

# Election Day Guide for Poll Workers



**WASHINGTON COUNTY**

**Pennsylvania ☆ 1781 ☆**

**Washington County Board of Elections**

**95 W Beau St, Ste G-10**

**Washington PA 15301**

**724-228-6750**

**[www.washingtoncopa.gov/elections](http://www.washingtoncopa.gov/elections)**



# Table of Contents

Local Election Board Roles and Responsibilities .....	5
All Poll Workers.....	5
Judge of Elections .....	5
Majority Inspector .....	5
Minority Inspector .....	5
Clerks.....	6
Constables.....	6
Emergency Procedure.....	6
General Rules at Polling Places .....	7
Poll Opening & Setup.....	8
Preparing the Polling Place .....	8
Before Setting up the Precinct.....	8
Setting up Touchscreen Machines – ExpressVote Ballot Marking Device.....	9
Setting up Precinct Scanner – DS200 Scanner .....	12
Setting up Electronic Poll Books .....	16
Setting up the Voter Check-in Area .....	20
Setting up Provisional Balloting Voting Area (optional but encouraged).....	20
Setting up Postings and Specimen Ballots .....	20
Voter Check-In Process .....	21
Electronic Poll Book .....	22
Searching for a Voter .....	22
Poll Book Codes.....	27
Numbered List of Voters.....	30
Inactive Voters .....	31
Surrendering Absentee or Mail in Ballot .....	32
Provisional Ballots.....	33
White Supply Box.....	35
Election Officers’ Oaths.....	35
Pay Vouchers.....	35
Affidavit of Voter Identification .....	35
Declaration of the Need for Assistance to Vote .....	35
Spoiled Ballot Envelope .....	35
Election Return Envelope A .....	36
Minority Inspector Envelope B .....	36

Challenges form containing Elector’s Affidavit and Supporting Affidavit .....	36
Statement of Complaint.....	36
ExpressVote Troubleshooting Cancellng a Ballot.....	37
Screen Freezes or appears White .....	39
DS200 Precinct Scanner Troubleshooting.....	40
Ballot will not Scan – “Ballot Cannot be Read” .....	40
Paper Jam.....	40
Public Count vs Protected Count .....	40
Electronic Poll Book Troubleshooting.....	41
Slowness.....	41
Re-issuing a Ballot .....	41
Poll Watchers .....	43
Poll Watchers Do’s and Don’ts.....	43
Poll Watchers Certificate .....	43
Closing the Polls .....	44
Closing Touchscreen Machines – ExpressVote Ballot Marking Device .....	44
Closing Precinct Scanner – DS200 Scanner .....	45
Closing Electronic Poll Books .....	47
General Returns of Votes Cast.....	49
Completing Paperwork .....	50
Returning to Election Office.....	50
Yellow Security Bag End of Night Checklist.....	51
Return Location.....	51
Election Officers’ Oaths.....	53
Pay Voucher .....	54
Electors Declaration to Surrender their Ballot.....	55
Declaration of the Need for Assistance to Vote .....	56
Record of Assisted Voters .....	56
Spoiled Ballot Envelope .....	57
Envelope A – Return to County Board of Elections .....	58
Envelope B – Minority Inspector.....	58
Affidavit of Voter Identification .....	59
Provisional Ballot Return Envelope.....	60
Challenges .....	61
Statement of Complaint – HAVA Violation .....	62

## Local Election Board Roles and Responsibilities

### All Poll Workers

- Arrive at polling location at 6:00AM to set up the precinct.
- Ensure all voters have clear, uninterrupted access to the polls.
- Ensure all voters have privacy while voting and that all voters are treated with courtesy.
- Wear a supplied name tag.
- Close the precinct after all voters in line at 8:00PM have voted
- **CANNOT** engage in partisan activity or distribute literature on Election Day.
- **CANNOT** wear apparel, buttons, or ribbons for or against a candidate, party, or question on the ballot on Election Day.
- **CANNOT** pre-fill any sections of the voter's ballot.
- **CANNOT** tell voters how to vote or answer questions about candidates on Election Day.
- **CANNOT** allow anyone who is **NOT** a poll worker (anyone that has not taken the Election Officer's Oath nor signed the Pay Sheet) to sit at the poll worker table.
  - Candidates, greeters, visiting family and friends, and poll watchers are **NOT** poll workers.
- **CANNOT** be under the influence of or consume drugs or alcohol while working.
  - Violators are subject to removal without pay

**TIP: PREPARE FOR A FULL DAY! Bring everything you need for a very long day. This can include snacks, water, coffee, medications, phone charger, comfortable shoes, an extra layer of clothes, etc.**

### Judge of Elections

- Oversees the precinct
- Completes the paperwork
- Returns the paperwork and results to the Elections Office after the polls close
- Assists voters with Provisional Ballots

### Majority Inspector

- Assists the Judge of Elections
- Checks in and verifies voters
- In charge of the poll book and the numbered list of voters book

### Minority Inspector

- Assists the Judge of Elections
- Checks in and verifies voters
- In charge of the poll book and the numbered list of voters book
- Travels with the Judge of Elections to the Elections Office after the polls close
- Retains duplicate of certain documents for one year after election.

## Clerks

- Escorts voters to the voting machines
- Assists voters with the voting machines
- Hands out “I Voted” stickers
- Assists with line control
- Fills in for the Inspectors
- Other duties as assigned by the Judge of Elections

## Constables

- The constable and/or deputy constable(s) of a municipality are required by law to be present and serve at all elections to maintain peace and order at the polls.
  - However, not all municipalities have an elected constable.
- Constables must work the entire day in order to be paid; they cannot be paid for a half-day.
- Constables should be stationed by the polling place entrance and be prepared to perform the following tasks:
  - Maintain a clear entrance to the polling place, ensuring that no one is within the ten (10) foot space around the outside entrance or blocks the entrance.
  - Control traffic in and out of the polling place, ensuring voters promptly exit the polling place after voting and do not linger inside.
  - Watch for any disagreements between voters and election workers.
  - Occupy the end of the line when the polls close to separate eligible voters (those in line before 8:00pm) from ineligible voters (those arriving too late).

## Emergency Procedure

- In the event of an emergency occurring at the polling place that requires a police, fire, or medical response call 9-1-1. Be prepared to provide the dispatcher with the following information:
  - Physical address of the polling place.
  - Phone number to be reached at in case the call is disconnected.
  - Nature of the emergency.
- After contacting 9-1-1 call the Elections Office at 724-228-6750 and explain the situation. The Elections Office can mobilize additional personnel and resources to assist.

## General Rules at Polling Places

- ★ The polls open at 7:00am and close at 8:00pm.
- ★ Only poll workers, constables, poll watchers, persons voting, persons giving assistance to voters, and persons waiting to vote are permitted to be inside the polling place or within ten (10) feet of the outside entrance to the polling place.
- ★ Candidates and elected officials may not enter a polling place except for the purpose of casting their own vote.
- ★ No media representatives or media activity are permitted inside the polling place or within ten (10) feet of the outside entrance to the polling place.
- ★ No political party activity is permitted inside the polling place or within ten (10) feet of the outside entrance to the polling place. Suggestions as to which candidate or party to vote for, either orally or implied, are not permitted by poll workers or poll watchers.
- ★ Voters may wear political clothing, hats, pins, etc. while inside the polling place as long as they do not actively campaign or cause a disturbance.
- ★ Poll workers and watchers may **NOT** wear partisan political clothing or decorations inside the polling place at any time.
- ★ Voters **MAY** bring political materials into the voting area for the purpose of casting their own vote, but the materials **MAY NOT** be distributed or left inside the polling place.
- ★ Poll workers must remain neutral, polite, and respectful at all times.
- ★ Poll workers must not voice any inappropriate comments that could be construed as political, racist, insulting, or in any other way controversial.
- ★ Only eligible voters will appear in the poll books. All registered voters regardless of party are eligible to vote in a November General Election.
- ★ Children may accompany their parent into the polling place, but only one (1) child may accompany the parent to the voting machine.
- ★ Video recording is **NOT** permitted inside the polling place.
- ★ Cell phone use for phone calls is not permitted inside the polling place.
- ★ Voters can take a ballot selfie, but they need to be careful to not include other voters and it is recommended they wait until after leaving the polling place to post the photo.

## Poll Opening & Setup

### Preparing the Polling Place

- The size and layout of your precinct may vary.
- Set up the precinct to ensure privacy at all stages of voting including checking in, marking the ballot, scanning the ballots, and ensuring accessibility for all voters.
- The path of travel inside the precinct should be free of hazardous conditions for all voters, including those using walkers, service animals, and wheelchairs.
  - Hazardous conditions could include chairs, power cords, or any other loose objects that are in the path of travel.
  - Floor tape is provided to tape down power cords, if needed.

### Before Setting up the Precinct

- Judge of Elections confirms all poll workers have arrived.
  - Contact the Election Office if a poll worker does not arrive.
- Verify all voting machines and the blue supply bag is marked with your precinct name.
  - Contact the Election Office if you received anything incorrect.
- Open the blue supply bag and find the **white supply box and the yellow security bag**.
  - The white supply box contains paperwork needed to set up.
  - The yellow security bag contains the keys and election codes for the voting machines and electronic poll book.
- Open the white supply box and find the Election Officers' Oaths and respective gold envelopes (G & H).
  - Election Officers' Oaths are completed and signed by each poll worker and then placed in their respective gold envelopes
    - Envelope G – return to Election Office
    - Envelope H – kept by Minority Inspector
  - The Minority Inspector administers the oath to the Judge of Elections.
  - The Judge of Elections administers the oath to the poll workers.
- Judge of Elections will assign tasks to poll workers and determine the layout of the precinct.



## Setting up Touchscreen Machines – ExpressVote Ballot Marking Device

- The touchscreen machines are in the black padded bags with straps.
- Unzip the black bag and remove the machine.
- Lay the machine face down on a flat surface (preferably the table it will sit on).
- Pull the metal kickstand out from the back.
- The power cord is in the side pocket of the black bag.
- Plug the circular end of the power cord in the back of the machine with the flat part facing up. Make sure the power cord goes under the kickstand.
- Set the machine up with the kickstand resting on the table.



- Plug the power cord into the power strip and plug the power strip into the electrical outlet. Make sure the switch on the power strip is on.
- Make sure the power light on the front of the ExpressVote is on – if not double check that the cord is firmly connected into both the electrical outlet and back of the machine.

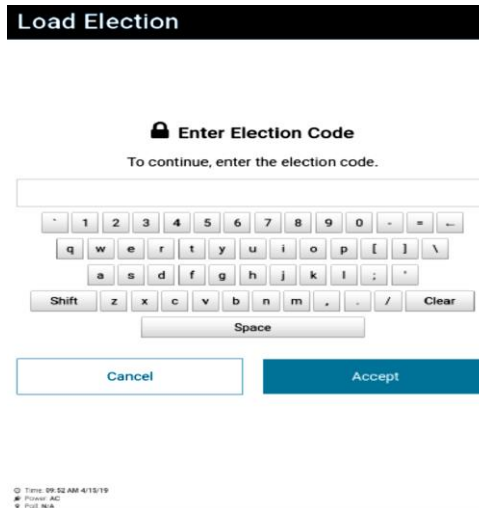


- Remove the security seal sticker from the door on the left side of the machine.
- Use the barrel key to unlock the door.
  - The keys are located in the yellow security bag.

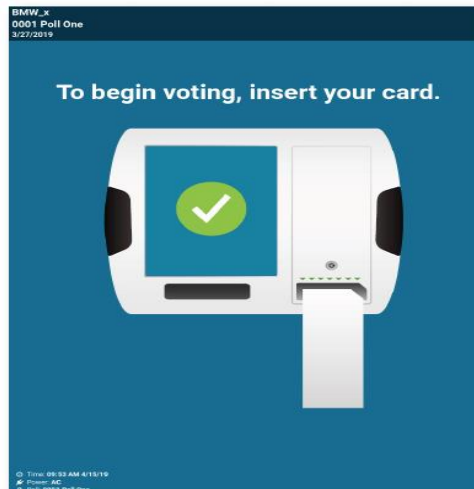
- Turn on the machine by pressing the power button to “On”.



- The machine takes approximately five minutes to power up. Do not touch the screen during the startup.
- Once the startup is complete, a touchscreen keyboard will appear asking you to enter the Election Code.
- The Election Code can be found in an envelope in the yellow security bag.
- Enter the Election Code using the touchscreen keyboard. The code is case sensitive.
- Enter the Election Code slowly making sure each character registers before proceeding.
- Press “Accept”.



- The machine is now ready for voting.



- Open the white corrugated plastic privacy screen and place it on the machine.
- Position the machines so the touchscreen is not visible to anyone other than the voter while they are voting.
  - Be aware of doorways and windows.

## Setting up Precinct Scanner – DS200 Scanner

- Using the flat silver key unlock the gray door located on the back of the unit at the top.
- The power cord is located in this door. Plug in the cord.



- Cut the security seal securing the latches on the clamshell lid.
- Using the flat silver key unlock the lock located between the two latches on the front of the unit at the top.
- Unhook the latches. Open the clamshell lid.



- Using the barrel key unlock the lock on the front of the scanner.



