



# Train the Poll Worker

# Delaware County



## Primary Election

## May 19, 2026

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

# *Training Class Overview*



## **1. Opening the precinct**

- Your Role
- 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?

- Our Elected JOEs and Majority and Minority Inspectors
- Consolidations!! We were 428 precincts, now we are 383
- Tracking Rover Visits
- New Oath on Return Sheets
- Display Opening Zero Report Tapes in Precincts
- Put Aqua and Spoiled Ballot Envelope in White Binder at End of Night
- 2<sup>nd</sup> Blue Bag with extra Poll Pad Paper in cage
- Code Card is now Blue
- Poll Pad has new white braided cable
- Democratic State and local Committee Members are on the ballot
- Voter Registration Flyer

# Your Role as a Poll Worker p. 7

- You are the public face of Delco's Elections.
- 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"

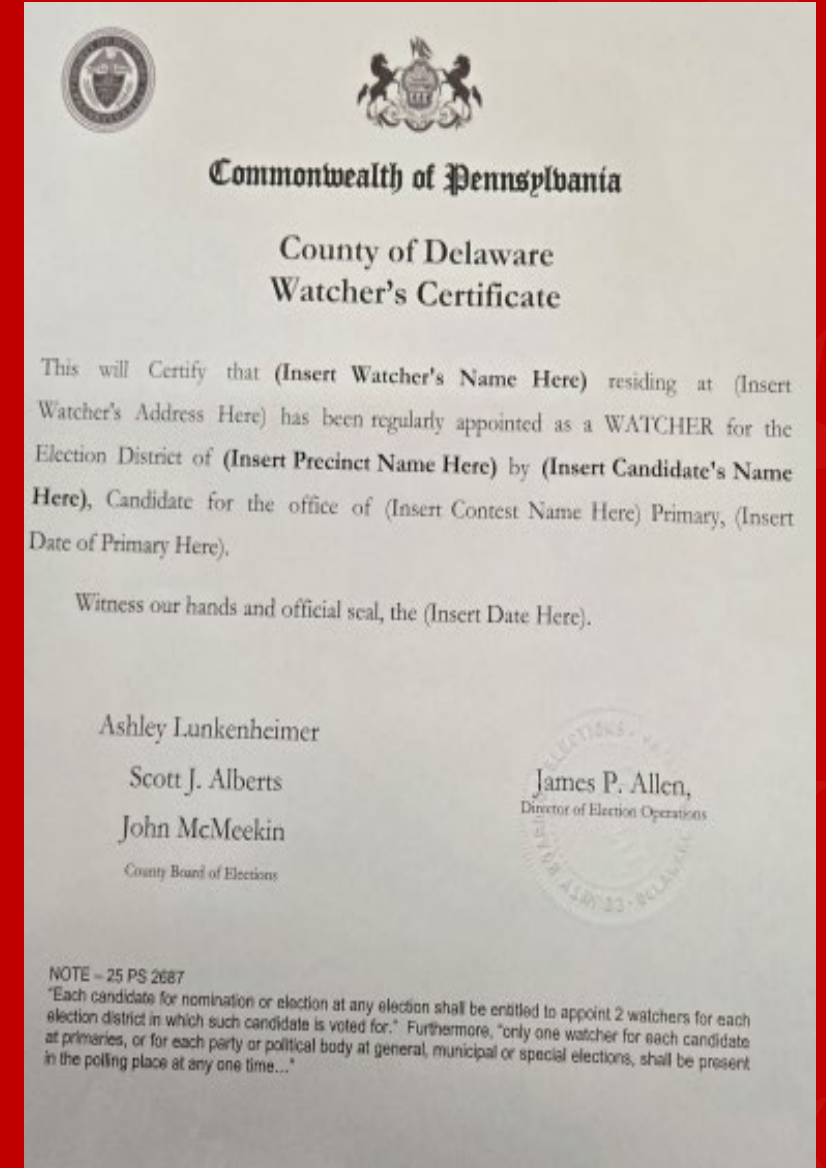
# Arrival & Set Up pp. 8,11- 13



- ★ All poll workers arrive by 6AM to OPEN the precinct.
- ★ Do not unseal the equipment cage, the Poll Pad 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 must present their certificate to the JOE.
- ★ Use your tape to mark 10 ft outside the precinct.

# Precinct Overview p. 10

- The JOE oversees the precinct layout.
- Every precinct layout is unique. Adapt to your precinct's quirks.
- **2 types of polling locations:**
  - Stand alone precincts
  - Multiple precincts
- **All voting activity from check-in to scanning the ballot must take place in 1 room and be observed by Poll Watchers.**
- **Poll Watcher Certificate**
- **All precincts will focus on:**
  - Voter **Privacy** when Scanning Ballot
  - Voter **Privacy** when using Touch Writer
  - Voter **Flow** of Traffic

## Poll Watcher Certificate



Commonwealth of Pennsylvania

County of Delaware  
Watcher's Certificate

This will Certify that (Insert Watcher's Name Here) residing at (Insert Watcher's Address Here) has been regularly appointed as a WATCHER for the Election District of (Insert Precinct Name Here) by (Insert Candidate's Name Here), Candidate for the office of (Insert Contest Name Here) Primary, (Insert Date of Primary Here).

Witness our hands and official seal, the (Insert Date Here).

Ashley Lunkenheimer  
Scott J. Alberts  
John McMeekin  
County Board of Elections

James P. Allen,  
Director of Election Operations

NOTE - 25 PS 2687  
"Each candidate for nomination or election at any election shall be entitled to appoint 2 watchers for each election district in which such candidate is voted for." Furthermore, "only one watcher for each candidate at primaries, or for each party or political body at general, municipal or special elections, shall be present in the polling place at any one time..."

# Shared Polling Location p.10

S H A R E D

- 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.

# Precinct Supplies pp. 14-17

Each Precinct will have their own:

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

They contain all the supplies needed for election day.



# Paper Ballots – Box & Packaging

- Each precinct will have 1 box of Democrat and Republican ballots.
- 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. Some are 2 sided.
- 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**



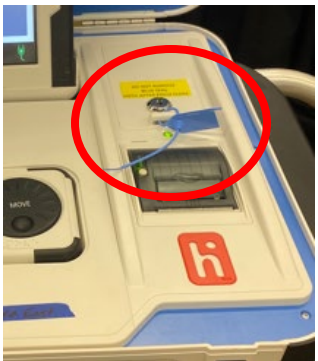
**Poll  
Opening:**

**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 power off for any reason.
- Equipment video is online.
- Do NOT remove the blue security seal from the vDrive compartment.



**NOTE: Touch Writer & Ballot Scanner can take up to 10 minutes to power up. Please time accordingly to ensure ready by 7am!**

# 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



# Setting Up the Scanner p. 29-31

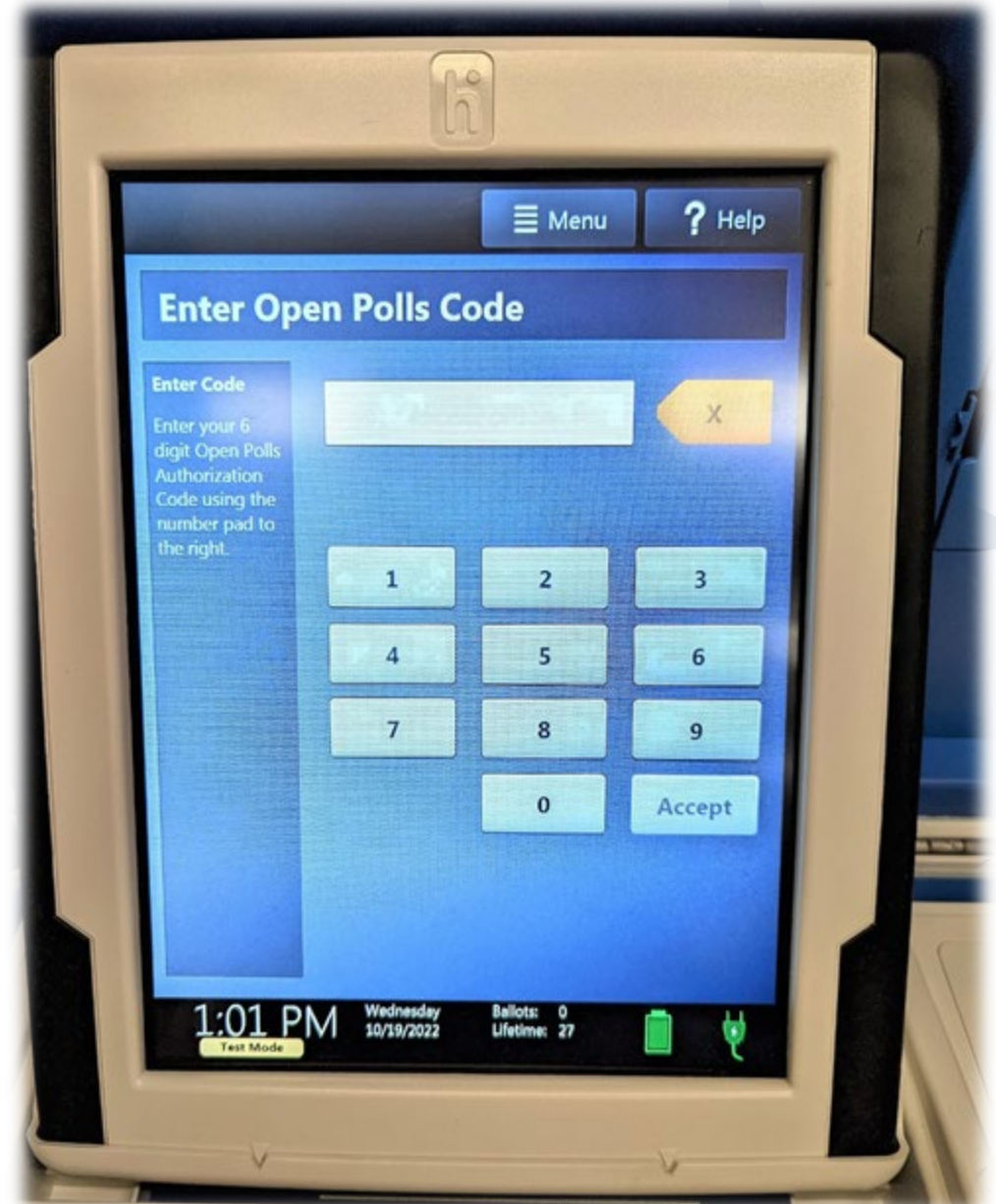
- Set up is similar to the Touch Writer.
- Lock the ballot box after the Scanner is set up.
- Do NOT remove the blue security seal from the vDrive compartment.
- Do NOT turn off the Scanner once powered up.
- **NOTE: Scanners and Touch Writers are NOT connected to the internet at any time. Each machine is tested for functionality and accuracy prior to each election.**



# Printing Zero & Open Polls Reports

pp. 24, 32 - 33

- Check the clocks.
- **NEW:** Print **3 Zero Reports** from both machines and verify the following:
  - Ballot count total is ZERO
  - Polling place listed is correct.
- **NEW:** Post Zero Report from each machine where White Return sheet will be posted.
- Open the Polls with the code on the **BLUE** card from the black pouch.
- POLLS are now open, do **NOT** close them for any reason.
  - ★ **Contact the Machine Warehouse if any information is wrong.**



### 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<br>vDrive Compartment<br><i>Unseal at Poll Closing</i> | Serial Number<br>from Machine Tape | Lifetime Counter<br>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 numbers from 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)

# Set up: Voting Booths

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

QUAD  
VOTING  
BOOTH



SINGLE  
VOTING  
BOOTH



# Integrity of Equipment



- The Scanner & Touch Writer cannot connect to the internet.
- Prior to every election:
  - Hash testing verifies the software running on our election equipment is the exact, unmodified version that was certified by the U.S. Election Assistance Commission (EAC).
  - Logic & Accuracy testing verifies that our election equipment correctly reads, records, and tabulates votes.
- Poll Pads: First and only federally certified electronic poll book in the United States. Certified by U.S. Election Assistance Commission (EAC).
- Ballot Drop Box & Machine Warehouse cameras.
- Wharf: Always recording; and live-streamed during election season.

