



# Election Day Processing & Assisting Voters

FALL 2020 – UPDATED 10/30/20

## Changes to the Voting Process in 2020

In order to improve election security and convenience, the Pennsylvania legislature passed Act 77 in late 2019. This new law resulted in the following changes to our voting process:

- ▶ Paper ballots
- ▶ No straight-party voting
- ▶ Vote by mail option
- ▶ Central count scan – mail-in/absentee ballots will be counted in Media; in-precinct ballots are scanned when cast in precinct

## Before Voters Arrive

All of the following steps must be completed **BEFORE** voters arrive on Election Day. Use these checklists to ensure you've completed all the necessary tasks.

There are a lot of steps that need to be completed before voters arrive, but don't worry! The Judge of Election will assign different workers to different tasks for the day. Getting set up and open will be a **team effort!**

## OPENING POLLS CHECKLIST

- If you are serving at a polling place outside of your own precinct, be sure to apply for an absentee ballot so that you get to vote! The deadline to apply for an absentee ballot is 5 p.m. on the Tuesday BEFORE Election Day
  
- Workers should report for duty by 6:15 a.m. (or when requested by Judge of Election) on Election Day
  
- Administer Election Board Oaths
  - ▶ Minority Inspector swears in the Judge of Elections
  - ▶ Judge of Elections swears in all other poll workers
  - ▶ Call the Election Office 610.891.VOTE (610.891.8683) about any vacancies on the board
  
- Ensure all poll workers complete the Pay Voucher
  - ▶ Double check to make sure your mailing address is correct; if not, cross it out and write in the correct address
  - ▶ Place a checkmark in either the full-day or half-day space
  - ▶ If your name is not on the Pay Voucher, write in your information
  - ▶ **If you do not sign the Pay Voucher, you will not receive your check!**
  
- Ensure supplies are accounted for (supplies are picked up by Judge of Elections the Saturday and/or Monday before Election Day)
  - ▶ See following page

## CLEAR BAG CONTENTS:

- Clear box with keys and passwords
- White box
- Tablet with training guides

## WHITE BOX CONTENTS:

- Return envelopes: Affirmation of Electors, A, B, C, D, E, F, G, H, K, Spoiled Ballots
- Record of Assisted Voters
- Election Officers' Oath
- Affidavit of Voter Identification, Complaint Forms
- Two (2) yellow lists of numbers
- Plastic bag with pens and tape
- Postings
- Election Day Digest

## BLUE BAG CONTENTS:

- Provisional ballots
- Poll book(s)
- Supplemental poll book sheets
- Affirmation of Electors form (yellow)
- Declaration of Need of Assistance to Vote form (pink)
- Privacy screen for provisional ballots
- Red pens for poll book
- Extra bag lock for blue bag

*Opening Polls Checklist continued on next page...*

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The Judge of Elections should have the following:

- ▶ Provisional ballot materials
- ▶ Election Day Digest
- ▶ Oath & Pay Voucher
- ▶ Poll book(s)
- ▶ Forms for voters
- ▶ Plastic bag (pens, tape)
- ▶ Spoiled Ballot Log
- ▶ Four (4) Return Sheets
- ▶ Five (5) sample ballots

Ensure equipment from the voting warehouse is accounted for:

Box of PPE

Voting equipment cage, which will include voting booths, machines, and tables, plus:

- |   |  |
|---|--|
| <input type="checkbox"/> Box of ballots                 | <input type="checkbox"/> Printer cable                                     |
| <input type="checkbox"/> Extension cord and power strip | <input type="checkbox"/> Thermal printer paper for scanner                 |
| <input type="checkbox"/> Blue tape                      | <input type="checkbox"/> Closing seals for scanner, Touch Writer, and cage |
| <input type="checkbox"/> Headphones                     |  |

*Opening Polls Checklist continued on next page...*

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- Check blue handle seals on the Verity Scan and Touch Writer machines; if broken, call the warehouse (610.874.8780)
- Compare Ballot & Seal Certificate with seal and ID numbers on voting equipment
- Confirm that the number of ballots is correct and for the right precinct
- Sign Ballot & Seal Certificate, located in the top flap of the ballot bag, and place into Envelope W
  - ▶ The Judge of Election must **sign and date** the Ballot & Seal Certificate
- Set up all voting equipment, booths, tables, and chairs, being mindful of physical distancing and privacy requirements
- Assemble and power on all equipment
- Sanitize all equipment voters and workers will be touching
- Write opening Lifetime Counter Totals on Return Sheets
- Print one (1) Zero Report from the Touch Writer and place in Envelope Z
- Print two (2) Zero Reports from scanner(s); post one (1) for public and place one (1) in Envelope Z
- Verify the Zero Reports on the scanner(s) and Touch Writer are for the correct precinct and election
- Open polls on scanner(s) and Touch Writer