- Lift the black screen. The scanner will automatically startup with 5-10 seconds.
  - If the scanner does not automatically startup remove the security seal from the gray door on the front left.
  - Unlock the door using a barrel key. Press the power button.
  - Verify the machine is plugged into an outlet.
  - If you hear beeping it is not plugged in, or if you have it in a power strip the power strip may not be turned on.
- Once the startup is complete, a touchscreen keyboard will appear asking you to enter the Election Code.

- The Election Code can be found in an envelope marked “Election Code” in the yellow security bag.

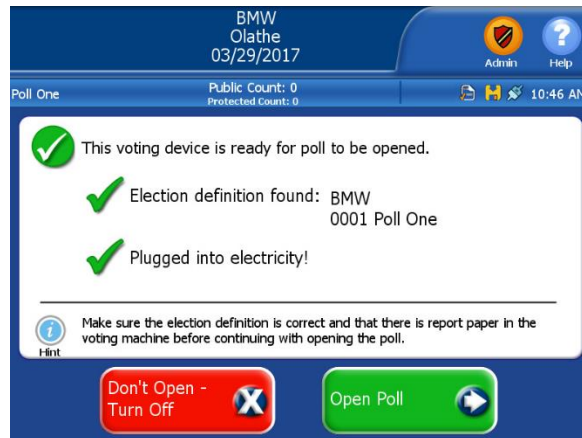
County of Washington  
BOARD OF ELECTIONS  
95 WEST BEAU STREET SUITE 0-10  
WASHINGTON PA 15301  
RETURN SERVICE REQUESTED

**Voting Machines  
Election Code**

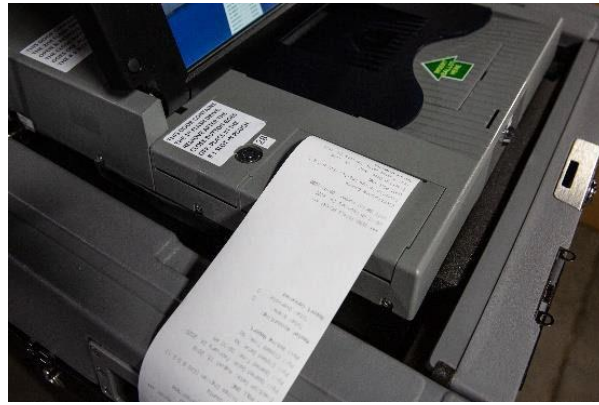
- The Election Code for the touchscreen machine and precinct scanner are the same.
- Enter the Election Code using the touchscreen keyboard. The code is case sensitive.
- Enter the Election Code slowly and make sure each character registers before proceeding.
- Press “Accept”.



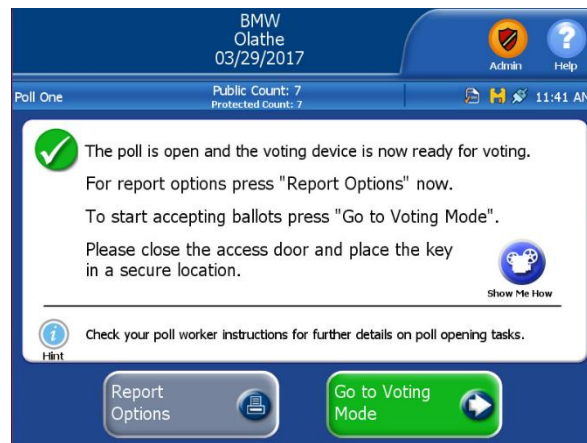
- The configuration report will automatically print. Leave it attached until the zero totals report prints.
- Make sure the screen shows green checkmarks by “Election definition found” and “Plugged into electricity!”.
- Press “Open Poll”.



- The ballot status report and the zero totals report will automatically print.



- Remove the reports from the printer. Verify the vote counts are zero (0) on the zero totals report. The poll workers will need to sign the zero totals report on the provided lines.
  - Fold the reports and place in the large gold envelope marked as *Election Return Envelope A*. It is located in the white elections supply box. The white elections supply box is found inside the blue supply bag on wheels.
- Verify the date, time, election, and precinct information is correct on the scanner screen.
- Press “Go to Voting Mode”.



- Cut the seals from the two black doors located on the front of the unit at the bottom.
- Unlock the doors with the flat silver key.
- The top door is the auxiliary ballot door for emergencies. It should only be used if there is a problem with the scanner. Verify it is empty. Close the door and lock it.



- The bottom door is the main ballot door. There is a blue ballot bag inside the door.
- Unzip the blue ballot bag and fold the flap over the outside of the bag.
  - When a voter scans their ballot it will drop into the blue ballot bag.
- Inside the blue ballot bag is a white box(es) containing your ballot activation cards.
- Remove the white box(es).
  - The ballot activation cards contained in the white box(es) are given to voters at check in to vote. Place them at the check in table.
- Inside the blue ballot bag is the ExpressVote printer for the electronic poll book. It is in a black and orange soft case.
- Remove the printer case.
- Close the door and lock it with the flat silver key.
  - Remove a numbered security seal from the yellow security bag and seal it around the silver loop on the bottom door.
  - It is the same loop you removed the original numbered security seal from.
- The scanner is ready to accept voted ballots.



## Setting up Electronic Poll Books

- The electronic poll book is found in a black and orange case inside the blue supply bag on wheels.
- Unzip the black and orange case and remove the electronic poll book and its power supply cord.
- On the back of the electronic poll book is a white stand with two orange “barn doors”. Lift up the white stand and slide the orange doors to the underside of the white stand.



- Set the poll book up by resting it on the table with the white stand on the back.
- Insert the magnetic power cord to the slot on the bottom right side.



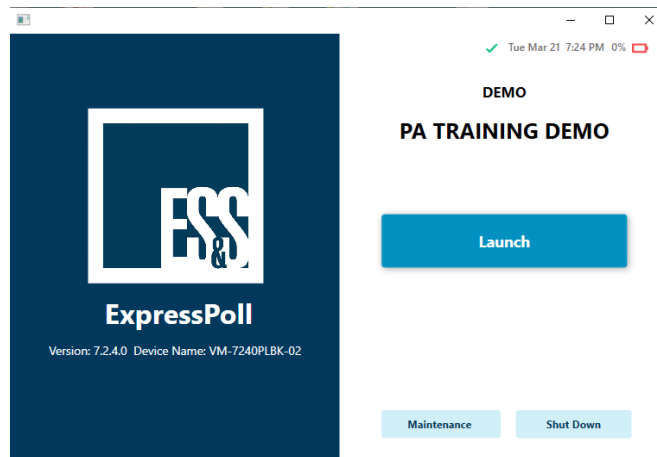
- Inside the bottom of the DS200 scanner is a square black and orange soft case containing the ExpressVote printer. Open the case and remove the printer and the two black cords.



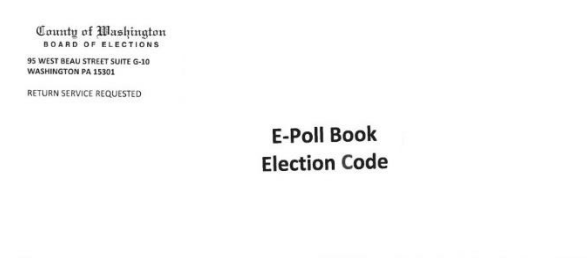
- Insert the power cord for the printer in the rounded outlet on the back of the printer. The flat part of the rounded plug faces down and the rounded part faces up.
- Insert the square plug of the USB cord in the square outlet on the back of the printer. Insert the other end of the USB cord in the USB outlet on the top right side of the electronic poll book.



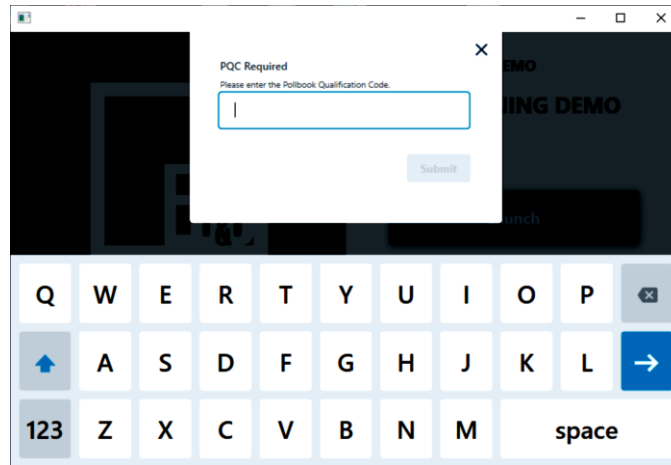
- Connect the power cord to either a power strip or wall outlet, then press the orange power button on the printer.
- Press the orange power button on the electronic poll book found at the top left of the poll book.
- Touch “Launch” on the landing page.



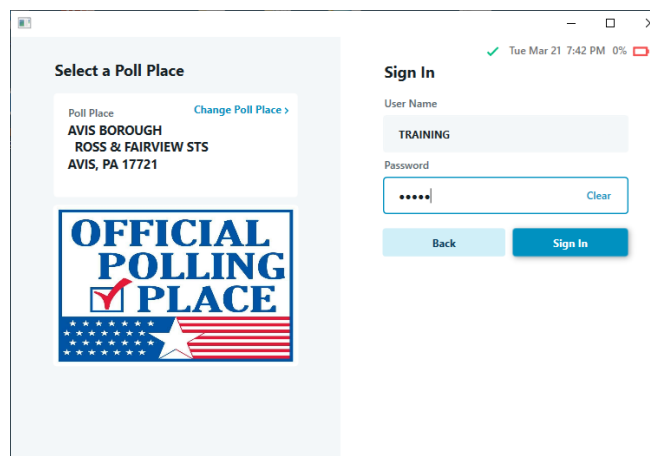
- You are prompted to enter the Poll book Qualification Code (“PQC”)
  - This code is found in the yellow security bag in an envelope marked “E-Poll Book Election Code”.



- Click “Submit”.

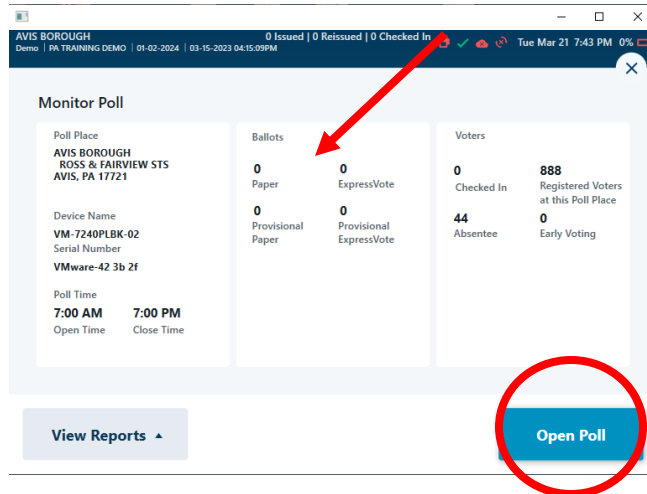


- If the Pollbook Qualification Code (PQC) is entered incorrectly on the **first** attempt, required workflow pages may be skipped during the check-in process.
  - Touch “Shut Down” and start over by powering the poll book on.
- Verify your polling place information is correct.

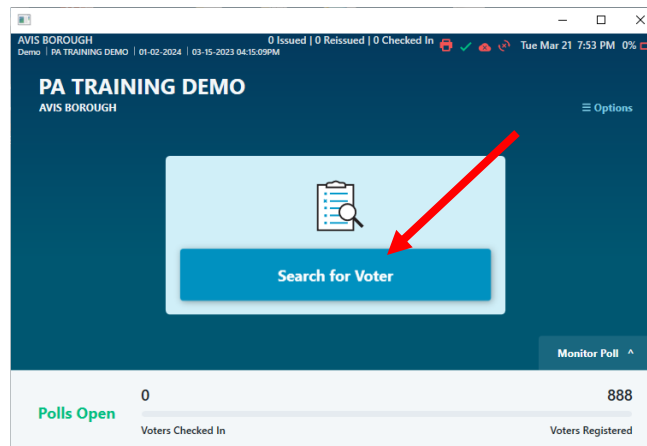


- Enter the user name and password.
  - They are found in the yellow security bag in an envelope marked “E-Poll Book Election Code”.
- Touch “Sign in”.

- Verify the ballots issued numbers are zero (0) on the Monitor Poll page.
- Touch “Open Poll”.



- Touch “Search for Voter” when polls are open and you are ready to check in the first voter.



- For detailed instructions on searching for voters and issuing ballots, refer to the provided ExpressPoll instructions on page 22.

### Setting up the Voter Check-in Area

- One to two tables are needed for the check-in area.
- Chairs for poll workers.
- Items needed at the check-in area:
  - Electronic poll book(s)
  - Electronic poll book printer(s)
  - Numbered List of Voters
  - Ballot Activation Cards (blank ballot paper)
  - Record of Assistance and Declaration of Assistance forms
  - Affirmation of Elector forms (inactive voters)
  - Spoiled Ballot gold envelope
  - Surrender Absentee/Mail-in Ballot clear bag
  - Provisional Ballots and envelopes

### Setting up Provisional Balloting Voting Area (optional but encouraged)

- One table with a chair for voter to sit and complete/vote their provisional ballot.

### Setting up Postings and Specimen Ballots

- Displayed in three places in polling place.
  - Entrance
  - Voting Machine Area
  - Exit
- Postings are in the white elections supply box in a large white enveloped labeled “Postings” in red.
  - Contains information for voters
  - Election procedures
  - Voters’ rights
  - Prohibitions and penalties
- Only the English version needs displayed in our county.
- Specimen ballots are in the white elections supply box.