# POLL PADS:

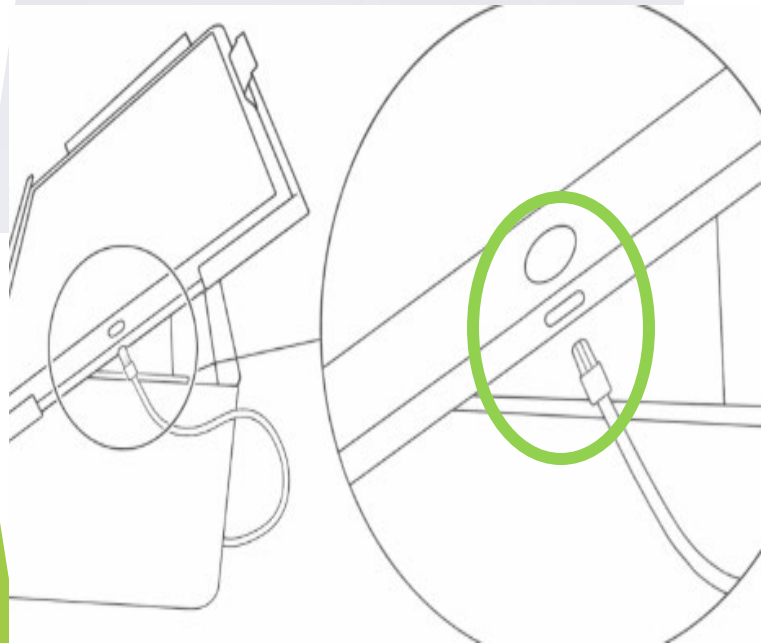
## What's in the Case? p. 17



- Green Case with Luggage Tag
- Metal Flip Stand & Case
- Tablet (i.e. iPad)
- 2 lime green Styluses for Poll Workers
- 18" Power Cord & Brick
- Printer w/roll of paper and **NEW White braided cable**
- Screen Cloth
- Extra Roll of paper
- 10 Styluses for voters
- At least 1 precinct in a shared polling location will have a white charger and cord

# Setup p. 34

- ▶ 1. Firmly plug power cord into brick
- ▶ 2. Plug power cord into wall outlet or available power strip
- ▶ 3. Power on if power does not light up
- ▶ 4. Plug the **WHITE** cord into the tablet



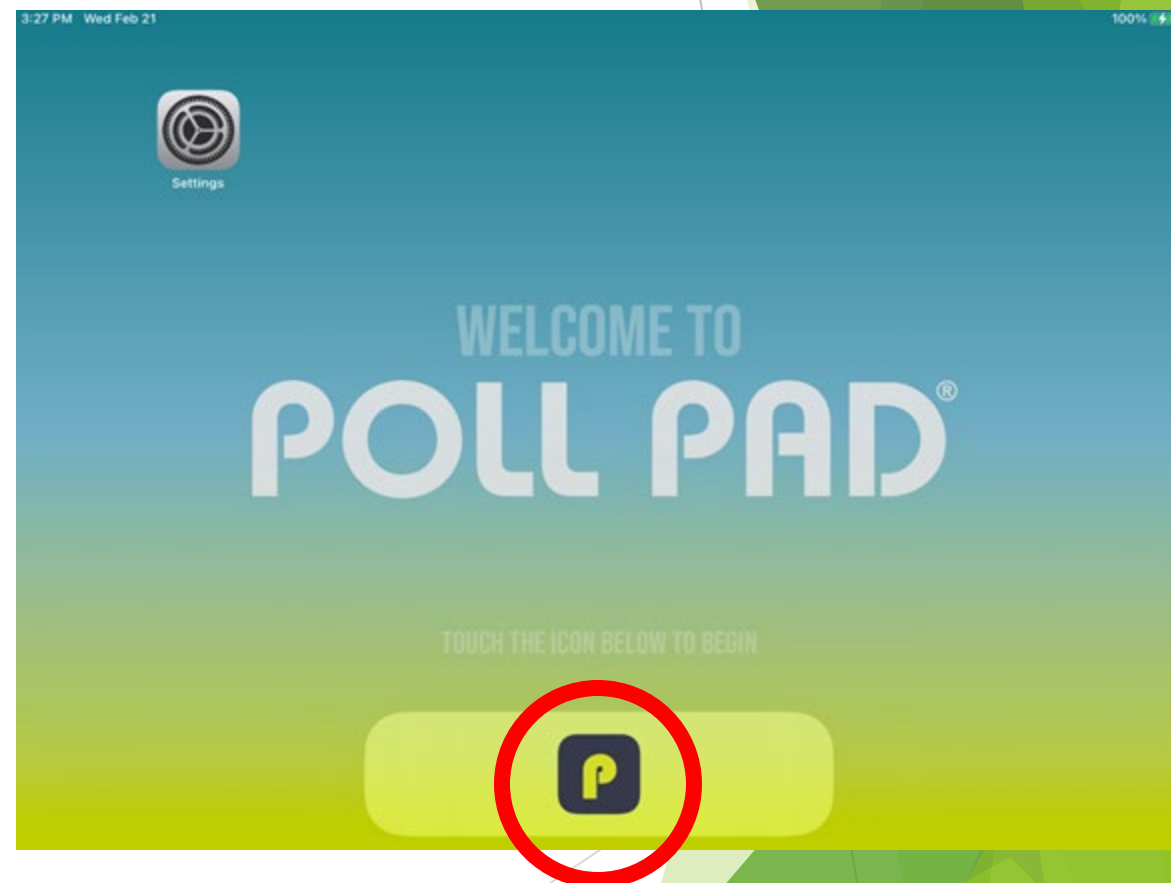
# Opening Procedures

## 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

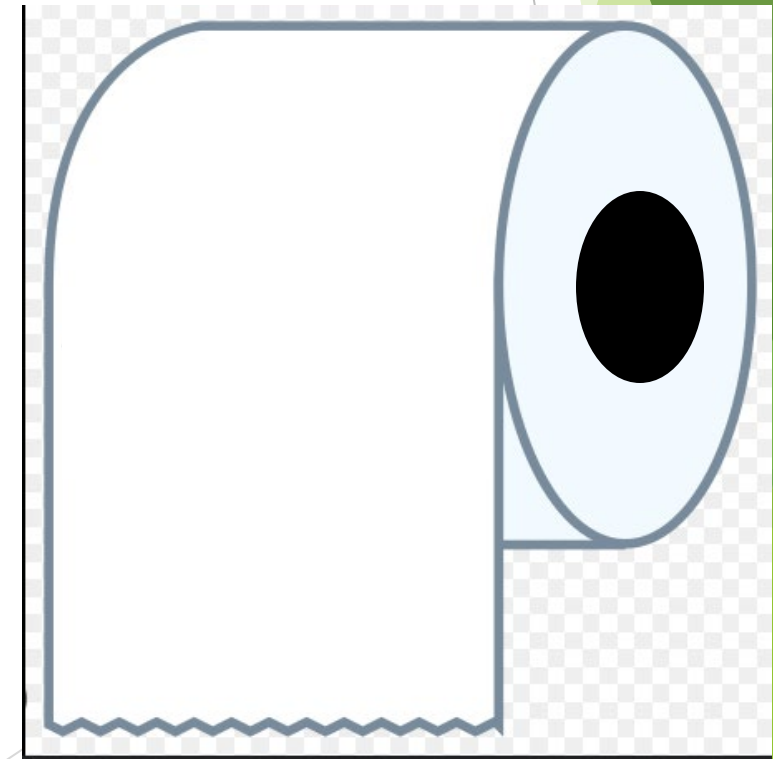
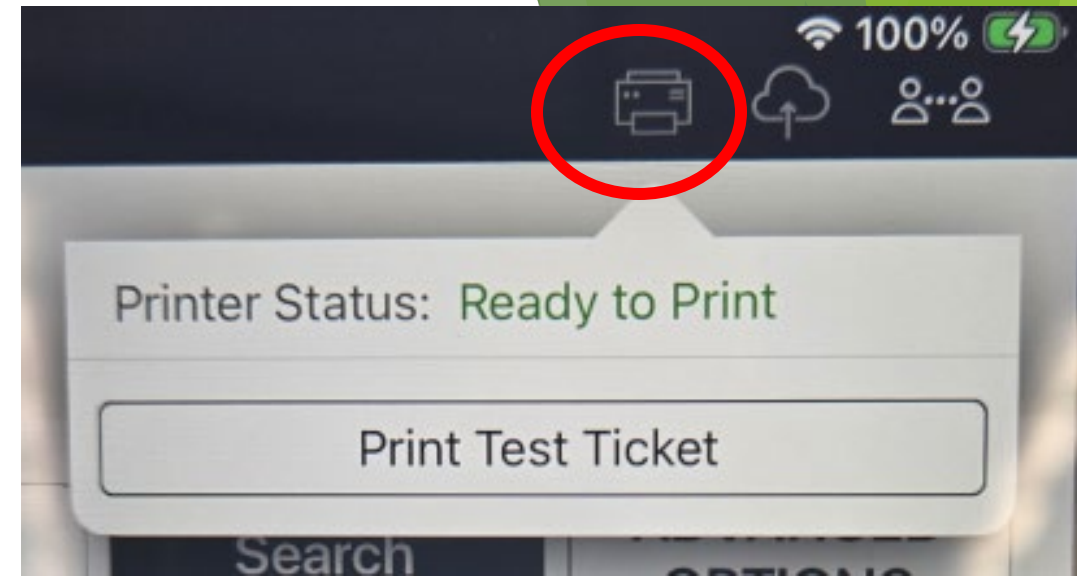
- Name of jurisdiction
- Election name and date
- **IMPORTANT:** Polling place location is correct
- Checkin Count = 0
- Battery life is close to full (90% or greater).



