

Polling Official Training for the 2019 Municipal Election for Mayor and City Council August 27, 2019

- Please make sure that your cell phones are turned off or have them on silent / vibrate
- Please DO NOT TOUCH THE iPADS YET!!!!
- Please do not sit and converse with your neighbor – if you have a question let ME know (it also makes the class longer if I have to keep stopping for people to finish their conversations)
- You will “sign in” on your way out
- If you need to leave early, please stop by Marjorie’s office on your way out

August 2019

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

GUESS WHAT?!!

Two Elections – same day, same locations

- At some precincts there will be another, separate election on the other side of the room for House District 74 (Special Republican Run-Off Election)
- You **CANNOT** work that election

Using City Precincts ONLY

- The County has adopted the City Precinct Lines for this election

**NO PARTIES!
NO WRITE-INS**

- There are no parties in the Municipal Election. Mayor and City Council candidates are listed alphabetically by last name.
- You cannot “Write-In” a candidate in a Municipal Election

SUPPLIES –

WHERE ARE THEY?!?!



Chief Inspectors

- Your Chief Inspector Notebook will be mailed to you – or – you can pick it up at a later date. **PLEASE READ IT!!**
 - Make sure you call your workers before Election Day to:
 - Let them know what time to be there
 - What position they will be working
- **You must come by the office Monday, August 26 before 5:00 p.m. to pick up your poll pads!** (No, you cannot pick them up before then as they will not be completely programmed with all Absentee information.)
 - You will also be signing the Cell Phone Stipend
- **Cage:** Extra tabulator tape & poll pad tape; Record of Election Box; Provisional Box; Ballots and ExpressVote Ballots; Extension Cords & Power Strips; all other signage and supplies you normally have.
- No paper poll books – the Oath of Office is in the Record of Election Box (as well as one in your Chief Inspector notebook to cover all bases) for both Poll Workers & Poll Watchers = Read, Recite, & Sign.
- **You are responsible for making sure you have all Poll Pads to your precinct on Election Day. Your precinct cannot function without them and will be grounds for dismissal in the event this happens.**

Election Morning

- **Polls are open from 7 AM – 7PM**
 - Workers need to be at the precinct no later than 6:30 a.m. (or earlier if requested)
 - Management need to be there at 6:00 a.m.
 - Call if your precinct is not unlocked
- **Payroll!**
 - You will sign in & out on the Poll Pads!
 - **CHECK ADDRESS!!!**
 - If checks need to be mailed somewhere else, complete the form in the Chief Inspector Notebook –AND– sign the Poll Pad.
 - If workers are absent – you can either 1. Go to their name in Payroll and write “ABSENT / NO SHOW” etc. or 2. Make a notation in your book and call Marjorie 832-1326 that morning.
 - **Wait at least a week to call our office about checks**
- **Dress Appropriately**
 - Do not wear any campaign / party paraphernalia
 - No rips or tears in clothing
 - No house shoes or sweatpants
 - No spaghetti straps or short shorts

- **CELL PHONES**

- Make sure they are on and you can hear them ring!
 - Clerks should have them vibrate or mute
- Clerks CAN NOT have any Bluetooth devices or headsets into the polling location
- Make sure clerks' phones are *put away* any time voters are inside the polling location
- Clerks need to make a call? Designate an area where they can go to make a call but remind them to keep it brief.

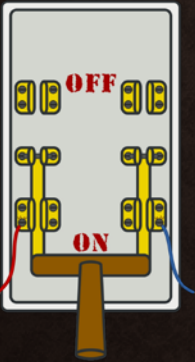
- **Lunches & Breaks**

- *Plan* for breaks and lunches (when and how long) and make sure clerks' times are staggered
- Leave for lunch? Be back in an hour or less – *everyone else needs a break and food too!*
- Make sure all tables are stocked
- One of the management team must always be at the Help Desk and at the Precinct.

MUST BE COMPLETED BEFORE 7:00 AM

DOUBLE
CHECK

- Double check the cage, tabulators, Express Votes, and Poll Pads to make sure they are at the proper location
- Unpack and *ORGANIZE*
 - Make sure both ballots are on the ballot table – regular ballots and ExpressVote ballots
 - Save your labels to put on your envelopes at the end of the night
- Turn on the tabulator and ExpressVote
- Set-up the Poll Pad – make sure it is at the proper location
 - All polling officials will need to sign-in for Payroll on the Poll Pad to get paid



- Post signs where voters can easily view them

REMINDERS:

**No campaigning
within 30 feet
from entrance**

**Voters CAN wear
political apparel as long
as they vote and leave –
they cannot campaign
while in line**

**Candidates CANNOT
stop in to "see how
things are going",
etc.**

**No party
affiliations
(REP/ DEM)**

No Write-Ins

**No
photography
in precinct**

**Poll Watchers –
1 per candidate**



Opening the Polls

The DS200 Tabulator & ExpressVote

TABULATOR PREPARATION

GREEN
means
GO!



- Make sure it's plugged in and the silver bar is in the down position in the back of the machine
- Break the outer seal, unlock with the silver key, and open lid
- Lift screen to turn the tabulator on
- Wait for the screen that asks for the Election Code
 - Enter the Election Code and press the "Accept" button
- Press the **Green** "Open Poll" button on the screen
 - It will start printing reports; *do not cancel*
- After the reports print, press the **Green** "Go to Voting Mode" button on the screen
- Remove the Zero Tape and place it in Envelope 5 of your closing envelopes
- It is now ready to accept ballots

ExpressVote preparation

- Make sure it's plugged in
- Open the Left Side Door, using the barrel key
- Make sure the “Mode” switch is in the “Voter” position
- Move the Power button to the “ON” position
- Close and lock the side door
- Do not touch the screen until the “Enter Election Code” Screen Appears
- Enter the Election Code using the touch screen and press the **Green** “ACCEPT” button
- Verify the precinct number and election name at the top of the screen is correct
- Touch the “OK” button to proceed to Voting Mode
- It is now ready to accept ballots



POLL PAD | training

THE STATE OF ALABAMA



- **It's WONDERFUL!!!**
- No more alphabetical lines – voters can go to the shortest available line.
- No more searching for ballot styles.
- No more flipping through pages.
- Super EASY to use – doesn't matter if you're 18 or 81, it is very USER FRIENDLY.
- Hardest part is taking it out of the case and setting the hardware up.

Go ahead and open the case – but please **DON'T TOUCH**

THIS IS HOW IT SHOULD LOOK WHEN YOU OPEN THE CASE.

What's in the case??

1. Poll Pad
2. Poll Pad Base
3. Two stylus' (should be two, but it's okay if there's just one)
4. ID Tray
 4. iPad charger in ID Tray section
5. Printer
6. Power Cords for the Printer (Under Poll Pad Base)
7. Quick Start Guide



READ THE “QUICK START GUIDE” AND SET-UP THE POLL PAD

DO NOT FORCE ANYTHING, if it doesn't go in easy – it's probably wrong!