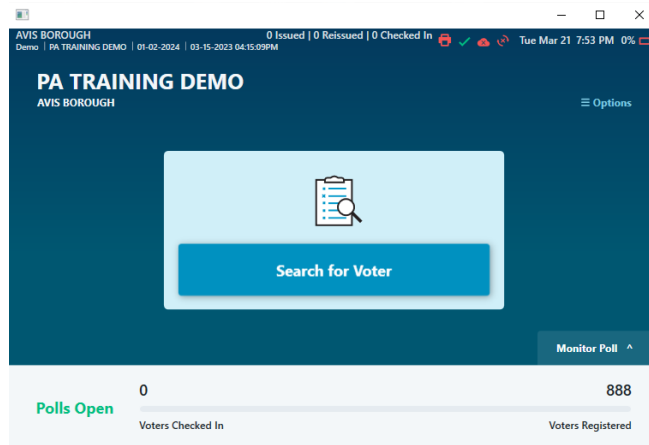
## Voter Check-In Process

- Greet the voter and ask the voter to identify themselves by name.
- Check the poll books for the voter's name.
  1. First, check the Supplemental Poll Book (*see page 32*).
    - Provided in a gold envelope in the blue supply bag.
    - Includes voters who applied for and returned a mail-in or absentee ballot after the registration cut off date.
  2. If not in the Supplemental Poll Book, check the E-Poll Book for their name (*see page 22*).
- When you find the voter in the poll book (either Supplemental or E-Poll Book), ask the voter to review their information.
  - If the voter's name does not appear in either poll book you can:
    - Contact the Elections Office (724-228-6750)
    - Touch the "by county" option in the E-Poll Book and search the voter's name
    - Issue the voter a provisional ballot (*see page 33*)
      - Always permit a voter to vote a provisional ballot if they believe they are eligible to vote and request one.
- Instruct the voter to sign the poll book.
  - If the voter's name appears in the Supplemental Poll Book, they sign the Supplemental Poll Book.
  - If the voter's name is **not** in the Supplemental Poll Book, but in the E-Poll Book, they sign the E-Poll Book.
- Announce the voter's name and party affiliation.
- Record the voter's name in the *Numbered List of Voters*. (*see page 30*)
- Issue the voter a blank ballot activation card. Direct the voter to a voting machine to vote and print their ballot.
- After the ballot is printed, the voter reviews the ballot. The voter takes the ballot to the precinct scanner and inserts the ballot in the precinct scanner.
- After a voter inserts the ballot in the precinct scanner and the scanner counts the ballot, the vote **cannot** be changed. If a voter has a question, concern, or problem, they must bring it to your attention **BEFORE** scanning the ballot.
- Issue the voter an "I Voted" sticker and thank them for voting.

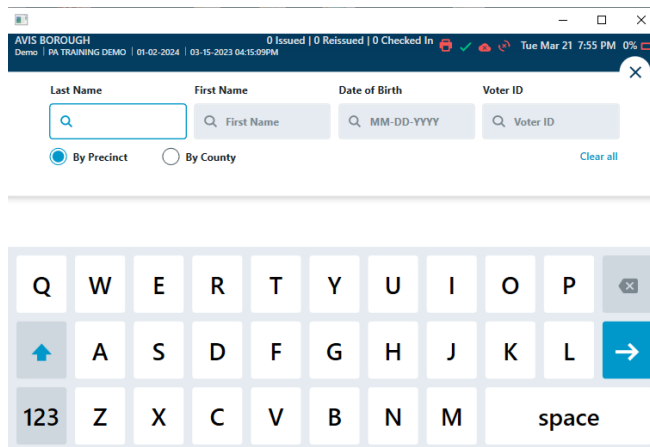
# Electronic Poll Book

## Searching for a Voter

- Touch “Search for Voter” to begin.



- Touch in the search field marked “Last Name” to begin search for voter.
- A touch screen keypad will appear.
- Begin typing in the voter’s last name.
- You can search by last name, first name, and date of birth or a combination of these items.

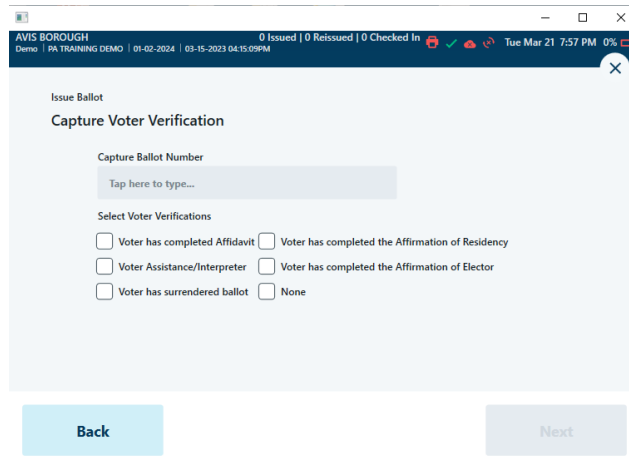


- The matching results will display.
- Voter results will appear using a green, yellow, or red color-coding system.
  - Green**
    - Voter may vote a standard ballot.
  - Yellow**
    - An action is required before the voter can be issued a standard ballot.
      - Inactive – Complete *Affirmation of Elector*
      - Abs/Mail Issued – Surrender absentee or mail in ballot **and** declaration envelope **and** sign *Elector’s Declaration to Surrender Their Mail Ballot*.
  - Red**
    - Voter cannot vote standard ballot.

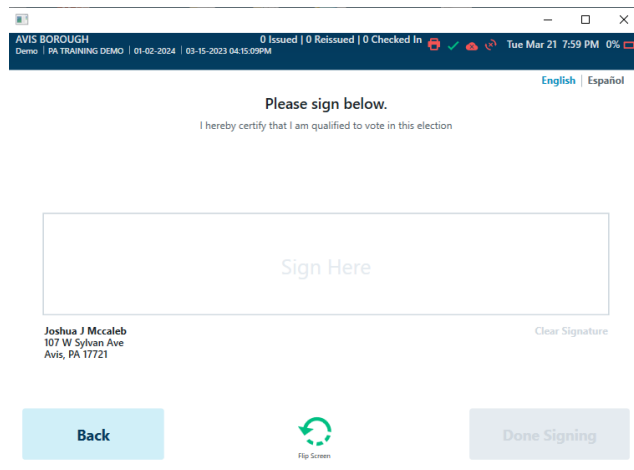
- Touch the voter’s name line to display more details.
- On the voter’s record the comment section will provide instructions on how to proceed based on the voter’s status.

- To complete issuing a standard ballot, touch “Issue Standard”.
- For “Capture Ballot Number” type in the voter’s number from the *Numbered List of Voters* book.
- Under “Select Voter Verifications” touch to place a check in the box if any of the below apply. If none applies select “None”. The voter verification options are:
  - Voter has completed affidavit
  - Voter Assistance/Interpreter
  - Voter has surrendered ballot
  - Voter has completed the Affidavit of Residency
  - Voter has completed the Affirmation of Elector
  - None

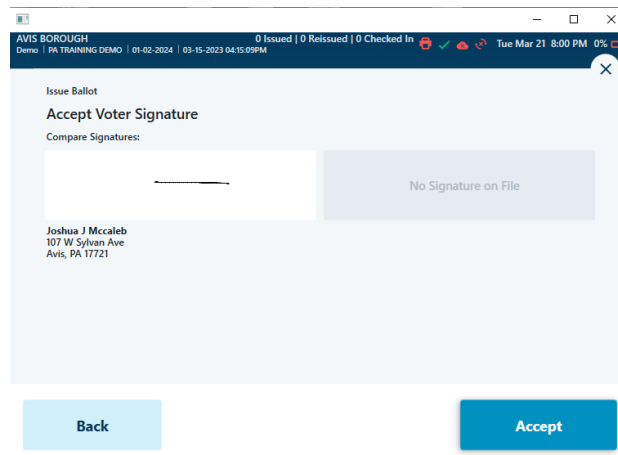
- Once complete, touch “Next”.



- Touch “flip screen” then physically flip the unit forward for the voter to sign.

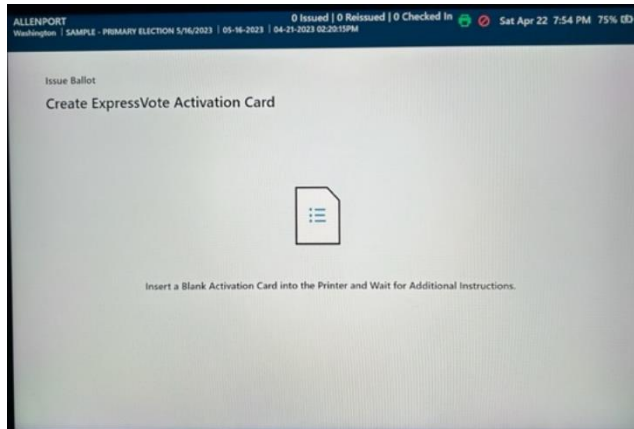


- When the voter is done signing physically flip the unit back.
- Touch “flip screen”.
- Touch “Done Signing”.
- Review the signature against the signature on file.
- Touch “Accept”.





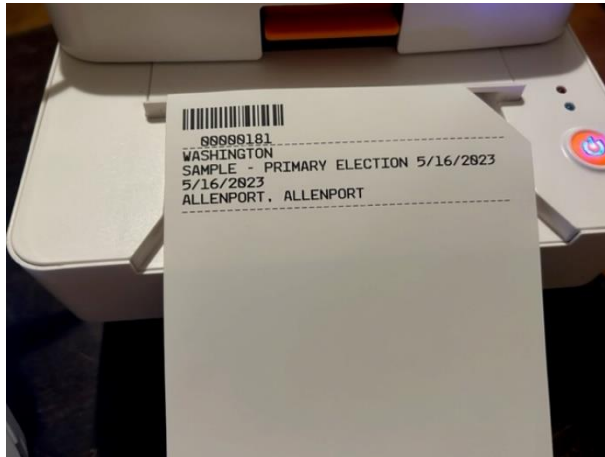
- The next screen prompts you to create the ballot activation card for the voter.



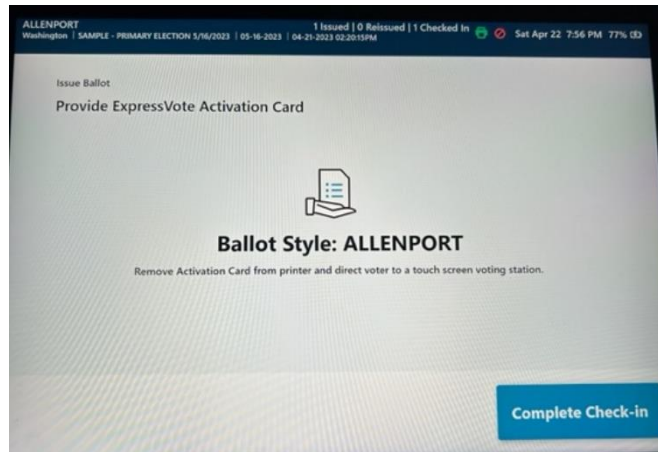
- Create ExpressVote activation card by inserting the top of a blank ballot activation card in the ExpressVote printer.
  - The cut out notch should be in the top right corner.



- When printing is complete, pull the activation card from the printer.
- The election name and date and precinct will print along with a bar code. The bar code denotes the ballot style for the voter. In a primary election this would be the party affiliation.
- **No personal information for the voter is contained on the ballot. The ballot cannot be tied back to a specific voter.**
- When the voter inserts their ballot activation card in the ExpressVote ballot marking device their ballot style will automatically load.



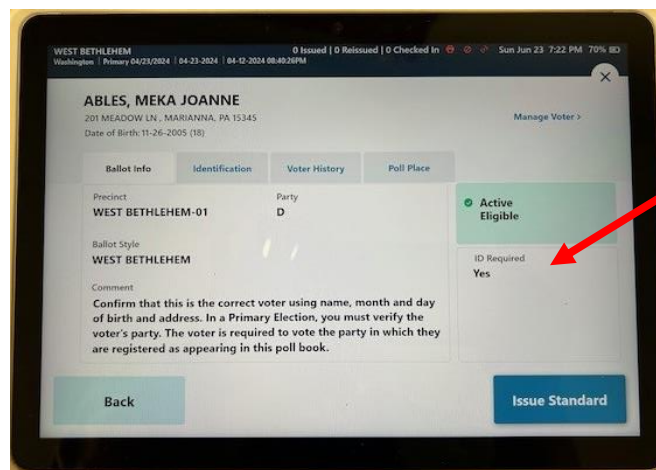
- Touch “Complete Check-in” to return to the Search for Voters screen to search and check in the next voter.



- You will be returned to the “Search for Vote” screen to check in the next voter.

