

Election Day Guide

FOR POLL WORKERS

**PRIMARY ELECTION
TUESDAY, MAY 17, 2022**

Where to Turn When You Need Help

RESOURCE	CONTACT INFO	WHEN TO USE
Voter Registration 6:30AM until final vote cast	(610) 891-4659	Questions on voter registration, poll books, affirmations, voter verification, or party on registrations
Voting Machine Warehouse 5:30AM until approx. 9PM	(610) 874-8780	Questions on voting machines, equipment or location related issues.
Voter Services Bureau of Elections 6:30AM until approx. 9PM	(610) 891-4673	Questions on ballots and processes
Poll Worker Hotline 6:30AM to 8:30PM	(484) 460-3750	Questions on paperwork and poll worker needs
Poll Worker Coordinator 6:30AM to 8:30PM	Call or Text (610) 717-2509	Report staffing vacancies and request assistance
District Attorney Hotline DA office Election Day hotline	(610) 891-4797	Refer Election Day complaints of voter fraud or intimidation at the polls

Table of Contents

Poll Worker Regulations 5

Health Safety Considerations 6

Poll Opening & Election Day Set-Up

- Item Inventory (Poll Bag, Clear Tote & Cage)..... 7
- Item Inventory (White Supply Box) 8
- Combined Precincts Checklist 9
- Setting Up The Polling Place Checklist 9
- Supplemental Poll Book Cross Check Instructions 13
- Pay Sheet Instructions..... 14
- Return Sheet – Cert 1 Instructions (Poll Opening) 15
- Understanding Machine Tapes 16

Equipment Set-Up Guide 17

- TouchWriter Set-Up 18
- Scanner Ballot Box Set-Up26
- Scanner Set-Up29

Working With Voters

- Ballots35
- Voter Check-In Procedure (Blue Poll Book) 36
- Blue Poll Book Flags – Quick Reference Guide..... 38
- Blue Poll Book – Exceptions/Flag Details 39
- Approved Forms of Voter ID40
- Ballot Scanner Procedure 41
- Ballot Scanner Messages - Voter Instructions..... 42
- Emergency Ballot Drop 43
- Voter Surrender (Remit) Mail-In or Absentee Ballot 44
- Filing Surrendered Mail Ballots 45
- Spoiled Ballot Procedure 46
- Abandoned Ballot Procedure 46
- Assistance to Vote Process 47
- Provisional Voting 48
- Provisional Ballot Instructions 49
- Provisional Ballot Procedure - Visual Guide..... 50

Delaware County Election Day Guide

Equipment Usage Guide

Ballot Scanner Voting Guide	51
TouchWriter Voting Guide	54

Closing the Polls 62

Ballot Scanner Closing	63
TouchWriter Closing	66
V-Drive Removal (Scanner & TouchWriter)	68
Machine Tape Replacement	69
Closing the Polls Written Procedure Guide	70
Sample Return Sheet.....	72
Return Sheet – Certificate 1 - Poll Opening	73
Return Sheet – Certificate 2 - Poll Closing.....	74
Return Sheet – Certificate 1 – Paper Ballot Audit.....	75

Closing the Polls – Visual Return Guide

Tyvek Security Envelope with VDrives	76
White Supply Box & Envelope Inventory	77
Blue Poll Bag (Provisional Ballots & Poll Books).....	78
Clear Tote Bag Inventory	79
Sealed Ballot Bag	80
Equipment Cage.....	80
Pink Envelope (Minority Inspector).....	80

Managing Voters 81

Voter Intimidation and Electioneering 82

Emergency Information 83

Delaware County Election Day Guide

POLL WORKER REGULATIONS

Workers report for duty at 6AM

Elected poll workers must serve the entire Election Day. Clerk and machine operator posts may serve ½ day shifts.

The Judge of Election manages the precinct and must prevent greeters from blocking the path to the polls. Detailed information on Judge of Election precinct management is on page 81.

PROHIBITED ACTIVITIES

- Poll workers must not engage in partisan activity or distribute literature on Election Day
- Poll workers must not wear apparel, buttons or ribbons for or against a candidate, party or question on the ballot.
- Poll workers must not pre-fill any sections of the voter's ballot.
- Poll workers must not tell voters how to vote or answer questions about candidates.
- Do not allow anyone that is not an election worker (such as candidates, greeters or poll watchers) to sit at the poll worker table.
- Poll watchers and candidates cannot approach, talk with, or electioneer voters in the polling place or within 10 feet of the entrance.

Delaware County Election Day Guide

HEALTH SAFETY CONSIDERATIONS

- ▶ DO NOT come to work if you have symptoms of the flu or COVID-19 (fever/chills, cough, difficulty breathing, fatigue, muscle or body aches, headache, new loss of smell or taste, sore throat, congestion or runny nose, nausea or vomiting, diarrhea).
- ▶ Inform the Judge of Election and the Delco Poll Worker Coordinator ASAP if you cannot work due to recent diagnosis, known exposure or symptoms.
- ▶ Based on community-transmission data available at the time this manual is being published, wearing a mask is optional for both voters and poll workers.
- ▶ When possible social distancing is still encouraged.
- ▶ **PLEASE NOTE:** if the community-transmission rate in Delaware County were to increase closer to Election Day, the Delaware County Department of Public Health and the Delaware County Board of Elections may issue an update to require that poll workers (but not voters) wear masks.

Delaware County Election Day Guide

ITEM INVENTORY

BLUE POLL BAG



Poll Books (Alphabetized)
Poll Book Supplemental Pages
Forms:
Affirmation of Elector (Yellow)
Declaration of Assistance (Pink)
Record of Assisted Voters
White security seal to seal Blue Poll Bag at end-of-day
Provisional Items:
Ballots & Secrecy Envelopes
Envelopes & Receipts
White Return Envelope
Privacy Screen

EQUIPMENT CAGE



Paper Ballots (Boxed)
Scanner and Ballot Box
TouchWriter, Table & Printer
Power Strip Supplies
Quad Voting Booth
Single Voting Booth
Ballot Privacy Sleeves
Equipment Security Seals for end-of-day located on the inner door sleeve (red and blue seals)
Extra Machine Tape (if needed)

CLEAR TOTE BAG



Printed Election Day Guide
Precinct sign for scanner
Black/Clear Bag (below)
Three Sample Ballots
White Supply Box (see contents on next page)
Plastic Bag with Supplies
Worker name tags
Pens
Scotch Tape
"I Voted" Stickers

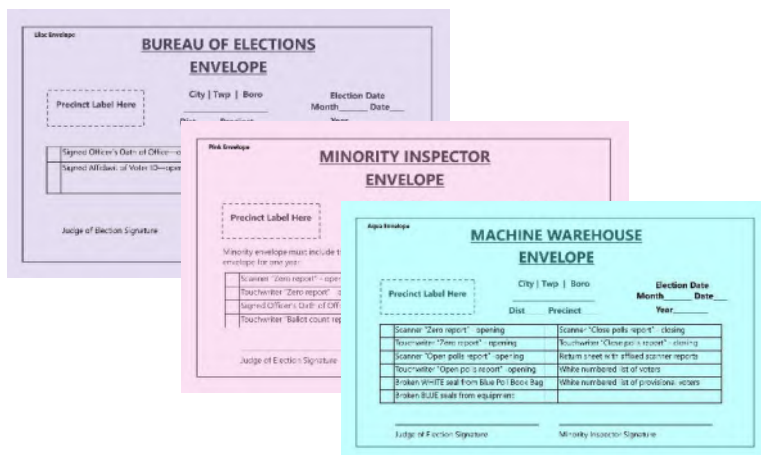
BLACK/CLEAR BAG



**EQUIPMENT KEYS AND
CODES IN THIS BAG**

Machine Keys for Equipment
Access Codes for Equipment
Tyvek Security Envelope for vDrives
Green Security Seal to seal Ballot Bag at end-of-day.

WHITE SUPPLY BOX INVENTORY - OPENING



CONTENTS OF WHITE SUPPLY BOX

Opening Folder

- Pay Sheet
- 2 Oath of Office Affidavits
- Affidavit of Voter ID
- 3 Return Sheets

2 Numbered List of Voters Pads (Yellow for voters, green for provisional voters)

Spoiled Ballot Envelope with Log

Remitted Ballot Envelope

Elector's Declaration to Surrender Their Mail Ballot forms (50 forms per pad)

Posting Notices Envelope (all pages must be posted in precinct)

Colored Closing Envelopes (see pic on right)

Green Election Day Digest

Elector's Challenge Forms

RETURN ENVELOPE INVENTORY – COMPLETE WHEN OPENING

LILAC – Bureau of Elections

- Signed Officer's Oath of Office
- Signed Affidavit of Voter ID

PINK – Minority Inspector

- Scanner "Zero Report" at opening
- TouchWriter "Zero Report" at opening
- Signed Officer's Oath of Office

AQUA – Machine Warehouse

- Scanner "Zero Report" at opening
- TouchWriter "Zero Report" at opening
- Scanner "Open Polls Report" at opening
- TouchWriter "Open Polls Report" at opening
- Broken Equipment, Cage & Bag Security Seals from poll opening

Delaware County Election Day Guide

COMBINED PRECINCTS CHECKLIST

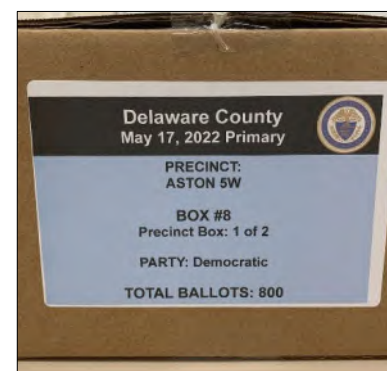
- ✚ Confirm each precinct has its own [cage](#) and equipment. Check the Cage Label located on the side of your cage to confirm that it is indeed your cage. If the cage is not for your precinct call the Voting Machine Warehouse (610) 874-8780.
- ✚ **IMPORTANT REMINDER:** Ballot scanner will ONLY accept ballots from your precinct.
- ✚ **IMPORTANT:** Place precinct signage on the scanner ballot box or at an easily identifiable location near the scanner to indicate your precinct. The [Clear Tote Bag](#) will include an extra sheet of paper with your precinct name to use for signage.
- ✚ OR set up each precinct independently. Judges of Election may decide how to set up the precinct. **If the check-in tables are shared, please create separate voter line for each precinct to reduce wait times.**

SETTING UP THE POLLING PLACE CHECKLIST

- ✚ Open the White Supply Box and find the "Poll Opening Folder" as well as the colored supply return envelopes (lilac, pink, and aqua). Open the folder and complete the following steps.
- ✚ Administer Election Board Oaths and sign the OATH OF OFFICE FORMS. One copy goes in the *Bureau of Elections Envelope* (lilac) the other goes in the *Minority Inspector Envelope* (pink).
- ✚ Fill out PAY SHEET according to the instructions on page 14. After all workers have signed, file the form in the *Bureau of Elections Envelope* (lilac). **TIP: Be sure to have afternoon workers fill out the pay sheet.**
- ✚ Fill out and sign the AFFIDAVIT OF VOTER IDENTIFICATION form and file the form in the *Bureau of Elections Envelope* (lilac).
- ✚ Ensure all supplies are accounted for using [Item Inventory](#) found on page 7.
- ✚ Open the [equipment cage](#) and record the outer **RED** security seal number on all 3 [Return Sheets – certificate 1](#) (Page 15).
- ✚ Check **BLUE** security seals on the Verity Scanner and TouchWriter vDrive compartment; if broken, call the Voting Machine Warehouse (610) 874-8780.

Delaware County Election Day Guide

- ✚ Record **BLUE** seal numbers from the Scanner and TouchWriter (vDrive compartment and rear printer port on the TouchWriter) on all three (3) Return Sheets ([Certificate 1](#)). **DO NOT REMOVE THESE SEALS UNTIL POLLS ARE CLOSED.**
- ✚ Remove all notices from the POSTING NOTICES envelope in the [White Supply Box](#). Prominently display all pages and all sample ballots in your precinct.
- ✚ Prominently display each sheet of the sample ballots in the precinct so voters may review the ballot prior to check-in.
- ✚ Prominently display precinct signs at the Ballot scanner in combined precincts.
VOTERS MUST USE THE SCANNER ASSIGNED TO THEIR PRECINCT.
- ✚ Deposit removed security seals in the Machine Warehouse Envelope (aqua).
- ✚ Confirm the paper ballots (cardboard ballot box(es) on top shelf of equipment cage) are for your precinct and the totals are correct.
 - Record the total number of ballots on all [Return Sheets – Certificate 3](#).
 - NOTE: Primary ballots will be packaged by party.
 - Ballots are pre-wrapped and should only be unwrapped as needed. This will make it easier to count unused ballots at close of polls.
 - If there is an error call the Voting Machine Warehouse at (610-874-8780).
- ✚ Set up ALL voting equipment from your [cage](#), scanner and ballot box as well as the TouchWriter and printer. Detailed setup instructions begin on page 17.
 - NOTE: Keys, lanyard, and security codes for equipment will be in the black/clear bag packed inside the [Clear Tote Bag](#). Connect all wires/cables on Scanner, TouchWriter, and Printer.



Delaware County Election Day Guide

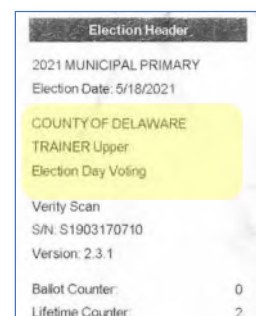
- ✚ **TIME SAVING TIP - REMEMBER TO POWER ON THE PRINTER FIRST BEFORE THE TOUCHWRITER.** Wait for the Printer display to show “Ready to Print” before powering up the TouchWriter.

- ✚ Press the **RED** poll worker button on both the Scanner and TouchWriter and complete the following steps to ready the Scanner and TouchWriter for voters.
 1. Print two (2) Zero Reports from the Ballot scanner.
 2. Print two (2) Zero Reports from the TouchWriter.
 3. After Zero Reports are printed, select “Open the Polls” on your Scanner and TouchWriter.
 4. Enter the “Open Polls” code found in the [Black & Clear Bag](#) and select “Accept.” The Open Polls Report will print.
 5. Record Serial Numbers and Lifetime Counters on all three (3) Return Sheets using information found on the Zero Report. (See 15 for details)
 6. Sign and place one (1) Zero Report from Scanner and the TouchWriter in the *Machine Warehouse Envelope* (aqua) located in the [White Supply Box](#).
 7. Sign and place one (1) Zero Report from the Scanner and the TouchWriter in the *Minority Inspector Envelope* (pink) located in the [White Supply Box](#).
 8. Place the Open Polls report from the Scanner and the TouchWriter in the *Machine Warehouse Envelope* (aqua) located in the [White Supply Box](#).
 - Tapes must be signed by the Judge of Election and all poll workers that are present when tapes are printed.

**DO NOT CLOSE POLLS FOR ANY REASON AT THIS POINT. ONCE POLLS HAVE BEEN CLOSED, THEY CANNOT BE REOPENED.
CALL VOTING MACHINE WAREHOUSE (610) 874-8780 WITH ANY PROBLEMS.**

- ✚ Verify Zero Reports indicate Ballot Counter number is zero (0).