*Opening Polls Checklist continued on next page...*

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- Prominently display all signage
  - ▶ Zero Report from scanner
  - ▶ 5 sample ballots
  - ▶ 3 copies of Notice of Voter's Rights
  - ▶ Provisional voting instructions
  - ▶ Election News (English & Spanish)
  - ▶ 3 copies of Notice of Prohibitions & Penalties
  - ▶ Summary of Voter Registration and Voting Procedures
  - ▶ Plain English & Spanish Statements for Ballot Questions, if applicable
  - ▶ 3 copies of Individual's Rights Under Federal Law (English & Spanish)
  - ▶ 3 copies of General Information Re: Voting Rights (English & Spanish)
  - ▶ NOTE: Judges may receive additional materials in their supply bag prior to Election Day
  
- Insert supplemental poll book sheets
  
- Take names from the SURE Report and place a RED DOT next to the name in the poll book**
  
- Print poll workers' names on the Election Officers' Oath sheet on the appropriate line on BOTH copies
  - ▶ Place one copy in Envelope G and the other copy in Envelope H
  
- Locate all four (4) General Return of Votes Cast sheets and verify the precinct information is accurate
  
- Locate the Numbered List of Voters (2 books)

*Opening Polls Checklist continued on next page...*

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- Locate the yellow Affirmation of Elector forms and complete the TOP portion only (County, District, Election Date); keep these forms with the Affirmation Envelope
- Locate the pink Declaration of Need of Assistance to Vote form
- Locate Challenges/Elector's Affidavit forms and place in the bottom of your supply box for quick access
- Locate the *Spoiled Ballot Logs* and attach them to the Spoiled Ballots Envelope
- Bundle envelopes along with available seal for blue bag
- Locate envelopes that will be returned to the county and to the Minority Inspector after the election and label the envelopes respectively
- Bundle envelopes for Minority Inspector
- DOORS OPEN AT 7 A.M. SHARP!**

## Reminders About Voter Privacy

- ▶ No person other than a voter, a person assisting a voter, or a poll worker should enter the voting area.
- ▶ Voters should not be allowed to enter the voting booth area until a booth (or Verity Touch Writer Booth, if using the Verity Touch Writer) is open and available for use.
- ▶ If assisting a voter, stand beside the privacy screen to maintain voter privacy. Ask appropriate questions to learn what part of the voting process the voter needs help with, for example: 'What screen is visible?'
- ▶ Always ask for a voter's explicit permission before seeing the ballot, screen, or touching the voter's voting device.

### **What if a voter asks to turn in their absentee or mail-in ballot at the polling location?**

**This year, there will be NO drop boxes for completed absentee or mail-in ballots at the polling locations.**

Direct any voter trying to turn in a completed absentee or mail-in ballot that they can use one of the drop boxes located around the county or they may deliver the completed ballot in person to the Election Office before 8 p.m. on Election Day.

If the voter received an absentee or mail-in ballot but wishes to vote in person instead, the voter **MUST** surrender the mail-in ballot *and* pre-addressed outer envelope to be voided. Then they must sign a declaration. Once that is complete, they can vote a regular ballot. For more information, see the section of this guide entitled *REMIT BALLOT: Voter Surrenders Absentee or Mail-in Ballot*.

If the voter doesn't surrender the mail-in ballot and return envelope, they can only vote by provisional ballot. For more information on provisional ballots, refer to the poll worker training module entitled *Guide to Provisional Ballots*.



## Voting Procedure

Once you have found the voter's name in your poll book/supplemental list and verified they are at the correct polling place, you will follow the steps below to help the voter cast their ballot.