## Poll Book Codes

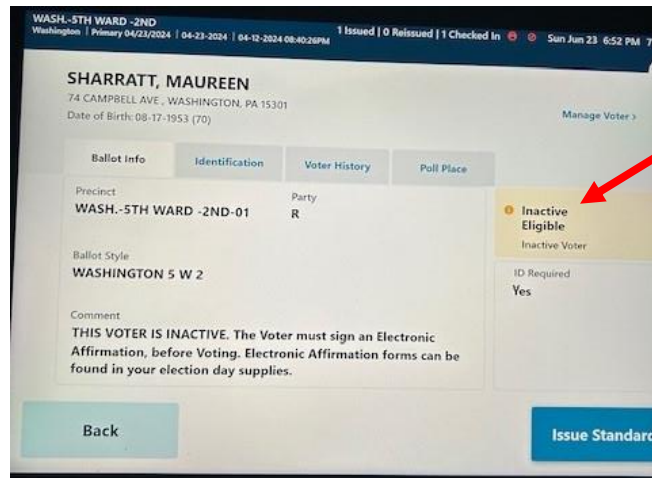
- **ACTIVE (Green)**
  - The voter is properly registered and is a consistent voter. This voter should be able to vote regularly once they sign the poll book.
- **ACTIVE - ID VERIFICATION (Green)**
  - The voter must show a form of ID before they are permitted to vote. The voter is a first-time voter or voting for the first time in a new polling place.
    - If they do not have proper ID and refuse to go and get it, a provisional ballot **MUST** be offered to the voter.
    - The voter has until Monday to present ID at the Elections Office in order for their provisional ballot to be counted. If they fail to do so, their provisional ballot will **NOT** be counted.



- Approved forms of photo identification (ID must be valid):
  - PA drivers' License or ID card issued by PennDOT
  - ID issued by any other Commonwealth agency
  - ID issued by the U.S. Government
  - U.S. Passport
  - U.S. Armed Forces ID
  - Student ID
  - Employee ID
- Approved forms of non-photo identification (ID must include the name and current address of the voter):
  - Voter Identification Card issued by the Voter Registration Office
  - Non-photo ID issued by the Commonwealth
  - Non-photo ID issued by the U.S. Government
  - Current utility bill
  - Current bank statement
  - Current paycheck
  - Government check

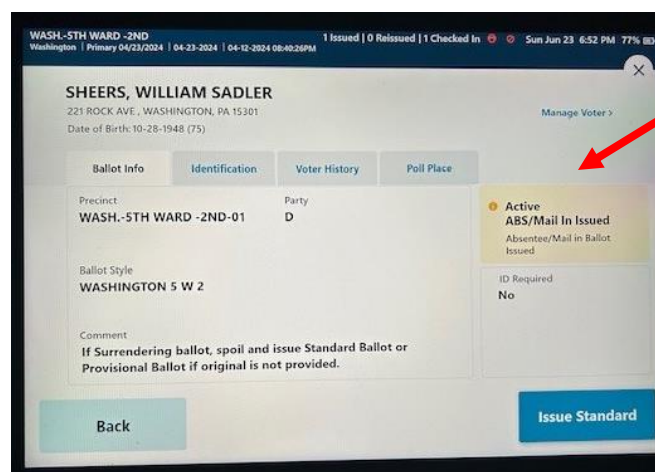
- **INACTIVE (Yellow)**

- The voter is properly registered, but they must complete an *Affirmation of Elector* (see page 31). After completing the *Affirmation* the voter can sign the poll book and vote on the voting machines.
  - Inactive status means:
    - The voter has not voted in 5 years or more, or
    - Information from the US Post Office was received indicating the voter may have moved since the last election.



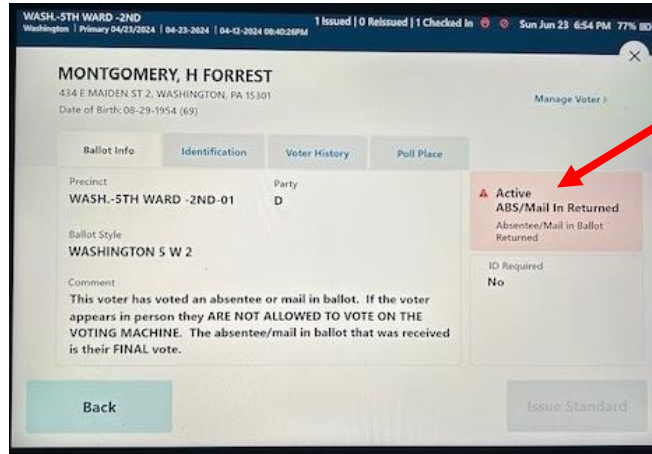
- **ABS/MAIL IN ISSUED (Yellow)**

- The voter requested an absentee or mail-in ballot. To receive an absentee or mail-in ballot a voter completes an application once a year, or before each election. Voters will not receive a ballot without completing an application first.
- The voter is properly registered, but to vote they must:
  - Surrender the mail ballot and declaration return envelope and complete the *Declaration of Surrendered Ballot*. (sample see page 55).
    - If the voter does not have their mail ballot **and** return envelope, they vote a provisional ballot. (see page 33).



- **ABS/MAIL IN RETURNED (Red)**

- The voter is properly registered, but they already voted by mail ballot and their mail ballot was received.
- The voter cannot vote.
- If the voter believes this is an error, they can request a provisional ballot. (see page 33).



- **BALLOT ISSUED (Red)**

- The voter is properly registered, but they already voted in person.
- If the voter believes this is an error, they can request a provisional ballot. (see page 33).

# Numbered List of Voters

- The numbered list of voters is a large book with carbonless copy paper labeled “Numbered List of Voters” found in the white supply box in the blue supply bag.
  - The large numbered list of voters book is given to a poll worker to write down the name of each voter in the order they are checked in to vote.
  - The numbered list of voters book contains carbonless copy paper.
    - Insert the provided cardstock between the pages so the writing doesn’t transfer on all the pages.
    - Cardstock is attached to the back of the book.
  - During the Primary, the voter’s party is also marked using “D” for Democrat and “R” for Republican in the column after their name.
  - Only voters voting on the voting machine are written in the numbered list of voters book.
  - Voters voting by provisional ballot are **not** written in the numbered list of voters book.
  - If your precinct has two electronic poll books split the numbered list of voters into two books after page ending with “1,020”.
    - One book will contain numbers 1-1,020.
    - One book will contain numbers 1,021-1,800.
- When the polls close and all voters have voted, the yellow carbon paper is removed from the white paper.
- The original white papers are placed in Envelope E and placed in Return Envelope A
- The yellow carbon copies are placed in Envelope F and placed in the Minority Inspector Envelope B.

WPP 506

Washington County

NUMBERED LIST OF VOTERS

CITY  
BOROUGH OF \_\_\_\_\_  
TOWNSHIP \_\_\_\_\_

\_\_\_\_\_ WARD \_\_\_\_\_ PRECINCT \_\_\_\_\_

MUNICIPAL ELECTION HELD  
ON NOVEMBER 7, 2023

White copy to be placed in Envelope “E”

Yellow copy to be placed in Envelope “F”

## NUMBERED LIST OF VOTERS

	PARTY INITIAL (PRIMARY ONLY)		PARTY INITIAL (PROV. ONLY)
1.		31.	
2.		32.	
3.		33.	
4.		34.	
5.		35.	
6.		36.	
7.		37.	
8.		38.	
9.		39.	
10.		40.	
11.		41.	
12.		42.	
13.		43.	
14.		44.	
15.		45.	
16.		46.	
17.		47.	
18.		48.	
19.		49.	
20.		50.	
21.		51.	
22.		52.	
23.		53.	
24.		54.	
25.		55.	
26.		56.	
27.		57.	
28.		58.	
29.		59.	
30.		60.	



## Surrendering Absentee or Mail in Ballot

- Voter's name appears in the supplemental paper poll book or in the electronic poll book indicating they were issued an absentee or mail in ballot.
  - Supplemental paper poll book

Supplemental Poll Book		Election : 2021 MUNICIPAL PRIMARY	
WASHINGTON County		Date : Tuesday, May 11, 2021	
Precinct : CARROLL-4TH			
Digitized Signature	Voter Info	Assistance Party	Voter Signature
	Voter # _____ Insp. Init _____ <b>HUDAK, BOBBI JEAN</b> 1351 WICKERHAM DR MONONGAHELA, PA 15063 <b>05/15/1971 1104-01</b>	R	1261/51/50 NVAE IBBB 'XGDH REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY X I hereby certify that I am qualified to vote in this election.
			BALLOT REMITTED? <input type="checkbox"/> 004095292-63
	Voter # _____ Insp. Init _____ <b>HUDAK, CHRISTOPHER</b> 1351 WICKERHAM DR MONONGAHELA, PA 15063 <b>04/03/1968 1104-01</b>	R	8961/00/40 HUADH CHRISTOPHER REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY X I hereby certify that I am qualified to vote in this election.
			BALLOT REMITTED? <input type="checkbox"/> 004040491-63

- Electronic poll book

Last Name	First Name	Date of Birth	Voter ID	Status
SHAPE	MARJORIE	05-24-1934		Active Eligible
SHARRATT	MAUREEN	08-17-1933		Inactive Eligible
SHEERS	WILLIAM	10-28-1948		Active ABS/Mail In Issued
SHRONTZ	JORDAN	03-10-1991		Active Eligible
SHIRUM	SUZANNE	09-14-1975		Active Eligible
SHUBA	MALACHI	08-31-2005		Active Eligible

**SHEERS, WILLIAM SADLER**  
 221 ROCK AVE., WASHINGTON, PA 15301  
 Date of Birth: 10-28-1948 (75)

Ballot Info: Precinct: WASH.-5TH WARD -2ND-01, Party: D, Ballot Style: WASHINGTON 5 W 2

Status: Active ABS/Mail In Issued

Comment: If Surrendering ballot, spoil and issue Standard Ballot or Provisional Ballot if original is not provided.

Buttons: Back, Issue Standard

- Voter needs to have **both** the official ballot **and** official return declaration envelope.
- Open envelope, if necessary, write "VOID" across the ballot and envelope.
- Voter completes a *Declaration of Elector to Surrender Ballot* (found inside the white elections supply box).
- Place the voided ballot and the completed *Declaration* inside the official return declaration envelope, then place the envelope inside the clear bag labeled "Surrendered Absentee and Mail in Ballots" (found inside the white elections supply box).
- Voter signs either the supplemental paper book or the electronic poll book.
  - Whichever poll book their name appeared with remit ballot or issued ballot.
- Write the voter's name in the *Numbered List of Voters*.
- Issue the voter a ballot activation card and direct them to a voting machine.
- See page 55 for example of *Declaration*.



## Provisional Ballots

**\*\*The provisional ballot materials are located in the blue elections supply bag in a sealed tamper evident clear plastic bag. \*\***

When to issue a voter a provisional ballot:

- If a voter's name is not found in either poll book.
- If the poll book indicates ID is required and the voter does not have ID.
- If the poll book indicates the voter returned their voted absentee or mail-in ballot then the voter is not eligible to vote at the polling place on Election Day. However, if they insist on voting issue a provisional ballot.

If it is determined the voter needs to vote by provisional ballot follow these steps:

- Voter completes Section #1 on large green provisional ballot envelope with their personal information:
  - Full Name
  - Date of Birth
  - Address of residence with city and zip code
  - Municipality
  - County
  - Telephone Number
  - Signature and date
  - Address of residence with city and zip code
- Judge of Elections and Minority Inspector complete Section #2 on large green provisional ballot envelope with precinct name then sign and date.
  - Check the appropriate box that applies to the reason the voter is voting by provisional ballot.
  - For Primary Elections, it is important to indicate the party of the enclosed ballot (Democratic or Republican).
- Give the voter a paper ballot labeled "Provisional Ballot", an *Official Provisional Ballot Secrecy Envelope*, and the large green provisional ballot envelope.
  - The voter votes by filling in the circles next to their candidate choice with a black ink pen.
  - After they complete the ballot, the voter places the ballot in the secrecy envelope, seals it, inserts the sealed secrecy envelope in the large green provisional ballot envelope, and seals this envelope.
- The voter signs and dates Section #4 in front of the Judge of Elections.
  - If the voter **does not sign** Section #4 their vote **will not count**.
- The Judge of Elections places the sticker from the *Provisional Ballot Receipt* on the bottom right corner of the envelope where it says "Affix Ballot ID Number Here".
- The remaining portion of the provisional ballot receipt is given to the voter.
  - The voter can use the information on the receipt to check the status of their provisional ballot after the election.

- After the polls close all completed large green provisional ballot envelopes are placed in the white *Provisional Voting – Return Envelope* and the envelope is sealed.
- Complete the front of the white envelope.
- The completed white envelope is placed in the yellow security bag.

All unused provisional ballot materials (unused envelopes, unused ballots, and unused receipts) are banded together and placed in the yellow security bag.

**Directions**  
 All sections need completed by either the voter or poll workers. If all sections are not complete the vote may not count.  
**Section #1** - Completed by voter prior to voting.  
**Section #2** - Completed by poll worker. Reason checked and signed by Judge of Elections and Minority Inspector.  
**After Section #1 & #2 are complete** the voter is given the ballot and green secrecy envelope.  
**Section #3** - Voter votes, folds the ballot, places it in the secrecy envelope, and places the secrecy envelope in this large envelope.  
**Section #4** - The voter signs and dates this section. **Vote will not count if Section #4 is not signed.**  
 Poll worker places bar code sticker on area where it says "Affix Ballot ID Number Here". The voter is given remaining receipt.