DO NOT use the iPad for leverage when putting the stand in the base!

Please follow the instructions in the Guide and not skip ahead

ONCE POWERED ON – IT SHOULD LOOK LIKE THIS:

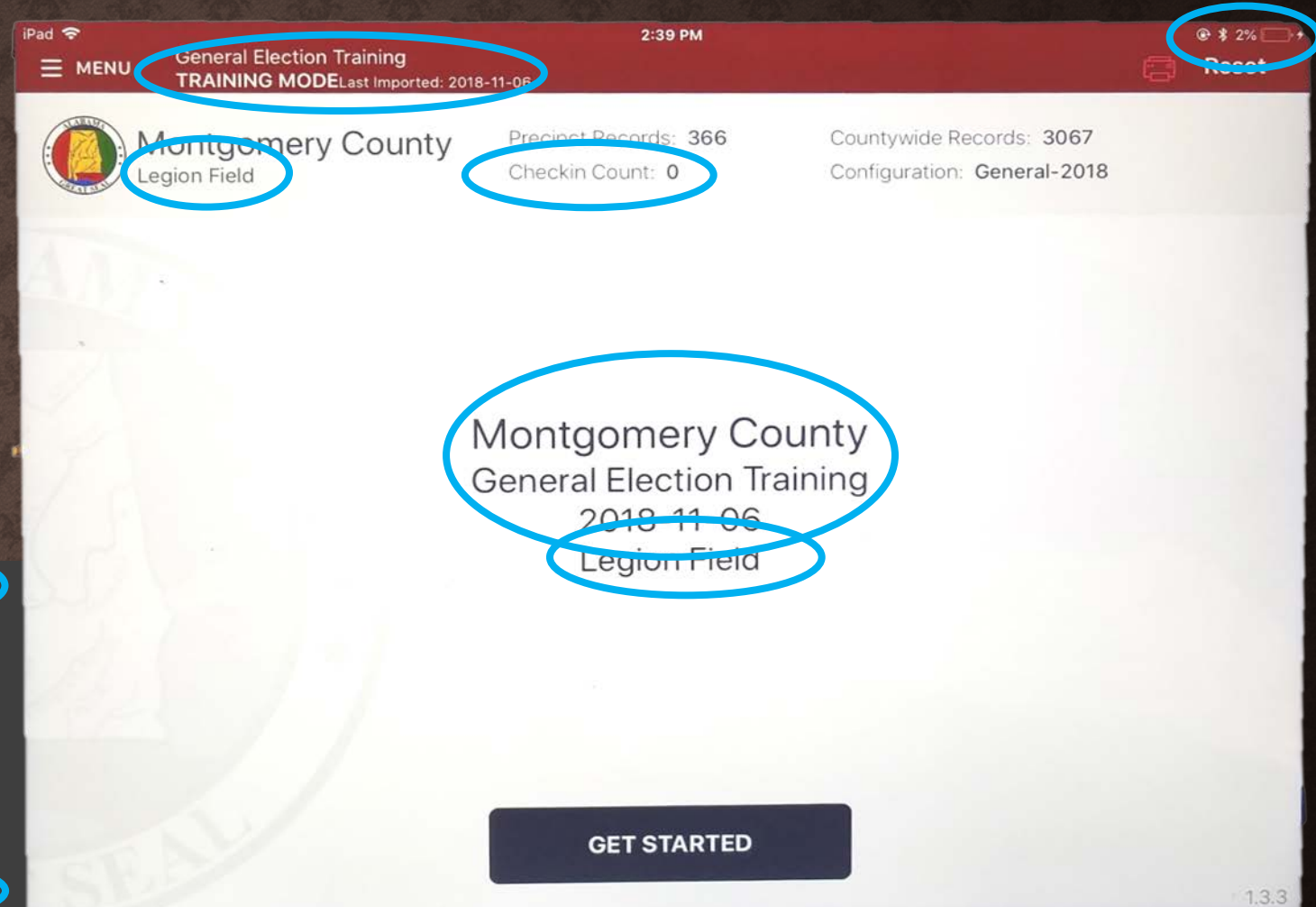
Touch the icon (like it says) and it will bring you to the home screen where you will verify all information and get started.



**TODAY YOUR SCREEN
SHOULD LOOK LIKE THIS
WITH THE RED RIBBON ON
TOP.**

**THIS SHOWS THAT IT IS IN
TRAINING MODE.**

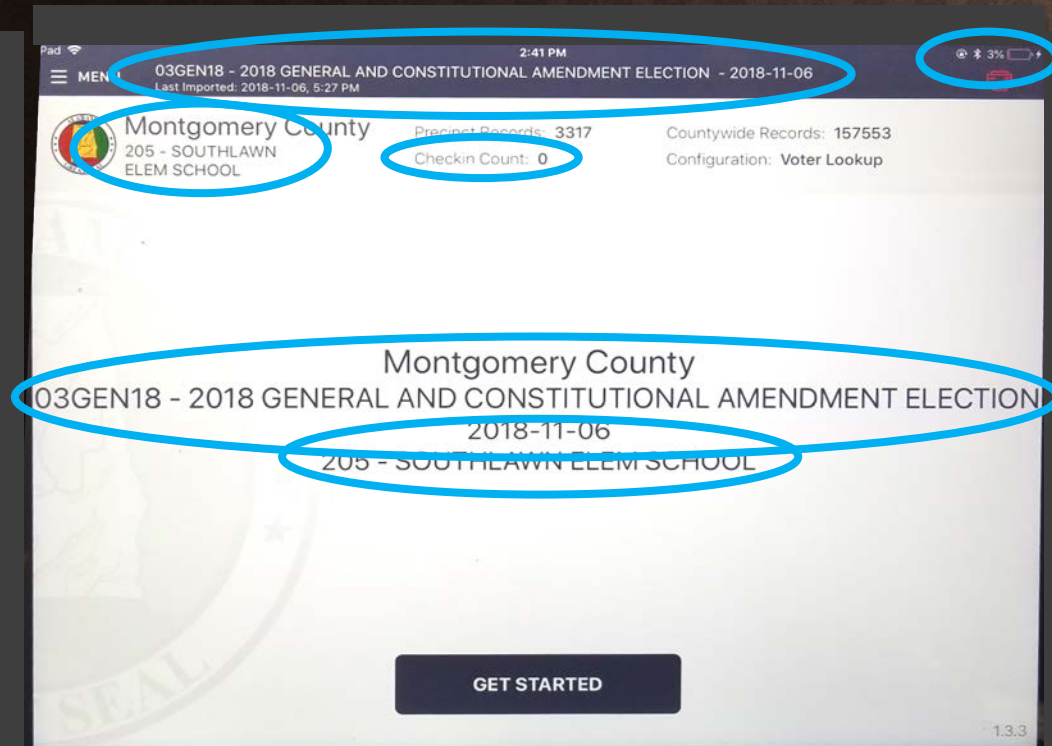
**** IF YOUR SCREEN LOOKS LIKE THE
ONE BELOW – LET ME KNOW NOW!!!**