# Morning Checklist p.37

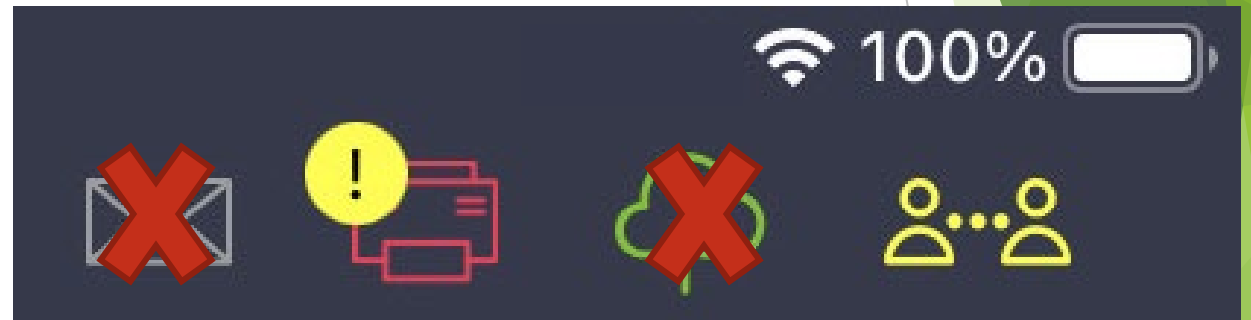
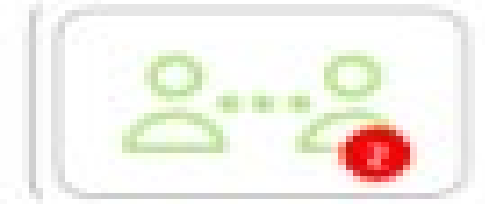
## Test Print

- ▶ A green printer icon on Poll Pad means you are connected to the printer.
- ▶ Press the green printer icon and select **Print Test Ticket** , a Printer Test Ticket will print.
- ▶ Paper feeds from the top.
- ▶ If you are replacing paper – remember to take out the black core.
- ▶ **NEW:** 2<sup>nd</sup> Blue Pouch with extra paper in cage



# ICONS pp. 367

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



# Troubleshooting p.95

## Poll Pad screen is unresponsive

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

1. Unplug white power cable 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.



# ★ Questions?

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



# PRECINCT DOORS OPEN AT 7:00AM!



# 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

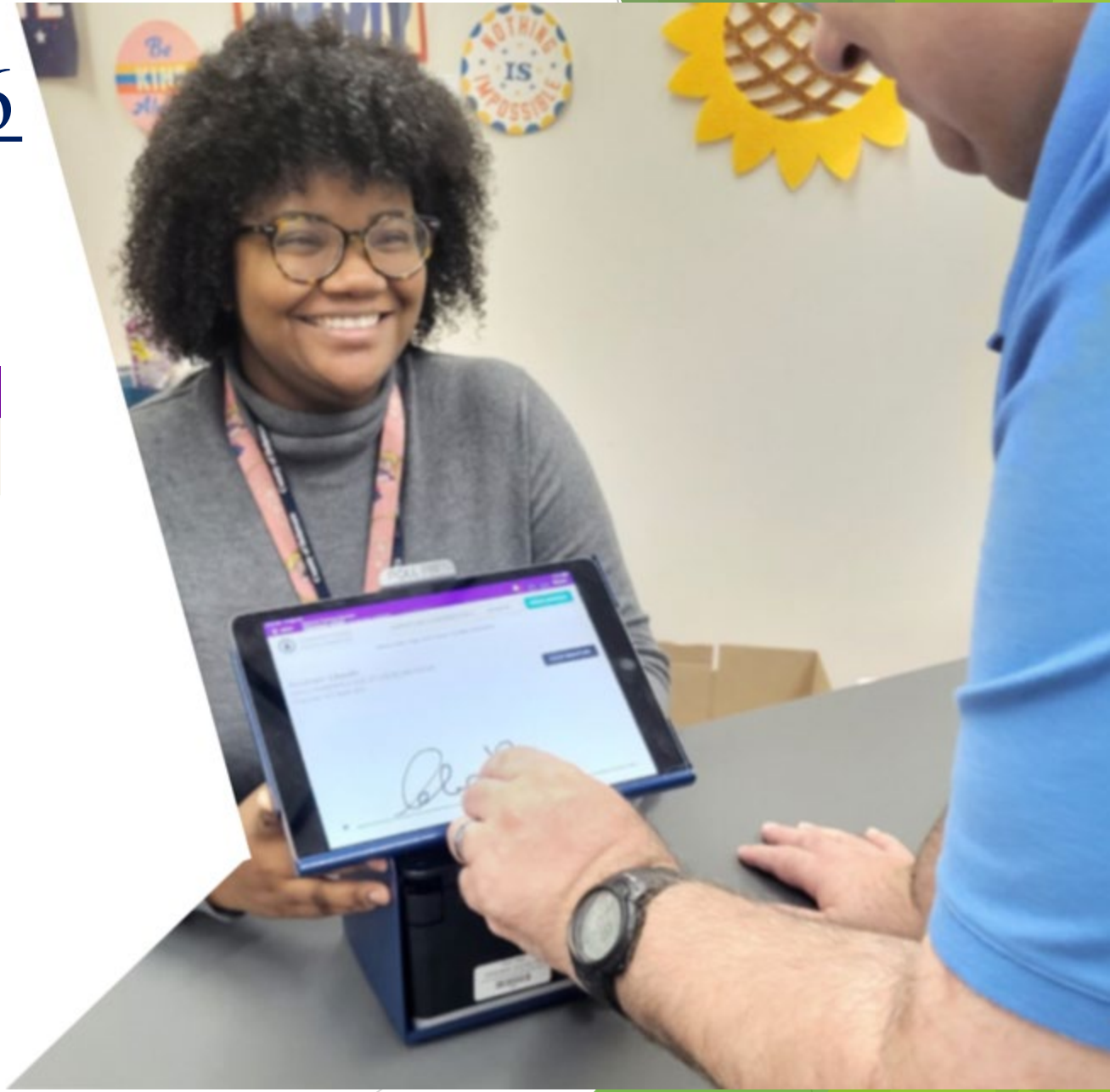
It's 7:00 am...The Polls are open.

Press **GET STARTED**

12:35 PM Thu Feb 15  
General Training Election  
TRAINING MODE Last Imported: 12/25/2023  
MENU  
Reset  
100%  
Delaware County  
Elections Department  
Precinct Records: 2614  
Checks: 1 (SB: 0)  
Countywide Records: 74953  
Config. Profile: General Election Day



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

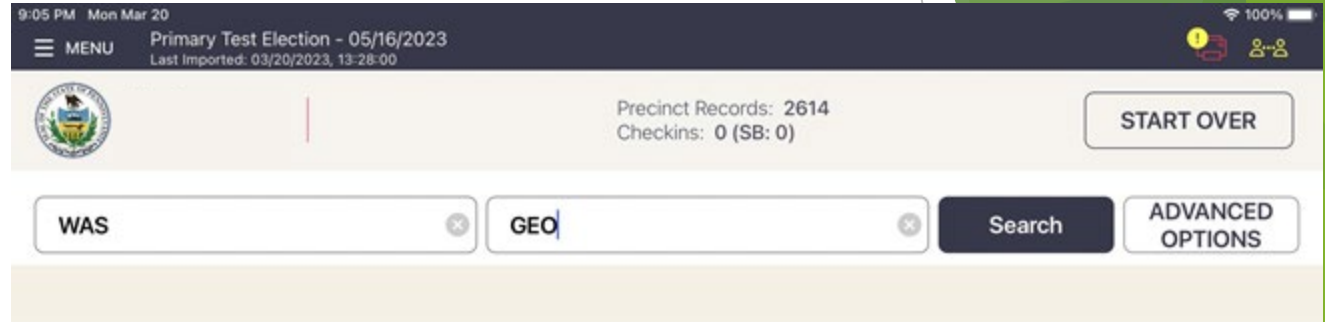


# Lookup Method

**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 title "Primary Test Election - 05/16/2023", and the text "Last Imported: 03/20/2023, 13:28:00". Below the header, there is a logo on the left and a status bar on the right showing "Precinct Records: 2614" and "Checkins: 0 (SB: 0)", along with a "START OVER" button. The main search area features 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**



04/08/2026, 14:50:48

2026 Primary Training Mode  
Election - (C)  
05/19/2026  
Elections Department

**WASHINGTON , GEORGE**

9748 CHELLS DR, ST LOUIS, MO  
63134

76500008  
PRECINCT 101

---

BALLOT STYLE

**REPUBLICAN  
ALDAN EAST -  
BEIGE**

Present this ticket to receive your ballot.

# Numbered List of Voters p. 47

## ★ Direct the voter to take their ticket to their correct PRECINCT TABLE.

- 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.
- **NOTE:** 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.

NAVERFORD WARD 1  
PRECINCT 1 LIST OF VOTERS 301-400 PAGE 9

| Number | Name             | Party | Number |
|--------|------------------|-------|--------|
| 1      | LEMAN, LOUIS D   | H     | 67     |
| 2      | APPLE, ANN R     | H     | 68     |
| 3      | BERRY, BEA R     | H     | 69     |
| 4      | DAPPEL, DANIEL W | H     | 70     |
| 5      | DOE, JOHN D      | H     | 71     |
| 6      | DOE, JANE D      | H     | 72     |
| 7      | SMITH, MIKE R    | H     | 73     |
| 8      | SMITH, J. RONALD | H     | 74     |
| 9      |                  |       | 75     |
| 10     |                  |       | 76     |
| 11     |                  |       | 77     |
| 12     |                  |       | 78     |
| 13     |                  |       | 79     |
| 14     |                  |       | 80     |
| 15     |                  |       | 81     |
| 16     |                  |       | 82     |
| 17     |                  |       | 83     |
| 18     |                  |       | 84     |
| 19     |                  |       | 85     |
| 20     |                  |       | 86     |
| 21     |                  |       | 87     |
| 22     |                  |       | 88     |
| 23     |                  |       | 89     |
| 24     |                  |       | 90     |
| 25     |                  |       | 91     |
| 26     |                  |       | 92     |
| 27     |                  |       | 93     |
| 28     |                  |       | 94     |
| 29     |                  |       | 95     |
| 30     |                  |       | 96     |
| 31     |                  |       | 97     |
| 32     |                  |       | 98     |
| 33     |                  |       | 99     |
| 34     |                  |       | 100    |

Lime

### Poll Pad Tickets Envelope

PLACE PRECINCT LABEL HERE

Election Date  
Month \_\_\_\_\_ Date \_\_\_\_\_  
Year \_\_\_\_\_

Poll Pad Tickets  
(Place all tickets inside this envelope)

