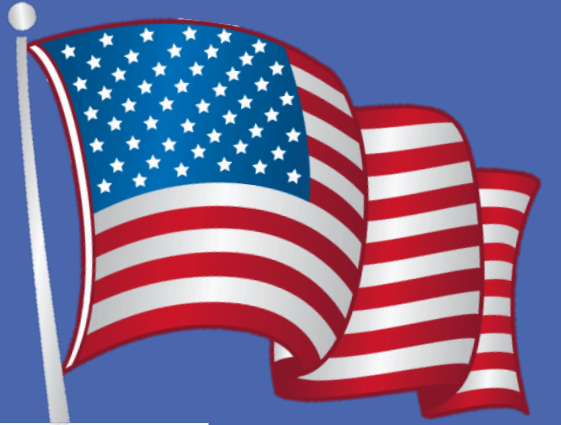




2020 PRESIDENTIAL PREFERENCE PRIMARY ELECTION

March 3, 2020



POLL WORKER TRAINING

- Please make sure your cell phone is OFF or on MUTE / VIBRATE
- This is **at least a two (2) hour class** – be prepared to stay
- Please do not sit and have conversations with your neighbors during class – I will stop and wait for you to finish before continuing on .
- Do NOT play on your phone (text, email, play games, etc.) during class.

New Precincts

- 106 – City of Refuge Church, 3820 Woodley Rd.
(Formerly Peter Crump Elem.)
- 205 – Southlawn Baptist Church, 5340 Mobile Hwy.
(Formerly Southlawn Elem.)
- 302 – Eastern Hills Baptist Church, 3604 Pleasant Ridge Rd.
(Formerly Flowers Elem.)
- 413 – Passion Church Montgomery, 6825 Wares Ferry Rd.
(Formerly Wares Ferry Rd. Elem.)
- 505 – Covenant Ministries Int'l., Inc., 4870 Woodley Rd.
(Formerly Fitzpatrick Elem.)



VOTERS CELL PHONES & PHOTOGRAPHY IN THE PRECINCT

From the 2020 Polling Official Guide distributed by the Secretary of State's Office:

“Use of mobile phones or cameras should not disturb any other voters or disrupt the polling place in any way.

“Voters are not allowed to take general photographs, such as photos of the room where the voting takes place, as it may intimidate other voters.

“The right to vote a secret ballot is essential. Photographing or otherwise revealing the contents of another voter's ballot is not permissible and is a Class A Misdemeanor.

“However, a voter may take a photograph of his or her own ballot without violating any existing law. (§17-9-50.1).”

Election Morning

- Polls are open from 7 AM – 7PM
 - **ALL polling officials need to be at the precinct at 6:00 a.m.**
- Dress Appropriately
 - Do not wear any campaign, candidate, or party paraphernalia
 - No rips or tears in clothing
 - No house shoes or sweatpants
 - No spaghetti straps or short shorts
 - No team sports logos on any piece of clothing
 - No screen-printed shirts



- Payroll!
 - You will sign in & out on the Poll Pads!
 - ADDRESS
 - If checks need to be mailed somewhere else, complete the form in the Chief Inspector Notebook –AND– sign the Poll Pad.
 - DO NOT FILL OUT THE FORM IF YOUR ADDRESS IS CORRECT!
 - *Payroll takes time – please be patient*
- CELL PHONES
 - Make sure they are on vibrate or mute!!!
 - Clerks CAN NOT have any Bluetooth devices or headsets into the polling location
 - Phones must be *put away* any time voters are inside the polling location
 - Need to make a call? Go to a designated area away from voters and keep it brief.
- Lunches & Breaks
 - *Chief Inspector will let you know what to expect*
 - Leave for lunch? Be back in an hour or less – *everyone else needs a break and food too!*



Reminders:



VOTERS MUST CHOOSE WHICH BALLOT (on the Poll Pad now – you do not have to ask)



NO WRITE-INS



NO CAMPAIGNING WITHIN 30 FEET OF THE ENTRANCE TO THE POLLING FACILITY



VOTERS ONLY, CAN WEAR POLITICAL APPAREL INSIDE THE PRECINCT (as long as they come in, vote, and leave...cannot sit and visit inside the facility)