**This is where you will verify your
information.**

**** Polling Place Location**
*** Check-In Count = 0**

*** Election Name & Date**
*** Battery Life (should be
around 90% or so)**





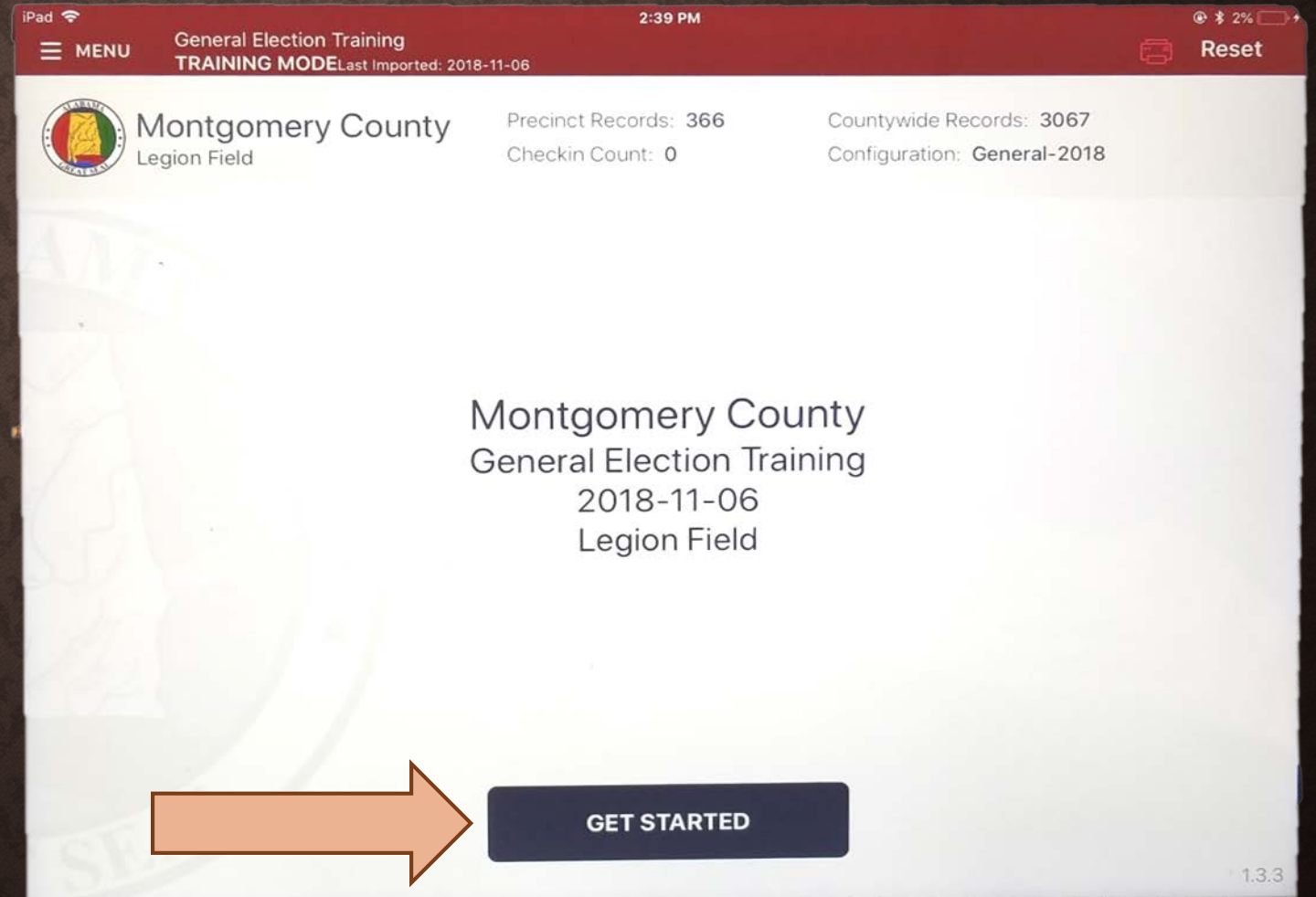
CHECK-IN TABLE

Processing voters

7:00 A.M. – START PROCESSING VOTERS

**Touch the
“GET
STARTED”
Button with
your STYLUS.**

Please always use the
stylus and not your
fingers.



HOME SCREEN

- You should see this screen on your Poll Pad.
- This is the screen you will start with every time a voter needs to Check In
- On the LEFT – You can scan the back of an ALABAMA DRIVERS LICENSE OR NON-DRIVER I.D.
 - NO OTHER IDENTIFICATION CAN BE SCANNED; YOU WILL HAVE TO LOOK THEM UP MANUALLY.
- WE ARE GOING TO START WITH AN AL DRIVER'S LICENSE / NON-DRIVER IDENTIFICATION CARD

iPad 9:43 AM 97%

MENU General Election Training TRAINING MODE Last Imported: 2018-11-06

Reset

Montgomery County
Legion Field

Precinct Records: 366
Checkin Count: 0

Countywide Records: 3067
Configuration: General-2018

Valid Driver's License
or State ID Card

SCAN BARCODE

MANUAL ENTRY

SCAN BARCODE

FIRST NAME: George

LAST NAME: Washington

ADDRESS: 2659 W. Gulf Dr.

DOB: 12/31/1969



General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Voter Confirmation

GO BACK ACCEPT

Verify voter information and tap accept to continue

George Washington
DOB: 12/31/1969
2659 W GULF DR MONTGOMERY, AL 12345

Status: Active Precinct: 205

1

1. Swivel the Poll Pad around and as George if this is him.

YES = ACCEPT

2. George signs his name

3. George clicks on DONE SIGNING

**** Note – You can only move forward when the blue button is darkened (top right-hand corner of # 1 & # 3. # 2 – the button will not work.)**

iPad 10:34 AM 91%

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Signature Confirmation

GO BACK DONE SIGNING

George Washington
2659 W Gulf Dr Montgomery, AL 12345

CLEAR SIGNATURE

2

x I swear or affirm that I reside at the address above and am eligible to vote in this election.

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Signature Confirmation

GO BACK DONE SIGNING

George Washington
2659 W Gulf Dr Montgomery, AL 12345

CLEAR SIGNATURE

3

x I swear or affirm that I reside at the address above and am eligible to vote in this election.