OPENING Poll Pad Security Seal  
(Please copy the serial number of the seal and write it in the block. Place the broken seal inside of this envelope)

Serial # \_\_\_\_\_

CLOSING Poll Pad Security Seal  
(Please copy the serial number of the seal and write it in the block. Place the new security seal back on the case going back)

Serial # \_\_\_\_\_



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

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

# Working with Voters: Marking the Ballot p. 46

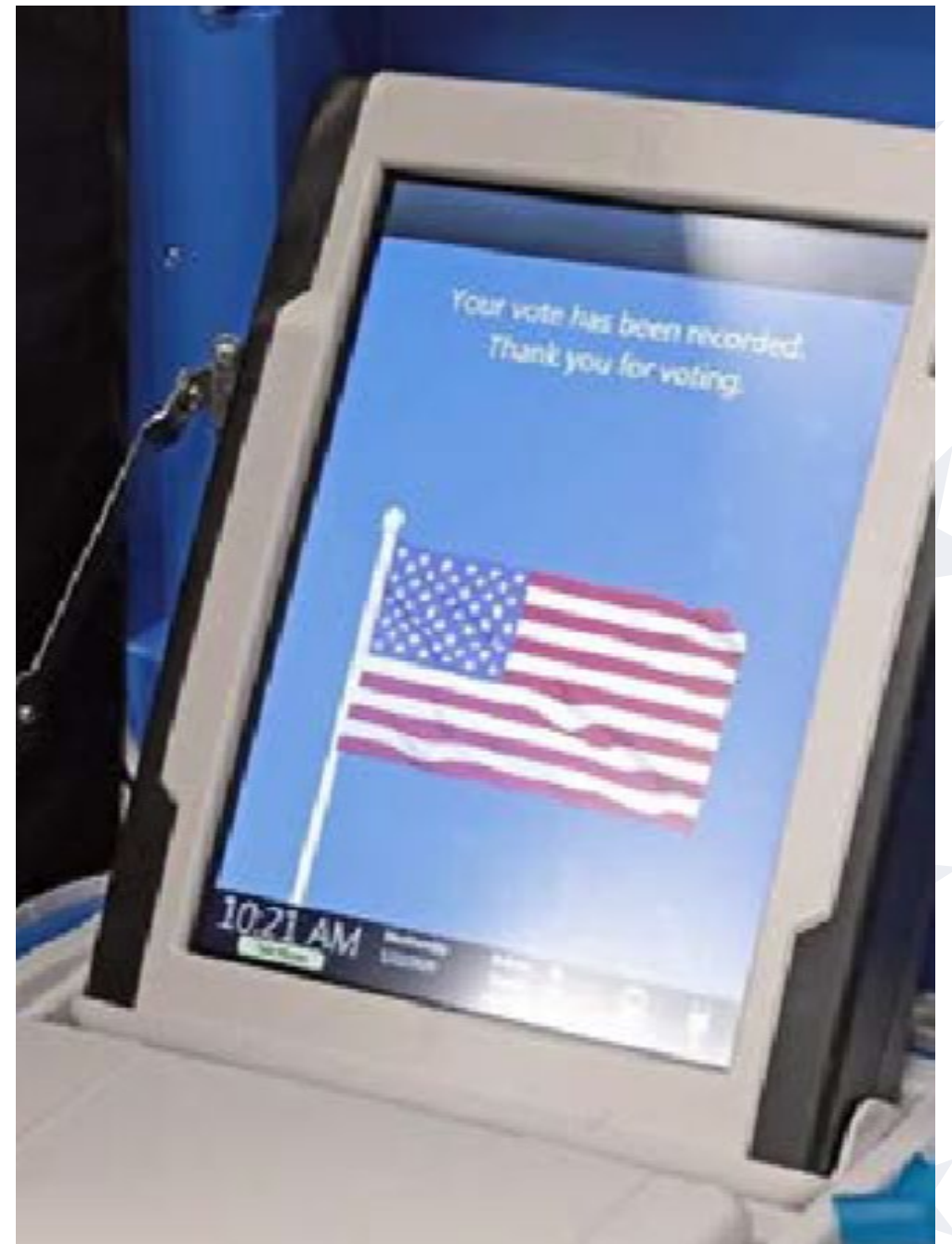
- All ballots are one sheet. Dems are double sided.
- Ballot boxes may be filled out with any mark.
- Do not make marks outside the lines.
- Use only blue or black ink.

**Member of Democratic  
State Committee  
(Vote for not more than Thirteen)  
4 Year Term  
Electing 6 females 6 males  
and one other member**

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

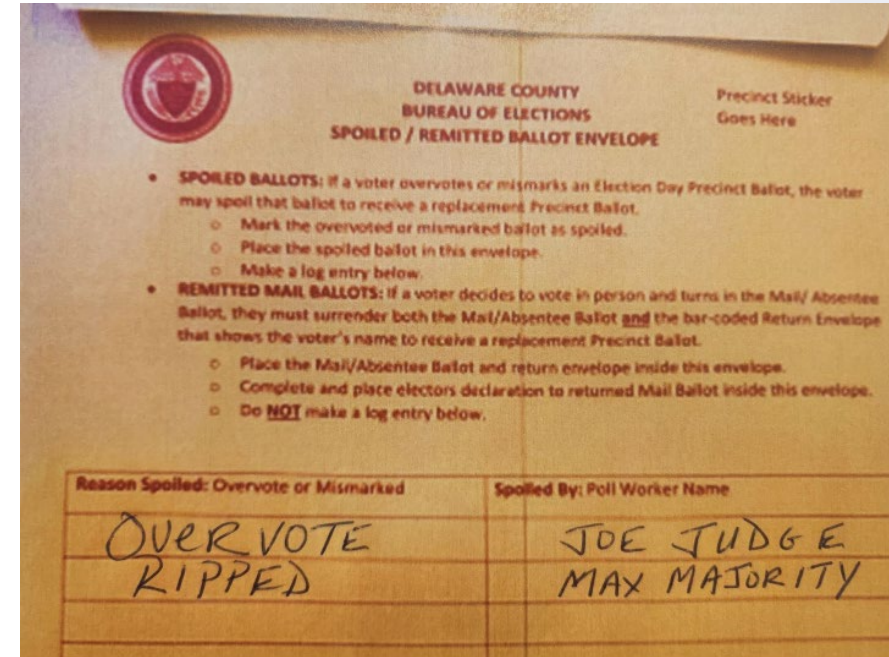
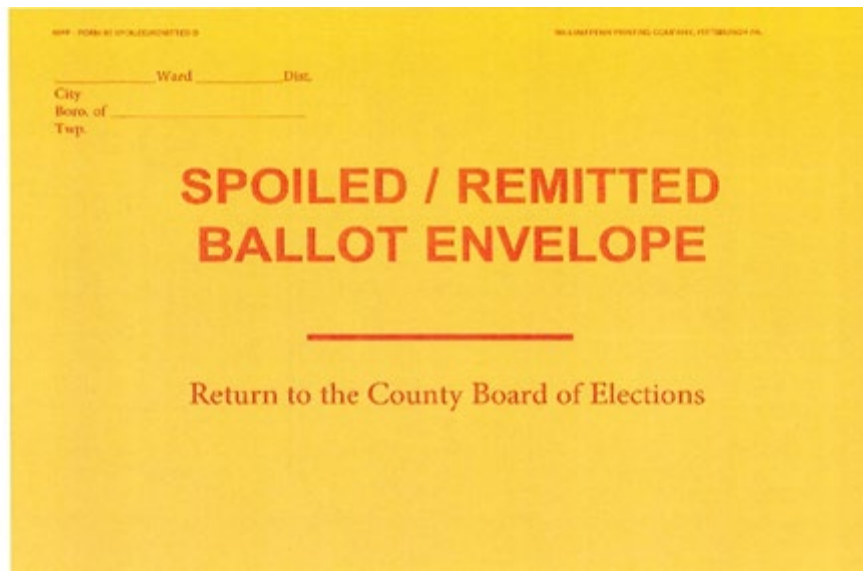
# Using the Scanner p. 48-49,

- **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?
  - **Wrong Precinct or Provisional Ballot**
  - **Overvote**
  - **Blank Page**



# 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 – from the correct precinct and party



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

# Using the Touch Writer p. 63

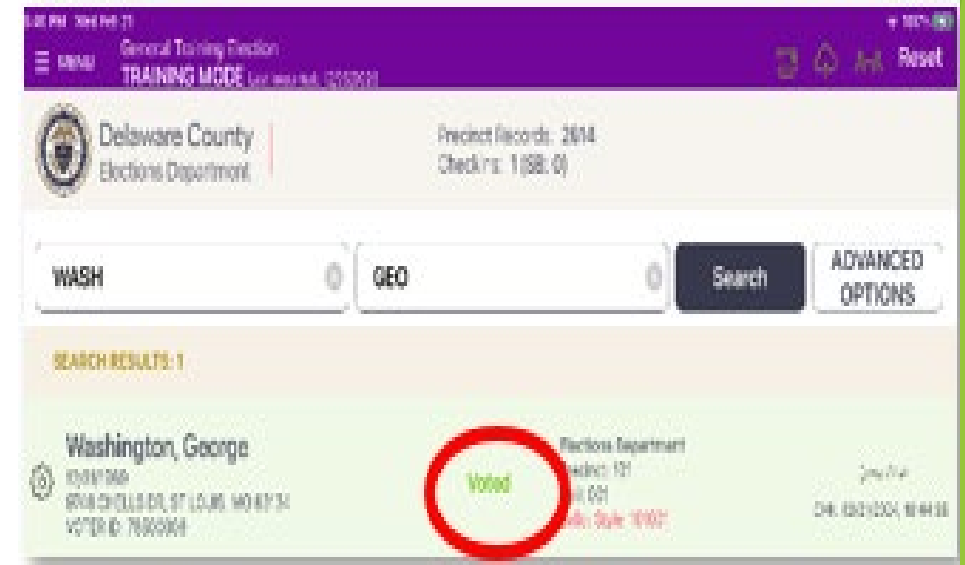
- Press the “Ready for Use” button on the screen.
- Enter the poll worker code & then Accept.
- Use the prompts to make any screen setting changes.
- This voter is holding the Verity Access.
- Don’t grab the ballot until it has printed on both sides.
- Select the voter’s party based on the Poll Pad ticket.