- ✚ Verify, using info on the Zero Report, that the Scanner and TouchWriter are for your precinct.
 - Using the Zero Report, record the machine serial numbers and lifetime counters on all [Return Sheets – Certificate 1](#). (Page 15)



Delaware County Election Day Guide

- ✚ Set up cardboard provisional privacy screen located in Blue Poll Bag in the area designated for provisional voters and ready the area (tape, pens, etc.). If the precinct does not have space for the provisional table, provisional voters may use a voting booth.
- ✚ Prepare both Numbered List of Voters by removing the cardboard from the back of the pad and placing it under the colored paper sets. The pads contain 2 part carbonless sheets. Information written on the top sheet will transfer to all sheets below. You **MUST** place the cardboard insert under the colored sheet to stop transfer. Do this for each set as needed while recording voter names.
 - Numbered List of Voters for normal voters – white with yellow carbon – legal sized paper pad.
 - Numbered List of Voters for provisional voters – white with green carbon – letter sized paper pad. (Keep at Provisional Voting Area with Judge of Election)
- ✚ Cross-check names in the poll book against the supplemental list according to the detailed instructions on page 13.
- ✚ Set up the voter check-in area with pens, poll books, ballots, ballot privacy sleeves (11x 14 manila folders) and **YELLOW** numbered list of voters carbonless pad.
 - Assign a poll worker to collect used pens and ballot privacy sleeves for reuse.
- ✚ Take note of the location of the Spoiled Ballot Envelope and the Surrendered (Remitted) Ballot Envelope and ready the area for voters.
 - Spoiled Envelope – mismarked or overvoted ballots, as well as abandoned ballots; and
 - Surrendered (Remitted) Envelope – Absentee/Mail-In ballots remitted for in-person vote.
- ✚ **DOORS OPEN AT 7 A.M. SHARP!**

Delaware County Election Day Guide

SUPPLEMENTAL POLL BOOK CROSS CHECK INSTRUCTIONS

The alphabetized voter poll books are printed in advance of Election Day. Any changes to the voter record that occurred AFTER the poll books were printed will be listed on the SUPPLEMENTAL VOTER LIST.

POLL WORKERS MUST REVIEW THE SUPPLEMENTAL POLL LIST TO ENSURE THE MOST UP-TO-DATE VOTER RECORD WHILE CHECKING IN VOTERS.

To properly cross-check, you will need the alphabetized poll books and the supplemental list of poll book pages located at the front of the first poll book. The lists may contain the following pages:

- Record of supplemental voter changes

The image shows a 'Supplemental Poll Book' form for Delaware County. It includes fields for 'Digitized Signature', 'Voter Info', 'Assistance', 'Party', and 'Voter Signature'. The voter information is for Jane Doe, 100 Broad St, Anytown, PA 00000, born 1/1/1990. A star is marked next to the voter's name. The form also includes a date of 10/28/2021 3:38 PM and a 'COPY' watermark.

- Record of voters ineligible to cast a ballot (ballot already accepted). Issue only a **provisional ballot** to this voter. Do not let them vote on the machine.

The image shows a 'Supplemental Poll Book' form for a voter named 'VOTER, SAMPLE JR' at 100 Broad St, Anytown, PA 00000, born 1/1/1990. The form is marked 'BALLOT CAST/NOT ELIGIBLE, VOTERS' and 'REP ABSENTEE - BALLOT CAST/NOT ELIGIBLE'. A star is marked next to the voter's name.

Take the following action to ensure all names on the supplemental list have been identified in the poll book:

1. Identify the first name on the supplemental list and find that voter name in the poll book.
2. Mark a star next to the voter name in the poll book as shown here:

The image shows a 'Supplemental Poll Book' form for a voter named 'VOTER, SAMPLE' at 100 Broad St, Anytown, PA 00000, born 1/1/1960. A star is marked next to the voter's name. The form also includes a date of 10/28/2021 3:38 PM and a 'COPY' watermark.

3. Remind ALL poll workers to check the supplemental list instructions prior to checking in any voter that is starred in the poll book.
4. When checking in a voter that is on the SUPPLEMENTAL PAGE, have the voter sign the supplemental page to complete their voting record.

Delaware County Election Day Guide

PAY SHEET INSTRUCTIONS

Prior to pay release, the county accounting office must verify ALL data on the pay sheet. If data is missing, it will delay payment.

- No payment for multiple positions in one precinct. One box per worker only!
- Poll workers that serve in 2 precincts MUST be documented on both precinct pay sheets in order to be eligible for payment.

Election Officer Pay Sheet—May 17, 2022 —{Precinct Name Here}

Print CLEARLY. No signature = no pay. Use one block per worker. If additional space is needed, use reverse side and include all information requested. If the pay sheet is not properly filled out and signed payment may be delayed.

Confirm all workers have signed & listed address with zip code	Confirm all workers have selected a shift of full day or half day
Confirm Judge of Election has signed bottom of page	CHECK THIS BOX if additional workers are listed on reverse of this sheet

Official Use Only

JUDGE OF ELECTION 01-0206-682	Name:	Address:	
	Signature: X	City and ZIP code:	
	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day	Phone:	
		Email:	
MAJORITY INSPECTOR 01-0206-682	Name:	Address:	
	Signature: X	City and ZIP code:	
	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day	Phone:	
		Email:	
MINORITY INSPECTOR 01-0206-682	Name:	Address:	
	Signature: X	City and ZIP code:	
	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day	Phone:	
		Email:	
CLERK 01-0206-682	Name:	Address:	
	Signature: X	City and ZIP code:	
	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day	Phone:	
		Email:	
MACHINE OPERATOR 01-0206-682	Name:	Address:	
	Signature: X	City and ZIP code:	
	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day	Phone:	
		Email:	
CONSTABLE 01-0206-682	Name:	Address:	
	Signature: X	City and ZIP code:	
	<input type="checkbox"/> Full Day <input type="checkbox"/> Half Day	Phone:	
		Email:	
RENTAL FEES	Name and Address:	Phone:	

Helpful checklist to use at poll closing to ensure all data has been logged.

PRINT clearly when filling out each block.

SIGN the yellow box under your printed name.

SELECT box indicating shift worked, full or half day.

Poll workers must be residents of Delaware County, using an address outside of the county may delay payment.

TIME SAVING TIP:
If information is missing for any worker, it will delay processing for the entire precinct.

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

X

Judge of Election MUST sign bottom of pay sheet.

Delaware County Election Day Guide

RETURN SHEET GUIDE - CERTIFICATE 1 – POLL OPENING

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	2	4	5
Verity TouchWriter			
RED Seal # on Cage:	1	BLUE Seal # Back of TouchWriter:	3



Equip. Cage with Red Security Seal



Blue Security Seals from Scanner and TouchWriter vDrive Compartments.



Blue Security Seals from Printer Port on TouchWriter (rear near power button).

Name of Device →
Serial Number (last 6 numbers)

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

Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verity Scan	
S/N: S1903221810	4
Version: 2.3.1	
Ballot Counter:	0
Lifetime Counter:	5 → 5689
Open Polls Report	

Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verity Touch Writer	
S/N: W1913547412	4
Version: 2.3.4	
Ballot Counter:	0
Lifetime Counter:	5 → 77
Open Polls Report	

Open Polls Report—Machine Tapes from Scanner and TouchWriter

UNDERSTANDING MACHINE TAPES

Understanding Machine Tapes

Election Header

2021 MUNICIPAL PRIMARY
Election Date: 5/18/2021

COUNTY OF DELAWARE
TRAINER Upper
Election Day Voting

Verity Scan
S/N: S1903170710
Version: 2.3.1

Ballot Counter: 0
Lifetime Counter: 2

Zero Report

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

Tally Report By Precinct

Qty Pcts/Splits Included: 1

Democratic Party

TRAINER Upper
JUSTICE OF THE SUPREME COURT

Republican Party

TRAINER Upper
JUSTICE OF THE SUPREME COURT

Nonpartisan Party

TRAINER Upper

Question #1

Yes	0
No	0
Undervotes	0
Overvotes	0

Precinct Ballot Count

Precinct	Total
TRAINER Upper	0
Total	0

All ZEROS

Official Signatures

Election Header

2021 MUNICIPAL PRIMARY
Election Date: 5/18/2021

COUNTY OF DELAWARE
TRAINER Upper
Election Day Voting

Verity Touch Writer
S/N: W2013619401
Version: 2.3.4

Ballot Counter: 6
Lifetime Counter: 9

Close Polls Report

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

Polis are Closed

Ballot Count Precinct Report

Qty Pcts/Splits Included: 1

Democratic Party
Republican Party
Nonpartisan Party

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

Democratic Party

Pct	Total
TRAINER Upper	3
Total	3

Republican Party

Pct	Total
TRAINER Upper	2
Total	2

Nonpartisan Party

Pct	Total
TRAINER Upper	1
Total	1

Official Signatures

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

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

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

Data Contained in Reports
Full machine tapes will be very long (primary tapes can be 6 ft or longer)
Primary races will be itemized by party and will include Democratic, Republican and Nonpartisan (now listed as Third Party) sections showing all races and questions.
Closing Tapes will show final ballot counts and partisan breakdown of ballots cast at the bottom of the tape near the signature area.
This information is displayed here for easy recording onto the return sheet.

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



HART VERITY TOUCHWRITER AND SCANNER SET-UP GUIDE

FOR DELAWARE COUNTY

Boot up time for the Verity TouchWriter is approximately 20 minutes. The screen will appear black at times – do not reboot.

Boot up time for the Verity Scanner is approximately 10 minutes.

EQUIPMENT SET-UP - TOUCHWRITER

Setting up Touch Writer

setting up the ballot printer

1. Set up the ballot printer table and set the ballot printer on the table.
2. Plug in the square end of the USB printer cable into the printer. (The flat end will be plugged into the Verity Touch Writer.) ▶
3. Insert the printer power cord into the printer and the other end into an outlet or UPS/battery backup. ▶



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

Call the Voting Machine Warehouse at (610)
874-8780 if paper is missing.

Unpack and unfold the Verity TouchWriter table.
Place the table next to the printer.

Take care with placement to ensure the power cords
are not tripping hazards for voters and
poll workers.

EQUIPMENT SET-UP – TOUCHWRITER (continued)

Setting up the Verity Touch Writer

1. Set the Verity Touch Writer on top of the stand, aligning footpads with the indentations (the handle on the front of the Touch Writer should face the same direction as the handle on the booth). ▶



2. Stand at the front of the stand. Reach under the front of the stand and push the latch away from you to secure the Touch Writer to the stand. ▶



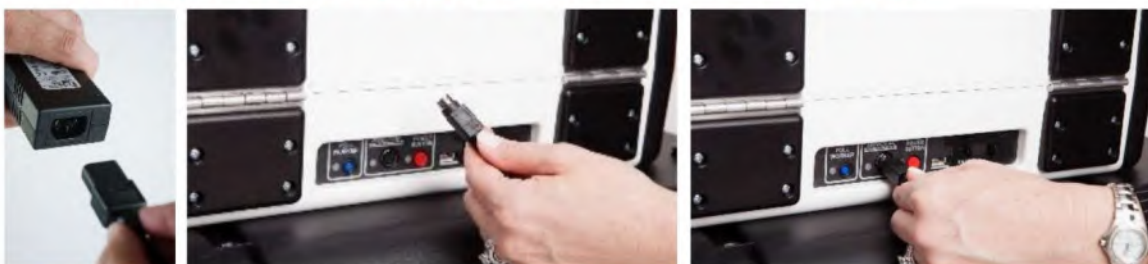
3. Open the case and remove the power brick and power cord from the storage compartment. Close the compartment and case.

NOTE: Log the BLUE security seal number from the Verity TouchWriter vDrive Compartment on all 3 Return Sheets. DO NOT REMOVE SEAL UNTIL POLLS CLOSE ▶



4. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Touch Writer (flat side up). ▼

IMPORTANT: Do not plug the power cord into the wall yet.



EQUIPMENT SET-UP – TOUCHWRITER (continued)

5. Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity TouchWriter, with the notch facing up.

NOTE: Remove the BLUE security seal on the back of the TouchWriter and record the security seal number on all 3 Return Sheets.



6. Open the Verity Touch Writer case and lock the lid brace in place. ▶

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



7. Unlock (A) using the key found in the black/clear bag, unlatch (B), and remove the tablet (C). ▼



EQUIPMENT SET-UP – TOUCHWRITER (continued)

8. Seat the tablet in the cradle (A), tilt it back (B), and lock it in place (C). ▼



9. Attach privacy screens to both sides of the stand ▶



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

11. Press the switch on the bottom right side of the ballot printer to power it on. BE SURE TO POWER ON THE PRINTER BEFORE NEXT STEP ▶

12. Press the **red** button on the back of the Verity Touch Writer to power it on.

A Power-On Self Test report will print. The report will indicate any hardware or software connection issues. If any issues are noted, call the Voting Machine Warehouse at (610) 874-8780



EQUIPMENT SET-UP – TOUCHWRITER (continued)

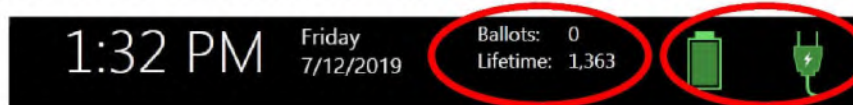
Touch Writer orientation

screen orientation

When powered up, the Verity TouchWriter will display the Print Zero Report screen. ▶



In addition to the date and time, the following appears at the bottom of the screen:



- **Ballots:** The number of ballots printed using the Verity Touch Writer for the current election; at the start of a voting event, this number should be zero.
- **Lifetime:** The number of ballots printed using the Verity Touch Writer for the lifetime of the device (for all elections).
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Touch Writer Power-On Self Test report.

NOTE: If AC power is not available, the device will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch "If the power is out, touch here to use battery". If a voting session is in progress, this message will not appear until the session is completed.

When battery power is low, and AC power is disconnected, a warning message will appear on the device screen. Reconnect the device to AC power.

EQUIPMENT SET-UP – TOUCHWRITER (continued)

poll worker button

The BLUE poll worker button is located on the back of Verity Touch Writer. This button is used for certain actions such as printing reports ▶



about Verity Access

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

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

installing headphones and tactile switches

1. Lift the Verity Access from its cradle.
2. Plug the headphones into the headphone port on the top left of the Verity Access. ▶



3. Plug the tactile switches, sip-and-puff, or any other dual-switch input device into the port on the top right of the Verity Access. ▶



EQUIPMENT SET-UP – TOUCHWRITER (continued)

Opening Polls

1. Once you've setup and powered on the Printer and Verity Touch Writer. **Confirm that you are running on AC power.**
2. Select **Print Zero Report.** ▶
Print two (2) copies of the Zero Report



3. Wait while the Zero report prints (on the built-in report printer). Using the Zero report, check the following:
 - Verify the ballot count total on the Zero report is ZERO
 - Verify that the polling place on the report is correct.
4. Verify that the clock in the bottom left corner of the screen displays the correct time.