NEXT – YOUR TURN!

1. MAKE SURE YOU HAVE A SIGNATURE.
2. INITIAL AND SUBMIT

iPad 10:34 AM 91%

MENU General Election Training
TRAINING MODE Last Imported: 2018-11-06 Reset

Montgomery County
Legion Field

Pollworker Confirmation

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

George Washington
2659 W GULF DR MONTGOMERY, AL 12345
Precinct: 205
Status: Active
DOB: 12/31/1969

Signature on Election Day

Ballot Style: 205

Assistance Required ☐

Pollworker Initials

iPad 10:34 AM 91%

MENU General Election Training
TRAINING MODE Last Imported: 2018-11-06 Reset

Montgomery County
Legion Field

Pollworker Confirmation

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

George Washington
2659 W GULF DR MONTGOMERY, AL 12345
Precinct: 205
Status: Active
DOB: 12/31/1969

Signature on Election Day

Ballot Style: 205

Assistance Required ☐

Pollworker Initials

- **Ballot Slip**
Prints Out →

- Give to Voter and tell them to take it over to the Ballot Clerk / Table to receive their ballot.

2019-06-11

General Election Training
11/06/2018
Legion Field

GEORGE WASHINGTON

2659 W GULF DR
MONTGOMERY, AL 12345

PRECINCT: LEGION FIELD
SPLIT:

PARTY SELECTED

NO PARTY

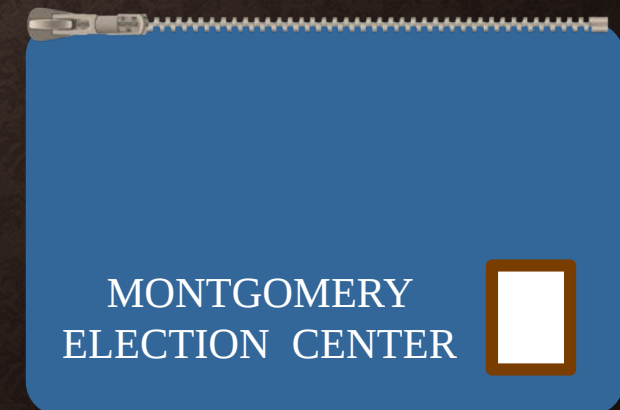
BALLOT STYLE

205

ID METHOD: DRIVER'S LICENSE

- **Ballot Clerk**

- **Receives the Ballot Slip**
- **Initials it**
- **Hands out the correct ballot style from the slip**
- **Puts the slip into the blue pouch.**
- (There is only one ballot style for this election.)



SCAN BARCODE

FIRST NAME: Martin

LAST NAME: Van Buren

ADDRESS: 1164 Harbor Cottage Ct.

DOB: 12/05/1902



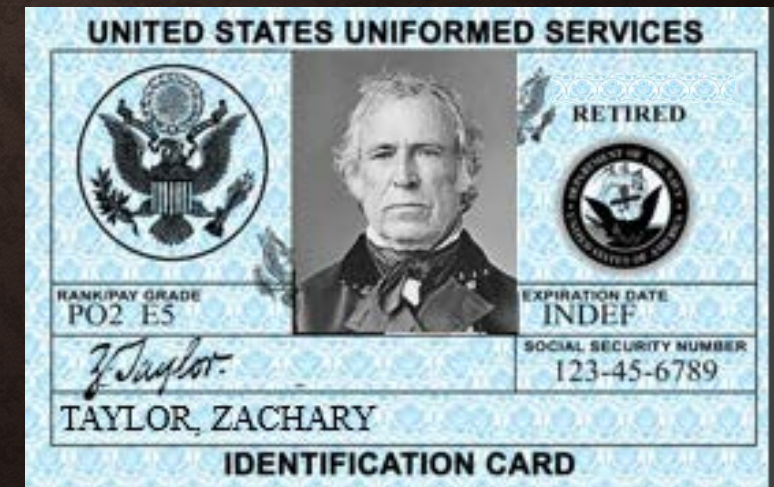
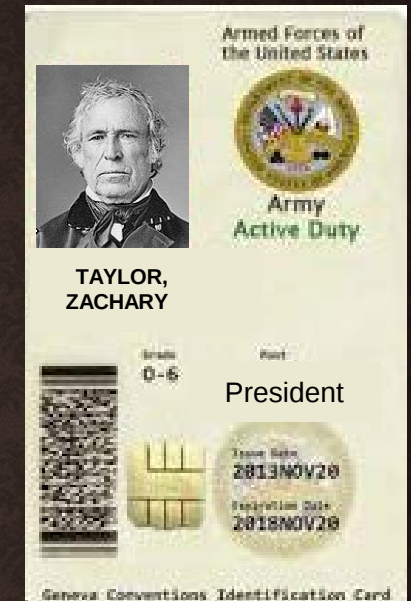
MANUAL LOOK-UP – *by NAME*

FIRST NAME: Zachary

LAST NAME: Taylor

ADDRESS: 1046 Sand Castle Rd.

DOB: 11/24/1904



1. TOUCH THE **MANUAL ENTRY** BUTTON
2. THE TOP SCREEN WILL APPEAR.
TOUCH THE AREA THAT SAYS, “**LAST NAME**” AND ONLY TYPE THE FIRST THREE (3) LETTERS OF PRESIDENT TAYLOR’S LAST NAME – **TAY**
3. TOUCH THE AREA THAT SAYS, “**FIRST NAME**” AND DO THE SAME THING WITH HIS FIRST NAME - **ZAC**.
4. TOUCH **SEARCH** AND THE BOTTOM SCREEN WILL APPEAR.
5. TOUCH ANYWHERE ON THE LINE THAT HAS ZACHARY TAYLOR’S NAME AND INFORMATION ON IT.
6. YOU SHOULD BE IN FAMILIAR TERRITORY NOW; CONTINUE LIKE YOU HAVE BEEN DOING

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Precinct Records: 366
Checkin Count: 2

START OVER

Last Name First Name SEARCH

ADVANCED SEARCH

DOB ADDRESS LICENSE No. VOTER ID Precinct CODE RESET SCAN BARCODE

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Precinct Records: 366
Checkin Count: 2

START OVER

TAY Z SEARCH

ADVANCED SEARCH

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Precinct Records: 366
Checkin Count: 2

START OVER

TAY ZAC SEARCH

ADVANCED SEARCH

SEARCH RESULTS - 1 Records Found

Taylor, Zachary
11/24/1904
1046 Sand Castle Rd Birmingham, AL 33057
VOTER ID: unavailable

Legion Field
Precinct: 205
Ballot Style: 205

SCAN BARCODE

FIRST NAME: John

LAST NAME: Adams

ADDRESS: 970 Palm St.