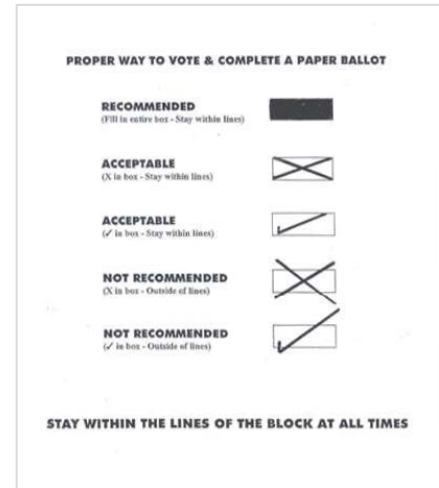
### STEP 1: Check In and Instruct Voter

- 1) Look up the voter in your poll book/supplemental list
- 2) If there are no flags in the poll book, have the voter sign the poll book
- 3) Compare the voter's signature to the one in the poll book
- 4) Write the voter's name in each of the two (2) Numbered List of Voters books
  - ▶ **DO NOT place the voter's name on this list until after you have verified they are in your poll book and have provided proper ID, if required**
  - ▶ **DO NOT put provisional voters on the Numbered List**
  - ▶ In the event a voter who is not casting a regular ballot gets accidentally added to the Numbered List, write an asterisk (\*) next to the name and lightly draw a line through the name; this will help identify discrepancies on the Return Sheet at the end of the night
- 5) Give the voter a regular ballot and privacy shield (white piece of paper)
  - ▶ **If you are working at a polling place with multiple precincts, CONFIRM you are giving the voter the correct ballot for their precinct. If not, they must go to their precinct to vote.**
  - ▶ **NOTE:** If the voter is unable to vote by paper ballot, direct them to the ADA-compliant Verity Touch Writer

*Voting Procedure continued on next page...*

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- 6) Instruct the voter on how to properly mark their paper ballot
- 7) Encourage the voter to use a DELCO pen
- 8) Remind the voter they cannot vote straight-party anymore
- 9) Inform the voter that the privacy shield ensures the secrecy of their ballot by preventing anyone else from seeing the selections they have made
- 10) Direct voter to the privacy booth to mark their ballot and let them know they will proceed to the ballot scanner when they are finished



- ▶ If your polling place is busy, direct voter where to line up to wait for a spot in a privacy booth and indicate the markings on the floor for physical distancing between waiting voters

*Voting Procedure continued on next page...*

## STEP 2: Assist Voter with Ballot Scanner

- 1) When a scanner is available, call up the next voter waiting and instruct them to remove the privacy shield from their ballot and insert the ballot into the scanner
  - ▶ Flashing green arrows will indicate the location and direction of the scanner feed; the ballot can be scanned front side up or down – it does not matter
- 2) When the scanner is finished processing the ballot, the voter will see a message on the screen that their vote has been recorded
- 3) If any error messages are displayed, review the message and assist the voter as needed
  - ▶ **REMINDER: DO NOT TAKE THE BALLOT FROM THE SCANNER OR FROM THE VOTER – it must remain with the voter at all times**
  - ▶ Some of those error messages are discussed in the next section of this guide
  - ▶ You can refer to the *Voting with Verity Scan* mini-module or the *Election Day Guide for Poll Workers* for more information

**REMINDER: Provisional ballots should never be scanned at the polling place using the scanner. Refer to the *Guide to Provisional Ballots* on the poll worker training website for details.**



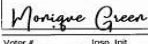





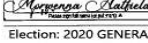

## STEP 3: Voting Is Complete

- 1) Thank the voter for submitting their ballot and direct them to the exit

## ALTERNATIVE SCENARIOS: Flag in the Poll Book

You will encounter flags in the poll book for some voters, in which case you'll need to take different steps than those listed above. These flags can include:

- ▶ ID required
- ▶ ATV (needs assistance to vote)
- ▶ Mail-in ballot cast/not eligible
- ▶ Absentee ballot cast/not eligible
- ▶ Remit absentee ballot or vote provisionally
- ▶ Remit mail-in ballot or vote provisionally