IMPORTANT: If these items are incorrect, contact Voting Machine Warehouse at (610) 874-8780

IMPORTANT: If the clock is incorrect, contact Voting Machine Warehouse at (610) 874-8780

EQUIPMENT SET-UP – TOUCHWRITER (continued)

5. Select **Open the Polls**.

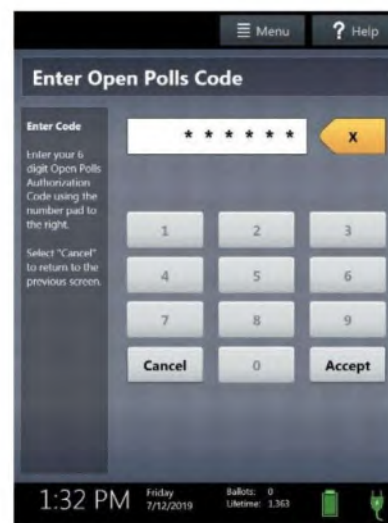
IMPORTANT: Once you open polls, you can no longer print a Zero report.



6. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶

Wait while the Open Polls report prints.

7. Use info on the Zero Reports to fill out all three (3) copies of the Return Sheets with TouchWriter serial number and lifetime counter where indicated on Certificate 1.



8. Sign and place one (1) Zero Report in the Machine Warehouse Envelope (Aqua)

Sign and place one (1) Zero Report in the Minority Inspector Envelope (Pink)

Place the Open Polls Report in the Machine Warehouse Envelope (Aqua)

EQUIPMENT SET-UP – Scanner – Ballot Box

Setting up Verity Scan setting up the ballot box

1. Position the folded ballot box as shown. ▶



2. Unlatch the four clips (two on each side). ▶



3. Pull open the ballot box. ▶



4. Press the side panels outward until they are flat, being careful not to pinch your hands or fingers. ▶



EQUIPMENT SET-UP – Scanner – Ballot Box (continued)

5. Lower the bottom panel but do not press down. ▶



6. Release the lid by unhooking the 3 straps. ▶



7. Pull the string on the underside of the lid upward to unlock the lid latch. ▶



8. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Lay the lid across the top of ballot box, and then press it down. Do not force it. ▼



EQUIPMENT SET-UP – Scanner – Ballot Box (continued)

9. Unlock the front door with the ballot box key. (keys are located in the Black/Clear Bag) ▶



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



11. Assemble folded ballot bag, keep the top unzipped and position the bag directly under the scanner to collect scanned ballots. Ballot bags will have a precinct label in the clear sleeve on top of bag. DO NOT REMOVE THIS LABEL.



EQUIPMENT SET-UP – Scanner

Setting up the Verity Scan

1. Place the ballot box in position (be mindful to select an area near an electrical outlet without potential tripping hazards)
2. Place the Verity Scan on the ballot box, aligning footpads with the indentations. The handle on the Verity Scan must face the front of the ballot box. ▶
3. Reach inside the ballot box and pull the cord down and away from you to lock the lid and the Verity Scan in place. ▶
4. Close and lock the front ballot box door. ▶
5. Open the case and remove the power brick and power cord from the storage compartment. Close the compartment and case.
NOTE: Log the BLUE security seal number from the Verity Scanner vDrive Compartment on all 3 Return Sheets
DO NOT REMOVE SEALS UNTIL POLLS CLOSE▶



EQUIPMENT SET-UP – Scanner (continued)

6. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Scan (flat side up). ▼

IMPORTANT: Do not plug the power cord into the wall yet.



7. Open the Verity Scan case and lock the lid brace in place. ►

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

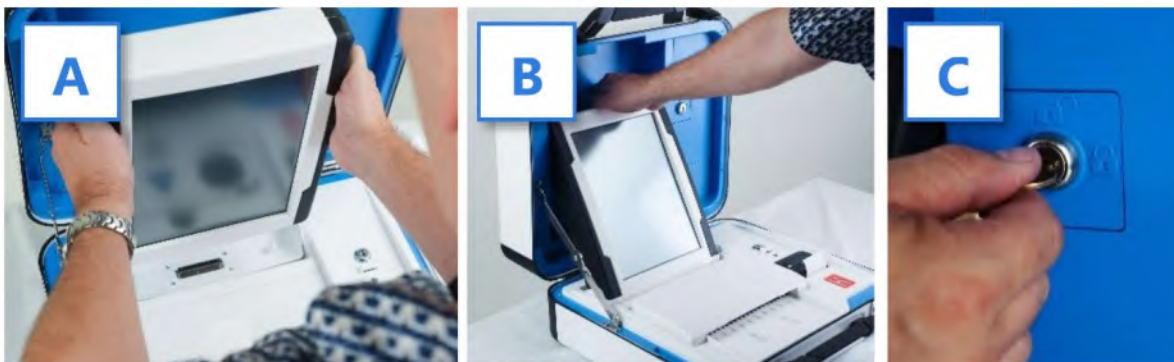


8. Unlock (A), using the key found in the Black/Clear Bag, unlatch (B), and remove (C) the tablet. ▼



EQUIPMENT SET-UP – Scanner (continued)

9. Seat the tablet in the cradle (A), tilt it back (B), and lock it in place (C). ▼



10. Attach privacy screens to each side of the ballot box ▶



11. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present. ▶

12. Press the **RED** button on the back of the Verity Scan to power it on. ▶

- ✧ During the power on process, a Power-On Self Test report will print on Verity Scan printer. This report will indicate any hardware or connection issues; if any issues are noted, call the Voting Machine Warehouse at (610) 874-8780.



EQUIPMENT SET-UP – Scanner (continued)

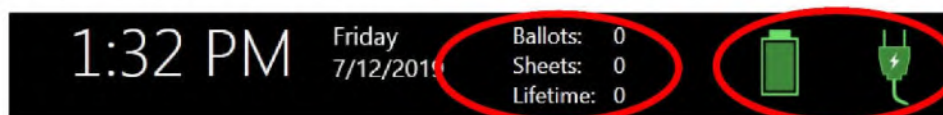
Verity Scan orientation

screen orientation

When powered up, the Verity Scan will display the Print Zero Report screen. ▶



In addition to the date and time, the following appears at the bottom of the screen:



- **Ballots:** The number of ballots scanned and cast on the Verity Scan for the current election; at the start of a voting event, this number should be zero.
- **Sheets:** The number of ballot sheets scanned on the Verity Scan for the current election; at the start of a voting event, this number should be zero.
- **Lifetime:** The number of ballots cast on the Verity Scan for the lifetime of the device (for all elections).
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Scan Power-On Self Test report.

NOTE: *If AC power is not available, the device will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch "If the power is out, touch here to use battery". If a voting session is in progress, this message will not appear until the session is completed.*

When battery power is low, and AC power is disconnected, a warning message will appear on the device screen. Reconnect the device to AC power.

EQUIPMENT SET-UP – Scanner (continued)

opening polls

1. Set up and power on the Verity Scan. **Confirm that you are running on AC power**
2. Select **Print Zero Report**. Print two (2) Zero Reports ▶
3. Wait while the Zero reports print (on the built-in report printer)

Using the Zero report, confirm the following:

- Verify the ballot count total on the Zero report is ZERO
- Verify that the polling place on the report is correct.



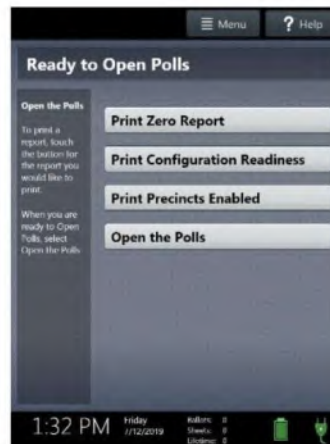
4. Verify that the clock in the bottom left corner of the screen displays the correct time.

IMPORTANT: IF ANY INFORMATION IS INCORRECT CONTACT THE VOTING MACHINE WAREHOUSE AT (610) 874-8780

EQUIPMENT SET-UP – Scanner (continued)

5. Select **Open the Polls** ▶

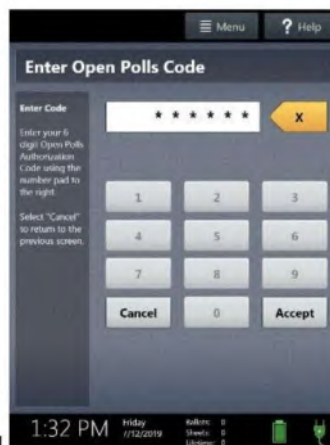
IMPORTANT: Once you open polls, you can no longer print a Zero report.



6. Enter the Open Polls Code, found in the Black/Clear Bag, and then select **Accept**.

The Open Polls report will print. ▶

Wait while the Open Polls report prints.



7. Use info on the Zero Reports to fill out all three (3) copies of the Return Sheets with TouchWriter serial number and lifetime counter where indicated on Certificate 1.

8. Sign and place one (1) Zero Report in the Machine Warehouse Envelope (Aqua)

Sign and place one (1) Zero Report in the Minority Inspector Envelope (Pink)

Place the Open Polls Report in the Machine Warehouse Envelope (Aqua)



WORKING WITH VOTERS

BALLOTS

- ▶ Regular ballots (found in sealed box(es) inside equipment cage) or printed from the TouchWriter.
 - **TIME-SAVING TIP!** Keep the ballots separated and wrapped until needed for easy counting when polls close.
- ▶ Provisional ballots (found in Blue Poll Bag) or printed from the TouchWriter.
- ▶ Absentee ballots being surrendered (can be remitted so that voter may receive and vote a regular ballot).
- ▶ Mail-in ballots being surrendered (can be remitted so that voter may receive and vote a regular ballot).
- ▶ Completed Absentee/Mail-In ballots:
 - Voter may surrender the ballot and bar-coded envelope and vote on a new ballot in person, OR:
 - Deliver the sealed mail-in ballot at a secure Delaware County Drop Box by 8:00PM on Election Day.


Delaware County Election Day Guide

BLUE POLL BOOK – VOTER CHECK-IN PROCEDURE

USE BLACK OR BLUE INK ONLY WHEN FILLING OUT BOOKS.

1. Ask the Voter for their name. Repeat the name aloud for the election watchers.
PRIMARY NOTICE: Announce party affiliation to ensure the voter gets the proper ballot. Do not announce party to the entire precinct. It is for poll worker accounting ONLY.
2. Using the alphabetical guide in the lower right corner, find the voter's name in the book.
 - If name is NOT found:
 - check "Supplemental List" in front of the poll book.
 - check the back of the poll book (after letter Z) for a list of "Ballots Cast/Not Eligible" voters. This indicates voters that returned ballots before the poll books were printed. Not all precincts will have this list.
 - If name is found on supplemental list, Go to Step 3 below.
 - If name is NOT found on supplemental list, proceed to [Exceptions](#) (Page 39).
3. When name is found, ask voter to confirm the address as printed in the poll book. You MUST take appropriate action for any MESSAGE that appears in the new signature box (see [Poll Book Quick Reference Guide](#) for examples).
 - If address is not confirmed, YOU MUST call Voter Reg (610) 891-4659 before issuing a ballot.
4. Cover the pre-printed signature, and present the poll book to the voter.
5. Identify the new signature box and have the voter sign in the box. Signatures must be in **BLUE** or **BLACK** ink only.
6. Pull the poll book and compare the signatures.
 - If signatures match, go to Step 7.
 - If signatures do not match, proceed to [Exceptions](#) (Page 39).
7. PRINT the name of the voter on the **YELLOW** carbonless numbered list of voters. REMINDER: Be sure to use the cardboard insert provided at the back of the pad to separate sheets (groups of 2).

Delaware County Election Day Guide

- Do not place the voter's name on this list until verified to vote.
 - **PRIMARY ELECTIONS** - Print "D", "R" or "N" to the right of the voter name for party affiliation.
 - **Do not print provisional voter names on the yellow Numbered List of Voters. Provisional voters must be printed on the green Numbered List of Provisional Voters.**
 - In the event a voter is accidentally added to the Numbered List of Voters, print an asterisk (*) next to the name and draw a line through the name. DO NOT REUSE THIS LINE. This will help identify discrepancies on the Return Sheet at the end of the night. If they signed in the poll book – cross that signature out as well as the initial and number on the left side of the poll book.
8. Record the Voter's Number (assigned by the carbonless numbered list of voters) on the "Voter #" line above the voter's original signature. See initial area circled in red on the [Poll Book Quick Reference Guide](#).
 9. Record YOUR initials on the line marked "*Insp. Int*" above the voter's original signature.
 10. The voter may now vote. Give the voter a ballot, pen, and ballot privacy sleeve.
 - PRIMARY ELECTIONS – Voters **must** vote on the ballot that matches the party affiliation listed in the poll book. Be sure to give voters the correct ballot.
 - GENERAL ELECTIONS – Remind voters that they cannot vote straight party and must select each candidate individually on the ballot.
 11. Direct the voter to the privacy booth to mark ballot. Then proceed to the ballot scanner for tabulation. Each ballot sheet must be scanned separately.
-  **BALLOT MARKING DEVICE TOUCHWRITER:** If the voter is unable to vote by marking paper ballot, direct them to the ADA compliant TouchWriter to mark ballot digitally. The ballot will be printed at the TouchWriter printer and voter will then proceed to the scanner. ANY voter may use the TouchWriter if requested. The TouchWriter may also be used to assist Provisional voters. The machine operator will set up the proper ballot for each voter and is available to help the voter change visibility and audio settings on the machine, if needed.

Delaware County Election Day Guide

BLUE POLL BOOK FLAGS – QUICK REFERENCE GUIDE

Starred voter records (page 13) indicate the correct voter record will be found on the supplemental list.

NORMAL VOTING RECORD NOTE: There are no messages in the signature box. Voter will sign box, poll worker will verify signature. Remember to put the voter number and your initials where indicated within the red circle.

Voter # _____ Insp. Init _____ VOTER, SAMPLE
100 BROAD ST
ANYTOWN, PA 00000
1/1/1960

REP

0961/1/1960 VOTER, SAMPLE

XXXXXXXXXXXXXXXXXXXX

Sample Voter

0000000001

REMIT OR VOTE PROVISIONALLY: This voter has requested an absentee/mail-in ballot. The ballot has not been marked received by the county. This voter **MUST** surrender their ballot and envelope, complete the “*Elector’s Declaration to Surrender*” form or vote provisionally. If voter surrenders absentee/mail-in ballot, treat like **NORMAL VOTING RECORD**.

Voter # _____ Insp. Init _____ DOE, JANE
100 BROAD ST
ANYTOWN, PA 00000
1/1/1990

R

0661/1/1990 DOE, JANE

XXXXXXXXXXXXXXXXXXXX

Jane Doe

REMIT ABSENTEE BALLOT OR
VOTE PROVISIONALLY

BALLOT REMITTED?

0000000001

INACTIVE. Affirmation is required. Voter must fill out the “Affirmation of Elector” form prior to casting a ballot. No ID is needed. Once the form is signed, treat like a **NORMAL VOTING RECORD**.

Digitized Signature Voter Info Assistance Party Voter Signature 5/20/2020 7:12 PM

Voter # _____ Insp. Init _____ DOE, JANE
100 BROAD ST
ANYTOWN, PA 00000
1/1/1990

D

0661/1/1990 DOE, JANE

XXXXXXXXXXXXXXXXXXXX

Jane Doe

INACTIVE: AFFIRM REQ

0000000001

IDENTIFICATION REQUIRED for the voter below. This voter must show ID before voting. Acceptable forms of ID are listed on page 40. Once ID is shown, treat like a **NORMAL VOTING RECORD**. If no ID is shown, voter must cast a provisional ballot.