**PROVISIONAL BALLOT ENVELOPE** WPP 152

<p style="text-align: center;"><b>PROVISIONAL VOTER AFFIDAVIT</b>  <b>#1 - FOR THE VOTER:</b>  <b>COMPLETE AND SIGN IN FRONT OF ELECTION OFFICIALS</b>  <b>BEFORE VOTING BALLOT</b></p> <p>Print Full Name _____ Date of Birth _____</p> <p>Print Address where Registered to Vote ** City _____ Zip _____</p> <p style="text-align: right; color: red;">**Voter's registered address not polling place address.</p> <p>Municipality _____</p> <p>County _____ Daytime Phone # (Optional) _____</p> <p>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.</p> <p><b>X</b> _____</p> <p style="text-align: center;"><b>VOTER SIGNS HERE BEFORE VOTING BALLOT</b></p> <p style="text-align: center; color: red;">Voter's address</p> <p>Current Address where you Live _____ City _____ Zip _____</p>	<p style="text-align: center;"><b>OFFICIAL ELECTION BALLOTING MATERIAL</b>  <b>#2 - FOR THE ELECTION OFFICIALS:</b>  <b>COMPLETE AND SIGN</b></p> <p>DISTRICT _____ PRECINCT _____</p> <p>WARD _____ DIVISION _____</p> <p><b>Check all boxes that apply:</b></p> <p><input type="checkbox"/> Voter's name not on list</p> <p><input type="checkbox"/> Court order (voter)</p> <p><input type="checkbox"/> Voter identification not supplied</p> <p><input type="checkbox"/> Court Order (voting hours)</p> <p><input type="checkbox"/> Voter's eligibility is challenged by an election official</p> <p><input type="checkbox"/> Party (Primary Only) _____</p> <p style="text-align: right;">Which Party Ballot is enclosed?</p> <p><input type="checkbox"/> Voter was issued Mail-in or Absentee ballot and did not surrender ballot</p> <p>Signature of the Judge of Election _____ Date _____</p> <p>Signature of the Minority Inspector _____ Date _____</p>
<p><b>#3 - FOR THE VOTER:</b></p> <ol style="list-style-type: none"> <li>1. VOTE THE BALLOT</li> <li>2. SEAL IT IN THE SECRECY ENVELOPE AND</li> <li>3. SEAL THE SECRECY ENVELOPE IN THIS ENVELOPE</li> </ol>	
<p><b>#4 - FOR THE VOTER:</b>  <b>SIGN AND DATE IN FRONT OF OFFICIALS WHEN RETURNING BALLOT</b></p> <p>The undersigned declares, under penalty of law, that he/she is a properly registered elector in the election district indicated in my affidavit, and that he/she is eligible to vote in this election in this election district.</p> <p><b>X</b> _____ DATE _____ <b>****</b></p> <p style="text-align: center;"><b>VOTER SIGNS HERE WHEN RETURNING BALLOT</b></p>	
<p>THIS SPACE IS RESERVED FOR VOTER REGISTRATION VERIFICATION BY COUNTY BOARD OF ELECTIONS</p>	<p><b>AFFIX BALLOT ID NUMBER</b>  <b>HERE *</b></p> <p style="color: red;">*Bar code sticker area</p>

\*\*\*\*Voter must sign and date Section #4 or vote will not count.\*\*\*\*

## White Supply Box

### Election Officers' Oaths

- Completed by all poll workers before the polls are open.
- Minority Inspector administers oath to Judge of Elections
- Judge of Elections administers oath to others.
- Two copies
  - Envelope G
  - Envelope H
- See page 53

### Pay Vouchers

- Each poll worker needs to complete and sign a pay voucher sheet.
  - Name, address, and phone number
  - Name of precinct
  - Circle position held
  - For Judge of Elections and Minority Inspector, check box next to "Driver" if you drove to return the results.
- The Judge of Elections signs each pay voucher.
  - The Minority Inspector signs the Judge of Elections's pay voucher.
- The yellow carbonless copy is for the poll worker or the Judge of Elections to keep.
- The completed pay vouchers are placed in the yellow security bag to return to the Elections Office.
- Direct deposit is available.
- Payment is mailed approximately third Friday after Election Day.
- See page 54

### Affidavit of Voter Identification

- Signed by all poll workers and placed in gold *Return Envelope A*.
- See page 59

### Declaration of the Need for Assistance to Vote

- Completed by voters requesting assistance while voting.
  - Signed by voter and assistor.
- Assistance is the voter requires help at all times during voting.
  - Assistor cannot be Judge of Elections, their employer, or their union agent/officer.
- See page 56

### Spoiled Ballot Envelope

- For spoiled ballot activation cards
- Returned in yellow security bag
- See page 57

## Election Return Envelope A

- Used to return:
  - Zero results tape
  - Results tape
  - Numbered List of Voters Envelope E
  - Record of Assisted Voters Envelope
  - One copy of General Returns of Votes Cast
  - Affidavit of Voter Identification
  - Oath of Office Envelope G
- See page 58

## Minority Inspector Envelope B

- Kept by Minority Inspector for one year
- Contains:
  - Numbered List of Voters Envelope H
  - Oath of Office Envelope D
  - One copy of General Returns of Voters Cast
- See page 58

## Challenges form containing Elector's Affidavit and Supporting Affidavit

- Completed and signed by a voter when their identity or legal residence in a precinct is challenged.
- See page 61

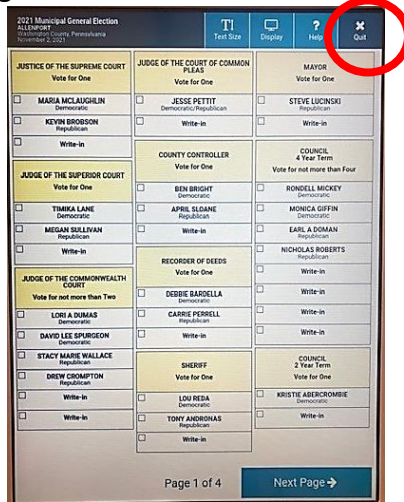
## Statement of Complaint

- For violations of Title III of the Help America Vote Act of 2002
- Given to a voter who wants to file a formal complaint of a violation to the Help America Vote Act. The voter is given the form to complete and mail to the PA Department of State in Harrisburg.
- See page 62

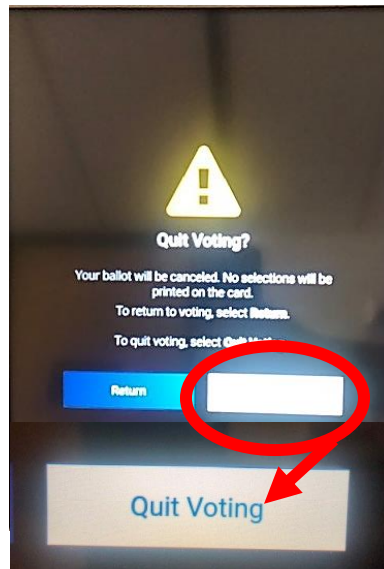
# ExpressVote Troubleshooting

## Canceling a Ballot

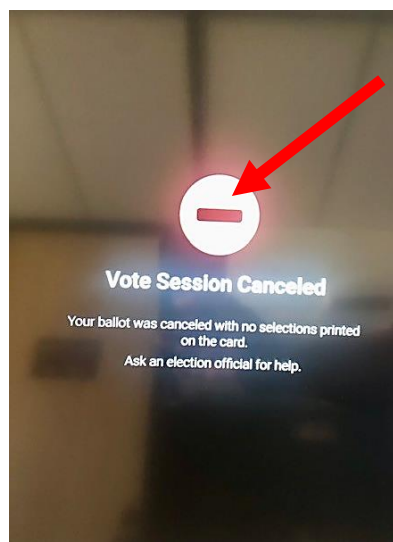
- Touch “Quit” in the top right corner of the ballot screen.



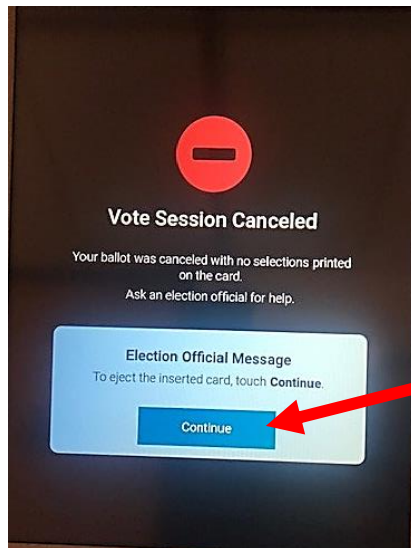
- Touch “Quit Voting”.



- Touch the red circle.



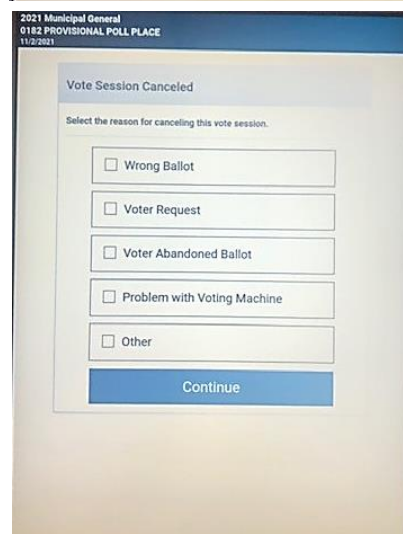
- “Election Official Message” box will appear. Touch “Continue”.



- The touchscreen keyboard will appear.
- Enter the Election Code. (It is the same code you entered in the beginning from the envelope in the yellow security bag).



- Touch the reason.
- Touch “Continue”.



- The blank ballot activation card will eject from the voting machine.
- Remove the card.



### Screen Freezes or appears White

- Unlock the side door where the power button is located.
- Press the power button to “Off” and hold.
- Continue to hold the button until the screen turns black.
- Release the button.
- Press the button to “On”.
- Allow the machine to start up and proceed as normal.
- If the problem persists, contact the Elections Office.



# DS200 Precinct Scanner Troubleshooting

## Ballot will not Scan – “Ballot Cannot be Read”

- Voter inserts ballot in precinct scanner, ballot is rejected, and a message “Ballot Cannot be Read” appears on the precinct scanner screens.
  - Ask the voter to turn the ballot upside down and insert it again.
  - If the ballot is still rejected, the ballot needs spoiled, and the voter needs to vote again.
    - Poll worker writes spoiled on the ballot that cannot be read.
    - Place spoiled ballot in gold envelope marked “Spoiled Ballots” from the white supply box.
    - Give voter a new blank ballot activation card and direct them to a voting machine.
- Ballot is not cast and tabulated until the “Thank you for voting” screen appears.



## Paper Jam

- Contact your Rover.
- Use emergency ballot box for voters to place ballots until jam is cleared.
- After jam is cleared two poll workers will remove ballots from emergency ballot box.
  - Two poll workers will work together to insert ballots in scanner for tabulation.

## Public Count vs Protected Count

- The precinct scanner contains two counts:
  - Public count
    - The number of ballots scanned for this election.
  - Protected count
    - The number of ballots scanned in the lifetime of the precinct scanner.
    - Similar to the odometer reading on a vehicle.



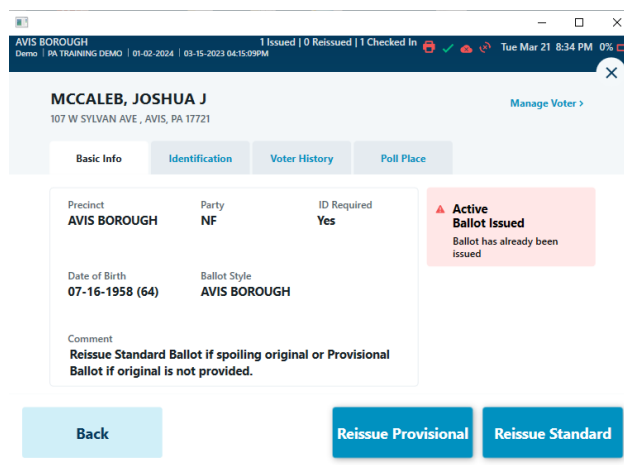
# Electronic Poll Book Troubleshooting

## Slowness

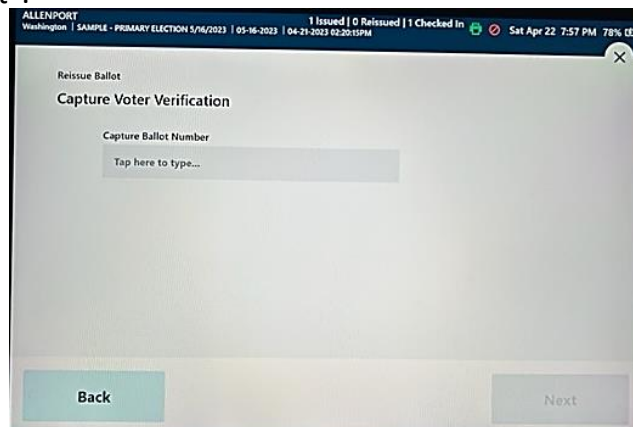
- If you experience slowness (lagging) when checking in voters restarting may help.
- To restart the electronic poll book:
  - From the “Search for Voter” screen touch “Options” in the top right corner.
  - Touch “Sign Out”. It is the last option in the menu that appears.
  - Touch “Yes” to sign out.
  - From the “Launch” screen touch “Shut Down” at the bottom.
  - Touch “Yes” to shut down.
  - Wait approximately 10 seconds then press the orange power button to turn the poll book back on.
- You will need to sign in again by first entering the PQC code then the username and password.