Digitized Signature	Voter Info	Assistance	Party	Voter Signature	2/5/2020 4:11 PM
	<b>GRANGER, HENRY</b> 220 STONE MILL RD UNI D-73 LANCASTER, PA 17603 08/08/1980 5806-1		R	GRANGER, HENRY 08/08/1980 <b>ID REQUIRED</b> X	 103509273-36
	<b>GREENE, MONIQUE</b> 1640 COLONIAL MANOR DR LANCASTER, PA 17603 01/24/1958 5806-1		D	GREENE, MONIQUE 01/24/1958 X	 011190267-36
	<b>GREENFIELD, HEATHER</b> 103 PLAINFIELD CT LANCASTER, PA 17603 10/06/1950 5806-1		D	GREENFIELD, HEATHER 10/06/1950 X	 021289887-36
	<b>GRENDALL, BARRY</b> 206 BANYAN CIRCLE DR LANCASTER, PA 17603 07/28/1975 5806-1		D	GRENDALL, BARRY 07/28/1975 X	 011263963-36
	<b>HATFIELD, MORWENNA</b> 1789 HERITAGE AVE LANCASTER, PA 17603 03/28/1974 5806-1		D	HATFIELD, MORWENNA 03/28/1974 X	 021798759-36

Election: 2020 GENERAL PRIMARY    Precinct: LANCASTER TOWNSHIP - 1ST WARD    Page 73 of 180    GRA - HAT  
Lancaster County

## IMPORTANT NOTES:

- ▶ **Don't forget the RED DOTS you placed on the poll book from the SURE Report!** If a voter is marked on the SURE Report as having returned their mail-in or absentee ballot, they are not eligible to cast a ballot.
- ▶ Refer to the *Guide to Provisional Ballots* on the DELCO poll worker training website for how to handle provisional voting.
- ▶ Refer to the next page (*REMIT BALLOT*) for how to handle voters who want to remit (surrender) their mail-in or absentee ballot and vote by regular ballot.

## REMIT BALLOT: Voter Surrenders Absentee or Mail-in Ballot

A voter who previously applied for and received an absentee or mail-in ballot but wishes to vote in the precinct by regular ballot instead does have the option to do so if the following terms are met:

- ▶ Voter must remit (surrender) the mail-in or absentee ballot they received, **ALONG WITH** its return envelope
- ▶ Voter must fill out and sign the *Elector's Declaration to Surrender Their Mail Ballot* form

If the voter is surrendering a ballot in a sealed return envelope, please verify there is a ballot inside the envelope, while respecting the voter's privacy. A sample return envelope is pictured below.



**Elector's Declaration to Surrender Their Mail Ballot**

**For the Voter:**

I hereby declare that I am a qualified registered elector who was issued an absentee or mail-in ballot for this election, but that I have not mailed or cast an absentee or mail-in ballot in this election. Instead, I am hereby remitting my absentee or mail-in ballot and its declaration envelope to the judge of elections at my polling place to be spoiled. I request that my absentee or mail-in ballot be voided, and that I be permitted to sign the poll book and vote a regular ballot.

I verify that the statements made in this declaration are true and correct to the best of my knowledge and belief. I understand that false statements made herein are subject to the criminal penalties of 18 Pa.C.S. § 4904, relating to unsworn attestation to authorities.

(Today's Date) \_\_\_\_\_

(Printed Name of Elector) \_\_\_\_\_

(Signature of Elector) \_\_\_\_\_

(Address of Elector) \_\_\_\_\_

**For Election Officials Only:**

I hereby declare I have received the voter's ballot and envelope containing the voter's declaration from the voter and I am spoiling it and permitting the voter to sign the poll book and vote a regular ballot.