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

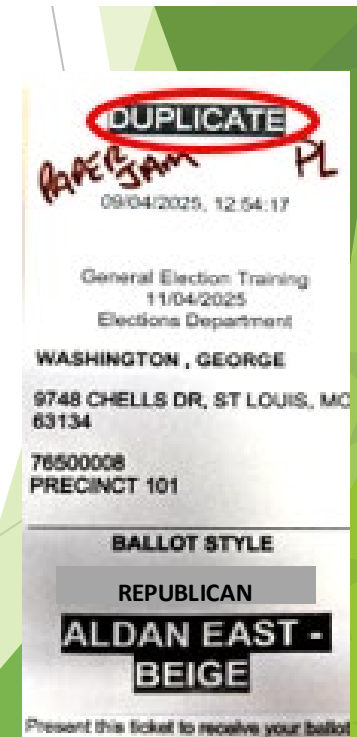
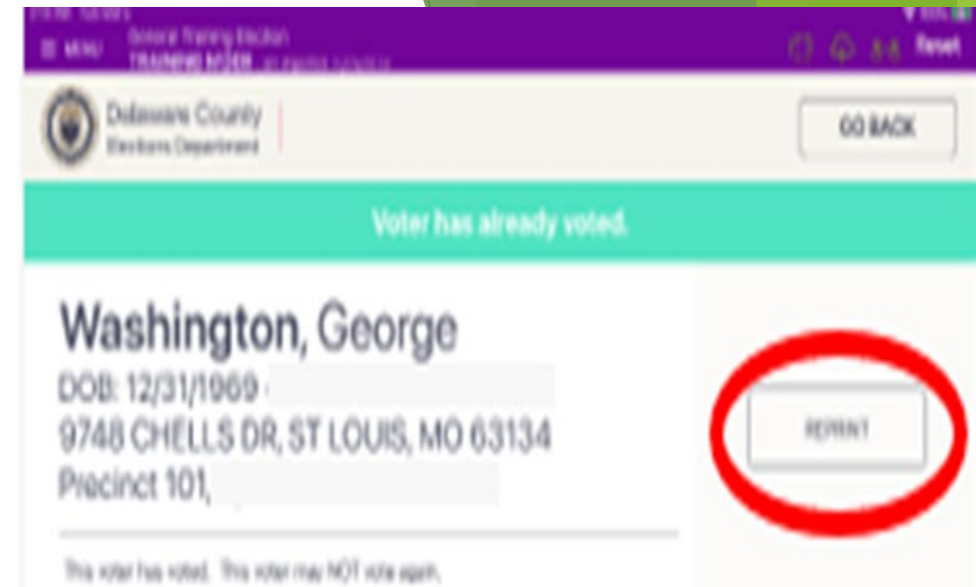
# Voter has Voted p. 45

- 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

- Why would you need to reprint the ticket?
- Password in the Equipment Access Codes Blue Card in the Black Pouch. **[4673]**
- You must reprint the ticket on the **same** Poll Pad they initially checked in on.
- Initial and note on ticket why reprinting.



# Messages & Situations p. 51

First name: Millard

Last name: Fillmore

DOB: 05/30/1933

Address: 9453 Court Jester Dr  
ST LOUIS, MO 63134



Inactive

**AFFIRMATION OF ELECTOR**

For use in the polling place when an elector has changed addresses and has failed to notify the commission or when registration records incorrectly indicate that an elector has changed addresses.

City, Borough or Township \_\_\_\_\_ Ward \_\_\_\_\_ Precinct \_\_\_\_\_

Please complete either Part A or Part B of this form, whichever is applicable, sign and date Part C of this form before the election official.

**A. Change of address:**  
If you have changed addresses, please check one of the following boxes and list your new address:

- I still reside in the same county and in the area covered by this polling place and wish to vote here.
- I still reside in the same county but in an area covered by a different polling place and wish to vote at this polling place for the last time.
- I now reside in a different county and wish to vote here for the last time. Please transfer my registration to \_\_\_\_\_ County.
- I have moved out of the state and am voting here for the last time. I will re-register in my new area.  
New address: \_\_\_\_\_ Previous address: \_\_\_\_\_

-----

**B. If you have not changed your address, please check the following box:**

- I have not changed my residence and wish to remain registered to vote in this county.

-----

**C. Affirmation:**

I hereby swear or affirm that the information that appears above is true and correct to the best of my knowledge under penalty of perjury.

Signature of Elector \_\_\_\_\_ Date \_\_\_\_\_  
Print Your Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

On the above date, the above elector came before me and affirmed the information contained herein to be true and correct.

\_\_\_\_\_  
Signature of Election Official

**RETURN IN "USED" ENVELOPE**

# Messages & Situations

**First name: Scott**

**Last name: Linedecker**

**DOB: 05/27/1976**

**Address : 9500 MANGANESE**

**DR ST LOUIS MO 63134**

**ID: 76500001**

# Advanced Searchp.43

The screenshot shows a mobile application interface for an election system. At the top, it displays the time (9:06 PM), date (Mon Mar 20), and election details (Primary Test Election - 05/16/2023). Below this, there's a header for 'Botanical Garden' with precinct records (2614) and checkins (0). A search bar contains 'Last Name' and 'First Name' fields, a 'Search' button, and an 'ADVANCED OPTIONS' button which is circled in red. Below the search bar, there are tabs for 'DOB', 'ADDRESS', 'STATUS', and 'RESET'. A date input field shows '00 / 00 / 0000' with 'MONTH', 'DAY', and 'YEAR' labels below it, and a 'CLEAR' button to the right.

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

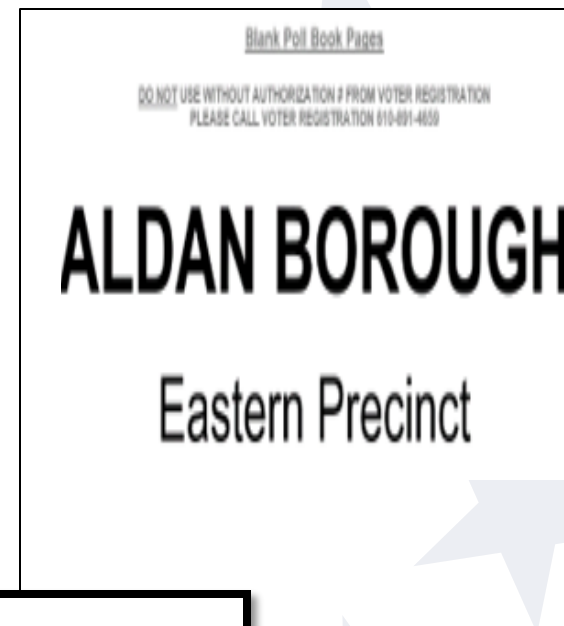
**DOB** is the preferred **ADVANCED SEARCH** method.

**Voter's**

**DOB:  
05/27/1976**

# Unlisted Voters 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 a blank Poll Book entry found in the Unused Forms Envelope.



Delaware County General Election November 4, 2025

ALDAN PRECINCT EAST

|   |  |  |
|---|--|--|
| <p>Voter #<br/><u>101</u><br/>Insp. Int<br/><u>PL</u></p> | <p>Name <u>Jane Voter</u><br/>Address <u>123 Main St</u><br/>City <u>MEDIA</u> State <u>PA</u> Zip <u>19063</u><br/>Party <u>Other</u> Date of Birth <u>1/1/2006</u></p> | <p><u>Jane Voter</u><br/>Authorization # given by Voter Reg. Clerk <u>123 123 123-23</u></p> |
| <p>Voter #<br/>Insp. Int</p>                              | <p>Name _____<br/>Address _____<br/>City _____ State _____ Zip _____<br/>Party _____ Date of Birth _____</p>   | <p>X _____<br/>Authorization # given by Voter Reg. Clerk _____</p>                           |
| <p>Voter #<br/>Insp. Int</p>                              | <p>Name _____<br/>Address _____<br/>City _____ State _____ Zip _____<br/>Party _____ Date of Birth _____</p>   | <p>X _____<br/>Authorization # given by Voter Reg. Clerk _____</p>                           |