Voter # _____ Insp. Init _____ VOTER, SAMPLE
100 BROAD ST
ANYTOWN, PA 00000
1/1/1960

DEM

0961/1/1960 VOTER, SAMPLE

XXXXXXXXXXXXXXXXXXXX

Sample Voter

ID REQUIRED

0000000001

ABSENTEE/MAIL-IN BALLOT RECEIVED BY COUNTY. Advise the voter that their ballot has been received by the county and thank them for voting. If they insist on voting again, they may cast a provisional ballot. The provisional will only count if the mail-in ballot is invalidated.

VOTER, SAMPLE JR
100 BROAD ST
ANYTOWN, PA 00000
1/1/1990

REP ABSENTEE - BALLOT CAST/NOT ELIGIBLE

0000000002

Delaware County Election Day Guide


BLUE POLL BOOK – EXCEPTIONS/FLAGS

- 1. Unlisted Voter** - If the VOTER NAME does not appear in the poll book:
 - Call Voter Registration at (610) 891-4659 with the voter present.
 - If authorization is given to the voter, have the voter sign a blank entry located at the end of the alphabetized poll book.
 - Be sure to print all voter information requested in the blank spaces.
 - **Voter Authorization Number** will be provided over the phone from Voter Registration. DO NOT GIVE THE VOTER A BALLOT UNLESS VOTER REGISTRATION HAS PROVIDED YOU WITH AN AUTHORIZATION NUMBER FOR THE VOTER.
- 2. Incorrect Address** - If the address of the voter is not properly listed in the poll book, the voter must complete the **YELLOW AFFIRMATION OF ELECTOR** form in order to vote.
- 3. Signature Verification** - If the signature does not appear to be the same:
 - Verify voter date of birth and address, or
 - Ask for identification (see [acceptable forms of ID](#) on page 40).
- 4. Absentee or Mail-In – Remit/Spoil or Issue Provisional** – Voter was issued an absentee/mail-in ballot that was not returned at time of poll book printing. Voter may:
 - Surrender ballot and return envelope to the Judge of Election to be voided (see instructions on page 44 and complete the *ELECTOR'S DECLARATION TO SURRENDER* form. Voter will then be cleared to sign poll book and vote. OR:
 - Cast a provisional ballot.
- 5. Absentee or Mail-In – Ballot Cast / Not Eligible** – Voter is not eligible to cast a ballot. The mail ballot has been returned to the county election bureau. DO NOT GIVE THIS VOTER A REGULAR BALLOT. THEY ARE ONLY PERMITTED TO CAST A PROVISIONAL BALLOT.
- 6. Inactive: Affirmation Required** – Voter must fill out the **YELLOW AFFIRMATION OF ELECTOR** form prior to casting a ballot. Identification is not required. File these forms in the "Used Affirmation and Assistance Forms" envelope. Return in the [Blue Poll Bag](#) at the end of the night.
- 7. ID Required** – Required if voting for the first time at an election district. Voter must show ID prior to voting. Acceptable forms of ID listed below.

Delaware County Election Day Guide

8. If the voter needs assistance and it is not noted in the poll book, the voter and assistor must complete the **PINK DECLARATION OF THE NEED OF ASSISTANCE TO VOTE** form AND log the assistance in the *ASSISTED VOTER LOG*. File these forms in the “Used Affirmation and Assistance Forms” envelope. Return in the [Blue Poll Bag](#) at the end of the night.

If the voter requests a name, party, or address change – direct the voter to <https://votespa.gov> to submit a change to their voter registration file. The voter may also obtain the form on the county website at delcopa.gov/vote.

Approved Forms of Voter ID	
Photo IDs (ID must be current/valid)	 Non-Photo IDs (Must include voter's name & address)
<ul style="list-style-type: none">▶ PA driver's license/REAL ID card▶ ID issued by Commonwealth▶ ID issued by US government▶ US Passport▶ US Armed Forces ID▶ Student ID▶ Employee ID	<ul style="list-style-type: none">▶ Voter ID card issued by the Election Office▶ Non-photo ID issued by Commonwealth▶ Non-photo ID issued by US government▶ Firearm permit▶ Current utility bill▶ Current bank or credit card statement▶ Current pay check/stub or government pay check/stub

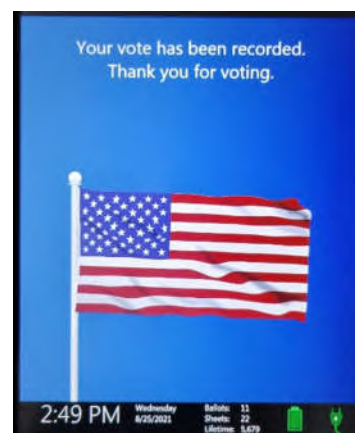
IMPORTANT NOTE: Any voter who is required to show ID and does not have proper ID with them must be issued a provisional ballot.

Delaware County Election Day Guide

BALLOT SCANNER PROCEDURE

**MAINTAIN SAFE DISTANCE WHEN ASSISTING VOTERS AT THE SCANNER.
DO NOT LOOK AT THE BALLOT. NEVER TAKE THE BALLOT FROM THE VOTER.**

1. Instruct the voter to remove the privacy shield (blank sheet of paper or folder) from their ballot and insert the ballot into the scanner.
2. Voter inserts their marked ballot into the scanner as directed by the flashing green arrows (ballots must be fed in short edge first but can otherwise be inserted in any direction).
3. Voter must wait for the scanner to finish processing. "Please wait" message will be displayed on screen.
4. When the scanner has accepted a sheet, the screen will quickly flash the American flag and a brief message on the screen that the vote has been recorded.
5. Thank the voter and direct the voter to the exit.

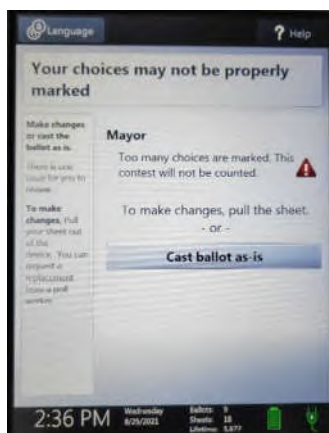


HELPFUL TIP: Throughout the day, check to see if the number of ballots scanned equals the number of voters on the yellow list. Research any discrepancies to ensure proper accounting.

**DO NOT ATTEMPT TO SCAN PROVISIONAL BALLOTS
PROVISIONAL BALLOTS MUST BE PROCESSED BY THE JUDGE OF ELECTION.**

- ✚ If any error messages are displayed, review the message and assist the voter. See an example of the various messages on the next page.
- ✚ **OVERVOTING** – Voter selected more votes in a contest than is allowed. The scanner will reject the ballot and give the voter a choice to cast the ballot as is, or allow the voter to spoil the ballot with a poll worker and fill out a replacement. Overvoted races will not be counted.
- ✚ **UNDERVOTING** – Voter leaves one or more contests blank. The scanner will reject the ballot and give the voter a choice to cast the ballot as is, or take the ballot back to the voting booth to finish marking selections.

SCANNER MESSAGES AND VOTER INSTRUCTIONS



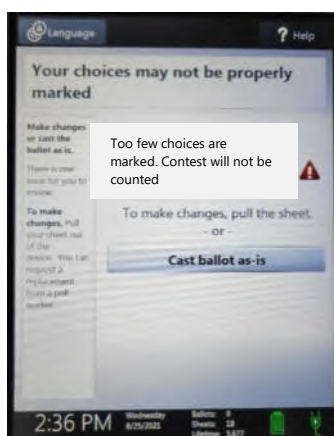
OVERVOTE (for the Mayoral Race in this example)

Too many choices were marked on the ballot.

Offer the following option to the voter:

✚ Spoil the ballot sheet with a poll worker and receive a blank ballot to correct the error.

✚ Cast the ballot as is. The overvoted contest **will NOT** be counted.



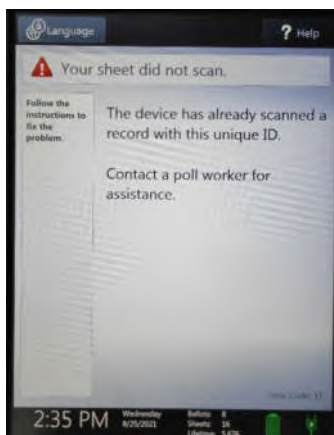
UNDERVOTE (This feature may not be used in all elections.)

A contest on the ballot was left blank or does not contain the maximum number of selections.

Offer the following option to the voter:

✚ Return to the voting booth with ballot, make selections then return to scanner to scan ballot.

✚ Cast the ballot as is. The undervoted contest **will** be counted.



ERROR CODES 6, 11 or 14

Scanning error code number listed in the lower right corner.

✚ Code 11 – This ballot has already been scanned. Take the voter out of line. Record the voter name and contact the DA Hotline at (610) 891-4797. New voters may continue to use the scanner.

✚ Code 6 or 14 - Provisional ballots CANNOT be scanned. Properly file and log provisional votes. See pages 48 for details.

EMERGENCY BALLOT BOX PROCEDURE

If the precinct scanner malfunctions or is not reading ballots properly, follow the procedures outlined on this page. This will allow voters to continue casting ballots and ensure the scanner is repaired correctly.

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

1. Voters will continue to cast their ballots if there is a need to troubleshoot the scanner.
2. Instruct voters to place their ballots in the manual emergency slot located in front of the scanner on the right side of the ballot box.
 - a. Ballots will be collected in a separate bag within the ballot box.
3. Contact the Voting Machine Warehouse (610) 874-8780 to resolve the scanner issue.
4. When the scanner is fully functioning, the bipartisan team of poll workers will do the following to scan ballots:
 - a. Remove all ballots from the emergency bag (use the ballot box key to open the rear door of the scanner).
 - b. Scan all ballots.



IMPORTANT NOTE: In case of an overvote or undervote, select "Cast Ballot As-Is."



HOW TO REMIT (SURRENDER) MAIL-IN/ABSENTEE BALLOT

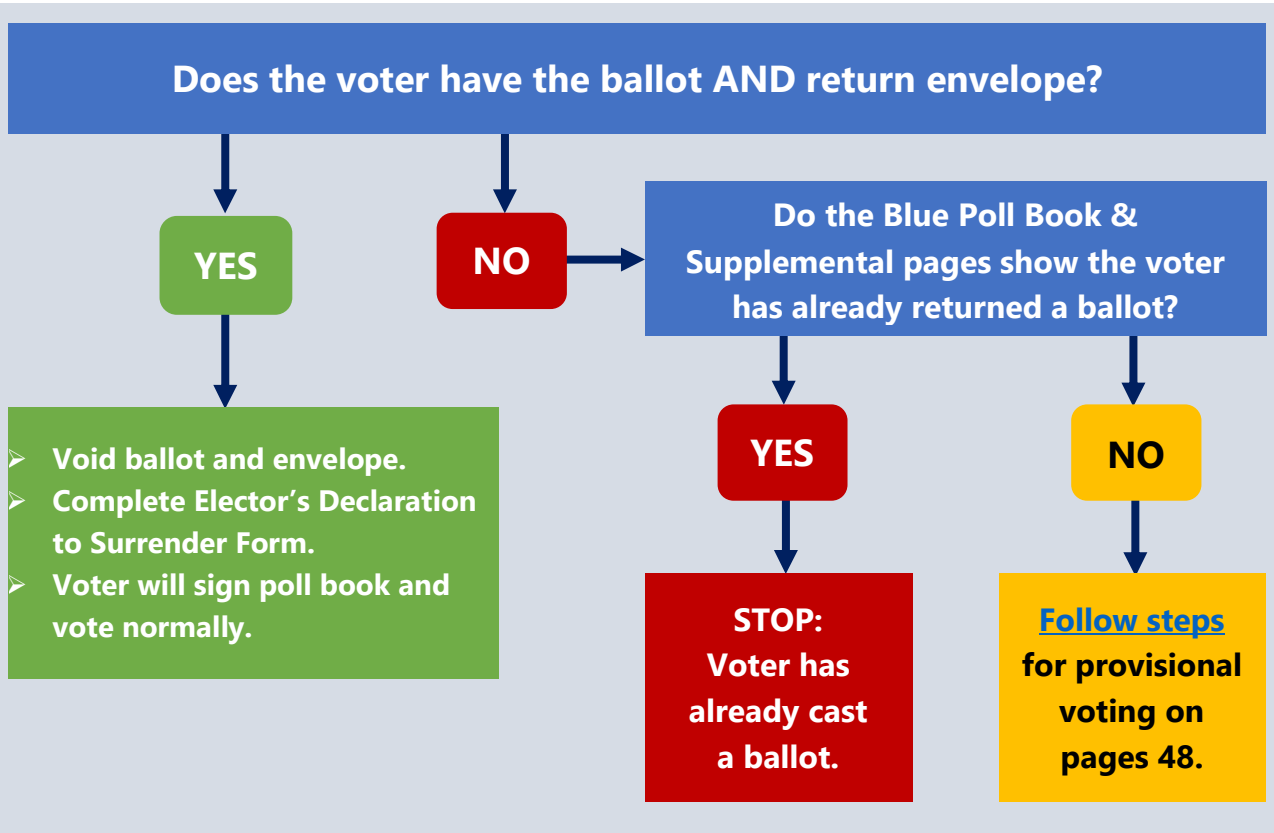
A voter who received an absentee or mail-in ballot, and who wishes to vote in the precinct by regular ballot instead, must complete the following steps:

- ✚ Voter surrenders mail-in or absentee ballot, **ALONG WITH** its return envelope (the barcoded envelope with county mailing address).

NOTE: If voter surrenders a ballot in a sealed return envelope, verify there is a ballot inside while respecting the voter’s privacy.

- ✚ Voter fills out and signs the [ELECTOR’S DECLARATION TO SURRENDER THEIR MAIL BALLOT](#) form (See detailed Declaration instructions on page 45).
- ✚ Judge of Election will write “VOID” on the surrendered ballot and envelope using a pen.

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.




HOW TO FILE SURRENDERED/REMITTED MAIL BALLOTS


Prior to being permitted to sign the poll book and vote in person on Election Day, the voter and Judge of Election must complete the *ELECTOR'S DECLARATION TO SURRENDER THEIR MAIL BALLOT* form. This form is used for Absentee and Mail-In Ballots. Use the instructions below to properly fill out and file the form.

- ✚ Voter must sign and print their name, address, and phone number on the *ELECTOR'S DECLARATION TO SURRENDER THEIR MAIL BALLOT* form (box # 1 shown in yellow below).
- ✚ Judge of Election must date, sign, and print their name on the *ELECTOR'S DECLARATION TO SURRENDER THEIR MAIL BALLOT* form (box # 2 shown in red below).
- ✚ Declaration to Surrender form will be taped to the ballot envelope and all 3 items will be deposited in the *Surrendered/Remitted Ballot Envelope*.
- ✚ The *Surrendered/Remitted Mail Ballot Envelope* will be returned to the county at the end of the night in the [Clear Tote Bag](#).

