely and without intimidation.
- ★ No one may attempt to influence voters in the precinct or within 10 feet of entrance the voting room.
- ★ JOEs instruct violators to allow voters to enter polling location freely and without obstruction. Use your tape to mark 10 feet out.
- ★ Address voters' complaints about entering and watchers immediately.
- ★ Watchers must present their certificates & ask if they have questions about the attached rules.
- ★ **TIP:** Familiarize yourself with the De-Escalation Guidance.
- ★ Call the solicitor and, if necessary, the DA.
- ★ If you feel an immediate threat, call the constable. If you do not have a constable – call 911.

**Voter  
Intimidation &  
Electioneering  
p. 89**

**Poll Watcher  
& Candidate  
Guidance  
p. 8**

# De-Escalation Guidance & Emergency Info pp. 90-91

- ★ **GOAL** – Handle disruptions regardless of political affiliation fairly and calmly.
- ★ **Determine who is going to be the responder.** This may not be the JOE. Pick the calmest, most Zen, empathetic poll worker.
- ★ **Gently move them to a more private area.**
- ★ **Don't make it personal.** Don't use "You can't" statements, use "State law doesn't allow stmts..".
- ★ **Remember: Separate your duty from your opinion.** Be the bigger person.
- ★ **Stay calm: Watch your body language:** no crossed arms, hand on hips, etc. Don't raise your voice.
- ★ **Listen: Ask open ended questions.** What are you concerns? How can I help?
- ★ **Affirm: If necessary, repeat their issues back.**
- ★ **Respond: Review the Notices.** Call Voter Reg, Hotline, etc. with them.
- ★ **Offer Statement of Complaint Form or direct to PA DOS – Report Election Complaints**

**never in the  
history of  
calming down  
has anyone ever  
calmed down by  
being told to  
calm down**

# ★ Questions?

- **Managing & Checking In Voters with the Poll Pad**
- **Marking the Ballot**
- **Using the Scanner**
- **Poll Pad Message Review**
- **Remit Procedure**
- **Provisional Ballots**
- **Challenges**
- **Using the Touch Writer**
- **De-escalation Tips**
- **Poll Watcher Guidance**





# CLOSING THE POLLS

# Packing Up & Closing Polls

- Remove and seal the gray ballot bag. **No handling/counting the voted/scanned ballots!**
- Print reports, secure the vDrives & seal the equip
- Pack and seal the Poll Pad & place in the cage.
- Complete all 3 Return Sheets & 3 colored env
- Pack the Green Tote.
- Pack and seal the cage. Turn off the lights.
- Return materials to the County in Media.
- Remember: If you packed it in, pack it out!