1 POLL WATCHER PER CANDIDATE (must have a letter from the candidate and give to Chief Inspector) Cannot disrupt voters in any way (no visiting, no talking on the phone, and CANNOT take pics)



Opening the Polls

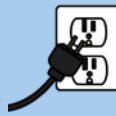
The DS200 Tabulator & ExpressVote

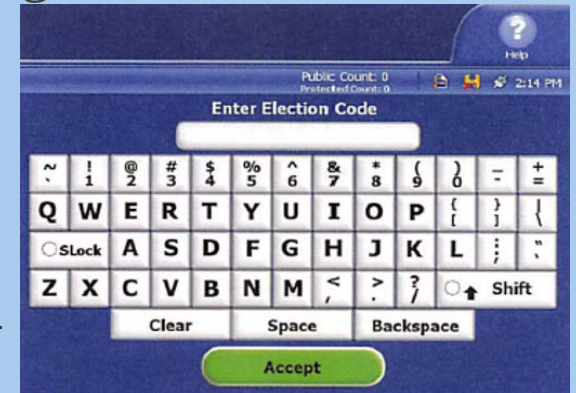
Tabulator preparation



GREEN BUTTONS ONLY!!!!



- Make sure it's plugged in 
- The silver bar must be in the **down** ↓ position in the back of the machine
- Break the **yellow** outer seal and check the numbers against the list of seals in the Chief Inspector Notebook
- 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