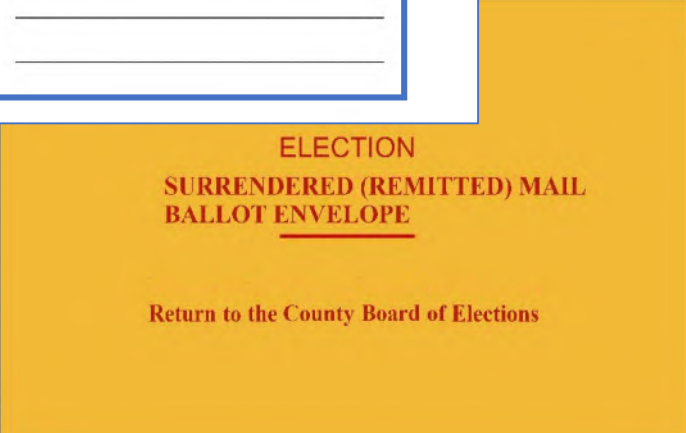
pc2021-REMIT	
Elector's Declaration to Surrender Their Mail Ballot	
I hereby declare that I am a qualified registered elector who has obtained an absentee ballot or mail-in ballot. I further declare that I have not cast my absentee ballot or my mail-in ballot, and that instead I remitted my absentee ballot or mail-in ballot to the Judge of Election at my polling place to be spoiled and therefore request that my absentee ballot or mail-in ballot be voided and I be permitted to vote. I make this declaration subject to the penalties of 19 Pa C.S. § 4904 (relating to unsworn falsification to authorities).	
Date _____ Judge of Election _____ 2 Signature _____ Judge of Election _____ Name _____	Signature _____ Print Name _____ 1 Address _____ _____ Phone No. _____



FOR ABSENTEE & MAIL-IN BALLOTS



USE THIS RETURN ENVELOPE



**ELECTION
SURRENDERED (REMITTED) MAIL
BALLOT ENVELOPE**

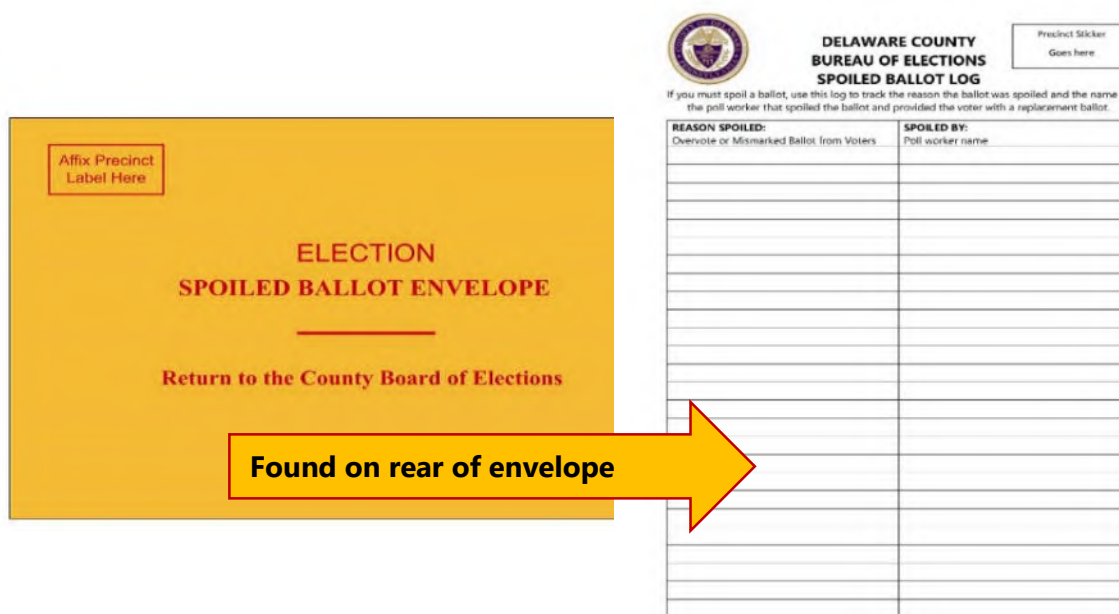
Return to the County Board of Elections

Delaware County Election Day Guide

HOW TO SPOIL A BALLOT

When a voter brings a mismarked or overvoted ballot to the board to be spoiled, complete the following steps:

- ✚ Ask voter to fold their ballot in half.
- ✚ File the folded ballot in the Spoiled Ballots Envelope (pictured below).
- ✚ Fill in the requested information on the *Spoiled Ballot Log* (pictured below and located on the rear side of the envelope).
- ✚ Do not inspect the ballot! Maintain voter privacy and list the "reason spoiled" provided by the voter.
- ✚ **PRIMARY ELECTION NOTE: Be sure to indicate the partisan affiliation of the spoiled ballot on the Spoiled Ballot Log.**



ABANDONED BALLOT PROCEDURE

Regularly scan the polling precinct for abandoned ballots. An abandoned ballot is a ballot forgotten and discarded by the voter. Take the following action with an abandoned ballot:

- ✚ Write "ABANDONED" across the ballot in large print.
- ✚ Place the abandoned ballot in the spoiled ballot envelope – do not log the ballot on the outer envelope.

Delaware County Election Day Guide

HOW TO GUIDE FOR ASSISTANCE TO VOTE (ATV)

Voters that require assistance to vote do NOT need to have it noted in the poll book. When a voter needs assistance, take the following steps:

- ✚ If "ATV" is noted in the poll book, the voter is able to receive assistance and does NOT need to fill out the **PINK DECLARATION OF ASSISTANCE** form.
- ✚ If "ATV" is **not** noted in the poll book, ask the voter to fill out a **PINK DECLARATION OF ASSISTANCE** form. The form (pictured below) must be witnessed and signed by the Judge of Election.
- ✚ All voters receiving assistance to vote MUST be listed on the *RECORD OF ASSISTED VOTERS* form.
- ✚ File used *DECLARATION OF ASSISTANCE* forms in the "Used Affirmation and Assistance Forms" envelope. Return in the [Blue Poll Bag](#) at the end of the night.
- ✚ File the *RECORD OF ASSISTED VOTERS* form in the "Used Affirmation and Assistance Forms" envelope. Return in the [Blue Poll Bag](#) at the end of the night.

NOTE: The voter may choose one person to assist in voting. The individual may not be the Judge of Election, the voter's employer, or an agent or officer of the voter's union.

COUNTY OF DELAWARE BUREAU OF ELECTIONS GOVERNMENT CENTER BUILDING 201 W. FRONT ST. MEDIA, PENNSYLVANIA 19063 (610) 891-4673			
Place Poll			
RECORD OF ASSISTED VOTERS			
Voter ID #	Name of Voter	Reason for Assistance	Name of Person Assistance

Declaration
Of the need of Assistance to Vote

I _____
(Print name and residential address of elector requiring assistance)

by reason of _____
(Print reason for need of assistance) am unable to vote without the assistance

of _____
(Print name and address of person rendering assistance)

Signature or mark of elector _____ Date: _____

WITNESSED BY:

Signature of Witness _____

Signature of Judge of Elections _____

Voting District/Ward/Præinct _____

HOW TO GUIDE FOR PROVISIONAL VOTERS

When checking in the voter, check the poll book and supplemental list to find out if voter is eligible to cast a regular ballot. If the voter's name does not appear in your poll book or supplemental list, the Judge of Election should take this voter out of line and call Voter Registration at (610) 891-4659 to determine the registration status of the voter.

The voter's polling location can be found at <https://votespa.gov>. If voter is registered in another location, direct voter to vote in that polling precinct.

Reminder: Pennsylvania counties are prohibited from counting a provisional ballot cast by a voter registered in another county.

VOTERS MUST CAST A PROVISIONAL BALLOT IF:

- + Voter received, but did not surrender (remit), Absentee/Mail-In ballot and return envelope.
- + Voter name does not appear in the poll book and registration status cannot be determined.
- + Poll book flag notes red "Provisional Only" stamp.
- + Poll book flag notes "ID Required" and the voter is unable to show approved identification (approved forms of ID listed on page 40). First time voter will have 7 days to submit valid ID to Delaware County Voter Registration for approval.
- + In a Primary, the voter insists on voting on a ballot other than the party listed in the poll book. Recommend the voter use the write-in box on the ballot instead, but if they insist, the voter may vote provisionally. Please note, if the party affiliation does not match their voting record, the vote will not be counted.
- + A court order has been issued for the voter.
- + If a voter is at the wrong precinct, and if the voter is unable or unwilling to go to the correct precinct. NOTE: Inform the voter that races will be counted based on the registered precinct so not all voted contests may count.

PROVISIONAL VOTERS DO NOT SIGN THE POLL BOOK.

Provisional voters must be recorded on the GREEN provisional list of voters.

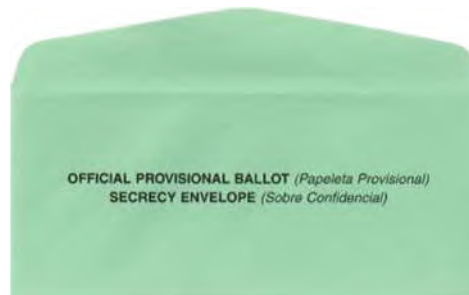
Provisional voters may use the TouchWriter (select Provisional Ballot when activating machine) or handmarked provisional ballot to cast their vote.

Delaware County Election Day Guide

PROVISIONAL BALLOT INSTRUCTIONS

Take the following steps to properly complete and file a provisional ballot.

1. Record the provisional voter name in the GREEN numbered list of voters. DO NOT permit the provisional voter to sign the poll book.
2. Give the voter the WHITE provisional ballot envelope. Direct voter to fill out the upper section of the WHITE provisional ballot envelope.
3. Give the voter a provisional ballot. Voter may use the TouchWriter to generate a marked provisional ballot, if desired.
 - PRIMARY NOTE: Voters must vote on a ballot that matches their party affiliation.
4. Instruct voter to place the ballot in the GREEN secrecy envelope and seal it after completing their ballot.
5. Direct voter to place the GREEN secrecy envelope inside the WHITE provisional ballot envelope and seal the white envelope.
6. Judge of Election will inspect the provisional ballot to ensure the voter has signed the envelope in BOTH sections where indicated on the next page.
7. Judge of Election and Minority Inspector will sign and date the WHITE provisional ballot envelope.
8. Judge of Election must then place the provisional ballot bar-coded receipt sticker in the space provided on the envelope marked AFFIX BALLOT ID NUMBER HERE.
9. Give voter their portion of the receipt, which enables voter to determine the status of their provisional ballot. The receipt is not the only verification method. The voter may also look up provisional status, post-election, by name and date of birth at votespa.gov.
10. Place sealed white provisional ballot envelope in the larger white *Provisional Voting – Return Envelope*, **NOT** in the ballot box.
11. Follow the [Provisional Ballot return instructions](#) on page 78 to properly seal and secure these ballots for return to the County at the end of the night.



Delaware County Election Day Guide

PROVISIONAL BALLOT VISUAL GUIDE

Provisional Ballot/Boleta electoral provisional

Incorrectly filed provisional ballots WILL NOT be counted. Voter must sign twice. FOLLOW ALL INSTRUCTIONS TO ENSURE VOTERS ARE NOT DISENFRANCHISED.

1. Voter Information

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

PRINT VOTER NAME

Print Voter Name

VOTER DATE OF BIRTH

Date of Birth

VOTER PHONE NUMBER

Phone

VOTER EMAIL ADDRESS

Email

2. Voter Affidavit for Provisional Ballot

(Voter must complete and sign in front of election officials BEFORE receiving ballot.)

Please print the address where voter is registered:

VOTER STREET ADDRESS

Address

VOTER CITY / ZIP CODE

City

Zip code

VOTER TWP/MUNI / COUNTY (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



VOTER MUST SIGN

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.)

ONLY FILL OUT IF VOTER

Address (street)

ADDRESS HAS CHANGED

City

Zip code

4. Voter Signature

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

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

Voter, sign or mark here



VOTER MUST SIGN

PRINT VOTER NAME

Voter, Print name here

TODAY'S DATE

Date (MM/DD/YYYY)

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 by an election official

Party (Primary only)

Which Party Ballot is enclosed?

Voter was issued Mail-in ballot

Voter was issued Absentee ballot

Judge of Election will select a box.

JUDGE OF ELECTION MUST SIGN & DATE

Signature of the Judge of Election

Date

MINORITY INSPECTOR MUST SIGN & DATE

Signature of the Minority Inspector

Date

This section is for election officials only

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

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

9" x 12" Open End

Log and file all provisional ballots according to the instructions on page 78.

VOTING WITH THE BALLOT SCANNER

Voting with Verity Scan

Overview: Verity Scan

Verity Scan is a polling place-based scanner used to scan and cast paper ballots whether they are hand-marked, or marked by the Touch Writer

Instructions for hand-marking ballots

1. The voter fills in the selection box to the left of their choices completely using blue or black ink.
2. When the voter has finished marking their ballot, they take the ballot to Verity Scan to cast their ballot.

Scanning ballots with Verity Scan

1. Verity Scan is ready to scan when you see the **Ready to Use** screen. ▶

IMPORTANT: In elections with multi-sheet ballots, voters must receive all sheets for their ballot. Voters should be instructed to scan all sheets of their ballot, even if they have made no choices on a particular sheet.

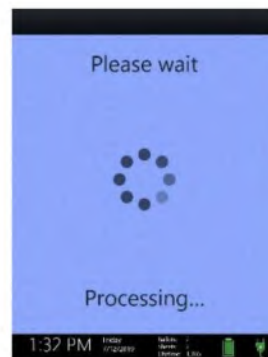


2. The voter removes the ballot privacy sleeve and inserts the voted ballot into Verity Scan. Flashing green arrows indicate the location and direction of the scanner feed. Ballots must be fed short edge first but may otherwise be scanned in any orientation. ▶

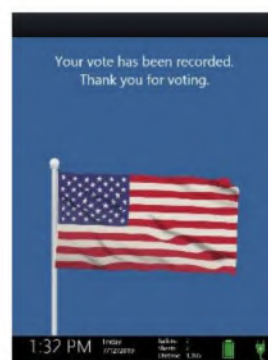


VOTING WITH THE BALLOT SCANNER (Continued)

3. After scanning their ballot, the voter waits a moment while the ballot is processed. ▶



4. The voter's ballot has been cast when Verity Scan displays the American flag. If enabled, an audible chime will also sound. ▶



Verity Scan help and features

The **Help** button is located at the top right of the Verity Scan screen. This button provides the voter with help text for the voting step currently underway. Select **Exit Help** on the bottom right of the Help screen to return to scanning ballots.


If multiple languages are available, Verity Scan will also display a **Language** button in the upper left. Selecting the language button will allow the voter to choose from a list of available languages in which to display any instructions or messages.

troubleshooting

If there is a problem with the Verity Scan, follow the error instructions on the screen. Call the Voting Machine Warehouse at (610) 874-8780 if you cannot solve the error.






VOTING WITH THE BALLOT SCANNER (Continued)

How to Mark a Ballot



To vote, fill in the box to the left of your choice. To vote for a write-in candidate, print the name in the write-in blank and fill in the box. If you make a mistake, ask for a new ballot.

Use only blue or black ink.

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

Undervotes, overvotes, and blank ballots on Verity Scan

If the voter has *overvoted* (marked more than the allowed number of choices in a contest), Verity Scan will prompt the voter to choose whether to:

- a) Remove their ballot and request a new ballot from the poll worker, *or*
- b) Cast their ballot as-is (overvoted contests will not be counted)

If the voter has *undervoted* (left a ballot or contest blank), the voter will be prompted to choose whether to:

- a) Remove their ballot and make changes, *or*
- b) Cast their ballot as-is (blank contests will not be counted)

If the voter needs to spoil a ballot, follow the instructions provided on page 39 of this guide.