## Re-issuing a Ballot

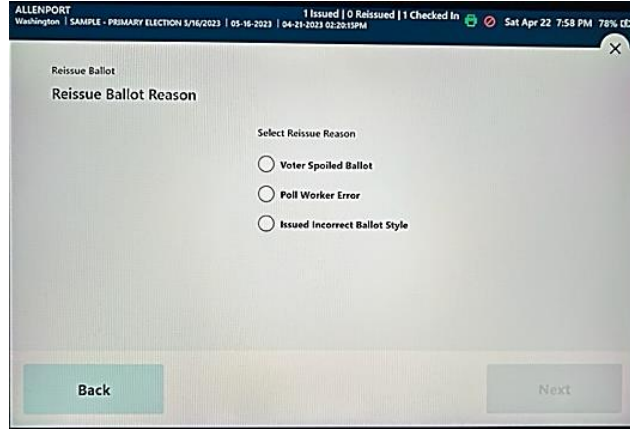
- If you need to re-issue a ballot and spoil the original ballot issued, follow these steps:
  - Search for the voter under “Search for Voter” and chose voter’s name.
  - Touch “Reissue Standard”.



- Enter the “Capture Ballot Number”. This is their number from the *Numbered List of Voters* book.
- Touch “Next”.



- Select the reason a ballot is being reissued.
- Touch “Next”.



- The voter needs to re-sign. Follow the previous steps from issuing a ballot.
- You are prompted to enter a new blank ballot activation card in the ExpressVote printer.

# Poll Watchers

## Poll Watchers Do's and Don'ts

- Poll Watchers **must present** Watcher's Certificate (example below).
- One watcher per candidate and one watcher per political party are permitted in the polling place at a time.
- Watchers **are not** permitted to wear political clothing or accessories.
- Watchers **are not** permitted to speak to voters.
- Watchers **are not** permitted to take photos or recordings.
- Watchers **are** permitted to view the *Numbered List of Voters* book when not in use.
- Watchers **are** permitted to keep their own list of voters.
- Watchers **can** challenge the qualifications of voters in accordance with the law.
  - Form can be found in white elections supply box.

## Poll Watchers Certificate

**WATCHER'S CERTIFICATE**  
PRIMARY ELECTION, TUESDAY, MAY 18, 2021

Washington County, Pennsylvania  
Washington, Pennsylvania

**OFFICE OF THE COUNTY BOARD OF ELECTION**

**THIS WILL CERTIFY** \_\_\_\_\_  
has been regularly appointed a WATCHER in and for the election district of \_\_\_\_\_

Wherein the said watcher is a qualified resident and a qualified elector, by \_\_\_\_\_

who is a candidate for the office of \_\_\_\_\_  
representing the \_\_\_\_\_  
to serve at the PRIMARY ELECTION, TUESDAY, MAY 18, 2021, in accordance with the provisions of the 417th Section of an Act approved June 3, 1937, P.L. 1333 as amended.

IN TESTIMONY WHEREOF, we have hereunto set our hand and caused the seal of this office to be affixed as of OCTOBER 19, 2021.



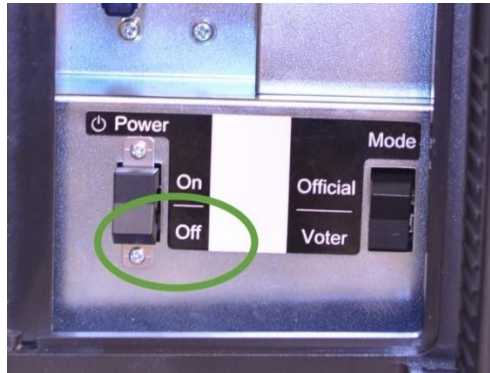
*Dara Day Vaughan*  
\_\_\_\_\_  
*Larry Maggi*  
\_\_\_\_\_  
*Neil Shuman*  
\_\_\_\_\_  
County Board of Commissioners

## Closing the Polls

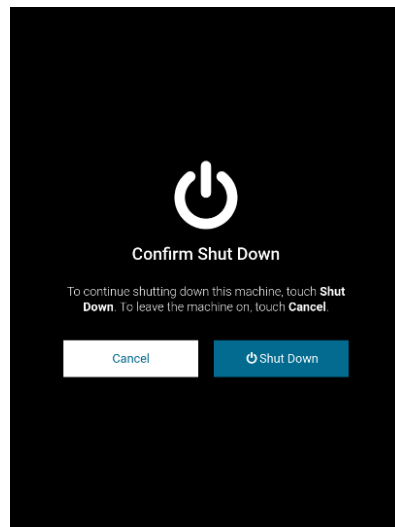
- At 8:00 pm announce the polls are closed.
  - Voters in line at 8:00 pm are eligible to vote. The constable or a poll worker should stand at the end of the line to indicate the last eligible voter.
- Make sure the door to the polling place is shut and if able lock the door.

### Closing Touchscreen Machines – ExpressVote Ballot Marking Device

- Remove the white corrugated plastic privacy screen, fold it, and twist the black latch.
- Use the barrel keys to unlock the door on the left side.
- Turn off the machine by pressing the power button to “Off”.



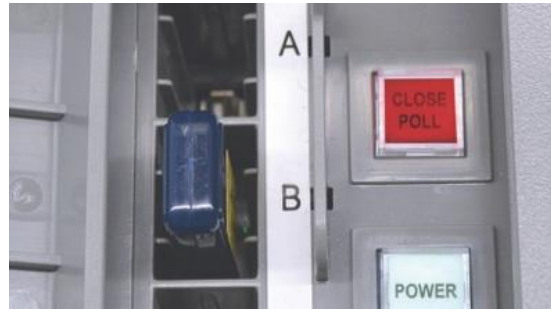
- Touch “Shut Down” on the screen to confirm the shut down.



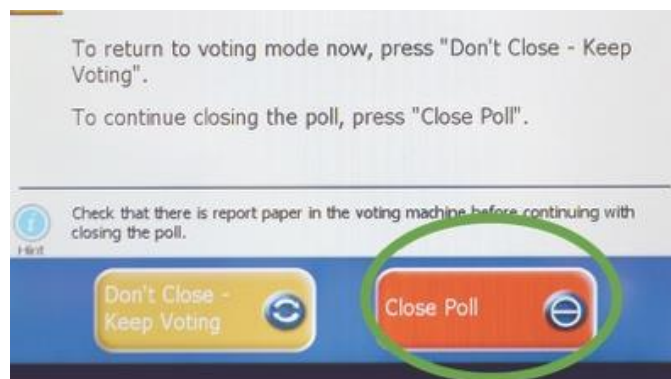
- Close and lock the door.
- Lay the machine face down on a flat surface. (preferably the table it was sitting on).
- Unplug the circular power cord in the back of the machine by pulling back on the black rubber covering around the circular part.
- Press the kickstand to the back of the machine to lock.
- Place the power cord in the side pocket of the black bag and zip it.
- Place the machine in the black bag and zip it.

## Closing Precinct Scanner – DS200 Scanner

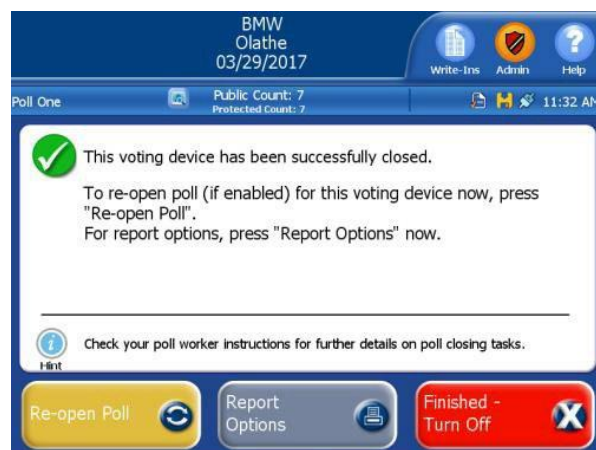
- Remove the security seal on the gray door on the front left.
- Press and briefly hold down the “Close Poll” button.



- Touch “Close Poll” on the scanner screen.



- The scanner will automatically print the ballot status report and 3 results reports.
  - Do not remove reports from scanner until all 3 reports are printed.
- You need to separate the three results reports.
  - Poll workers sign one results report and place it in *Return Envelope A* along with the ballot status report.
  - The 2<sup>nd</sup> results report is placed in the Minority Inspector envelope.
  - The 3<sup>rd</sup> results report is posted at the polling place for the public. It needs to be in an area visible from the outside.
- Touch “Finished – Turn Off” to shut down the scanner.



- Once the scanner screen goes black and the red light on the power button is no longer lit remove the blue media stick from the slot.
  - **Do not remove** the blue media stick until the screen goes black and the red light goes out. Removing it early will cause the results to not save correctly.



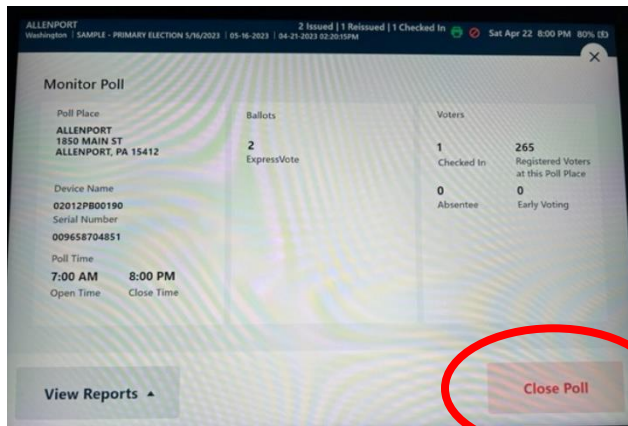
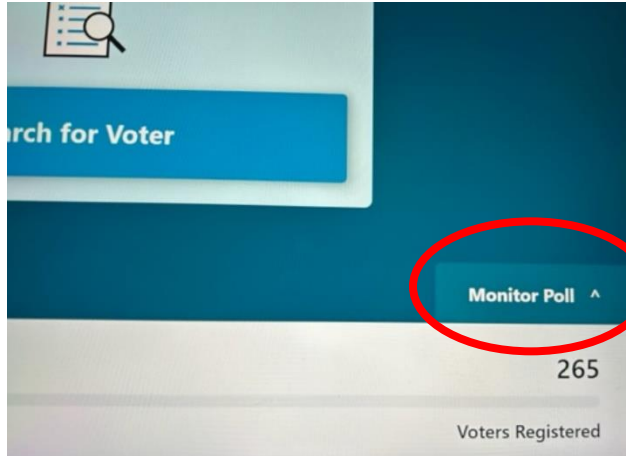
- Place the blue media stick in the clear corner pocket of the yellow security return bag.
- Close and lock the gray door with the barrel key.
- Push the black scanner screen down and lock with the barrel key.
- Close the clamshell lid, hook latches, and lock with flat silver key.
- Remove the seal from the bottom front door and unlock with flat silver key.
- Remove the blue ballot bag. Make sure all voted ballots are inside the bag.



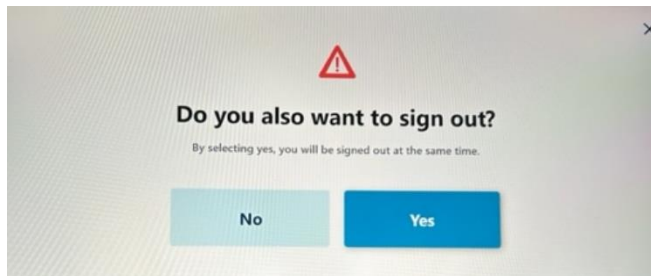
- Zip the bag and seal with a numbered security seal from the yellow security bag.
- Record the seal number on the *General Returns of Votes Cast*.
- Place the white box(es) containing the unused ballot activation cards in the empty bottom door.
- Place the orange and black case containing the ExpressVote printer and cords in the empty bottom door.
- Close and lock the door with the flat silver key.
- Unplug the power cord and place inside the back door. Close and lock the back door with the silver flat key. The scanner is now shut down.

## Closing Electronic Poll Books

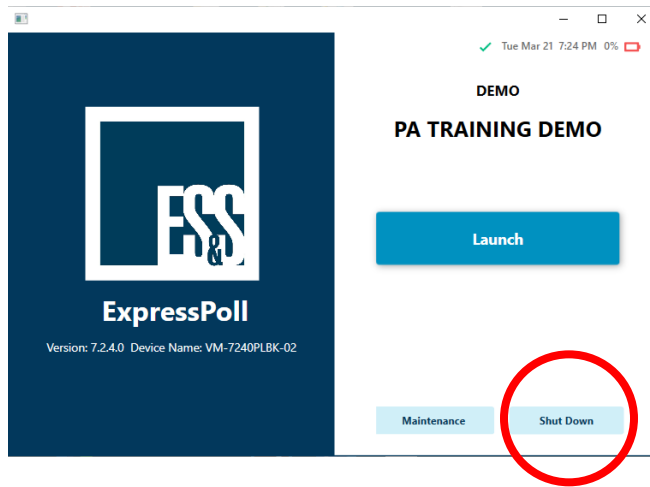
- Touch “Monitor Poll” and then touch “Close Poll”.