DOB: 10/30/1905



ABSENTEE

THIS IS WHAT SHOULD APPEAR:

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Precinct Records: 366
Checkin Count: 1

START OVER

Last Name First Name SEARCH ADVANCED SEARCH

SEARCH RESULTS - 1 Records Found

Adams, John
10/30/1905
970 Palm St Birmingham, AL 33957
VOTER ID: unavailable

Absentee

Legion Field
Precinct: 205
Ballot Style: 205

1. Screen 1 – Touch anywhere on the red line where his name is.

General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

GO BACK

Absentee Voter

Adams, John
10/30/1905
970 Palm St Birmingham, AL 33957
Precinct: Legion Field

Close

This voter has applied for an absentee ballot. To vote today at this polling place, he or she must vote by provisional ballot. Direct the voter to the Provisional Ballot Officer.

2. Screen 2 – Will not let you process the voter; send over to the Help Desk as you normally would with the paper books.

Touch the GO BACK button to get back to the home screen (or if you are still on Screen 1, touch the START OVER button to return)

SCAN BARCODE

FIRST NAME: Brett

LAST NAME: Harless

ADDRESS: 9439 Crabapple Ave.

DOB: 04/16/1993



INACTIVE

STEPS FOR AN INACTIVE VOTER

General Election Training
TRAINING MODE Last imported: 2018-11-06

Montgomery County
Legion Field

Inactive Voter

Harless, Brett
04/16/1993
9439 Crabapple Ave Birmingham, AL 33957
Precinct: Legion Field

Form Completed

Cancel

Voter is marked inactive. Direct voter to complete Voter's Re-identification/ Update Form before being processed.

SEND to HELP DESK – like you normally would

VOTER'S REIDENTIFICATION/UPDATE FORM
FOR USE BY U.S. CITIZENS ONLY • FILL IN ALL BOXES ON THIS FORM • PLEASE USE INK • PRINT LEGIBLY

UPDATE ☐ VERIFICATION ☐

Are you a citizen of the United States of America? ☐ Yes ☐ No

Will you be 18 years of age on or before election day? ☐ Yes ☐ No

Print Your Name: _____

Print Maiden Name / Former Name (if reporting a change of name) _____

Date of Birth (mm/dd/yyyy) _____ Primary Telephone () _____ Email Address _____

Address where you live (Do not use post office box) _____

Address where you receive your mail: _____

Address where you were last registered to vote: _____

Place of Birth: _____

Check one: ☐ White ☐ Black ☐ Asian ☐ American Indian ☐ Hispanic ☐ Other

Sex (check one): ☐ Female ☐ Male

VOTER DECLARATION - READ AND SIGN
I SOLEMNLY SWEAR OR AFFIRM TO SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE STATE OF ALABAMA AND FURTHER DENY/AVOW ANY BELIEF OR AFFILIATION WITH ANY GROUP WHICH ADVOCATES THE OVERTHROW OF THE GOVERNMENTS OF THE UNITED STATES OR THE STATE OF ALABAMA BY UNLAWFUL MEANS AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE, SO HELP ME GOD.

WARNING: If you falsely sign this statement, you can be convicted and imprisoned for up to five years.

Your Signature: _____ Date: _____

HELP DESK – processes voter

General Election Training
TRAINING MODE Last imported: 2018-11-06

Montgomery County
Legion Field

Inactive Voter

Harless, Brett
04/16/1993
9439 Crabapple Ave Birmingham, AL 33957
Precinct: Legion Field

Form Completed

Cancel

Voter is marked inactive. Direct voter to complete Voter's Re-identification/ Update Form before being processed.

General Election Training
TRAINING MODE Last imported: 2018-11-06

Montgomery County
Legion Field

Voter Confirmation

Verify voter information and tap accept to continue

Brett Harless
DOB: 04/16/1993
9439 CRABAPPLE AVE BIRMINGHAM, AL 33957

Status: Inactive Precinct: 205

GO BACK ACCEPT

General Election Training
TRAINING MODE Last imported: 2018-11-06

Montgomery County
Legion Field

Brett Harless
9439 Crabapple Ave Birmingham, AL 33957

CLEAR SIGNATURE

Signature Confirmation

GO BACK DONE SIGNING

General Election Training
TRAINING MODE Last imported: 2018-11-06

Montgomery County
Legion Field

Pollworker Confirmation

CONFIRM THE VOTER'S INFORMATION AND INITIAL

George Washington
2659 W GULF DR MONTGOMERY, AL 12345
Precinct: 205
Status: Active
DOB: 12/31/1969

Signature on Election Day

Ballot Style: 205

Assistance Required ☐

Pollworker Initials

2019-06-11

General Election Training
11/06/2018
Legion Field

GEORGE WASHINGTON

2659 W GULF DR
MONTGOMERY, AL 12345

PRECINCT: LEGION FIELD
SPLIT:

PARTY SELECTED
NO PARTY

BALLOT STYLE
205

ID METHOD: DRIVER'S LICENSE

Now, it is the same process as an Active Voter (as long as their update form doesn't require a change in Precinct).

MANUAL LOOK-UP – *by Advanced Search*

FIRST NAME: Scott

LAST NAME: Linedecker

ADDRESS: 1538 Royal Poinciana

DOB: 05/27/1976



×

No Records Found

Check your search and try again.
Try searching on the first three characters of the voter's first and last name.

Ok

Touch “Ok”



Try again with using less characters:

1. Touch the little gray “x” in the right-hand side of the search boxes to clear everything out.
(You don’t want to use the backspace because you can accidentally put a space in there or another tiny character which may mess up your search.)
2. Try using only two letters of each name.

No Records Found again? Try a different method:

1. Clear the search boxes again and touch the circle next to “**ADVANCED SEARCH**”
2. Below the search boxes should be a new line that has several different options.
3. Touch “**DOB**” on the screen and enter the Date of Birth in **MM/DD/YYYY** format (**05/27/1976**)
4. When you put the date in the screen will automatically drop down – now just push the blue “**SEARCH**” button.
5. Touch anywhere on the line where his name is, and you will be back at the voter information / verification screen.

Last Name		First Name		SEARCH		ADVANCED SEARCH	
DOB	ADDRESS	LICENSE No.	VOTER ID	Precinct CODE	RESET	SCAN BARCODE	

FIND A PRECINCT BY ADDRESS:

- 1. Touch  MENU in the top left-hand corner of the screen
- 2. Touch the blue icon labeled “Precinct Finder” 
- 3. Put in the House Number, tab over and start typing the street name – you should only need to type the first few letters of the address for the complete name to show up in a pop-up box under the street address search box. When you see the correct address, touch the full address.
- 4. Touch the “SEARCH” box and below the address you typed in will be the information needed: Precinct Name and address, along with what ballot style he/she will need.
- 5. Touch the “PRINT LOCATION” button, give the printed slip to the voter to take to the correct precinct. This takes the place of the Golden Ticket.