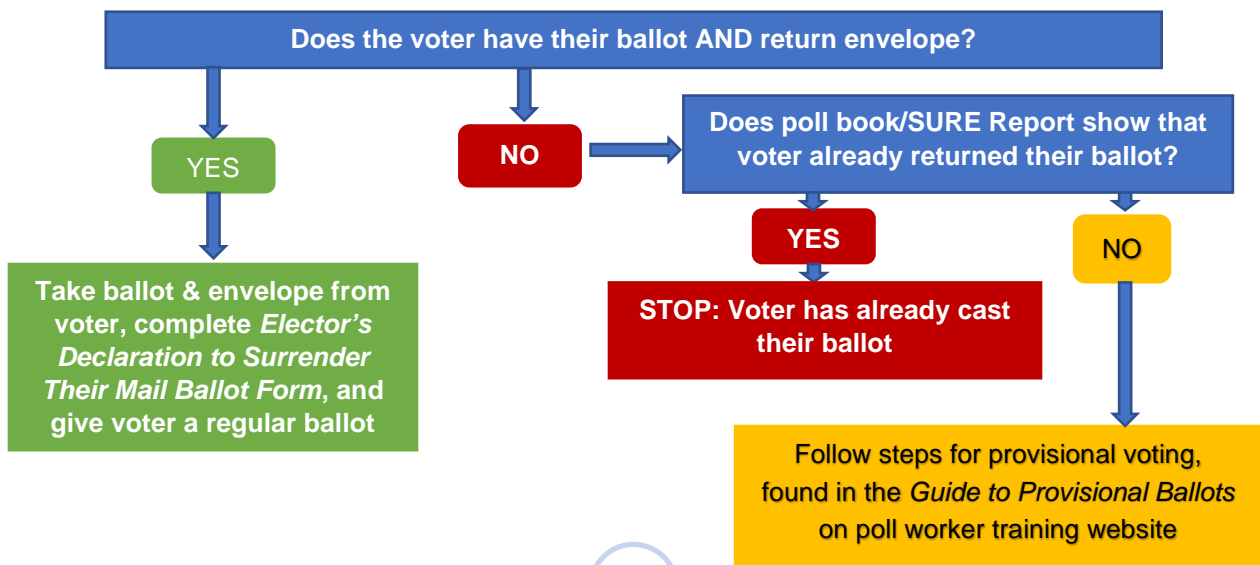
(Printed Name of Judge of Elections) \_\_\_\_\_

(Judge of Elections Signature) \_\_\_\_\_

(Precinct) \_\_\_\_\_

Instructions after completion: This form should be attached to the voter's surrendered balloting material and returned in the envelope designated to spoiled ballots. Do not forget to check the "BALLOT REMITTED?" option next to the voter's name in the poll book.

Here is a handy guide to knowing what to do when a voter who applied for an absentee or mail-in ballot shows up at your polling place wanting to vote in person instead.



## FIRST-TIME VOTERS: ID Required

Federal & State laws require all voters who appear to vote in an Election District for the FIRST TIME to provide District Election Officials with proof of ID. Voters who fall into this category are:

- ▶ New Voters – Individuals voting for the first time
- ▶ Individuals who have voted before, but never in your district prior to this election

“ID Required” will appear in the poll book alongside the voter’s name to alert you to anyone who is required to show ID, prior to voting.

<b>APPROVED FORMS OF VOTER IDENTIFICATION</b>	
<b>Approved Forms of Photo ID</b> <i>(ID must be current/valid)</i>	<b>Approved Forms of Non-Photo ID</b> <i>(Must include voter’s name &amp; address)</i>
PA driver’s license/REAL ID card	Voter ID card issued by the Election Office
ID issued by Commonwealth	Non-photo ID issued by Commonwealth
ID issued by US government	Non-photo ID issued by US government
US Passport	Firearm permit
US Armed Forces ID	Current utility bill
Student ID	Current bank statement
Employee ID	Current paycheck or government paycheck



## TROUBLESHOOTING:

### When the Voter Makes a Mistake on Their Ballot

#### Overvoted Ballots

Sometimes the voter will accidentally mark too many choices on their ballot. When this happens, the scanner will reject the ballot and allow the voter to remove it.

This requires that the ballot be spoiled and a new ballot issued.

Instruct the voter to remove the ballot from the scanner, fold the ballot in half, and take it to the board to be placed in the Spoiled Ballots Envelope. **AT NO TIME SHOULD YOU TAKE THE BALLOT FROM THE VOTER.**

The board will issue a new blank ballot to the voter and direct them back to the voting booth to make their choices.

#### Undervoted Ballots

Sometimes the voter will leave one or more contests blank on their ballot. When this happens, the scanner will allow the voter to either: a) remove their ballot and make additional selections, or b) cast their ballot as-is.

If the voter chooses to make additional selections, the scanner will push the ballot out for the voter to remove it. Direct the voter back to the voting booth to finish marking their selections.

If the voter chooses to cast their ballot as-is, they will make that selection on the scanner screen, and the machine will process the ballot as-is.