# Messages & Situations p.53

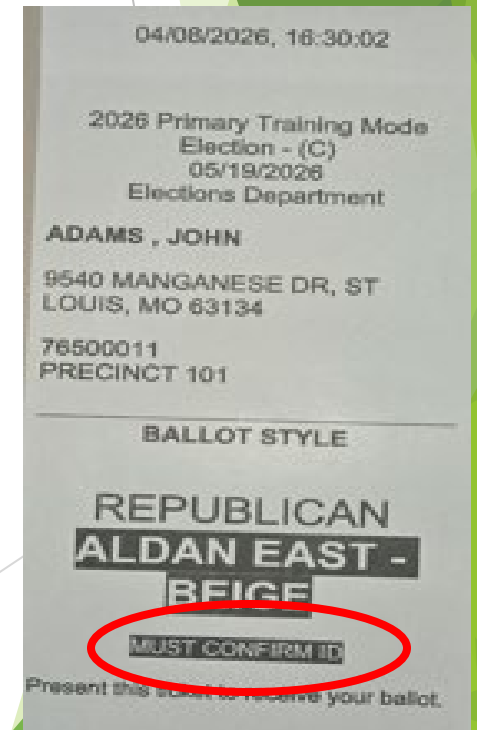
First name: John

Last name: Adams

DOB: 10/30/1905

Address: 9540 Manganese Dr.  
ST Louis MO 63134

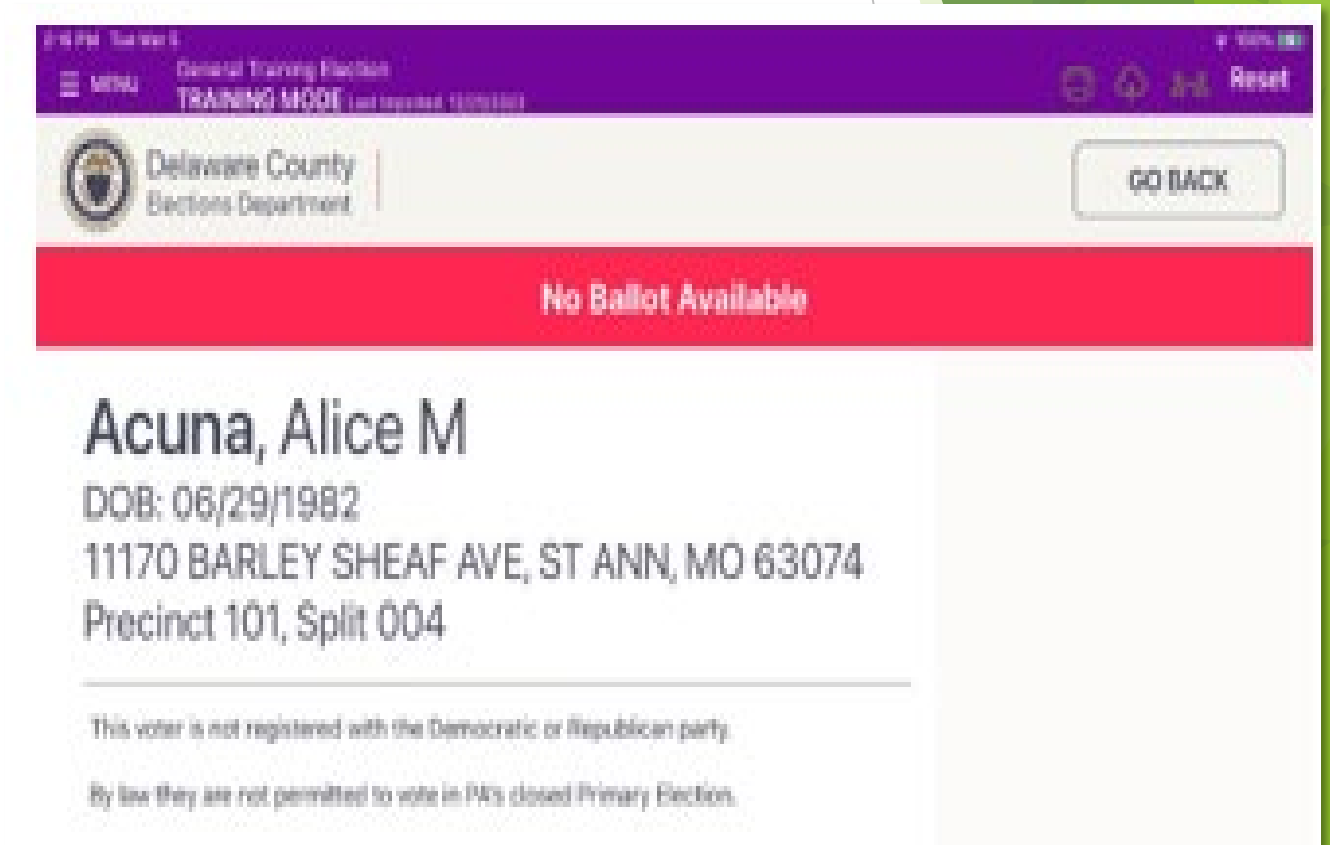
Must Confirm ID



# Messages & Situations p.53

## Third Party Voter

- Only Dem & Rep vote in PA's closed Primary Election.
- Except Middletown Precincts 3
- Assure Voter they can vote in November



General Training Election  
TRAINING MODE | Last Accessed: 11/03/2021

Delaware County  
Elections Department

GO BACK

**No Ballot Available**

**Acuna, Alice M**  
DOB: 06/29/1982  
11170 BARLEY SHEAF AVE, ST ANN, MO 63074  
Precinct 101, Split 004

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 p.54

First name: James

Last name: Monroe

DOB: 05/25/1962

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



## YOUR POLLING PLACE

Saint Louis Zoo

1 Government Drive St. Louis, MO,  
63110

Wrong Location

# Wrong Voter Signs In p. 54

- **Jane A** signs **Jane B's** record, you accept it & catch it. Check in **Jane A** on her record.
- What happens to **Jane B** in this scenario? Call PWH and we'll help you cancel **Jane B's** check-in. Then she can check in properly.
- What happens if the **Jane A** mistake was not caught until **Jane B** shows up? Her record reflects that she has voted. **Jane B** must vote provisionally.
- **AVOID** mistakes review the Confirmation page before initialing and tapping **SUBMIT**.





# Messages & Situations p. 57

**First name:** Franklin

**Last name:** Roosevelt

**DOB:** 10/12/1922

**Address :** 9790 CHELLS  
DR ST LOUIS, MO 63134



**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 been received by the County.
- Voter must return **BOTH** the ballot itself and the 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 missing either the ballot or the 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

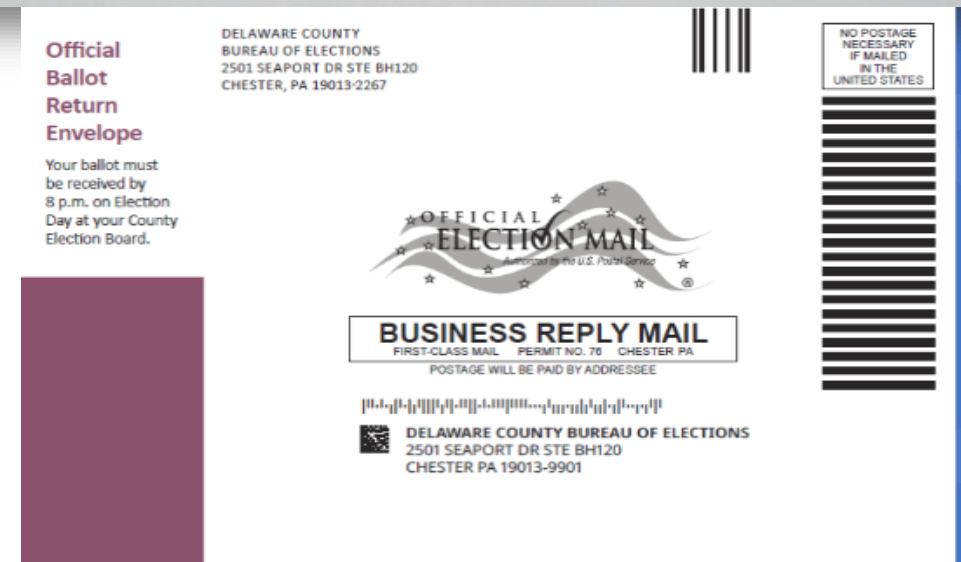
\_\_\_\_\_  
Voter's Printed name

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

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

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

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



# Messages & Situations p.58

First name: **Martin**

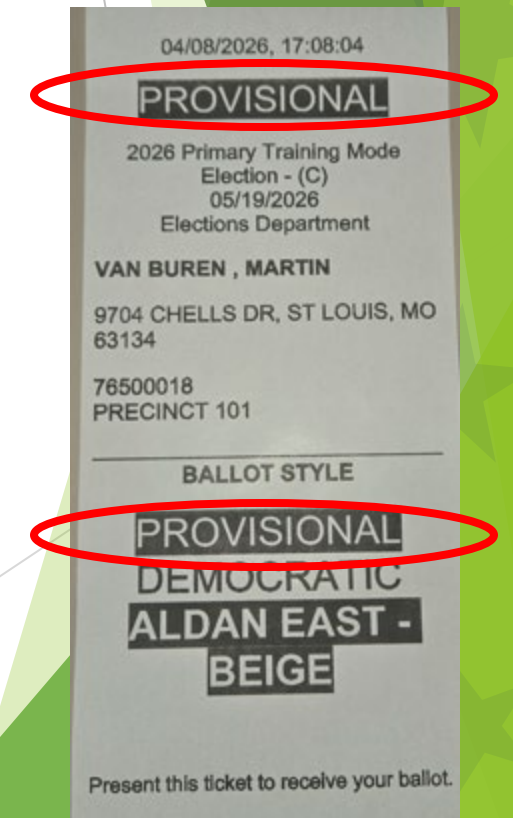
Last name: **Van Buren**

DOB: **12/05/1902**

Address : **9704 Chells Dr.**

**St. Louis, MO 63134**

**Absentee/Mail -In  
Received**



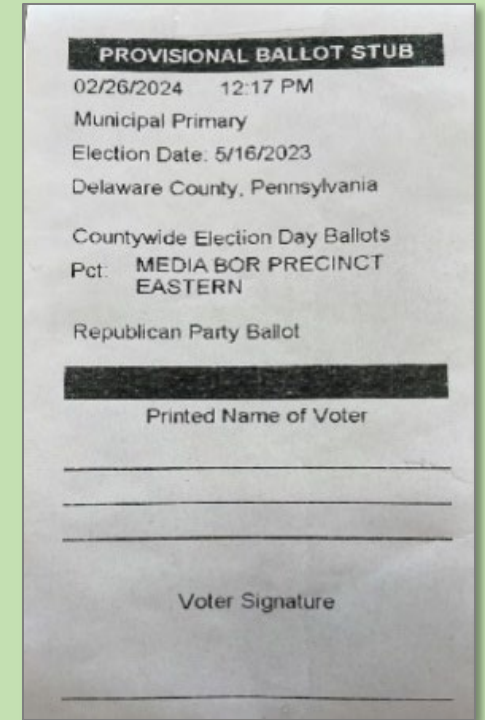
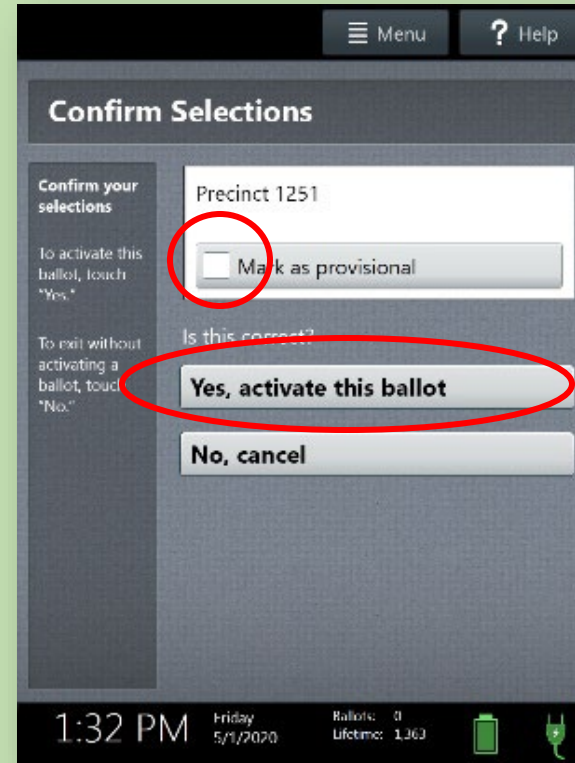
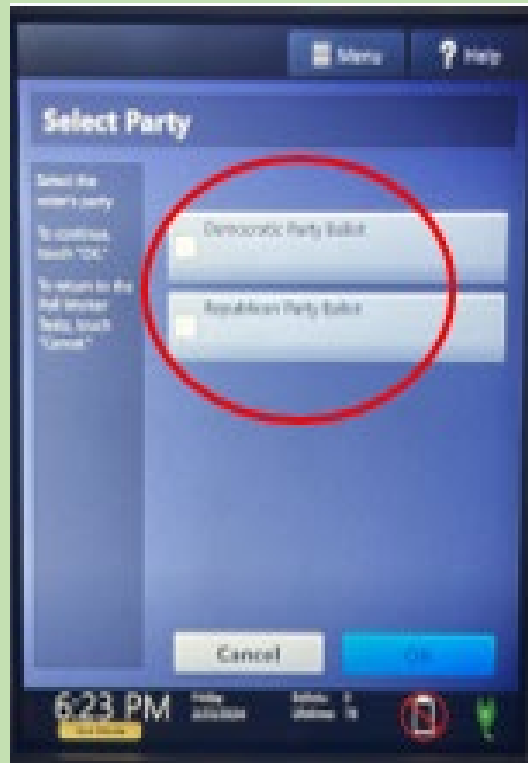
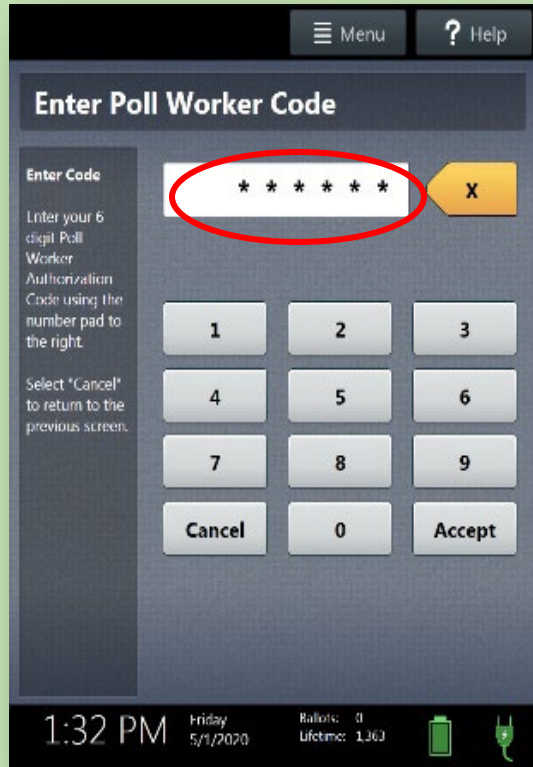
# **Provisional Ballots**

**pp. 59-61**





# ALL Provisional Ballots are printed from the Touch Writer p. 64 - 68



# GUIDANCE for CHALLENGES p. 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** power off 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.