The voter will take the slip of paper to the Help Desk and be processed there so that the voter doesn’t have to wait in line twice and in the event the voter needs to vote provisional or update their information – they will already be where they need to be. Please put the ballot style on the ticket.



YOUR POLLING PLACE

Legion Field
400 Graymont Avenue West

DRIVING DIRECTIONS

Starting from “400 Graymont Avenue West
Birmingham AL 35204”

Arrive at “400 Graymont Avenue West
Birmingham AL 34024”

MISCELLANEOUS

- **CHANGING the PAPER ROLL:**
 - Open printer using the lever on the top right-hand side.
 - Take out the leftover cardboard.
 - Reload the paper with the paper roll towards you, feeding from the bottom/underneath. (see photo)
 - Close and Print Test Receipt.



MISCELLANEOUS (CONTINUED)

- **Barcode Not Scanning**
 - Not lined up properly: Place ID barcode within the frame on the Poll Pad screen
 - Lighting glare: Adjust the ID or the stand and try again
 - Barcode could be damaged: manual lookup
 - Typo in the Voter Registration database or ALEA's database: manual lookup
 - Record does not match the person???
 - Sometimes the way a person's name, drivers license number and/or DOB appears in the Voter Registration System may be different or not match.
 - EX: Robert Barker on DL / Bob Barker in VR system.



**END OF DAY –
PACKING THE POLL PAD**

**IF YOU PUT THE iPad in
the case WRONG – YOU
COULD DAMAGE IT.**

1. Unplug the iPad – DO NOT TURN IT OFF!!!
2. Take the stylus out of the ID tray
3. Slide the ID tray off of the Poll Pad
4. Pull the Stand Arm out of the Base
5. Put the iPad face down and push the two buttons on the Stand Arm to release from the iPad
6. Fold the Stand Arm so that you can see a **GREEN** CIRCLE
7. Turn off the Printer (on the left-hand side)
8. Unplug cords from the printer and the power strip
9. Loosely roll up the cords so it is neat and will fit back in the case
10. Look at the pictures and place all cords and equipment in number order in your case.



- 1 Printer Power Cord
- 2 Printer Cable
- 3 Poll Pad Stand Arm
- 4 I.D. Tray
- 5 iPad Charging Cord & Brick

** When putting the I.D. Tray back in the case – make sure the little slot where the stylus goes in is on the RIGHT-HAND side at the TOP. **



- 6 Stylus (attached to the Poll Pad Stand Arm)
- 7 Printer
- 8 Poll Pad Base
- 9 **iPad – Please make sure that the screen is facing the padding and that you are looking at the apple logo right-side-up**

VALID (NOT EXPIRED) FORMS OF ACCEPTABLE PICTURE IDENTIFICATION

- *Alabama Driver's License – not expired more than 60 days*
- *Alabama Non-Driver Identification Card*
- *Alabama Photo Voter Identification Card*
- *State Issued I.D. (Alabama or any other state)*
- *United States Passport – or Passport Card as long as it has a picture*
- *Federal issued Identification Card*
- *Employee Identification Card from the Federal Government, State of Alabama, County Government, Municipality, Board, Authority, or other entity of this state*
- *Valid Student or Employee Identification Card from a college or university in the State of Alabama (including postgraduate technical or professional schools)*
- *Valid U.S. Military Identification Card*
- *Valid Tribal Identification Card*
- *Pistol Permit – as long as it has a Picture and is NOT EXPIRED*

IDENTIFYING A QUALIFIED ELECTOR WITHOUT PHOTO ID

- Two (2) Polling Officials can verify a voter's identification without having photo identification -IF- they know the voter.
- There is a separate Affidavit Form that the polling officials will sign affirming the identity of the voter.
 - The affidavits should be placed at each Check-In table with extras available at the Help Desk

Election Officials' Affidavit for Identifying Qualified Elector

County of _____
State of Alabama

I, _____ (print name), and _____ (print name) who are both election officials in the above stated county, do hereby swear or affirm that _____ (print elector's name) does not have a valid Alabama photo identification in his/her possession at the polls. I further swear or affirm that said elector has been positively identified by me as a voter on the poll list who is eligible to vote.

I further swear or affirm under penalty of perjury that all information provided in the affidavit above is true and correct.

_____ (Date of Election)	_____ (Signature of election official)	_____ (Signature of election official)
FORM PVI-03	_____ (Printed name)	_____ (Printed name)

PROVISIONAL VOTING

If polling officials are unable to verify a voter's eligibility and registration status, then the voter must cast a provisional ballot.

REASONS TO CAST A PROVISIONAL BALLOT:



- The name of the voter does not appear on the Poll Pad.
- The voter is at the incorrect precinct and does not want to go to the new precinct
- The voter has moved and is at their new, correct location.
- The voter does not have valid photo identification (and cannot be properly identified by two polling officials).
- The Poll Pad indicates the voter requested an Absentee Ballot
- The Chief Inspector has knowledge that the voter is not entitled to vote at that precinct and challenges the voter.
- Other...

NEVER TURN AWAY A VOTER – Provisional Voting is ALWAYS an option. The Board of Registrars will determine whether or not the vote counts prior to Canvassing Day.

GUIDE FOR PROVISIONAL VOTING ONLINE AT WWW.MONTGOMERYELECTIONCENTER.ORG - POLLING OFFICIALS – TRAINING MATERIALS, ALABAMA POLLING OFFICIAL GUIDE 2018 – PAGE 13, OR - THE PROVISIONAL VOTING IN ALABAMA BOOKLET ONLINE AT WWW.ALABAMAVOTES.GOV.

WRITTEN INSTRUCTIONS ARE IN THE GUIDE FROM THE SEC. OF STATE (PROVISIONAL BALLOT OFFICER – PAGE 13), AS WELL AS, THE CHIEF INSPECTOR NOTEBOOK.

PROVISIONAL VERIFICATION STATEMENT - PB-3

1 MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT

Name of Election: _____
Election Date: _____
Precinct Number: _____
Ballot Style: _____

2 LINE NUMBER FROM ROSTER

3 REASON FOR PROVISIONAL BALLOT
MUST BE COMPLETED BY POLL WORKER AT PRECINCT
MUST BE COMPLETED BY POLL WORKER AT PRECINCT
MUST BE COMPLETED BY POLL WORKER AT PRECINCT

☐ Person's name does not appear on the list of registered voters.
☐ Person's registration status cannot be determined by the provisional ballot officer.
☐ Voter is unable to comply with voter identification requirement.
☐ The voter has requested but claims to have not voted an absentee ballot.
☐ Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person.
☐ Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.