*Troubleshooting continued on next page...*



## Spoiled Ballots

Several different scenarios will result in a spoiled ballot:

- A) Voter makes too many selections, and the scanner rejects the overvoted ballot
- B) Voter makes a mistake when marking selections and requests a new ballot
- C) Voter surrenders (remits) a mail-in ballot they chose not to fill out
- D) Voter surrenders (remits) an absentee ballot they chose not to fill out

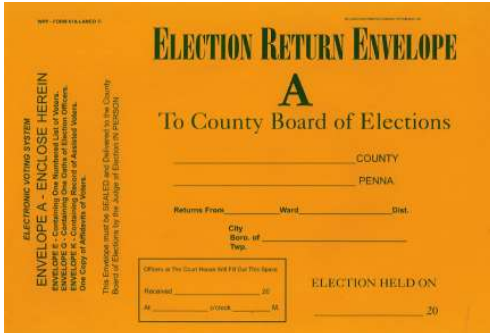
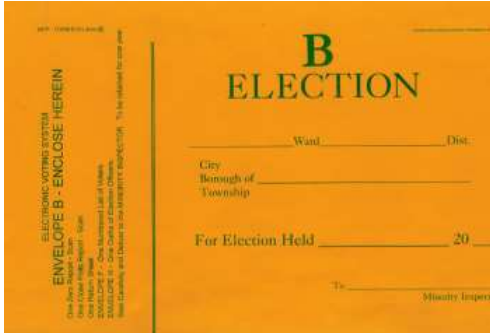

In situations A and B, the voter should be directed to the board where they will be asked to fold their ballot in half and place it in an envelope to be sealed and filed away in the Spoiled Ballots Envelope. The poll worker spoiling the ballot should record the requested information on the appropriate log.

In situations C and D, the voter will surrender their mail-in or absentee ballot, along with its return envelope, to the Judge of Election at check-in and complete the *Elector's Declaration to Surrender Mail Ballot* form. Once those steps are completed, they will be given a regular ballot to vote in person.


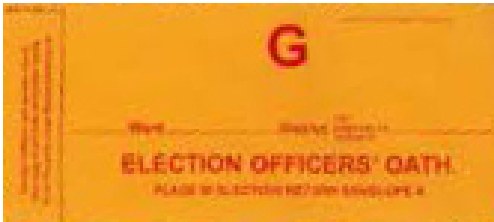


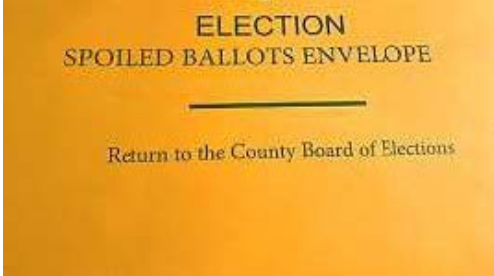
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## ENVELOPE DESCRIPTIONS

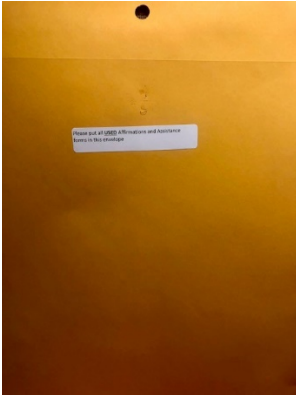
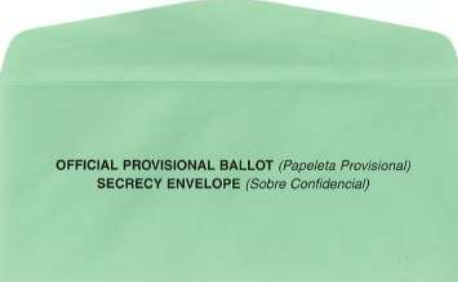
There are several different envelopes for Election Day, each with a specific purpose.

ENVELOPE LETTER OR NAME	ENVELOPE CONTENTS	WHAT IT LOOKS LIKE	WHERE IT GOES
A	Envelopes E, G, and K	 <p>The image shows the front of an orange envelope labeled 'ELECTION RETURN ENVELOPE A'. It is addressed to the County Board of Elections. The envelope includes fields for County, Penna., Returns From (Ward, Dist., City, Boro, or Twp.), and Election Held On (Month, Year, Day). A small box on the left contains instructions for the electronic voting system.</p>	Inside <b>blue bag</b> to return to election headquarters
B	<ul style="list-style-type: none"> <li>• Envelopes F &amp; H</li> <li>• 1 Zero Report from scanner</li> <li>• 1 copy of completed Return Sheet</li> <li>• 1 copy of Close Polls Report from scanner</li> </ul>	 <p>The image shows the front of an orange envelope labeled 'ELECTION ENVELOPE B'. It is addressed to the Minority Inspector. The envelope includes fields for Ward, Dist., City, Borough, or Township, and For Election Held (Month, Year, Day). A small box on the left contains instructions for the electronic voting system.</p>	Given to Minority Inspector at end of night
C	Returns		
D	Returns		
E	1 copy of Numbered List of Voters	 <p>The image shows the front of an orange envelope labeled 'E'. It is addressed to the Minority Inspector. The envelope includes fields for Ward, Dist., and City, Borough, or Township. The text 'Numbered List of Voters' and 'PLACE IN LARGE RETURN ENVELOPE A' is printed on the envelope.</p>	Inside envelope A