**Close  
Polls  
Task List**  
pp. 72 – 73  
p. 100

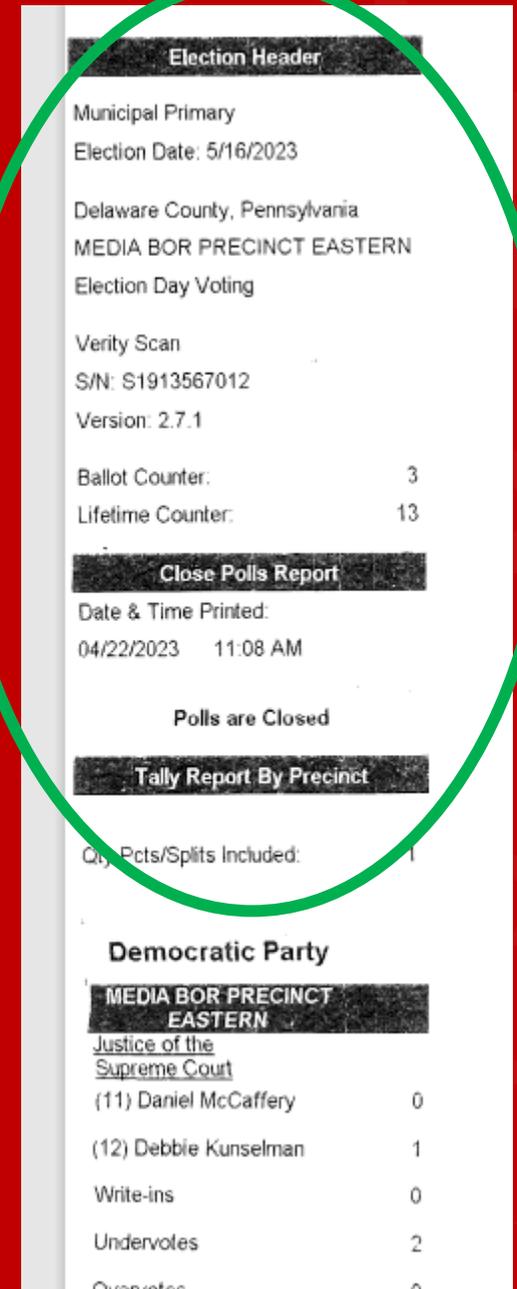
# Scanner Shut Down p. 74-75

- When polls are closed the scanner will **AUTOMATICALLY** print the **CLOSE POLLS REPORT** which includes a **TALLY** report.
- Once all reports are printed, power off the scanner. Remove the vDrive.
- Reseal the vDrive compartment and pack up the scanner.
- There is a detailed video online.



# Scanner Report Filing p. 75

- The Close Polls Report includes a Tally Report and will be attached to the Aqua Return Sheet being placed in the Aqua Machine Warehouse Envelope.
- One (1) Tally & one (1) Write-In report will be attached to the White Return Sheet posted at the precinct.
- One (1) Tally report will be taped to the Pink Return Sheet and placed in the Pink Minority Inspector Envelope.
- If the Rep & Dem Tally reports are not picked up, place them in the Aqua Env.



The image shows a scanner report with a green circle highlighting the top section. The report is divided into several sections: Election Header, Close Polls Report, and Tally Report By Precinct. The Election Header section contains the following information: Municipal Primary, Election Date: 5/16/2023, Delaware County, Pennsylvania, MEDIA BOR PRECINCT EASTERN, Election Day Voting, Verity Scan, S/N: S1913567012, and Version: 2.7.1. The Close Polls Report section shows: Ballot Counter: 3, Lifetime Counter: 13, Date & Time Printed: 04/22/2023 11:08 AM, and Polls are Closed. The Tally Report By Precinct section shows: City Pcts/Splits Included: 1, Democratic Party, MEDIA BOR PRECINCT EASTERN, Justice of the Supreme Court, (11) Daniel McCaffery 0, (12) Debbie Kunselman 1, Write-ins 0, Undervotes 2, and Overvotes 0.

Election Header	
Municipal Primary	
Election Date:	5/16/2023
Delaware County, Pennsylvania	
MEDIA BOR PRECINCT EASTERN	
Election Day Voting	
Verity Scan	
S/N:	S1913567012
Version:	2.7.1
Ballot Counter:	3
Lifetime Counter:	13

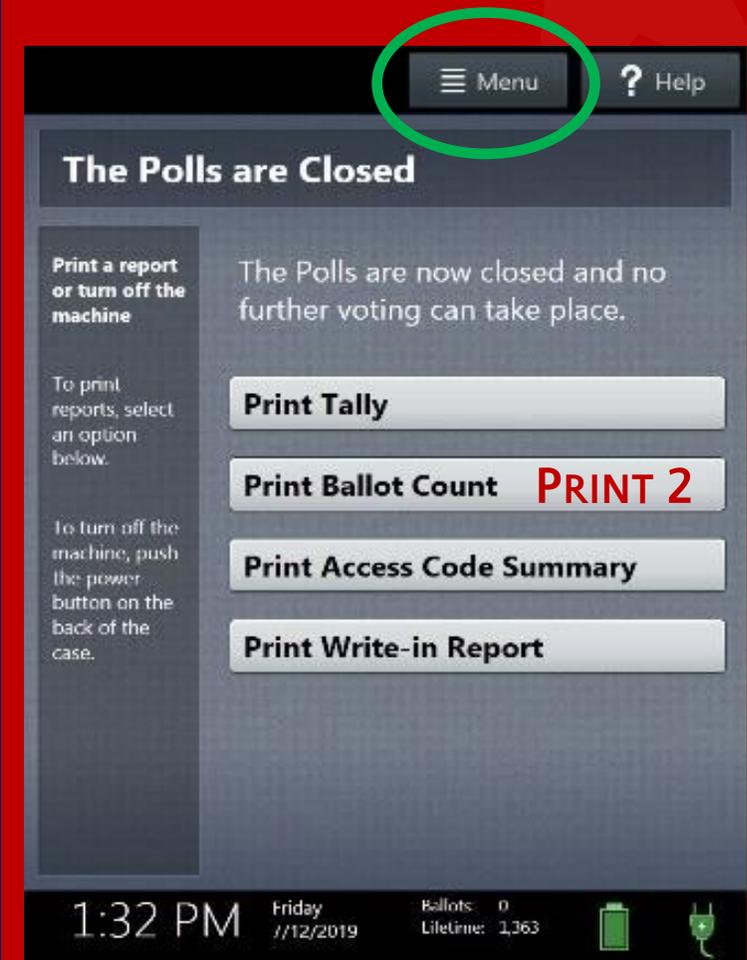
Close Polls Report	
Date & Time Printed:	04/22/2023 11:08 AM
Polls are Closed	