4 SWORN AFFIRMATION OF PROVISIONAL VOTER
MUST BE COMPLETED BY VOTER

State of Alabama, County of _____

I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote and that I am eligible to vote in this election, that I have not voted and shall not vote in another precinct or by absentee ballot during this election, and that I understand that any person who falsely signs and verifies this form shall be guilty of perjury and subject to prosecution.

Printed Name of Voter: _____
Printed Residence Address of Voter: _____
City: _____ State: _____ ZIP Code: _____
Date of Birth (month/day/year): _____ Signature or Mark: _____
Phone Number: _____ Date (month / day / year): _____

Procedure for Precinct Official

1. Instruct voter to sign the Provisional Roster.
2. In Box 1, print the name of election, date of election, the precinct number and ballot style.
3. In Box 2 and on the PB-2 envelope, print the line number as it appears beside the signature of the voter on the Provisional Roster.
4. In Box 3 check the reason the voter is casting a provisional ballot.
5. Instruct the voter to complete Box 4, the "Sworn Statement of Provisional Voter".
6. Instruct the voter to complete the "Voter's Reidentification/Update Form" below.
7. In the case of an Inspector's Challenge, attach yellow copy of "Inspector's Statement of Challenge of Eligibility to Vote".
8. Issue the voter a provisional ballot, secrecy envelope (PB-1) and outer envelope (PB-2).
9. Instruct the voter to place the marked ballot inside the PB-1 envelope and then insert the PB-1 envelope into the PB-2 envelope.
10. Instruct the voter to place the PB-2 envelope into the sealed provisional ballot box.
11. Once completed, place this form PB-3 in the PB-4 envelope. In the case of an Inspector's Challenge, include the "Inspector's Statement of Challenge of Eligibility to Vote".

VOTER'S REIDENTIFICATION/UPDATE FORM

FOR USE BY U.S. CITIZENS ONLY • FILL IN ALL BOXES ON THIS FORM • PLEASE USE ONE • PRINT LEGIBLY

Are you a citizen of the United States of America? ☐ YES ☐ NO ☐ MAYBE ☐ OTHER ☐ OTHER

Will you be 18 years of age on or before election day? ☐ YES ☐ NO ☐ MAYBE ☐ OTHER ☐ OTHER

7. Print Your Name: Last _____ First _____ Middle _____

8. Print Maiden Name / Former Name (if reporting a change of name): _____

9. Home Telephone: _____ Work Telephone: _____ E-mail Address (optional): _____

10. Address where you live (do not use your great office box): _____
Print House Number and Street _____ City _____ State _____ ZIP _____
Address where you receive your mail: _____
Print House Number and Street (or PO Box) _____ City _____ State _____ ZIP _____
Address where you were last registered to vote (do not use your great office box): _____
Print House Number and Street _____ City _____ County _____ State _____ ZIP _____

11. Date of Birth (month, day, year): _____ Place of Birth: _____ City _____ County _____ State _____ Country _____

VOTER DECLARATION - READ AND SIGN

I solemnly swear (or affirm) to support and defend the Constitution of the United States and the State of Alabama and I further declare that I am not affiliated with any group which advocates the overthrow of the government of the United States or the State of Alabama. I have not been judged "mentally incompetent" by a court of law.

WARNING! If you falsely sign this statement, you can be convicted and imprisoned for up to five years.

Your Signature: _____ Date: _____

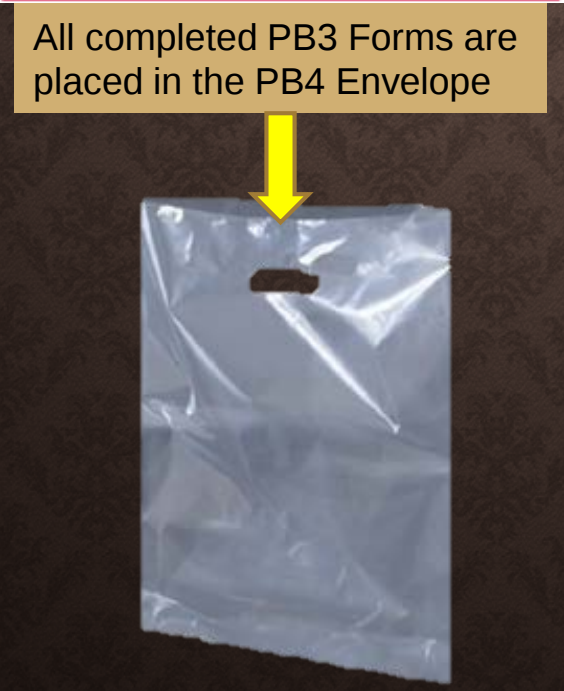
PRECINCT PROVISIONAL RETURN ENVELOPE – PB-4

Place in This Envelope After Polls Close

1. ALL ROSTERS OF PROVISIONAL VOTERS
2. ALL PROVISIONAL VERIFICATION ENVELOPES (PB-3)

Return This Envelope to:
Sheriff/Board of Registrars

DO NOT Put in Record of Election Container



The voter is issued a ballot (with Orange Provisional Sticker on the Side). Once the ballot is completed, the voter seals the ballot in the PB1 Envelope.

PB-1

PROVISIONAL BALLOT ENVELOPE

INSTRUCTIONS TO VOTER:

STEP 1: Seal your Provisional Ballot in this envelope after you have marked it.

STEP 2: Place this envelope inside the Provisional Ballot Return Envelope (PB-2).

STEP 3: Complete the information on the front of Envelope PB-2 and place inside Provisional Ballot Box.

PB1 Envelope (with voted ballot) is sealed inside the PB2 Envelope. The voter's name and the line number of the Provisional Roster that the voter signed is printed on the PB2 Envelope.

PB-2

PROVISIONAL BALLOT RETURN ENVELOPE

The following information **MUST** be filled out:

Voter's Name: _____

STEP 1: Place Envelope PB-1 inside this envelope.
STEP 2: Complete this envelope and place inside Provisional Ballot Box.

The voter signs in on the Provisional Roster and the PB3 Form is completed. The Update Form at the bottom of the PB3 Form must also be completed. DO NOT TEAR OFF

The PB2 Envelope is placed in the Provisional Ballot Box.