Ballot Drop Slot  
FOR EMERGENCY USE  
ONLY

# Voter Intimidation & Electioneering - pp. 8 & 89

- **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 to the voting room.**
- **JOEs instruct violators to allow voters to enter polling location freely and without obstruction. Use your tape to mark 10 ft out.**
- **Address voters' complaints about entering the precinct immediately.**
- **Watchers must present their certificates to stay in the precinct**
- **Call the solicitor and, if necessary, the DA.**



# 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. Pick the calmest & empathetic poll worker.**
- ★ **Gently move the upset voter to a more private area.**
- ★ **It's not personal. Don't use "You can't" statements, use "State law doesn't allow that"**
- ★ **Separate your duty from your opinion. Be the bigger person.**
- ★ **Stay calm: But don't tell them to calm down.**
- ★ **Watch your body language: no crossed arms, no hands on hips, no eye rolling, etc.**
- ★ **Don't raise your voice.**
- ★ **Listen & Affirm: Ask open ended questions. What are your concerns? How can I help?**  
**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**

Sorry,  
did I *roll*  
my eyes  
out loud?

# ★ 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**





Polls  
are now  
closed.



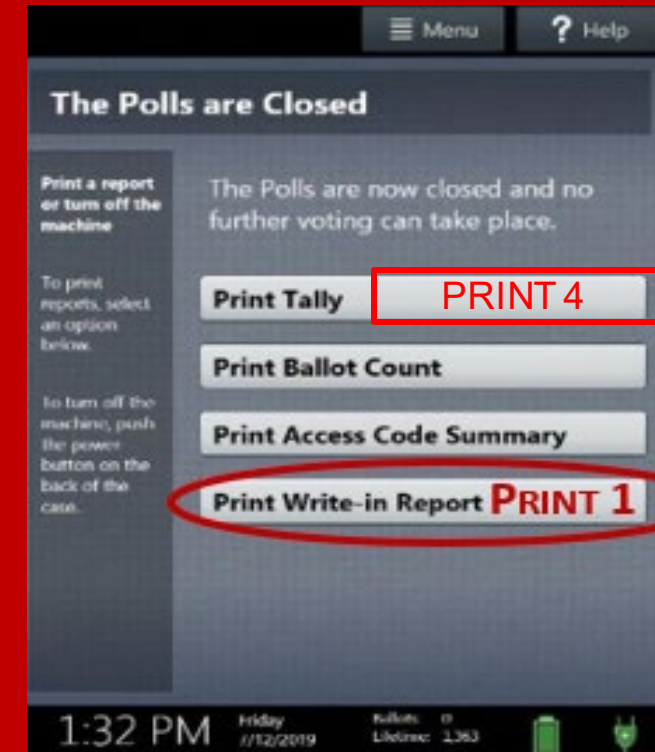
# Packing Up & Closing Polls

- Remove and seal the gray ballot bag.
- Print reports, secure the vDrives & seal the equip.
- Remove Poll Pad tablet, place in lime sleeve & put in Green Tote.
- Complete all 3 Return Sheets & 3 colored env.
- Pack and seal 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

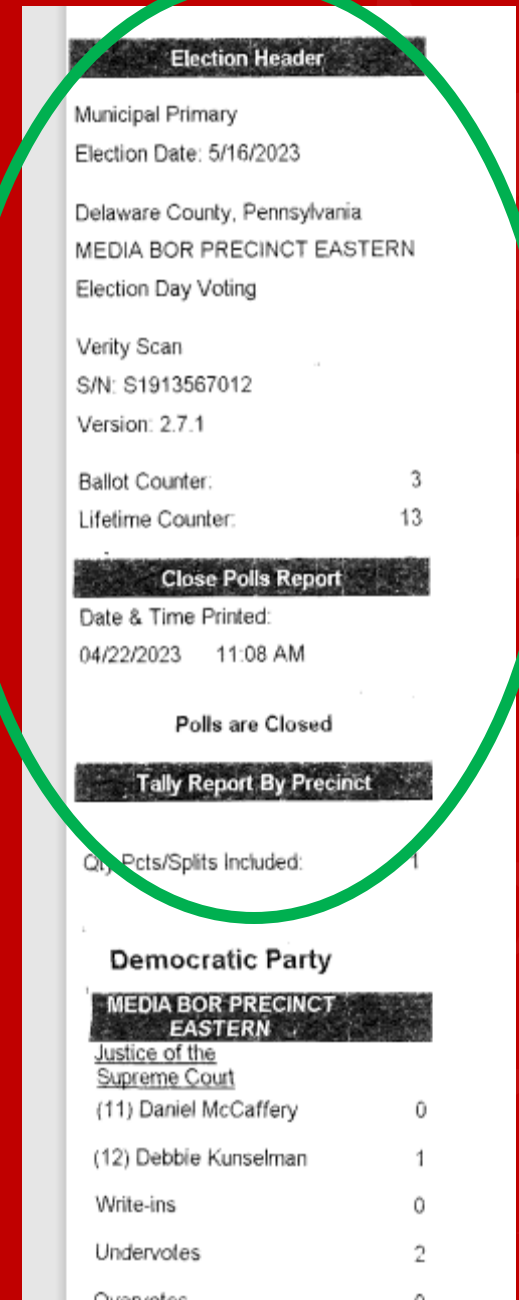
# Scanner Shut Down p. 74-75

- Secure the paper ballots in the ballot bag.
- Press the **BLUE** Poll Worker button not the red **POWER** button.
- Scanner will **AUTOMATICALLY** print the **CLOSE POLLS REPORT** which includes a **TALLY** report and 4 more Tally Reports,
- After printing all reports, 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 **MUST** be attached to the **Aqua** Return Sheet & placed in the **Aqua Machine Warehouse Envelope**.
- 1 Tally & 1 Write-In report will be attached to the White Return Sheet posted at the precinct.
- 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 the Date & Time Printed: 04/22/2023 11:08 AM and the status: Polls are Closed. The Tally Report By Precinct section shows the number of Pcts/Splits Included: 1. The report also includes a table for the Democratic Party, listing candidates and their counts: (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     |                     |

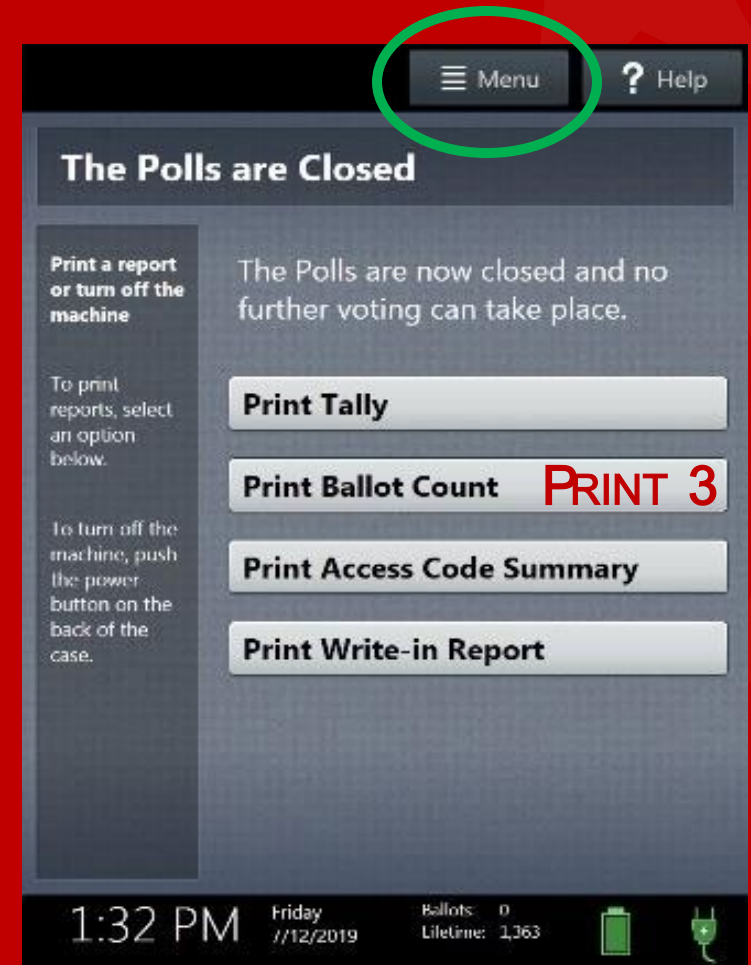
| Tally Report By Precinct   |   |
|----------------------------|---|
| Qty. Pcts/Splits Included: | 1 |

| Democratic Party                    |   |
|-------------------------------------|---|
| MEDIA BOR PRECINCT EASTERN          |   |
| <u>Justice of the Supreme Court</u> |   |
| (11) Daniel McCaffery               | 0 |
| (12) Debbie Kunselman               | 1 |
| Write-ins                           | 0 |
| Undervotes                          | 2 |
| Overvotes                           | 0 |

# Touch Writer Shut Down p. 76

- **NEW:** Tap the Ready for Use screen, enter the Poll Worker code & tap Accept.
- Tap MENU at the top of the screen & select Close Polls.
- Select Close Polls and enter the Close Polls Code and the report will automatically print.
- Print **3** Ballot Count Reports.
- 1 Close Polls Report goes in the **Aqua Machine Warehouse Envelope**.
- 1 Ballot Count report will be attached to the **Aqua Return Sheet**.
- 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>Tom Inspector</i>   | (signature of Majority Inspector) |
| <i>Fred Inspector</i>  | (signature of Minority Inspector) |
| <i>Carol Clerk</i>     | (signature of Clerk)              |
| <i>Michael Machine</i> | (signature of Machine Operator)   |
| _____<br>of County     |                                   |