Tally Report By Precinct	
City Pcts/Splits Included:	1
Democratic Party	
MEDIA BOR PRECINCT EASTERN	
Justice of the Supreme Court	
(11) Daniel McCaffery	0
(12) Debbie Kunselman	1
Write-ins	0
Undervotes	2
Overvotes	0

# Touch Writer Shut Down p. 76

- Click the MENU button at the top of the screen to begin Close Poll procedure.
- Close Polls report will print from Touch Writer automatically.
- **Print 2 Ballot Count Reports.**
- 1 Close Polls Report will go in the **aqua Machine Warehouse Envelope.**
- 1 Ballot Count Report **each** will go in the **pink MNI & the White Provisional Voting – Return Envelopes.**
- After printing the reports, power off the TW.

## PRINT THE FOLLOWING:



COMPLETE THE FOLLOWING STEPS ON THE SCANNER AND  
TOUCH WRITER ONCE BOTH DEVICES ARE POWERED  
DOWN:



# vDrive Removal Procedure

p. 77



- ★ Put both the Scanner & Touch Writer vDrives in the white security return envelope.
- ★ Seal the envelope.
- ★ Have ALL poll workers sign their names over the sealed envelope flap.
- ★ Place the envelope in the top clear sleeve of the gray ballot bag.
- ★ JOEs will turn this envelope in at Media



# Securing the vDrives

p. 77 & 84

<i>Jane Judge</i>	(signature of Judge of Election)
<i>Ina Inspector</i>	(signature of Majority Inspector)
<i>Tracy Inspector</i>	(signature of Minority Inspector)
<i>Carol Clerk</i>	(signature of Clerk)
<i>Michael Machine</i>	(signature of Machine Operator)
County of County	

- Fill out ALL 3 RETURN SHEETS exactly the same.
- Cert 1 was completed at opening.
- Certificates 2 + 3 are filled out at poll closing.
- **OATH:** *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.*

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.

Attach Close Polls and Write-In Tapes 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 Compartment <small>Unseal at Poll Closing</small>	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 <small>Seal when Reporting</small>	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	
<b>TOTAL # VOTERS:</b> From Numbered List <input type="text"/>		<small>Refer to list number displaying a voter from the numbered list. Do not include any lines that were closed out and unused.</small>	

**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
Total Ballots received in cage	PREPRINTED	PREPRINTED
Total Ballots printed - Touch Writer		
Total of Unused Ballots <small>(Count remaining at seal closing)</small>		
Total Spoiled Regular Ballots <small>(Refer to spoiled/emitted ballot error)</small>		

You must record these security seal numbers. Print numbers clearly.

Scanner Gray Ballot Bag Seal # <small>Contains all scanned paper ballots</small>	
Green Tote Bag Seal # <small>Contains all cast provisional votes</small>	

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 important items.