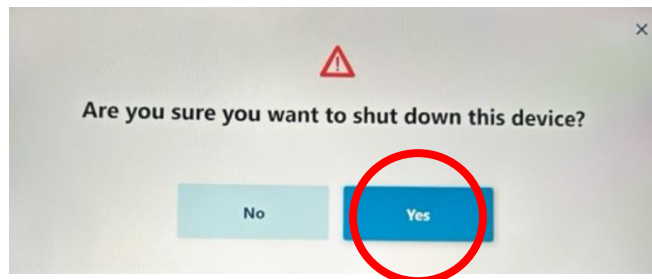
- Touch “Yes” on the next screen for the question, “Do you also want to sign out?”



- Touch “Shut Down”.



- Touch “Yes” on the next screen for the question, “Are you sure you want to shut down this device?”



- When the screen goes black remove the magnetic power cord from the right side.
- Turn off the ExpressVote printer by pushing the orange button.
- Remove the ExpressVote printer cord from the USB slot on the electronic poll book.
- Remove the other end of the USB cord from the back of the ExpressVote printer.
- Remove the power cord from the back of the ExpressVote printer.
- Return the electronic poll book and its power cord to the black and orange case.
- Zip the case closed and place it in the blue supply bag on wheels.



## General Returns of Votes Cast

- On line 1 enter the total number of ballots received.
  - This is the total number of ballot activation cards in the white boxes
    - 50 ballot activation cards to a rubber band pack
    - 500 ballots to a box (10 packs)
- On line 2 enter the total number of voted ballots.
  - Total number of voters
    - This number is from the *Numbered List of Voters* or the public count from the precinct scanner.
- On line 3 enter the total number of spoiled ballots.
  - Ballot activation cards spoiled and placed in *Spoiled Ballot* gold envelope
- On line 4 enter the total number of ballots not used.
  - Line 1 – Line 2 – Line 3 = Line 4
- In Columns A and B carryover over the numbers to their line with the same number.

WPP-FORM 30p Washington ©  
1 COPY IN ENVELOPE A  
1 COPY IN ENVELOPE B

November 8, 2022  
GENERAL RETURNS OF VOTES CAST  
General Election

ExpressVote Ballots (Activation Cards)	
Column - A	Column - B
1. Enter Total number of Ballots received from County Board of Elections <u>500</u>	1) <u>500</u>
2. Enter Total Voted Ballots <u>100</u>	2) <u>100</u>
3. Enter number of Spoiled Ballots (Return as directed) <u>5</u>	3) <u>5</u>
4. Enter number of Unused Ballots (Return as directed) <u>395</u>	4) <u>395</u>
TOTALS (A MUST EQUAL B) <u>500</u>	*** Number from line 1 <u>500</u>
**From Column A add lines 2, 3, & 4 for total	TOTAL**
	TOTAL***

### ExpressVote Ballots (Activation Cards)

- Total number of Ballots received:** Write down number of blank ballot activation cards received in box. Number can be found on label on top of box.
- Total Voted Ballots:** Numbered list of voters book equals Public Count number from scanner; write that number for total voted ballots.
- Spoiled Ballots:** Ballot activation cards marked spoiled by poll workers.
- Unused ballots:** Total received - Total voted - Total Spoiled = Unused ballots

Carry numbers over into Column A and Column B

- Grant Total Ballots Voted:** Number from #2

REMARKS SECTION	STATEMENT
	We the Election Officials certify that We have followed all Procedures Prescribed by Law, and have Enclosed the specified items from the Election Held at:
	City Borough of <u>Washington</u>
	<u>5</u> Ward <u>2</u> Dist.
	<u>Washington</u> County
<u>11/5/2024</u> (Date)	

PROVISIONAL BALLOTS	
<u>50</u>	Received
<u>10</u>	Used
<u>0</u>	Spoiled
<u>50</u>	Total
*(should equal 50)	

\* 5. Grant Total Ballots Voted 500  
(Add all Line 2 Totals)

PLEASE SIGN ALL COPIES

Patty Pollworker Judge of Elections  
Vickie Voter Majority Inspector  
Holly Helper Minority Inspector  
Becky Ballot Clerks  
Ellen Election Clerks  
 \_\_\_\_\_ Seal Number \_\_\_\_\_ Departure Time  
 \_\_\_\_\_ Seal Number  
 \_\_\_\_\_ Seal Number

## Completing Paperwork

- Remove the large gold envelopes and the small gold envelopes from the supply box.
  - Each gold envelope is labeled with what forms are to be sealed in it.
- *Election Return Envelope A*
  - One (1) results tape
  - One (1) zero results tape
  - Envelope E containing the white copy of the numbered list of voters book pages
    - They will need to be folded to fit in the envelope.
  - Envelope G containing one (1) Election Officers' Oath
  - Envelope K containing the record of assisted voters
  - *Affidavit of Voter Identification*
  - *General Returns of Votes Cast*
- *Election Return Envelope A* is placed in the yellow security bag and returned to the Elections Office.
- *Minority Inspector Envelope B*
  - One (1) results tape
  - *General Returns of Votes Cast*
  - Envelope F containing the yellow copy of the numbered lists of voters book pages.
    - They will need to be folded to fit in the envelope.
  - Envelope H containing one (1) Election Officers' Oaths
- *Minority Inspector Envelope B* is taken by the Minority Inspector and kept for 1 year. If the Minority Inspector does not want the envelope, return to the Elections Office in the yellow security bag.
- *Spoiled Ballot* envelope contains spoiled ballot activation cards and is returned to the Elections Office in the yellow security bag.
- *Affirmation of Electors* envelope containing the completed affirmation of electors forms is returned to the Elections Office in the yellow security bag.
- The white elections supply box and unused items and forms are placed back in the blue supply bag on wheels.
- Place the unused specimen and emergency ballots in the blue supply bag on wheels.
- Remove the postings from the polling place. The postings can be thrown away.

## Returning to Election Office

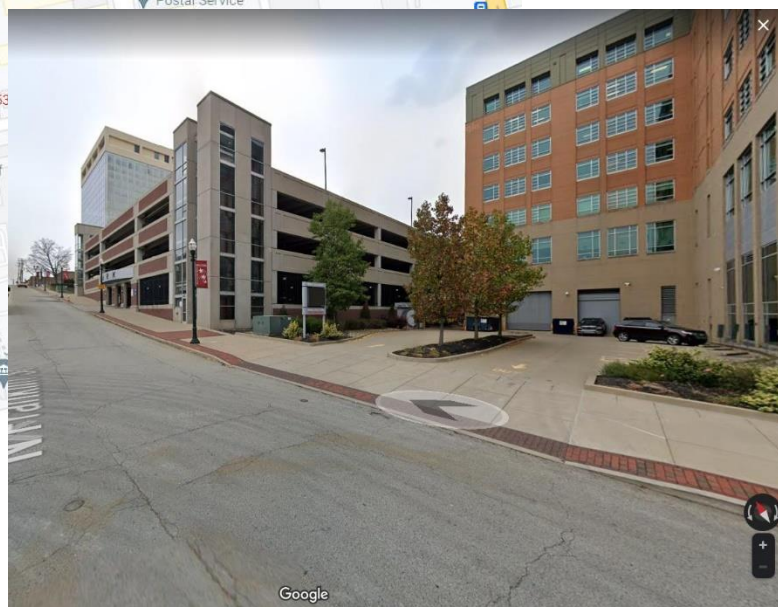
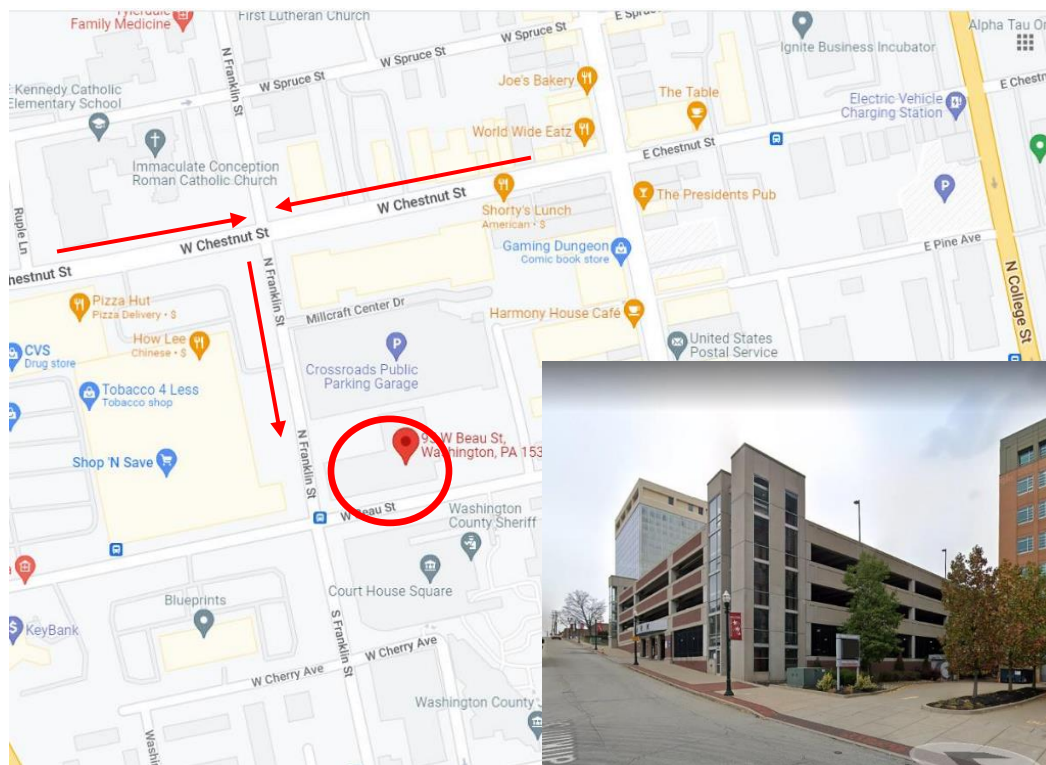
- The yellow security bag and blue ballot bag are returned to the Elections Office by the Judge of Elections and Minority Inspector.
- The DS200 precinct scanner, voting machines, and blue supply bag on wheels are left at the polling place in a secure location for pick up by the Elections Office.

## Yellow Security Bag End of Night Checklist

- Media Stick from DS200 Precinct Scanner - place in clear pocket
  - If you forget the media stick you will be asked to return to the polling place to retrieve it.
- Coil ring with keys
- Envelope containing election codes
- Completed pay vouchers
- White provisional ballot envelope containing voted provisional ballots
- Unused provisional ballot supplies
- *Election Return Envelope A*
- *Affirmation of Elector* envelope
- *Spoiled Ballot* envelope with any spoiled ballot activation cards in it
- Supplemental paper poll book, if used
- Emergency back-up paper poll book, if used
- Clear tamper evident bag sealed with surrendered absentee and mail in ballots and completed declarations

## Return Location

- Crossroads Center, 95 W Beau St, Washington
  - Back of the building



# EXAMPLES

# Election Officers' Oaths

WPP Form 025

WILLIAM PENN PRINTING CO.

ELECTRONIC VOTING SYSTEMS

To be made in DUPLICATE

One copy to be placed in ENVELOPE G

One copy to be placed in ENVELOPE H

## ELECTION OFFICERS' OATHS

"I.....DO SWEAR (OR AFFIRM)

That I will, as JUDGE duly attend the ensuing Election or Primary during the continuance thereof, and in cooperation with the Inspectors, faithfully carry on the same; that I will not give my consent to the admission of any person to vote, except such as I firmly believe to be registered and entitled to vote at such Election or Primary, according to the provisions of the Constitution and Laws of this Commonwealth, and that I will use my best endeavors to prevent any fraud, deceit, or abuse in carrying on the same, and that I will make a true and perfect return of the said Election or Primary, and will at all times impartially and faithfully perform my duty respecting the same, to the best of my judgment and ability; and that I am not directly or indirectly interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me }  
\_\_\_\_\_ Judge of \_\_\_\_\_ Ward \_\_\_\_\_ District  
\_\_\_\_\_ Minority Inspector of \_\_\_\_\_

"I.....DO SWEAR (OR AFFIRM)

That I will, as an INSPECTOR duly attend the ensuing Election or Primary during the continuance thereof, and that I will not admit any person to vote except such as I shall firmly believe to be registered and entitled to vote at such Election or Primary, according to the provisions of the Constitution and Laws of this Commonwealth. That I will not vexatiously delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid. That I will make a true and perfect return of the said Election or Primary, and that I will, in all things, truly, impartially and faithfully, perform my duties therein to the best of my judgment and ability; and that I am not directly, or indirectly, interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me }  
\_\_\_\_\_ Judge Majority Inspector the \_\_\_\_\_ Ward \_\_\_\_\_ District  
\_\_\_\_\_ of \_\_\_\_\_

"I.....DO SWEAR (OR AFFIRM)

That I will, as an INSPECTOR duly attend the ensuing Election or Primary during the continuance thereof, and that I will not admit any person to vote except such as I shall firmly believe to be registered and entitled to vote at such Election or Primary, according to the provisions of the Constitution and Laws of this Commonwealth. That I will not vexatiously delay or refuse to permit any person to vote whom I shall believe to be entitled to vote as aforesaid. That I will make a true and perfect return of the said Election or Primary, and that I will, in all things, truly, impartially and faithfully, perform my duties therein to the best of my judgment and ability; and that I am not directly, or indirectly, interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me }  
\_\_\_\_\_ Judge Minority Inspector the \_\_\_\_\_ Ward \_\_\_\_\_ District  
\_\_\_\_\_ of \_\_\_\_\_

"I.....DO SWEAR (OR AFFIRM)

That I will, as a CLERK, attend the ensuing Election or Primary during the continuance thereof. That I will carefully and truly record the number of votes that shall be given for each candidate at the Election or Primary as often as his name shall be read to me by the Judge or Inspector thereof and in all things truly and faithfully perform my duty respecting the same, to the best of my judgment and ability and that I am not directly, or indirectly, interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me }  
\_\_\_\_\_ Judge Majority Inspector's Clerk of the \_\_\_\_\_ Ward  
\_\_\_\_\_ District of \_\_\_\_\_

"I.....DO SWEAR (OR AFFIRM)

That I will, as a CLERK, attend the ensuing Election or Primary during the continuance thereof. That I will carefully and truly record the number of votes that shall be given for each candidate at the Election or Primary as often as his name shall be read to me by the Judge or Inspector thereof and in all things truly and faithfully perform my duty respecting the same, to the best of my judgment and ability and that I am not directly, or indirectly, interested in any bet or wager on the result of this Election or Primary."