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ENVELOPE LETTER OR NAME	ENVELOPE CONTENTS	WHAT IT LOOKS LIKE	WHERE IT GOES
F	1 copy of Numbered List of Voters	 <p>Envelope F: Numbered List of Voters. The envelope is yellow with a large red 'F' at the top. Below the 'F' are fields for 'Word' and 'District'. The main text reads 'Numbered List of Voters' and 'For Minority Inspector - Deposit in Envelope B'.</p>	Inside envelope B
G	1 copy of Election Officers' Oath	 <p>Envelope G: Election Officers' Oath. The envelope is yellow with a large red 'G' at the top. Below the 'G' are fields for 'Word' and 'District'. The main text reads 'ELECTION OFFICERS' OATH' and 'PLACE IN ELECTION RETURN ENVELOPE A'.</p>	Inside envelope A
H	1 copy of Election Officers' Oath	 <p>Envelope H: Election Officers' Oath. The envelope is yellow with a large red 'H' at the top. Below the 'H' are fields for 'Word' and 'District'. The main text reads 'ELECTION OFFICERS' OATH' and 'For Minority Inspector - Deposit in Envelope B'.</p>	Inside envelope B
K	Record of Assisted Voters	 <p>Envelope K: Record of Assisted Voters. The envelope is yellow with a large red 'K' at the top. Below the 'K' is the text 'Record of Assisted Voters' and 'SEAL THIS AND RETURN IN ENVELOPE A'.</p>	Inside envelope A
Z	Zero Reports		
Spoiled Ballots Envelope	<ul style="list-style-type: none"> <li>• All spoiled ballots</li> <li>• All mail-in and absentee ballots, with return envelopes, surrendered to the Judge of Election</li> </ul>	 <p>Envelope: Spoiled Ballots Envelope. The envelope is yellow with the text 'ELECTION SPOILED BALLOTS ENVELOPE' at the top. Below this is a horizontal line and the text 'Return to the County Board of Elections'.</p>	Inside <b>blue bag</b> to return to election headquarters

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ENVELOPE LETTER OR NAME	ENVELOPE CONTENTS	WHAT IT LOOKS LIKE	WHERE IT GOES
Used Affirmations and Assistance Forms (plain manilla envelope)	<ul style="list-style-type: none"> <li>• Completed Affirmation of Elector forms</li> <li>• Completed Declarations of Need of Assistance to Vote forms</li> </ul>		Inside <b>blue bag</b> to return to election headquarters
Clear bag	<ul style="list-style-type: none"> <li>• 2 copies of Return Sheet</li> <li>• 2 copies of Scanner Ballot Count Report</li> <li>• 1 copy of Touch Writer Summary Report</li> <li>• Ballot &amp; Seal Certificate</li> <li>• All V drives, keys, and password codes, enclosed in their clear box</li> </ul>		<b>Clear bag</b> returned to election headquarters
Provisional Ballot Secrecy Envelope	<ul style="list-style-type: none"> <li>• Voter's individual completed provisional ballot</li> </ul>		Inside completed Provisional Ballot Envelope

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ENVELOPE LETTER OR NAME	ENVELOPE CONTENTS	WHAT IT LOOKS LIKE	WHERE IT GOES
Provisional Ballot Envelope	Voter's green Provisional Ballot Secrecy Envelope – outside of this envelope is completed by the voter and signed by Judge of Election and Minority Inspector		Inside Provisional Voting – Return Envelope
Provisional Voting – Return Envelope	<ul style="list-style-type: none"> <li>• All completed provisional ballots sealed inside their respective green secrecy envelopes</li> <li>• All completed provisional ballot envelopes sealed with their respective green secrecy envelopes inside</li> <li>• NOTE: This envelope may have either green or black printing; both versions are shown here</li> </ul>		Inside <b>blue bag</b> to return to election headquarters