Fill Out  
the  
Return  
Sheet  
pp.79-83

### POLL CLOSING - CERTIFICATE 2

After you close 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
Verity Ballot Scanner	0005226	43	5732
Verity TouchWriter	0005225		83
RED Seal # on Cage:	0004824	BLUE Seal # Back of TouchWriter:	0004253
<b>TOTAL # VOTERS:</b> From numbered list of voters	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)	

# Certificate #2

## Poll Closing pp. 80 - 81

### Items needed:

- Red & Blue Security Seals used to seal equipment
- Ballot counter and lifetime counter from machine tapes
- Numbered list of voters from binder

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
Total Ballots received in cage		
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	
Total	2
Republican Party	
Pct	Total
MEDIA BOR	3
PRECINCT	
EASTERN	
Total	3

Delaware County  
May 16, 2023 Primary

PRECINCT:  
ALDAN Western

Box #2  
Precinct Box: 1 of 2

PARTY: Democratic

TOTAL BALLOTS: 379 unused

Precinct Box: 1 of 1

PARTY: Republican

TOTAL BALLOTS: 252 unused

# Certificate #3

# Poll Closing pp.82 - 83

Items needed:

1. Touch Writer Close Polls Report & Provisional Ballots from Env
2. Unused Ballots
3. Spoiled Ballots
4. Gray Scanner Ballot Bag Seal #
5. Green Tote Seal #

DELAWARE COUNTY BUREAU OF ELECTIONS  
SPOILED / REMITTED BALLOT ENVELOPE

Reason Spoiled: OVER VOTE RIPPED

Spoiled By: JOE JUDGE MAX MAJORITY

# SEALED Green Tote & Gray Ballot Bag



- Completed provisional ballots & supplies
- Used & unused voter registration forms
- Unopened baby blue bag of Poll Books
- Lemon BOE Env & Pay Sheet

## SEALED:

- ONLY scanned paper ballots
- NO notes
- Place signed & sealed white vDrive return envelope in the clear plastic sleeve

RETURN TO COUNTY

Return to  
County  
Inventory  
p. 84 - 85

# LEMON BOE & Pink MNI Envelope

**Lemon**

**BUREAU OF ELECTIONS  
ENVELOPE**

City | Twp | Boro \_\_\_\_\_ Election Date \_\_\_\_\_  
Month \_\_\_\_\_ Date \_\_\_\_\_  
Dist \_\_\_\_\_ Precinct \_\_\_\_\_ Year \_\_\_\_\_

Signed Officer's Oath of Office—opening	Signed Affidavit of Voter ID — closing
	Used Statements of Complaint - Title III
Check Here If you have enclosed an important message that needs immediate review by The Bureau of Elections	Pay Sheet—Must be signed by all pollworkers and signed off by the Judge of Election at the bottom

\_\_\_\_\_  
Judge of Election Signature

\_\_\_\_\_  
Minority Inspector Signature

**ADD TO TOTE**

**GIVE TO MINORITY INSP.**

**Pink**

**MINORITY INSPECTOR  
ENVELOPE**

City | Twp | Boro \_\_\_\_\_ Election Date \_\_\_\_\_  
Month \_\_\_\_\_ Date \_\_\_\_\_  
Dist \_\_\_\_\_ Precinct \_\_\_\_\_ Year \_\_\_\_\_

The Minority Inspector envelope must include the following documents. Seal the envelope and retain it for two years.

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 Officer's Oath of Office - opening	
Touch Writer "Ballot count report" - closing	