Note on Provisional Ballots

- **IMPORTANT: Verity Scan will not accept provisional ballots (preprinted or from the TouchWriter. DO NOT ATTEMPT TO SCAN THESE BALLOTS. Provisionally voted ballots must be returned to the county for processing.**

VOTING WITH THE TOUCHWRITER

Voting with Touch Writer

overview: Verity Touch Writer

Verity Touch Writer is an accessible ballot marking device. On Verity Touch Writer, poll workers will activate a ballot, and then allow the voter to begin voting. When they are finished voting, the voter will print the marked ballot. The voter will cast their ballot into a ballot box to be processed centrally.

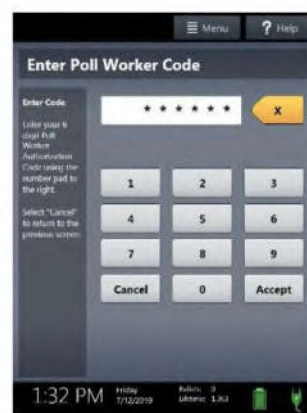
activating a ballot

1. When the device is ready to be used for marking ballots, the "Ready for Use" screen will display.
2. Press and hold your finger on the **Ready for Use** button to continue (or, alternately, press the blue poll worker button on the back of the Touch Writer). ▶



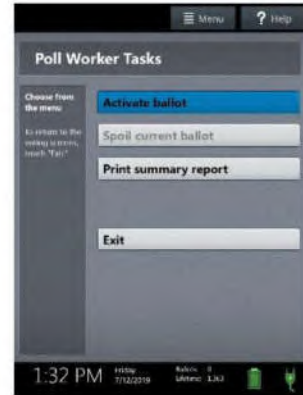
3. Enter the Poll Worker Code and select **Accept**. ▶

NOTE: Visually impaired voters may need help navigating these visual menus. Poll workers are permitted to help with machine menu navigation so the voter can vote independently using the touchscreen, headset or other plug in device.



VOTING WITH THE TOUCHWRITER (Continued)

4. Select **Activate ballot.** ▶



5. Choose the correct precinct from the list and select **OK**. Most Delaware County precincts will be locked for one precinct only. ▶

- *PRIMARY ELECTIONS* - After choosing the precinct, select the Party.



6. Confirm the selections you have made, and then select **Yes, activate this ballot.** ▶

- If the precinct and/or party are incorrect, select **No, cancel** to return to the main menu.
- To activate a provisional ballot, select **Mark as provisional**

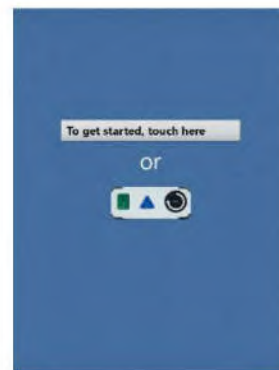


VOTING WITH THE TOUCHWRITER (Continued)

Marking ballots with Verity Touch Writer

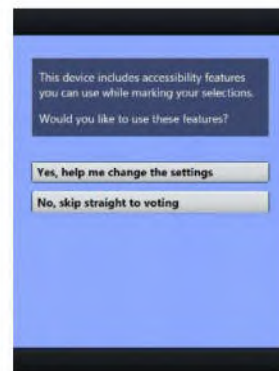
1. The voter selects **To get started, touch here** (or turns the Move wheel on Verity Access clockwise). ▶

- If multiple languages are available, a “get started” button will appear in multiple languages. The voter selects the button with their preferred language.
- The language selected applies to both the device instructions and the ballot.
- The language settings can be changed at any time by accessing the language menu



2. The voter chooses whether they would like to use the Verity Access accessibility features. ▶

- If the voter chooses **Yes, help me change the settings**, they will proceed to the next step.
- If the voter chooses **No, skip straight to voting**, they will be taken to the About Your Ballot screen



VOTING WITH THE TOUCHWRITER (Continued)

3. The voter selects whether to use the screen, audio, or both to complete their ballot, and then adjusts their audio and/or screen settings.
 - If the voter chooses to use both the screen and audio, they will then be walked through the audio settings and screen settings before proceeding. The voter selects **OK, it sounds good/OK, it looks good** in the bottom right to proceed.
 - If the voter chooses to use the screen only and turn off the audio, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will then be walked through the screen settings before proceeding. The voter selects **OK, it looks good** in the bottom right to proceed.
 - If the voter chooses to use the audio only, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will proceed through their ballot using the Access device with headphones. The voter can **select Touch here to enable the screen** to turn the screen display on at any time.
4. The voter is presented with three screens of instructions that orient them to the Touch Writer device. The voter can select **Next** to view each instructional page or select **Skip Instructions** to go to their ballot.
 - On the last page of instructions, the voter selects **Start** in the bottom right to begin marking their ballot.
 - The Language, Audio, and Screen settings and the Help button are also available



VOTING WITH THE TOUCHWRITER (Continued)

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



6. The voter makes their choices; The voter can make ballot choices using the touchscreen, or by using the Move wheel and Select button on the Verity Access. ▶

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



7. When the voter has reached the end of the ballot, the **Review your ballot** screen appears.

The voter can select a specific contest to return to that contest, or select **Return to ballot** to go to the last contest visited.

8. After reviewing and confirming their choices, the voter selects **Print** to print the ballot. ▶



VOTING WITH THE TOUCHWRITER (Continued)

9. The voter selects **Yes, print my ballot.** ▶

NOTE: If a visually impaired voter, using the headset is stuck, remind the voter to move the wheel clockwise until the voice activation menu is reactivated.



10. The voter retrieves the printed ballot from the laser printer next to their Verity Touch Writer. ▶
 - The voter will take their printed ballot to the Verity Scan to cast their vote.



making write-in choices

To vote for a write-in candidate on the ballot:

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

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

printing blank ballots

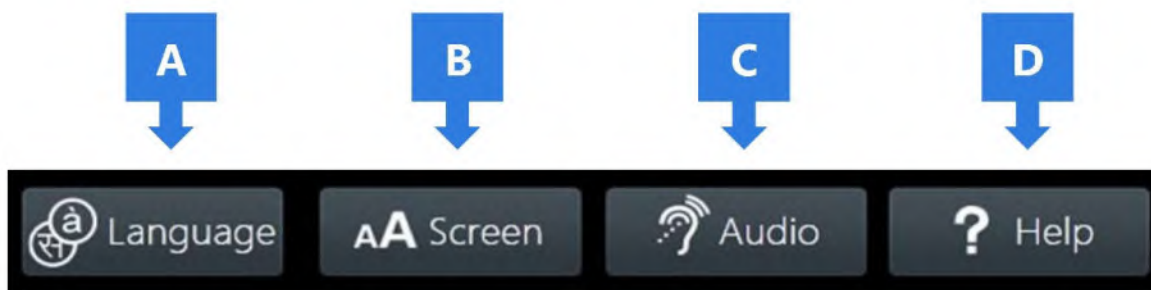
If the voter has marked no choices and selects the Print button, Verity Touch Writer will ask the voter to confirm before printing the blank ballot.

VOTING WITH THE TOUCHWRITER (Continued)

Verity Touch Writer help and features

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

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



troubleshooting

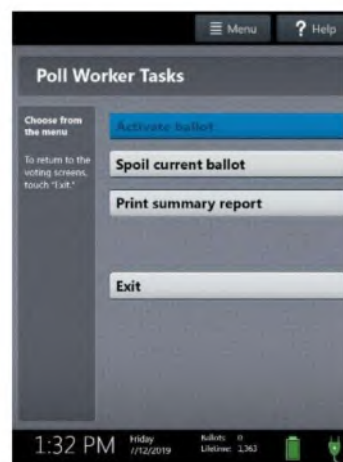
If there is a problem with the Touch Writer, follow the error instructions on the screen or contact the Voting Machine Warehouse at (610) 874-8780 for assistance.

VOTING WITH THE TOUCHWRITER (Continued)

spoiling a ballot on Verity Touch Writer

The Spoil Current Ballot menu allows you to spoil (discard) the current active ballot before it is printed.

1. Press the *blue* poll worker button on the back of the Verity Touch Writer.
2. Enter the Poll Worker Code and select **Accept**.
3. Select **Spoil current ballot**. ▶



4. Select **Yes, spoil the ballot**.

5. Select **OK**. There is no need to file paperwork for spoiled ballots that are not printed.

spoiling printed paper ballots

To spoil a ballot that has already been printed from Verity Touch Writer, or to spoil a preprinted paper ballot, do the following:

- Voter will fold ballot for privacy and surrender the ballot to the pollworker
- Poll worker will deposit spoiled ballot in the spoiled ballot envelope and fill out the "Spoiled Ballot Log" on the envelope
- Poll worker will issue a blank ballot to the voter



CLOSING THE POLLS

- ▶ Polls must stay open until all voters in line at 8:00PM have voted.
- ▶ DO NOT close the polls before 8:00PM. Once polls have closed, they cannot be reopened.
- ▶ All supplies marked **Return to County** on pages 78, 79 & 80 MUST be returned to your assigned drop-off site immediately after completing the closing process.

TIME-SAVING TIP! If you are missing any items, you will be required to return to your polling location to collect those items. Be sure to review pages **78, 79 & 80** to avoid having to make two trips!

CLOSING THE POLLS – VERITY SCANNER

Check the emergency ballot bag in the ballot box for any ballots prior to shutting down the machine.

How to print and file the machine tapes from the scanner and close down the device after polls close.

1. Press the **BLUE** poll worker button on the back of the Verity Scan.
2. Select **Close Polls**.
3. Select **Yes, Close the polls**.

IMPORTANT: DO NOT CLOSE THE POLLS UNTIL 8:00PM SHARP OR UNTIL ALL VOTERS IN LINE AT 8:00PM HAVE VOTED.

Once Polls have been closed, they cannot be reopened. Call Voting Machine Warehouse (610) 874-8780 with any problems.

4. Enter the Close Polls Code and select **Accept**.

THE POLLS ARE NOW CLOSED.

The Close Polls report will print automatically.

5. Sign and file the Close Polls report in the *Machine Warehouse Envelope* (Aqua).



Helpful Tips: Machine tapes will be long. Some may be over 6 feet. Take care to roll or fold machine tapes so you can access information when filling out the return sheets.

When printing multiple copies of machine report tapes, you may mark the upper-right corner of the tape with the copy number to keep track.

Machine tape replacement instructions are noted on page 69 if additional rolls of report tape are needed.



CLOSING THE POLLS – VERITY SCANNER (Continued)

6. Select **Print Tally**. Wait for the report to print.
 - Repeat this step until you have a total of five (5) Tally reports.
7. Select **Print Write-In Report**. Wait for the report to print.
8. Election officials must sign ALL machine tape reports and file as instructed below:



- ▶ One (1) Tally & one (1) Write-In report will be taped to the Return Sheet posted at the precinct.
 - Be sure the tally totals are visible from the outside of the precinct when publicly displaying the precinct Return Sheet at the polling location.
- ▶ One (1) Tally report will be taped to the Return Sheet and placed in the *Minority Inspector Envelope* (Pink).
- ▶ One (1) Tally report will be taped to the Return Sheet and placed in the *Machine Warehouse Envelope* (Aqua).
- ▶ One (1) Tally report will go to the Republican Party Representative.
- ▶ One (1) Tally report will go to the Democratic Party Representative.

CLOSING THE POLLS – VERITY SCANNER (Continued)

9. After printing reports, press the **RED** power button on the back of the Verity Scanner to power it off.
 - **IMPORTANT: Wait for Scanner to be completely powered down and showing a black screen before removing the tablet. Unlock and unlatch the tablet from the cradle. When storing, make sure to lock tablet in with the key and pull blue latch down to secure it in place.**
 - **NOTE:** The Verity power cord has a locking connector. When inserting the connector into a Verity device, it will make a soft “click.” To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity device, and slide back the sleeve. This will unlock the connection so the cord may be removed.
10. **Follow instructions on page 68 to remove vDrive.**



- **vDrive must be removed and secured.**
- **Secure the vDrive in the Tyvek security envelope.**
- **Seal the security envelope.**
- **Judge of Election and poll workers will sign the security envelope. Sign across the opening envelope flap as instructed.**
- **Place Tyvek envelope in the [Clear Tote Bag](#) pocket for swift confirmation when returning election supplies.**

CLOSING THE POLLS – VERITY TOUCHWRITER

How to print and file the machine tapes from the TouchWriter and close down the device after polls close.

1. Press the **BLUE** poll worker button on the back of the TouchWriter.
2. Select **"Menu"** in the upper left corner of the screen.
3. Select **Close Polls**.
4. Select **Yes, Close the polls**.

IMPORTANT: DO NOT CLOSE THE POLLS UNTIL 8:00PM SHARP OR UNTIL ALL VOTERS IN LINE AT 8:00PM HAVE VOTED.

Once Polls have been closed, they cannot be reopened.

5. Enter the Close Polls Code and select **Accept**.

THE POLLS ARE NOW CLOSED.

The Close Polls report will print automatically.

6. Sign and file the Close Polls report *Machine Warehouse Envelope* (Aqua).
7. Select **Print Ballot Count**. Wait for the report to print.
8. Sign and file the Ballot Count Report in the *Minority Inspector Envelope* (Pink).

▶ One (1) Close Polls Report will go in the *Machine Warehouse Envelope* (Aqua).

▶ One (1) Ballot Count Report will go in the *Minority Inspector Envelope* (Pink).



CLOSING THE POLLS – VERITY TOUCHWRITER (Continued)

9. After printing reports, press the **RED** power button on the back of the Verity TouchWriter to power it off.
 - **IMPORTANT: Wait for TouchWriter to be completely powered down and showing a black screen before removing the tablet. Unlock and unlatch the tablet from the cradle. When storing, make sure to lock tablet in with the key and pull blue latch down to secure it in place.**
 - **NOTE:** The Verity power cord has a locking connector. When inserting the connector into a Verity device, it will make a soft “click.” To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity device, and slide back the sleeve. This will unlock the connection so the cord may be removed.

11. **Follow instructions on the next page to remove vDrive.**



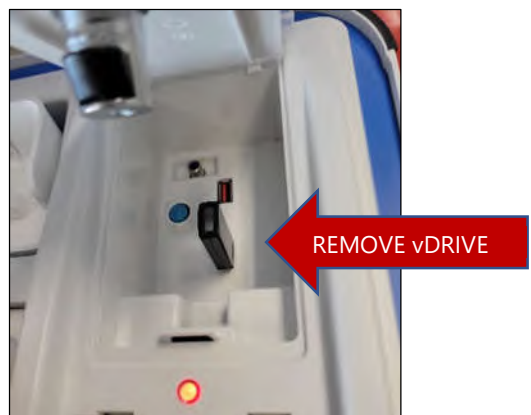
- **vDrive must be removed and secured.**
- **Secure the vDrive in the Tyvek security envelope.**
- **Seal the security envelope.**

- **Judge of Election and poll workers will sign the security envelope. Sign across the opening envelope flap as instructed.**
- **Place Tyvek envelope in the Clear Tote Bag pocket for swift confirmation when returning election supplies.**

CLOSING THE POLLS – VDrive Removal

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

1. Break security seal on vDrive compartment.
 - Deposit seal in Machine Warehouse envelope (Aqua).
2. Unlock and open the vDrive compartment.
NOTE: The key used to open vDrive compartment door is not the same key used to lock the tablet in place.
3. Remove the vDrive from the USB slot.
4. Store the vDrive in the Tyvek Security Envelope.
 - Add Scanner and TouchWriter vDrives to envelope.
 - Seal the envelope.
 - Have ALL poll workers sign their names over the sealed envelope flap.
 - Place Tyvek envelope in the [Clear Tote Bag](#) pocket for swift confirmation upon delivery.
5. Add **BLUE** Security Seal (stored in plastic manifest sleeve attached to cage door) to the vDrive compartment for the Scanner and TouchWriter before closing equipment.