Sworn (or affirmed) and subscribed this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me }  
\_\_\_\_\_ Judge Minority Inspector's Clerk of the \_\_\_\_\_ Ward  
\_\_\_\_\_ District of \_\_\_\_\_

"I.....DO SWEAR (OR AFFIRM)

That I will, as OVERSEER of the Election or Primary, truly and faithfully perform my duties, respecting the same, to the best of my judgment and ability; and as Overseer, I will carry out my duties according to the provisions of the Constitution and Laws of this Commonwealth."

Sworn (or affirmed) and subscribed this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me }  
\_\_\_\_\_ Judge Overseer of the \_\_\_\_\_ Ward \_\_\_\_\_ District  
\_\_\_\_\_ of \_\_\_\_\_

"I.....DO SWEAR (OR AFFIRM)

That I will, as OVERSEER of the Election or Primary, truly and faithfully perform my duties, respecting the same, to the best of my judgment and ability; and as Overseer, I will carry out my duties according to the provisions of the Constitution and Laws of this Commonwealth."

Sworn (or affirmed) and subscribed this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me }  
\_\_\_\_\_ Judge Overseer of the \_\_\_\_\_ Ward \_\_\_\_\_ District  
\_\_\_\_\_ of \_\_\_\_\_



# Electors Declaration to Surrender their Ballot

WPP 114

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

### **For the Voter:**

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

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

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

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

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

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

### **For Election Officials Only:**

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

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

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

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

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





# Spoiled Ballot Envelope

WPP - FORM 046 ©

WILLIAM PENN PRINTING COMPANY, PITTSBURGH PA.

\_\_\_\_\_ Ward \_\_\_\_\_ Dist.

City  
Boro. of \_\_\_\_\_  
Twp.

**ELECTION  
SPOILED BALLOT ENVELOPE**

---

**Return to the County Board of Elections**

## Envelope A – Return to County Board of Elections

WPP - FORM 017 DS ©

WELLMAN PENN PRINTING COMPANY, PITTSBURGH, PA

**ELECTION RETURN ENVELOPE**

**A**

**To County Board of Elections**

\_\_\_\_ COUNTY  
\_\_\_\_ PENNA.

Returns From \_\_\_\_\_ Ward \_\_\_\_\_ Dist.

City  
Boro. of \_\_\_\_\_  
Twp. \_\_\_\_\_

Officers at The Court House Will Fill Out This Space

Received \_\_\_\_\_ 20\_\_\_\_  
At \_\_\_\_\_ o'clock \_\_\_\_\_ M.

ELECTION HELD ON  
\_\_\_\_\_ 20\_\_\_\_

**ELECTRONIC VOTING SYSTEM**  
**ENVELOPE A - ENCLOSE HEREIN**  
ONE RESULTS TAPE  
ONE ZERO TAPE

ENVELOPE E - Containing One Numbered List of Voters.  
ENVELOPE G - Containing One Oaths of Election Officers.  
ENVELOPE K - Containing Record of Assisted Voters.  
One Copy of Affidavits of Voters.  
One Copy of General Returns of Votes Cast.

This Envelope must be SEALED and Delivered to the County Board of Elections by the Judge of Election IN PERSON

## Envelope B – Minority Inspector

WPP - FORM 18 DS Washington ©

WELLMAN PENN PRINTING COMPANY, PITTSBURGH, PA

**B**

**ELECTION**

\_\_\_\_ Ward \_\_\_\_\_ Dist.

City  
Borough of \_\_\_\_\_  
Township \_\_\_\_\_

For Election Held \_\_\_\_\_ 20\_\_\_\_

To \_\_\_\_\_  
Minority Inspector

**ELECTRONIC VOTING SYSTEM**  
**ENVELOPE B - ENCLOSE HEREIN**  
ONE Results Tape  
General Returns of Votes Cast

ENVELOPE F - Containing One Numbered List of Voters.  
ENVELOPE H - Containing One Oaths of Election Officers.  
Seal Carefully and Deliver to the MINORITY INSPECTOR. To be kept by Him/Her.

# Affidavit of Voter Identification

WPP-FORM 010 ©

## AFFIDAVIT OF VOTER IDENTIFICATION

To be signed after the close of the polls.

\_\_\_\_\_ The undersigned, members of the district election board for the election district designated as \_\_\_\_\_ (e.g., municipality, ward, precinct, division, etc) by the Board of Elections of \_\_\_\_\_ County, having been duly sworn according to law, state as follows:

1. I understand that, before certain electors who appear to vote are permitted to cast a ballot in the ordinary manner, the law requires an individual to present to an election officer for examination either a proper form of photo identification or, if the individual does not have proper photo identification, a proper form of identification that shows the name and address of the elector.

2. I further understand that in the event that the district register indicates that an elector appearing to vote is required to show proper identification, it is the responsibility of the responsible election officer(s) to require the elector to present a proper form of identification and to examine the identification presented to determine whether the identification is proper and demonstrates to the satisfaction of the inspectors of election and/or the judge of elections that the individual appearing to vote is a registered and qualified elector of the election district.

3. I further understand that in the event that an election officer has examined the identification presented and the elector has been permitted thereafter to sign the district register and to vote in the ordinary manner, the election officer who examined the identification is required to indicate that he or she has examined the elector's identification by affixing his or her initials next to the name of the elector in the district register in the place designated for such purpose.

4. Based on the aforesaid understandings, where my initials appear in the district register indicating that I have examined an elector's identification, I swear under oath that I did in fact examine the identification presented by the elector as required by law.

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

\_\_\_\_\_  
Majority Inspector

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

\_\_\_\_\_  
Majority Clerk

\_\_\_\_\_  
Minority Clerk

\_\_\_\_\_  
SWORN AND SUBSCRIBED BEFORE US\* ACCORDING TO LAW, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

\_\_\_\_\_  
Majority Inspector

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

\*An election officer who signed above cannot administer an oath to himself. Therefore, it is important that another constitutional officer administer the oath to an election officer who has examined voter identification.

# Provisional Ballot Return Envelope

WPP-151

## PROVISIONAL VOTING—RETURN ENVELOPE ENCLOSE VOTED PROVISIONAL ENVELOPES HEREIN

<b>#1 FOR THE JUDGE OF ELECTION</b>	
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)	
<i>I, hereby swear, in accordance with the Pennsylvania Election Code, that the information provided in this section is accurate and complete.</i>	
Signed _____ (Judge of Election)	
<b>#2 FOR THE MINORITY INSPECTOR</b>	
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.	

Primary and Election  
WPP - Form 3

William Penn Printing Company, Pittsburgh, Pa.

**CHALLENGES**  
**ELECTOR'S AFFIDAVIT**

The following affidavit is to be executed by an elector of the district who is challenged with respect to the elector's identity or legal residence in the district; or by an elector challenged for bribery or other violation of the Election Laws.

COMMONWEALTH OF PENNSYLVANIA, }  
\_\_\_\_\_ COUNTY, } S.S.

I, \_\_\_\_\_ being duly sworn, depose and say: That I am a resident of the Commonwealth of Pennsylvania, that I presently reside at or up to \_\_\_\_\_;

(If removed from district insert date of removal which must be within 30 days immediately preceding this Primary or Election) did reside at \_\_\_\_\_;

(Show residence here)

that I am qualified to vote in the \_\_\_\_\_ Ward, \_\_\_\_\_ District, City \_\_\_\_\_; Borough of \_\_\_\_\_; Township \_\_\_\_\_;

that I have had a continuous residence at the address set forth on my registration card; or that I removed from the district within thirty days immediately preceding this Primary or Election; that I am the identical person whose name is set forth on said registration card, and further, that I have not committed bribery at this Primary or Election, nor have I violated any election laws of this Commonwealth.

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_,

20 \_\_\_\_\_ before \_\_\_\_\_

(Signature of Elector Challenged)

Judge of Elections

**SUPPORTING AFFIDAVIT**

The following supporting affidavit is to be executed by another qualified elector of the district in case of the challenge of an elector as to identity or legal residence in the district.

COMMONWEALTH OF PENNSYLVANIA, }  
\_\_\_\_\_ COUNTY, } S.S.

I, \_\_\_\_\_ being duly sworn, depose and say: That I reside at \_\_\_\_\_;

that I am a qualified elector of \_\_\_\_\_ Ward, \_\_\_\_\_ District, City \_\_\_\_\_; Borough of \_\_\_\_\_; Township \_\_\_\_\_;

that I am personally acquainted with \_\_\_\_\_, whose right to vote has been challenged, and I know said elector is a resident of the Commonwealth of Pennsylvania, and that said elector has continuously resided or did reside within thirty days immediately preceding this Primary or Election, at the address set forth on his or her registration card.

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_,

20 \_\_\_\_\_ before \_\_\_\_\_

(Signature of Elector making this Supporting Affidavit)

# Statement of Complaint – HAVA Violation

WPP159



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF STATE  
Harrisburg

(FOR OFFICIAL USE ONLY)

--

## STATEMENT OF COMPLAINT – VIOLATIONS OF TITLE III OF THE HELP AMERICA VOTE ACT OF 2002 (PUBLIC LAW 107-252, 42 U.S.C. § 15301 *ET SEQ.*)

Under section 402(a)(2) of the Help America Vote Act of 2002 (HAVA) (42 U.S.C. § 15512(a)(2)) and section 1206.2(a) of the Pennsylvania Election Code (25 P.S. § 3046.2(a)), any person who believes that a violation of any provision of Title III of HAVA (42 U.S.C. §§ 15481-15501) has occurred, is occurring, or is about to occur, may file a complaint with the Department of State, Bureau of Commissions, Elections and Legislation. Complaints made against a local or county official or employee will be processed and considered by the Department of State under section 1206.2(b) of the Election Code (25 P.S. § 3046.2(b)). Complaints made against the Department of State will be processed and considered by the Commonwealth's Office of General Counsel under section 1206.2(c) of the Election Code (25 P.S. § 3046.2(c)).

In order for the Department of State or the Office of General Counsel to initiate complaint proceedings under section 402(a) of HAVA and section 1206.2 of the Election Code to consider possible violations of Title III of HAVA, a complainant must complete both sides of this complaint form. Complaints should be typewritten or clearly printed in black or blue ink. Please state the facts briefly and clearly, and be sure to submit any documents you have to support your complaint.

YOU MUST SIGN THIS FORM, COMPLETE THE PRESCRIBED AFFIDAVIT BEFORE A LICENSED NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED UNDER PENNSYLVANIA LAW TO ADMINISTER OATHS, AND RETURN THE FORM, *WITH TWO COPIES*, TO THE DEPARTMENT OF STATE, BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION, 210 North Office Building, Harrisburg, PA 17120.

**THIS FORM MUST BE SIGNED UNDER OATH, NOTARIZED, AND FILLED OUT COMPLETELY IN ORDER TO BE PROCESSED. TO ASSURE PROMPT PROCESSING OF THE COMPLAINT, PLEASE FILE THE ORIGINAL AND *TWO COPIES* OF THE COMPLAINT WITH THE BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION**

### TYPE OF COMPLAINT (PLEASE CHECK ONE):

- ALLEGATIONS MADE AGAINST COUNTY OR LOCAL OFFICIAL (S) OR EMPLOYEE (S)
- ALLEGATIONS MADE AGAINST THE DEPARTMENT OF STATE

#### A. COMPLAINT INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code) (HOME)		(WORK)	

#### B. COMPLAINANT'S ATTORNEY, IF ANY

LAST NAME	FIRST NAME	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code)		FIRM NAME	

#### C. NAME AND ADDRESS OF WITNESS, IF ANY

LAST NAME	FIRST NAME	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code)	If needed, is this witness willing to support your complaint by appearing at a hearing? <input type="checkbox"/> YES <input type="checkbox"/> NO		

#### D. NAME AND ADDRESS OF SECOND WITNESS, IF ANY

LAST NAME	FIRST NAME	MIDDLE INITIAL	
STREET ADDRESS (Number and Name)			
CITY	COUNTY	STATE	ZIP CODE
TEL. (Include Area Code)	If needed, is this witness willing to support your complaint by appearing at a hearing? <input type="checkbox"/> YES <input type="checkbox"/> NO		

NOTE: If additional witnesses are available, list names, addresses, and other pertinent data in a manner similar to above on 8½" x 11" paper.