BALLOT ACCOUNTING CERTIFICATE – ENVELOPE # 5

BALLOT ACCOUNTING CERTIFICATE

2019 Spcl Rep. Primary Run-Off Election
TYPE OF ELECTION

AUGUST 27, 2019
DATE

1B - Dozier Elementary School
Precinct

Complete this section Before The Polls Open:

Ballot Styles	1	EV										Grand Total
Ballots Received	650	1										651
Beginning Number (lowest number ballot)	1											
Ending Number (highest numbered ballot)	650											

Complete this section After The Polls Close:

1. Total number of votes from all Voter Poll Lists (Do Not include total on Provisional Roster. See #3 below)

2. Total number of spoiled ballots

3. Total number of votes from Provisional Roster

4. Unused Ballots

--	--	--	--	--	--	--	--	--	--	--	--	--

5. Add lines 1,2,3,& 4.....

If line five (5) is NOT the same as your Grand Total of ballots received, explain the difference here:

We, the undersigned Poll Workers, hereby certify that the above is a true and correct accounting on this the _____ day of _____, 20____.

Inspector

Clerk

Clerk

Clerk

Clerk

PLACE IN ENVELOPE NO. 5

- Must be completed at the end of the night
 - Turn in the Certificate located in the Chief Inspectors Notebook
1. Take the number of voters from all Voter Poll Pads (verify the number with how many votes are on the tabulators – they should match). Enter that number.
 2. Count the number of Spoiled Ballots in the Spoiled Ballots Envelope. Enter that number.
 3. Count the number of voters from the Provisional Roster. Enter that number.
 4. Count all of your unused ballots (regular and ExpressVote). One way that you can figure how many ballots are unused is to take the ending sequence number from each book and look to see what sequence number the first unused ballot is in the same book and subtract; then add 1 to that number to get the correct amount.
 - a) Now add all of the unused ballots together and put in the section at the end of the row.
 5. Add lines 1, 2, 3, and 4. The total number should match the “Grand Total” number of Ballots Received.



CLOSING the Polls

The DS200 Tabulator & ExpressVote

CLOSING THE TABULATOR

- Open the door to the left of where the ballots are inserted, using the **barrel** key.
- Hold down the “Close Polls” button for two seconds
- On the display screen, press the **RED “CLOSE POLLS”** button
- The tabulator will automatically print multiple copies of the *Results* tape, WAIT for all copies to print and then sign each copy (along with other indicated officials)
- Once all tapes have printed, press the **RED “Finished – Turn Off”** button on the display screen.
- **DO NOT PULL THE CARD OUT UNTIL THE RED LIGHT GOES OFF ON THE POWER BUTTON!!!!**
- Once the light goes off on the “Power” button, you may remove the media stick.
- Place one copy of the results tapes and the media stick from each machine and place them in Envelope 10 to give to the deputy.
- Using the silver key, open the front bottom door and remove the voted ballots. Make sure you put the brown box back in the tabulator once you remove the ballots.
- Fold down the display screen, close the tabulator, and lock the top with the silver key.

CLOSING THE EXPRESSVOTE

- Open the door on the left of side of the device using the barrel key
- Push Power switch to the “OFF” position
- Close and lock the side door.
 - Make sure the cord to the keypad is in the cutout slot to secure it properly.



Closing Time

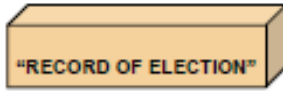
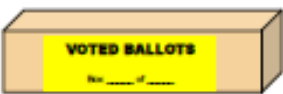
BREAK-DOWN THE PRECINCT

Workers may be asked to:

1. Remove the “voted ballots” from the ballot compartments, using the gray key, and pack into the converted Voted Ballot Boxes (tape and seal/label boxes)
2. Remove all precinct and hanging signage
3. Repack all supplies neatly and place in original container
4. Assist the Leadership Team in Assembling returns materials (“Closing” envelopes / “Ballot Accounting Certificate”)
5. Extra tapes after all are in the envelopes will be posted on the wall of the precinct (required by law)

No one should leave without consent of the Chief Inspector.

USE THIS LIST→

Closing Checklist - Special Primary Run-Off Election August 27, 2019		
☐ ALL POLL PADS - They should be left ON. Please do not turn any iPad off.  All white envelopes go in the Clear Plastic Bag found in Record of Election Box	☐ Envelope 10 Memory Strips & Results Tape To Sheriff's Deputy  ☐ Results Tape posted on wall of precinct	 □ All unused ballots in full books or full boxes - including all unused ExpressVote Ballots □ All clear, plastic supply boxes □ All extension cords & power strips □ All table sign holders □ Blue pouches with ballot slips □ All directional signs □ Any other unused supplies PLEASE REPACK ALL SUPPLIES NEATLY SO THAT WE CAN RECYCLE AND REUSE SUPPLIES FOR THE NEXT ELECTION!!
☐ Envelope 1A All non-provisional update forms  ☐ Envelope PB-4 All completed PB-3 Forms and Provisional Voter Roster  ☐ Envelope 5  * Zero Tape from each Tabulator * Oath of Office * First Results Tape from each Tabulator; * Ballot Accounting Certificate	 □ All completely voted ballot stubs □ All partially voted ballot stubs ☐ Envelope 8 Results Tape from Each Tabulator  ☐ Spoiled Ballot Envelope - All Spoiled Ballots 	
☐ Envelope 7R Results Tape from each Tabulator  ☐ Envelope 8 Results Tape from each Tabulator  ☐ Envelope 11 All Key Sets  ☐ Chief Inspector Notebook	 □ All PB-3 Envelopes containing Voted Provisional Ballots DO NOT PUT PB-4 ENVELOPE IN THIS BOX! DO NOT PUT ANY PB-3 FORMS IN THIS BOX!	IN THE CAR FOR CURBSIDE RETURN... All White Envelopes in Clear Plastic Bag Make sure to leave Pad Pad ON. 
** Post any extra results tapes in the precinct on the wall and/or door **	 □ All Voted Ballots	

If you have ANY questions about closing procedures - please call!



The Montgomery Election Center — Office of Probate Judge Steven L. Reed
 125 Washington Avenue, Montgomery, Alabama 36104
 (334) 832-7744 phone / (334) 832-7131 fax
www.montgomeryelectioncenter.org

- **Be on time** – should be there by 6:15 a.m. ←at the latest
- Sign Payroll \$\$\$
- Be Nice!
- Get off the Cell Phone!
- Take short breaks
- Voter Identification – cannot be expired except for AL DL or AL Non-Driver ID
 - Must have a valid form of Photo ID from the list of approved forms of ID
 - Poll Pads only scan AL DL or Non-Driver I.D. (All other forms of identification are looked up manually)
- Ballot Styles – One Regular with Mayor & City Council (unless District 9, then only the Mayor on the ballot) and the ExpressVote ballots
- CANDIDATES CANNOT VISIT YOUR PRECINCT!!! They can only go to the precinct where they vote to vote and then exit the building. If not voting = 30 feet from the entrance
- Poll Watchers - One per candidate & *must* present a letter from the candidate
- **Vote by Absentee if you are substituting outside of your precinct**
 - **Thursday, August 22 →LAST DAY TO VOTE ABSENTEE**



PLEASE, PLEASE