\_\_\_\_\_  
Judge of Election Signature

\_\_\_\_\_  
Minority Inspector Signature

**RETURN TO COUNTY**

**Return to  
County  
Inventory  
p. 86 - 87**

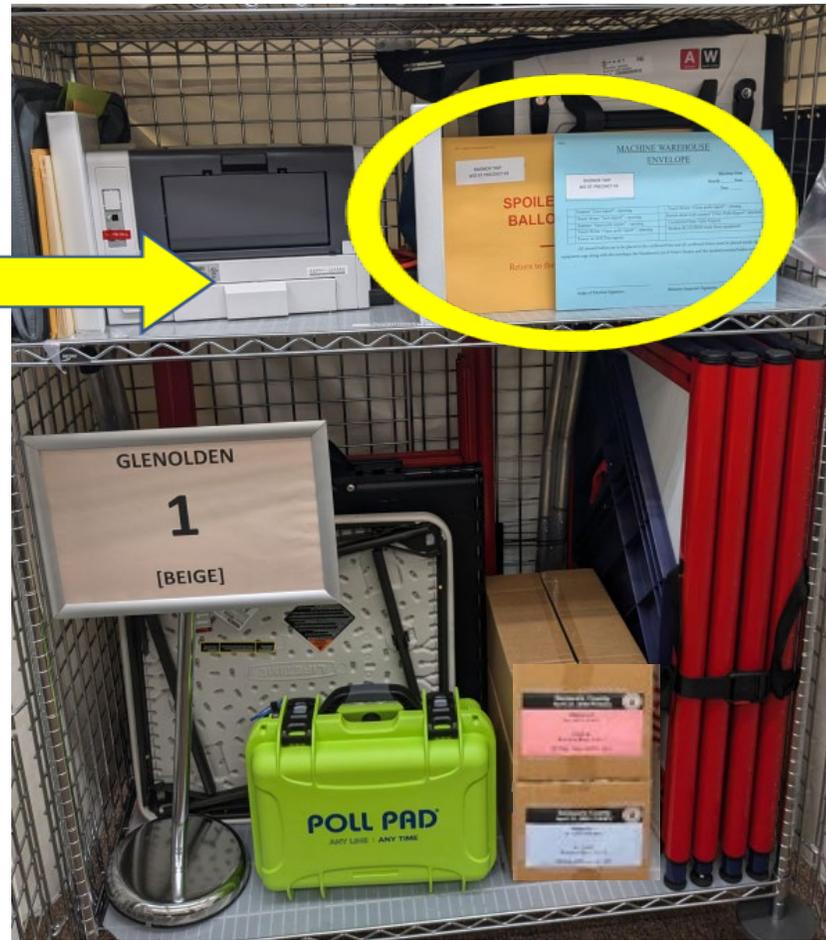
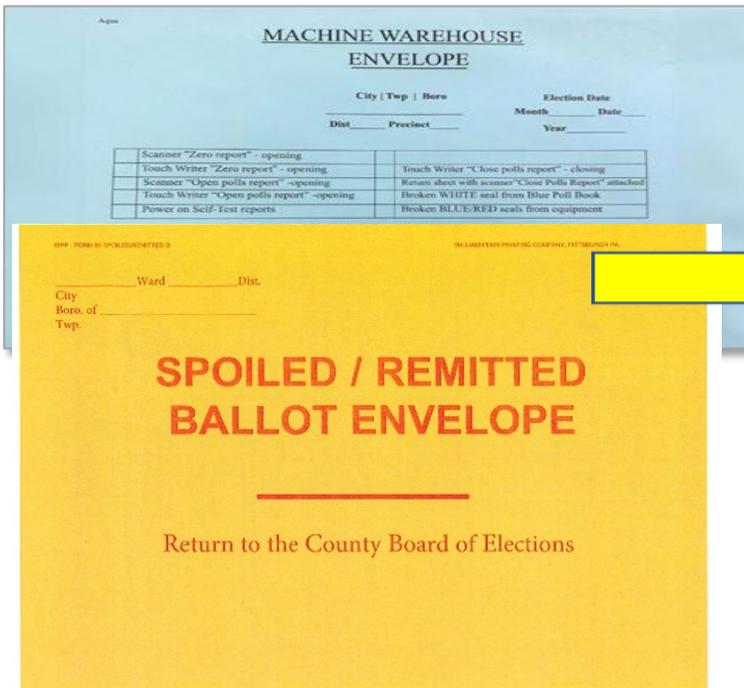
## Lemon BOE Envelope

- Pay Sheet
- Any Notes
- The Oath & Affidavit

## Pink Minority Envelope

- **KEEP** for 2 years
- Sometimes called to present to the Return Board
- **USED** Yellow numbered list pages from the white binder