## 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<br>vDrive Compartment<br><i>Seal when Repacking</i> | BALLOT COUNTER<br>from Close Polls<br>Report  | Lifetime Counter<br>from Close Polls<br>Report |
|--|--|---|--|
| 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                                     |
| <b>TOTAL # VOTERS:</b><br>From numbered list of voters | 5 43   | Record the last number used from the numbered list<br>minus any lines that were crossed out and unused. |  |

# 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

| 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. Wilder, Jane R           | 68.   |        |
| 3. James, John R   | 36. <del>Smith, John</del> D | 69.   |        |
| 4. Epton, Jane D   | 37. Purdy, Jane D            | 70.   |        |
| 5. Smithy, 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. Daxon, Jane R            | 74.   |        |
| 9. Munk, John D  | 42. Bills, John R            | 75.   |        |
| 10. Ventman, Jane R  | 43. Reade, Jane D            | 76.   |        |
| 11. Moll, Jane D   | 44. Linus, Jane D            | 77.   | 5      |

### 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<br>(Count remaining at poll close)               | 2           | 379     | 252         |
| Total Spoiled Regular Ballots<br>(Refer to spoiled/remitted ballot env.) | 3           | 2       | 0           |
| You must record these security seal numbers. Print numbers clearly.      |             |         |             |
| Scanner Gray Ballot Bag Seal #<br>Contains all scanned paper ballots     | 4           | 0003546 |             |
| Green Tote Bag Seal #<br>Contains all cast provisional votes             | 5           | 001171  |             |

Delaware County  
May 16, 2023 Primary

PRECINCT:  
ALDAN Western

Box #2  
Precinct Box: 1 of 2

PARTY: Democratic

TOTAL BALLOTS: 379

---

Precinct Box: 1 of 1

PARTY: Republican

TOTAL BALLOTS: 252

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  
Abandoned

Sealed By: Poll Worker Name  
JOE JUDGE  
MAX MAJORITY



#### Items needed:

1. Preprinted number of Ballots
2. Touch Writer Close Polls Report
3. Unused Ballots
4. Spoiled Ballots
5. Gray Scanner Ballot Bag Seal #
6. Green Tote Seal #

# Certificate #3

# Poll Closing pp.82 - 83

**TW Close Polls**

|                           |       |
|---------------------------|-------|
| Democratic Party          |       |
| Pct                       |       |
| MEGA BOR PRECINCT EASTERN | 3     |
| Total                     | 3     |
| Republican Party          |       |
| Pct                       | Total |
| MEGA BOR PRECINCT EASTERN | 3     |
| Total                     | 3     |

# Return to County Inventory p. 84 - 85

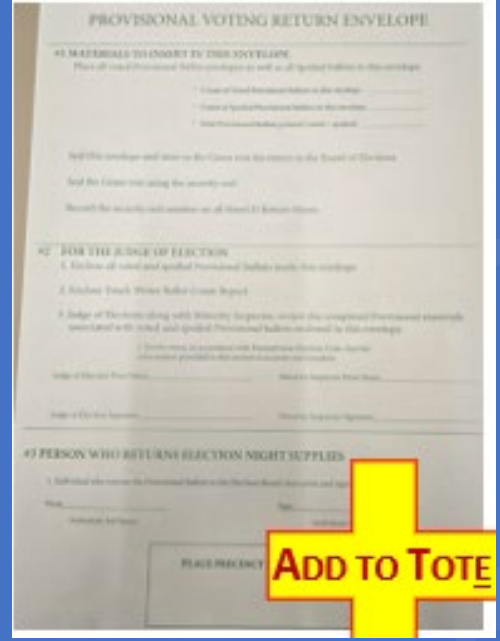
# SEALED Green Tote & Gray Ballot Bag



- Completed provisional ballots & supplies
- Used & unused voter registration forms
- Lemon BOE Env & Pay Sheet
- Poll Pad tablet in lime green sleeve

### SEALED:

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



# LEMON BOE & Pink MNI Envelope

**Lemon**

**BUREAU OF ELECTIONS**  
**ENVELOPE**

**MEDIA BOR** City | Twp | Boro Election Date  
**PRECINCT NORTHERN** 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<br>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**

**Pink**

**MINORITY INSPECTOR**  
**ENVELOPE**

**MEDIA BOR** City | Twp | Boro Election Date  
**PRECINCT NORTHERN** 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 \_\_\_\_\_

**GIVE TO MINORITY INSP.**

RETURN TO COUNTY

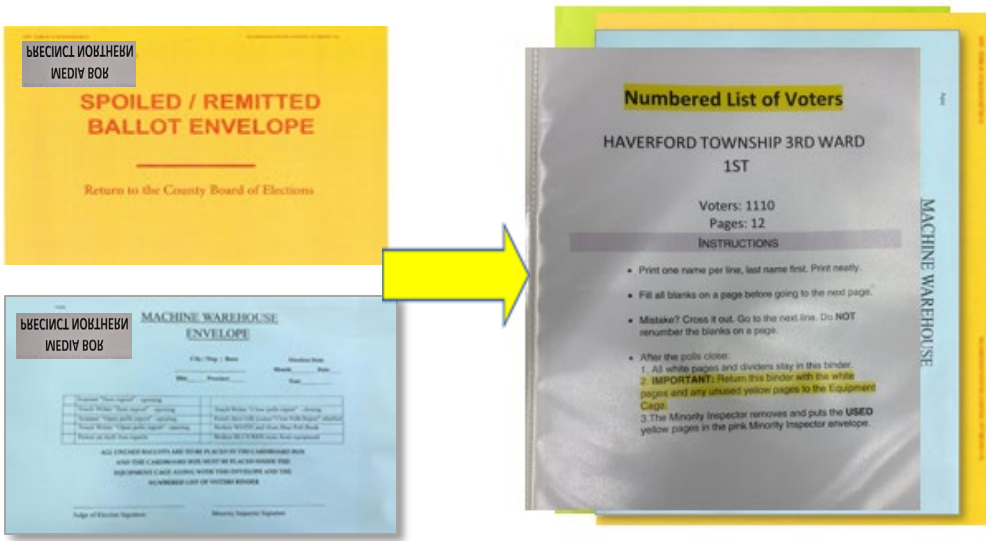
Return to  
County  
Inventory  
p. 86 - 87

## 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

p. 87

## **NEW:** White Binder w/#'d list & Lime Poll Pad Env

- The Spoiled/Remitted Ballot Envelope
- Machine Warehouse Envelope
- Poll Pad(s) Case
- 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 items to be returned to Media: the sealed Green Tote and the sealed Gray Ballot bag w/vDrive env

- If a non-poll worker is returning the materials, they must have a signed affidavit. Call Hotline
- All precincts are returning the Poll Pad tablet/s in the lime sleeve in the Green Tote.
- All precincts will return materials on **ELECTION NIGHT** to Media's Government Center.
- 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.



# Equipment Open House

Wednesday, April 29 4 PM – 7:30 PM

Saturday, May 2 10 AM – 2 PM

Thursday, May 7 3 PM – 7:00 PM

Wednesday, May 13 5 PM – 8:00 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



# Teleconference

SUNDAY

MAY 17, 2026

6:00 p.m. – 7:30 p.m.

**888-999-3162**



**The TEST will be available in late April.**

**You'll be sent an email with a link.**

**The test link will also be on Delco Votes  
Poll Worker Resources page.**

- 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.
- It's OPEN BOOK!!!!!!

## PICKUP DATE

**JOE Kit: Election Supplies Pickup**  
Saturday, May 16  
8:30AM to 1:30PM

- Green Tote – Unsealed. Review the contents in advance
- 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.

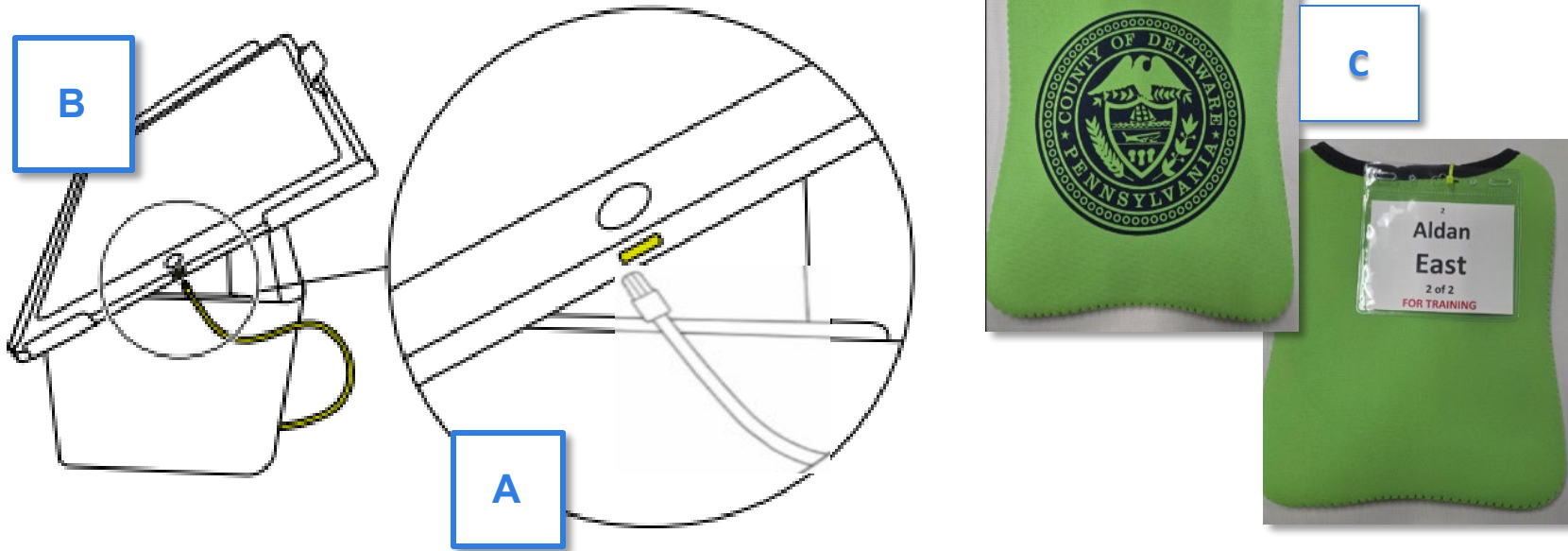




- **Closing the Doors**
- **Scanner & Touch Writer Reports & Shut Down**
- **Removing & Securing vDrives**
- **Removing the Poll Pad tablet**
- **Filling Out Return Sheets**
- **Packing All Supplies & Cage**
- **Returning Items to Media**



**The Poll Pad tablet will be removed and returned to the county via the Green Tote.**



**Refer to instructions & diagram on p. 78 for packing the rest of the poll pad in the case.**

**Packing  
up the  
Poll Pad  
p. 78**



**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)**

**Website: Delco Votes – Poll Worker  
Resources**