CLOSING THE POLLS – REPLACING REPORT TAPE IF NEEDED

Machine tape replacement

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



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



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



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



CLOSING THE POLLS – WRITTEN PROCEDURE GUIDE

SEAL COLOR	SECURITY SEAL LOCATION	SEAL PLACEMENT AT POLL CLOSING
White (1)	Blue Poll Bag	Blue Poll Bag
Green (1)	Black/Clear Bag	Verity Scanner Ballot Bag
Blue (3)	Equip cage blue supply bag	vDrive compartment on Scanner & TouchWriter Printer port on rear of TouchWriter
Red (1)	Equip cage blue supply bag	Equipment cage

- ✚ Power down the Scanner and TouchWriter.
- ✚ Remove vDrives from devices as shown on page 68.
- ✚ Seal Ballot Bag using the **GREEN** security seal found in the Black/Clear bag.
 - Record security seal number on all [Return Sheets – Certificate 2](#).
- ✚ Seal Equipment using **BLUE** security seals and record the seal numbers on all [Return Sheets – Certificate 2](#).
 - Red and blue security seals are stored in manifest sleeve attached to cage door.
 - Use **BLUE** security seals for the vDrive compartment of Scanner and TouchWriter.
 - DO NOT seal handles of equipment.
 - Seal goes through hole directly under lock used for vDrive removal. See photo on right.
 - Use **BLUE** security seal on the rear printer port of TouchWriter.
- ✚ Pack equipment into cage, using photo guide in plastic manifest sleeve to assist.
- ✚ Unused ballots must be counted.
 - Record remaining ballot count on all [Return Sheets – Certificate 3](#).
 - Counted, unused ballots will be stored in the cardboard ballot box(es).
 - Repack cardboard ballot box(es) on top shelf of equipment cage.
- ✚ Separate the carbonless *Numbered List of Voters booklets* (normal & provisional) and record the total number of voters on all [Return Sheets – Certificate 2](#).
 - Top sets (white) will be filed in the *Machine Warehouse Envelope* (aqua).
 - Bottom sets (yellow and green) will be filed in the *Minority Inspector Envelope* (pink). Complete the Provisional Ballot Return Envelope. See details on page 78.
- ✚ Bundle all marked Provisional Ballots with the return envelope.
- ✚ Store the marked Provisional Ballots in the [Blue Poll Bag](#) with poll books and manilla used and unused forms envelopes as instructed on page 78.



Delaware County Election Day Guide

- ✚ Apply **WHITE** security seal on the Blue Poll Bag and record the seal number on all [Return Sheets](#).
- ✚ Complete all Return Sheets using the step-by-step guide beginning on page 72.
 - [Return Sheet Certificate 1 - Filled out at poll opening – page 73.](#)
 - [Return Sheet Certificate 2 - Poll Closing – Voter Tally – page 74.](#)
 - [Return Sheet Certificate 3 - Poll Closing – Paper Ballot Audit – page 75.](#)
- ✚ Explain any accounting errors/numbered list of voter discrepancies, in writing, on the notes box on the front of the return sheet.
- ✚ All poll workers must print and sign their names on all Return Sheets.
- ✚ Completed return sheets will be submitted to the following locations:
 - Posted in precinct – visible from outer door or window.
 - Post the Return Sheet with the write-in report attached to the precinct window.
 - Photos may be taken of the Return Sheet and write-in report.
 - Machine Warehouse Envelope (Aqua).
 - Minority Inspector Envelope (Pink).
- ✚ Pack up all materials for return according to the picture guides on pages 78-80.
- ✚ Seal equipment cage using the **RED** security seal (DO THIS LAST).

Delaware County Election Day Guide

SAMPLE RETURN SHEET

PRECINCT NAME DELAWARE COUNTY - RETURN SHEET
WARD/BLOCK PRIMARY
Mail merge or sticker TUESDAY MAY 17, 2022

Attach Machine Tape Here

Affix Machine Tapes Here

SEE PAGE 70

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			
Verity TouchWriter			

RED Seal # on Cage: _____ BLUE Seal # Back of TouchWriter: _____

RETURN SHEET COPY
 Please check box to indicate which return sheet this is. Follow instructions for each sheet.

1 - Voting Machine Warehouse ATTACH- Tally Tape FILE-Machine Warehouse Envelope	<input type="checkbox"/>
2 - Minority Inspector ATTACH- Tally Tape FILE-Minority Inspector Envelope	<input type="checkbox"/>
3 - Precinct Posting ATTACH- Tally & Write-In Tapes FILE-Precinct door or window. Must be visible from the outside of precinct.	<input type="checkbox"/>

Select box to indicate copy.

Precinct Posting MUST include "Write-In Report" & "Tally Report" machine tapes.

IMPORTANT NOTE:
 "Total # Voters" box will match the "Ballot Counter" box.

If the numbers do not match, explain the reason for error in the discrepancy box to the right of certificate 3.

SEE PAGE 71

POLL CLOSING - CERTIFICATE 2
 After you close the polls, record these numbers from the equipment, tapes, and numbered lists 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			
Verity TouchWriter			

RED Seal # on Cage: _____ BLUE Seal # Back of TouchWriter: _____

TOTAL # VOTERS: From carbonless list _____ **# PROVISIONAL VOTERS: From carbonless list** _____

Notes on discrepancy or other important items:

SEE PAGE 72

This section is required for printed ballot accounting. This must include any ballots printed from the TouchWriter or any delivered from the County if needed.

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

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

	DEMOCRATIC	REPUBLICAN	THIRD PARTY
Total ballots received in cage (printed on paper ballot box)			
Additional ballots from county			
Ballots printed in precinct (See TouchWriter poll close report)			
Total of unused ballots (Count remaining at poll close)			
Total spoiled ballots (Refer to spoiled ballot envelope)			

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

Scanner Ballot Bag Seal # _____
 Contains all scanned paper ballots

Blue Poll Bag Seal # _____
 Contains all cast provisional votes

RECORD WORKER NAMES/SIGN HERE

We, the undersigned Election Officials, certify that we have followed all procedures prescribed by law, before and after the Election.

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

Delaware County Election Day Guide

CLOSING THE POLLS – RETURN SHEET (CERT 1)

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	2	4	5
Verity TouchWriter			
RED Seal # on Cage:	1	BLUE Seal # Back of TouchWriter:	3



Equip. Cage with Red Security Seal



Blue Security Seals from Scanner and TouchWriter vDrive Compartments.



Blue Security Seals from Printer Port on TouchWriter (rear near power button).

Name of Device →
Serial Number (last 6 numbers)

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

Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verity Scan	4
S/N: S1903221810	
Version: 2.3.1	
Ballot Counter: 0	
Lifetime Counter: 5689	5
Open Polls Report	

Election Header	
Poll Worker Training - General	
Election Date: 10/31/2021	
Delaware County, Pennsylvania	
Delco Elementary School	
Election Day	
Verity Touch Writer	4
S/N: W1913547412	
Version: 2.3.4	
Ballot Counter: 0	
Lifetime Counter: 77	5
Open Polls Report	

Open Polls Report—Machine Tapes from Scanner and TouchWriter

Delaware County Election Day Guide

CLOSING THE POLLS – RETURN SHEET (CERT 2)

POLL CLOSING - CERTIFICATE 2			
After you close the polls, record these numbers from the equipment, tapes, and numbered lists of voters.			
ELECTION EQUIPMENT	BLUE Seal Number vDrive Compartment Seal when Repacking	BALLOT COUNTER from Machine Tape	Lifetime Counter from Machine Tape
Verity Ballot Scanner	1	BALLOT COUNT	3
Verity TouchWriter			
RED Seal # on Cage:	See Cert 1 for Inst. Pics	BLUE Seal # Back of TouchWriter:	See Cert 1
TOTAL # VOTERS: From carbonless list	Final # Line Used	# PROVISIONAL VOTERS: From carbonless list	Final # Line Used



Blue Security Seals from Scanner and TouchWriter vDrive Compartments.

NUMBERED LIST OF VOTERS			
	EMPTY		EMPTY
	BETWEEN		BETWEEN
1.	33.		65.
2.	34.		66.
3.	35.		67.
4.	36.		68.
5.	37.		69.
6.	38.		70.
7.	39.		71.

Record the last number displaying a voter from carbonless list on the return sheet. Subtract for any lines that were crossed out and unused.

Total # Voters box will match the Ballot Count box.
If the numbers do not match, explain the reason for error in the discrepancy box on the right side of the return sheet.

3	<table border="1"> <thead> <tr> <th colspan="2">Election Header</th> </tr> </thead> <tbody> <tr> <td colspan="2">Poll Worker Training - General</td> </tr> <tr> <td colspan="2">Election Date: 10/31/2021</td> </tr> <tr> <td colspan="2">Delaware County, Pennsylvania</td> </tr> <tr> <td colspan="2">Delco Elementary School</td> </tr> <tr> <td colspan="2">Election Day</td> </tr> <tr> <td colspan="2">Verity Scan</td> </tr> <tr> <td colspan="2">S/N: S1903221810</td> </tr> <tr> <td colspan="2">Version: 2.3.1</td> </tr> <tr> <td>Ballot Counter:</td> <td style="text-align: right;">43</td> </tr> <tr> <td>Lifetime Counter:</td> <td style="text-align: right;">5732</td> </tr> <tr> <th colspan="2">Close Polls Report</th> </tr> </tbody> </table>	Election Header		Poll Worker Training - General		Election Date: 10/31/2021		Delaware County, Pennsylvania		Delco Elementary School		Election Day		Verity Scan		S/N: S1903221810		Version: 2.3.1		Ballot Counter:	43	Lifetime Counter:	5732	Close Polls Report		<table border="1"> <thead> <tr> <th colspan="2">Election Header</th> </tr> </thead> <tbody> <tr> <td colspan="2">Poll Worker Training - General</td> </tr> <tr> <td colspan="2">Election Date: 10/31/2021</td> </tr> <tr> <td colspan="2">Delaware County, Pennsylvania</td> </tr> <tr> <td colspan="2">Delco Elementary School</td> </tr> <tr> <td colspan="2">Election Day</td> </tr> <tr> <td colspan="2">Verity Touch Writer</td> </tr> <tr> <td colspan="2">S/N: W1913547412</td> </tr> <tr> <td colspan="2">Version: 2.3.4</td> </tr> <tr> <td>Ballot Counter:</td> <td style="text-align: right;">6</td> </tr> <tr> <td>Lifetime Counter:</td> <td style="text-align: right;">3 → 83</td> </tr> <tr> <th colspan="2">Close Polls Report</th> </tr> </tbody> </table>	Election Header		Poll Worker Training - General		Election Date: 10/31/2021		Delaware County, Pennsylvania		Delco Elementary School		Election Day		Verity Touch Writer		S/N: W1913547412		Version: 2.3.4		Ballot Counter:	6	Lifetime Counter:	3 → 83	Close Polls Report	
Election Header																																																		
Poll Worker Training - General																																																		
Election Date: 10/31/2021																																																		
Delaware County, Pennsylvania																																																		
Delco Elementary School																																																		
Election Day																																																		
Verity Scan																																																		
S/N: S1903221810																																																		
Version: 2.3.1																																																		
Ballot Counter:	43																																																	
Lifetime Counter:	5732																																																	
Close Polls Report																																																		
Election Header																																																		
Poll Worker Training - General																																																		
Election Date: 10/31/2021																																																		
Delaware County, Pennsylvania																																																		
Delco Elementary School																																																		
Election Day																																																		
Verity Touch Writer																																																		
S/N: W1913547412																																																		
Version: 2.3.4																																																		
Ballot Counter:	6																																																	
Lifetime Counter:	3 → 83																																																	
Close Polls Report																																																		

Scanner and TouchWriter Close Polls and Tally Tapes will be long. These tapes show a record of all votes cast.
Remember to sign the bottom of all machine tapes where indicated.

CLOSING THE POLLS – RETURN SHEET (CERT 3)

PAPER BALLOT AUDIT - CERTIFICATE 3			
Fill out at poll closing with all paper ballot numbers. Record seal numbers used for the live ballots where indicated below.			
	DEMOCRATIC	REPUBLICAN	THIRD PARTY
Total ballots received in cage (printed on paper ballot box)	1	1	1
Additional ballots from county	Use only if additional ballots were delivered		
Ballots printed in precinct (See TouchWriter poll close report)	2	2	2
Total of unused ballots (Count remaining at poll close)	3	3	3
Total spoiled ballots (Refer to spoiled ballot envelope)	4	4	4
You must record these security seal numbers. Print numbers clearly.			
Scanner Ballot Bag Seal # Contains all scanned paper ballots	Ballot Bag Security Seal		
Blue Poll Bag Seal # Contains all cast provisional votes	Blue Poll Bag Security Seal		

Review the Close Polls or Ballot Count Tape from the **TouchWriter** for the number of ballots printed in precinct.

Paper Ballot Box:

Record the total number of ballots received in box

1

After the close of polls:

Count all unused ballots and record this number in box

3

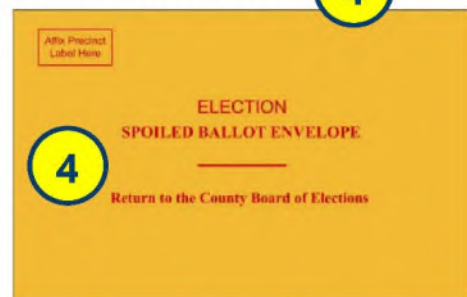
Democratic Party	Pct	Total
TRAINER Upper		3
Total		3
Republican Party	Pct	Total
TRAINER Upper		2
Total		2
Nonpartisan Party	Pct	Total
TRAINER Upper		1
Total		1

Count the number of spoiled ballots using the log on the envelope.

Primary Election Tip: Don't forget to note party affiliation.