# Equipment Cage with the Spoiled/Remitted Ballot & Aqua Envelopes & the Numbered List of Voters p. 87



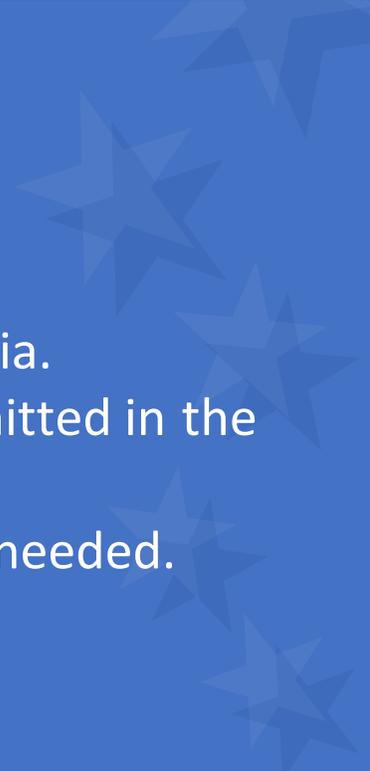
- The Spoiled/Remitted Ballot Envelope
- Machine Warehouse Envelope
- Poll Pad(s)
- White Binder w/#'d list & Lime Poll Pad Env
- Metal Sign & Laminated Signs

- Repack equipment cage
- Include unused ballots & empty boxes!
- Seal cage with **RED** security seal

# DROP OFF RULES AND INFORMATION p. 88



Only **2 items** to be returned to Media: the sealed Green Tote and the sealed Gray Ballot bag.

- 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)
  - The vDrive Envelope will be placed in the clear sleeve on top of the gray ballot bag.
  - Poll Pads are returned in the cage.
  - All precincts will return materials 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 and carts will be available in the Third Street garage, if needed.
  - Parking is also available on nearby streets and enter through the courtyard.
  - An email will be sent with more details and updates.
- 



# Teleconference

SUNDAY

MAY 18, 2025

6:00 p.m. – 7:30 p.m.

**888-999-3162**

# Equipment Open House

Wednesday, April 30<sup>th</sup> 1 PM – 5 PM

Saturday, May 3<sup>rd</sup> 10 AM – 2 PM

Monday, May 5<sup>th</sup> 3:30 PM – 7 PM

Wednesday, May 14<sup>th</sup> 5:30 PM – 8:30 PM



These are not structured classes, but opportunities for hands-on experience with the equipment. The Open Houses do **NOT** count as a training class and sign-up is **NOT** required



The TEST will be available  
**Early May.**

It'll be removed on MONDAY May 19<sup>th</sup>  
**@ 9PM**

[delcopa.gov/pwtest](https://delcopa.gov/pwtest)

- You must get 20 out of 25 correct (80%) to pass.
- Call the PW Hotline if you want a paper or emailed copy of the test.
- You will **NOT** be paid for training if you do **NOT** pass the test.
- Do **NOT** wait until Monday, the last day, to take the test. Give yourself some time to pass.

## PICKUP DATE

**JOE Kit: Election Supplies Pickup**  
Saturday, May 17<sup>th</sup>  
8:30AM to 1:30PM

- Green Tote - Unsealed and contents may be reviewed and prepped in advance (**except for the sealed baby-blue bag**)
- Poll Pad(s) - which remain sealed until Election Day
- If you cannot pick up on Saturday, call Voter Reg directly at 610-891-4659 to make other arrangements.





- **Closing the doors**
- **Scanner & Touch Writer reports & shut down**
- **Removing & securing vDrives**
- **Filling out Return Sheets**
- **Packing all supplies & cage**
- **Returning Items to Media**



# Packing Up the Poll Pad



1. Green Case
2. Luggage tag
3. Flip Stand
4. Lightning to USB Cable and Power Adapter
5. Two (2) Stylus
6. 18" Power Cord
7. Printer (cords included)
8. Screen Cloth
9. 10 voter styluses



**Thank you for ensuring a safe,  
sound, and secure election!**

**Poll Worker Hotline  
(484) 460-3750**

**[Delcopollworkers@co.delaware.pa.us](mailto:Delcopollworkers@co.delaware.pa.us)**