Record the number in box

4



Total # on Box by Party



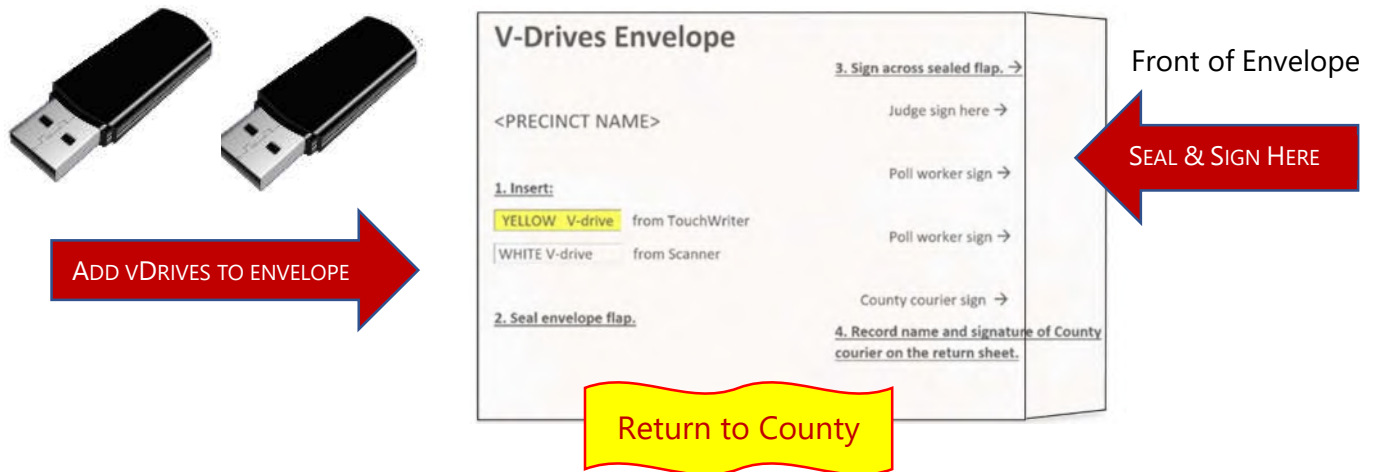
Ballot Bag Security Seal



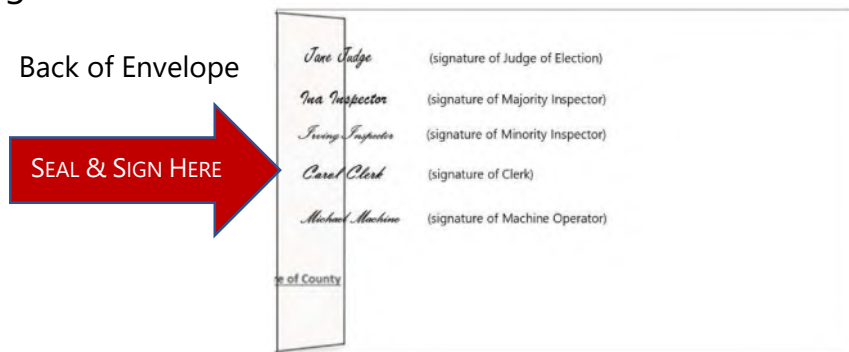
Blue Poll Bag Security Seal

CLOSING THE POLLS – vDRIVE RETURN PROCEDURE

TYVEK SECURITY ENVELOPE WITH vDRIVES



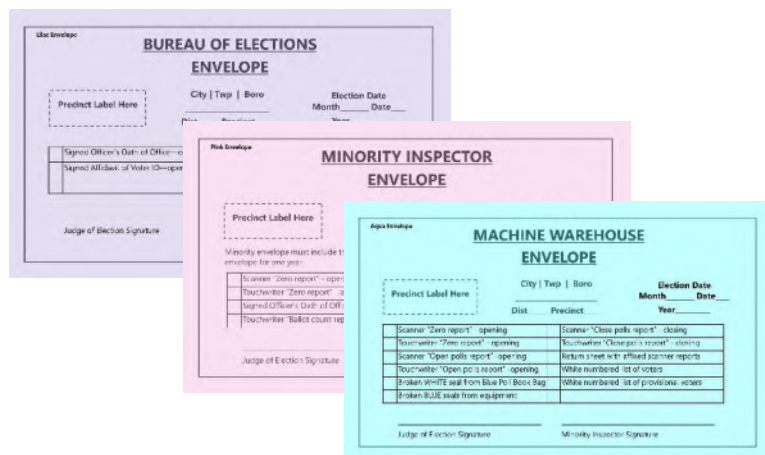
- Place vDrives for Scanner and TouchWriter in the Tyvek security envelope.
- Security envelope is located in the Black/Clear bag.
- Seal the envelope.
- Judge of Election and poll workers must sign seal over the flap.



- Place the Tyvek envelope in the Clear Tote Bag (inner pocket) for quick confirmation upon delivery to the county.

CLOSING THE POLLS – WHITE SUPPLY BOX & ENVELOPES

WHITE SUPPLY BOX- CLOSING INVENTORY



CONTENTS OF WHITE SUPPLY BOX

- Empty Opening Folder
- Unused Elector's Declaration to Surrender Their Mail Ballot forms (50 forms per pad)
- Unused Elector's Challenge Forms
- Posting Notices
- Sample Ballots
- Green Election Day Digest

RETURN ENVELOPE INVENTORY – Add the following documentation when closing polls:

LILAC – Bureau of Elections – Clear Tote Bag

- Used Statements of Complaint
- Pay Sheet – Signed by all with secondary signature from JOE at bottom of sheet

PINK – Minority Inspector – Give to Inspector

- TouchWriter "Ballot Count Report" closing
- Return Sheet with Tally Report attached
- Yellow Numbered List of Voters
- Green Numbered List of Provisional Voters

AQUA – Machine Warehouse – Clear Tote Bag

- Scanner "Close Polls Report" at closing
- TouchWriter "Close Polls Report" at closing
- Return Sheet with Tally Report attached
- White Numbered List of Voters
- White Numbered List of Provisional Voters
- Broken Seals removed from equipment

RETURN GUIDE – BLUE POLL BAG CLOSING INVENTORY



RETURN TO COUNTY



THIS BAG MUST BE LOCKED USING THE WHITE SECURITY SEAL

POLL BOOKS

Poll Books (Alphabetized)
Poll Book Supplemental Pages

USED PROVISIONAL BALLOTS

See detailed instructions at the bottom of page.

USED FORMS ENVELOPE

Affirmation of Elector (Yellow)
Declaration of Assistance (Pink)
Record of Assisted Voters Form
Used Challenge of Voter Affidavit

UNUSED FORMS ENVELOPE

Affirmation of Elector (Yellow)
Declaration of Assistance (Pink)

OTHER ITEMS

Privacy Screen
Unused provisional ballots
Unused provisional ballot envelopes & receipts

WPP-151
PROVISIONAL VOTING—RETURN ENVELOPE
ENCLOSE VOTED PROVISIONAL ENVELOPES HEREIN

#1 FOR THE JUDGE OF ELECTION

1. Total of blank Provisional Ballots received from the Elections Board..... No. _____

2. Total of all voted Provisional Ballots in this envelope..... No. _____

3. Individual who delivered the Provisional Ballots to the Elections Board

Print: _____
(Individual's Full Name)

Clearly name, in accordance with the Pennsylvania Election Code, the information provided in this section is accurate and complete.

Signed: _____
(Judge of Election)

#2 FOR THE MINORITY INSPECTOR

Signed: _____
(Minority Inspector)

Ward _____ District _____

City _____
Boro of _____
Twp. _____

SEAL SECURELY AND DELIVER TO COUNTY BOARD OF ELECTIONS WITH OTHER RETURNS SEPARATE FROM ALL OTHER ELECTION MATERIALS



MARKED PROVISIONAL BALLOT RETURN INSTRUCTIONS:

1. Fill out and sign the white Provisional Return Envelope.
 - This form **MUST** be signed by the Judge of Election and Minority Inspector.
 - This form **MUST** include the printed name of the individual responsible for returning this packet to the County.
 - Place **ALL USED** provisional ballots in the white envelope.
2. Place Provisional Return envelope in the **BLUE** Poll Bag.
3. Seal **BLUE** Poll Bag using the **WHITE** security seal located in the bag. Record the security seal number on all three (3) Return Sheets.

RETURN GUIDE – CLEAR TOTE BAG INVENTORY

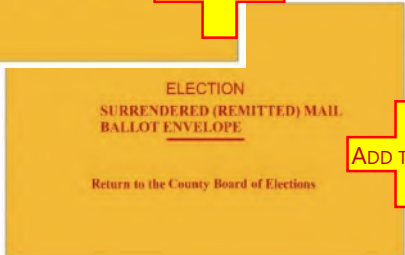
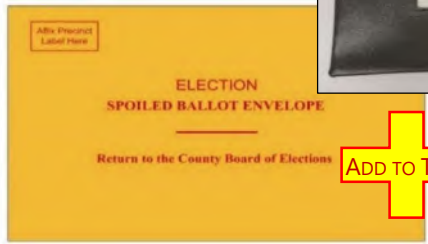
CLEAR TOTE BAG



- ▶ Sealed Tyvek envelope with vDrives
- ▶ Black/Clear bag with machine keys
- ▶ Machine Warehouse Envelope (Aqua)
- ▶ Bureau of Elections Envelope (Lilac)
- ▶ Spoiled Ballot Envelope and Log
- ▶ Surrendered Ballot Envelope
- ▶ Precinct signage
- ▶ Plastic bag with office supplies
- ▶ White Supply Box (inventory on page 77)

AQUA ENVELOPE

- MACHINE WAREHOUSE (AQUA) contents:**
- ▶ Scanner & TouchWriter “Zero Report”
 - ▶ Scanner & TouchWriter “Open Polls Report”
 - ▶ Broken WHITE seal from Blue Poll Bag
 - ▶ Broken BLUE/RED seals from equipment
 - ▶ Scanner “Close Polls Report”
 - ▶ TouchWriter “Close Polls Report”
 - ▶ Return Sheet with attached scanner reports
 - ▶ White numbered list of voters
 - ▶ White numbered list of provisional voters



LILAC ENVELOPE

- BUREAU OF ELECTIONS (LILAC) contents:**
- ▶ Pay Sheet (*MUST be signed and filled out by all workers to ensure payment*)
 - ▶ Signed Oath of Office Affidavit
 - ▶ Signed Affidavit of Voter ID
 - ▶ Used Statements of Complaint

RETURN GUIDE – BALLOT BAG, CAGE & PINK ENVELOPE

SEALED BALLOT BAG



Sealed Ballot bag from the scanner used in your precinct.

Use the **GREEN** security seal located in the [Black/Clear Bag](#) to secure the ballot bags.

Record the **GREEN** seal numbers on all three (3) Return Sheets. ([Cert 2](#))

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

EQUIPMENT CAGE

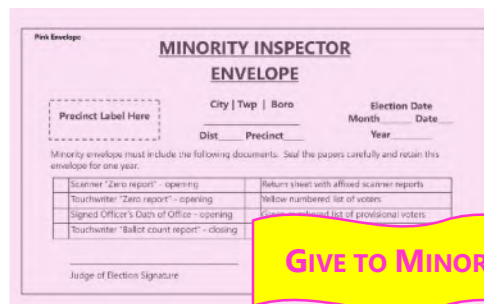


REPACK, SEAL AND COVER

- ▶ Repack election equipment.
- ▶ Cardboard ballot box(es) (top shelf)
- ▶ Ballot Privacy Sleeves
- ▶

NOTE: Plastic manifest sleeve contains security seals and packing assistance guide.

PINK ENVELOPE



GIVE TO MINORITY INSP.

MINORITY INSPECTOR (PINK) contents:

- ▶ Scanner & TouchWriter "Zero Report"
- ▶ Signed Oath of Office Affidavit
- ▶ TouchWriter "Ballot Count Report"
- ▶ Yellow numbered list of voters
- ▶ Green numbered list of provisional voters
- ▶ Return Sheet with Tally Report attached

Delaware County Election Day Guide

MANAGING VOTERS

Voter Check-In

Split precinct lines based on alphabetical order in the poll book. If your precinct is larger or busy, create signs to manage traffic. Example - poll worker 1 may check-in voters with last names of A-L, poll worker 2 may check in voters named M-Z.

Polling locations serving more than one precinct should ensure distinct line areas for each precinct. Create signage using blank paper to ensure voters are waiting in the correct line to check in. NOTE: Voters standing in the wrong line will not be in the poll book. To reduce errors, ensure voters can see signage and queue up in the proper space.

If a voter is not listed in the poll book and requires a call to the county for more information, pull that voter from the line while solving the issue so that you may continue serving other voters.

Balloting

All ballots must be filled out in the precinct room. Voters may not remove ballots from the polling place.

Each precinct will have a quad voting booth and a single voting booth. Precincts may create additional voting areas based on the layout/surfaces available within their polling location. The balloting area MUST offer privacy, accessibility, and adequate lighting. Examples:

- Extra tables or desks that may be spaced to ensure voter privacy
- Bleachers, stages, ledges, or other solid structures
- Clipboards

DO NOT permit voters to take ballots from the precinct to fill out elsewhere.

DO NOT crowd the voters into ballot areas – stagger voters if necessary to prevent crowding.

Scanner

Use painter's tape (in equipment cage) to mark an area approximately 6 feet away from the scanner, this mark will indicate the start of the scanner waiting line. Ensure the mark is angled away from the scanner display to maintain voter privacy.

VOTER INTIMIDATION AND ELECTIONEERING

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

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

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

The Judge of Election must ensure that no voter intimidation happens in or around the polling place. Take all reports of voter intimidation seriously!

If you see or hear that someone is acting disruptively at or around the polling place, the Judge of Election should immediately approach that individual and warn them that they will be ejected from the polling place if the problem persists.

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

EMERGENCY INFORMATION

Prior to the opening of your polling place, please review and familiarize yourself with any existing emergency plans for the facility of your polling place.

In the event of an emergency while the polling place is open, follow the facility's emergency procedures. If the facility does not have an Emergency Plan, the following general emergency procedures shall be followed.

In the event of a life-threatening situation, call 911. After calling 911 or if the situation is non-threatening (for example, loss of power), notify the Voting Machine Warehouse at (610) 874-8780.

In the event of an evacuation, keep poll workers and voters out of the building. If time and conditions permit, take all **poll books and voting equipment** with you. Safeguard poll books. All poll workers shall meet outside, and the Judge of Election shall make sure everyone is accounted for. Poll workers can wait in vehicles outdoors if weather conditions warrant. Await further instructions as to relocation or other pertinent information.

FIRE/GAS LEAKS: Evacuate the building and call 911. If time and conditions permit, take all poll books and voting equipment with you. Safeguard the poll books. All poll workers shall meet outside, and the Judge of Election shall make sure everyone is accounted for. Notify the Voting Machine Warehouse at (610) 874-8780.

SEVERE WEATHER/TORNADO: Seek shelter in the lowest level of the building, away from windows. If time and conditions permit, take all poll books and voting equipment with you. Safeguard poll books. The Judge of Election shall make sure everyone is accounted for. Everyone who is able should get on their knees and elbows while protecting their head. Notify the Voting Machine Warehouse at (610) 874-8780.

LOSS OF POWER: Notify the Voting Machine Warehouse at (610) 874-8780. Open blinds and curtains to allow as much natural light as possible. The Verity voting equipment works on backup battery power for up to two hours.

SUSPICIOUS PACKAGE/BOMB THREAT: Do not touch/move the suspicious item(s.) Call 911. If evacuation is required and time permits, take all poll books and voting equipment with you. Safeguard the poll books. The Judge of Election shall make sure everyone is accounted for. Notify the Voting Machine Warehouse at (610) 874-8780. Await further guidance from law enforcement.

WEAPONS SITUATION: If a weapon is displayed in a hostile way call 911. If evacuation is required and time permits, take all poll books and voting equipment with you. Safeguard the poll books. The Judge of Election shall make sure everyone is accounted for.

Delaware County Election Day Guide

WHEN TO CALL THE POLICE

Police, whether in uniform or not, are limited to being in a polling place to: responding to an emergency, keeping the peace, serving a warrant, or casting their own ballot.

If there is a problem contact a Constable if possible. Call the police when:

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

Please call the Bureau of Elections immediately (or as soon as possible under the circumstances) after calling the police to report the incident.