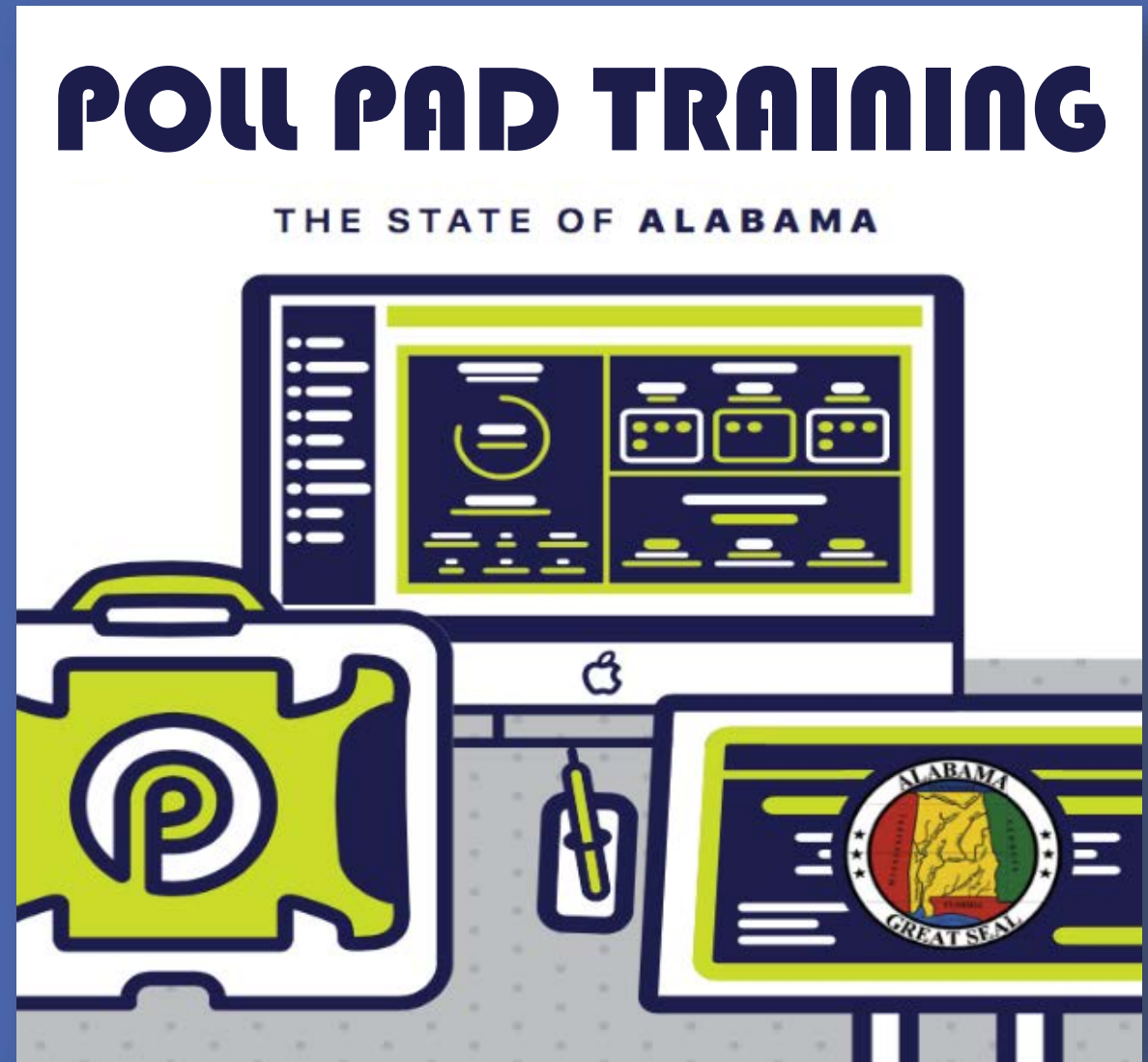
ExpressVote preparation

- 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 Pads =

- No more alphabetical lines!!!
- Extremely user-friendly
- Hardest part is taking it out of the case and setting it up



Once powered on – it should look like this:

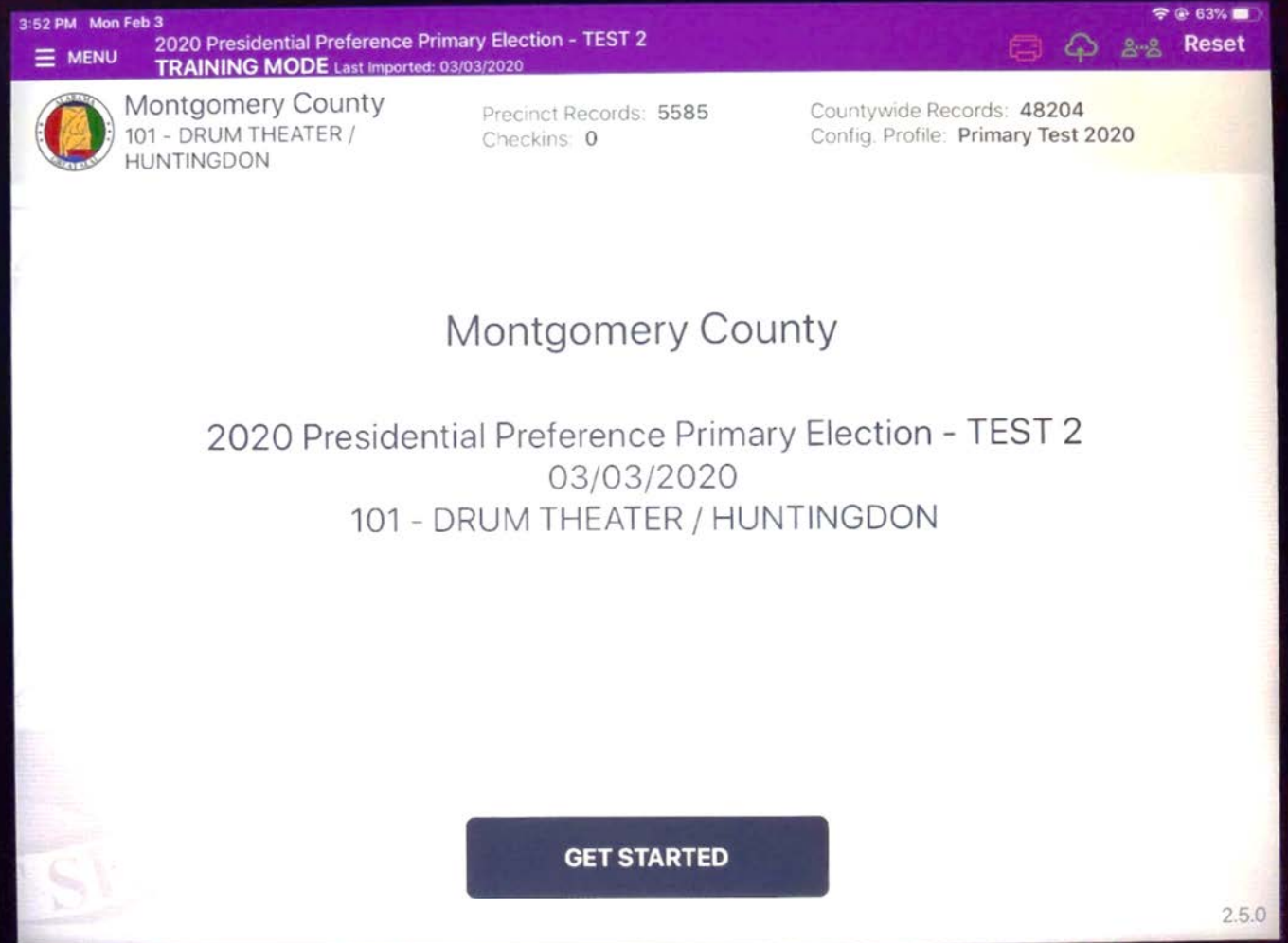
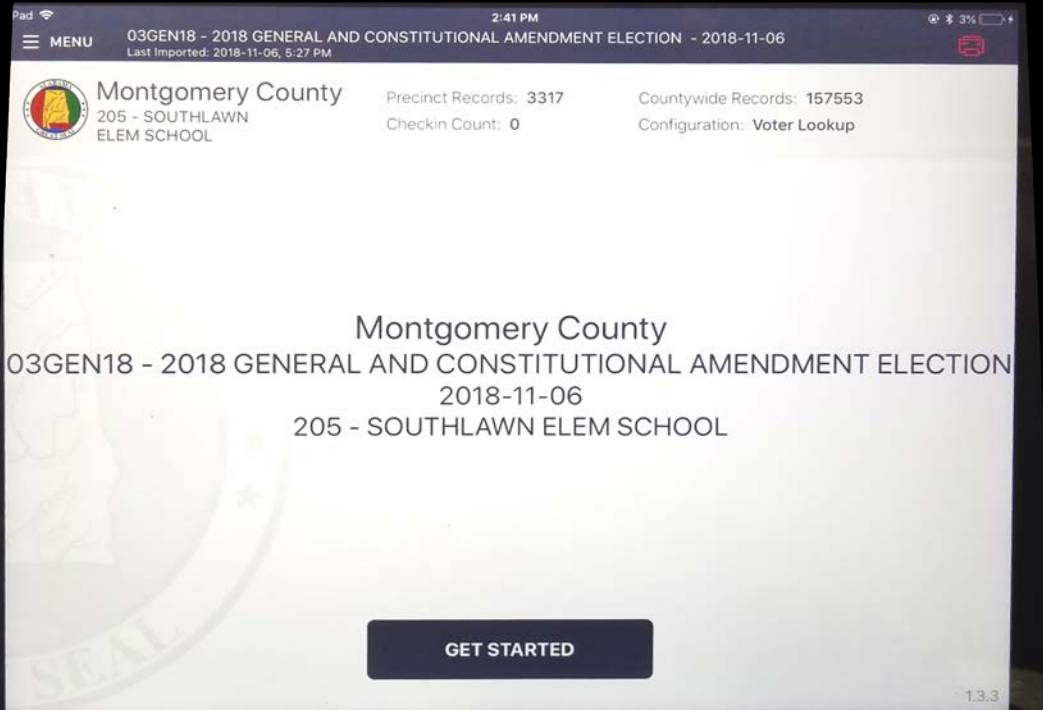
Touch the icon (like it says) and it will bring you to the home screen where you will verify all information and get started.



Today your screen should look like this with the **PURPLE** ribbon on top.

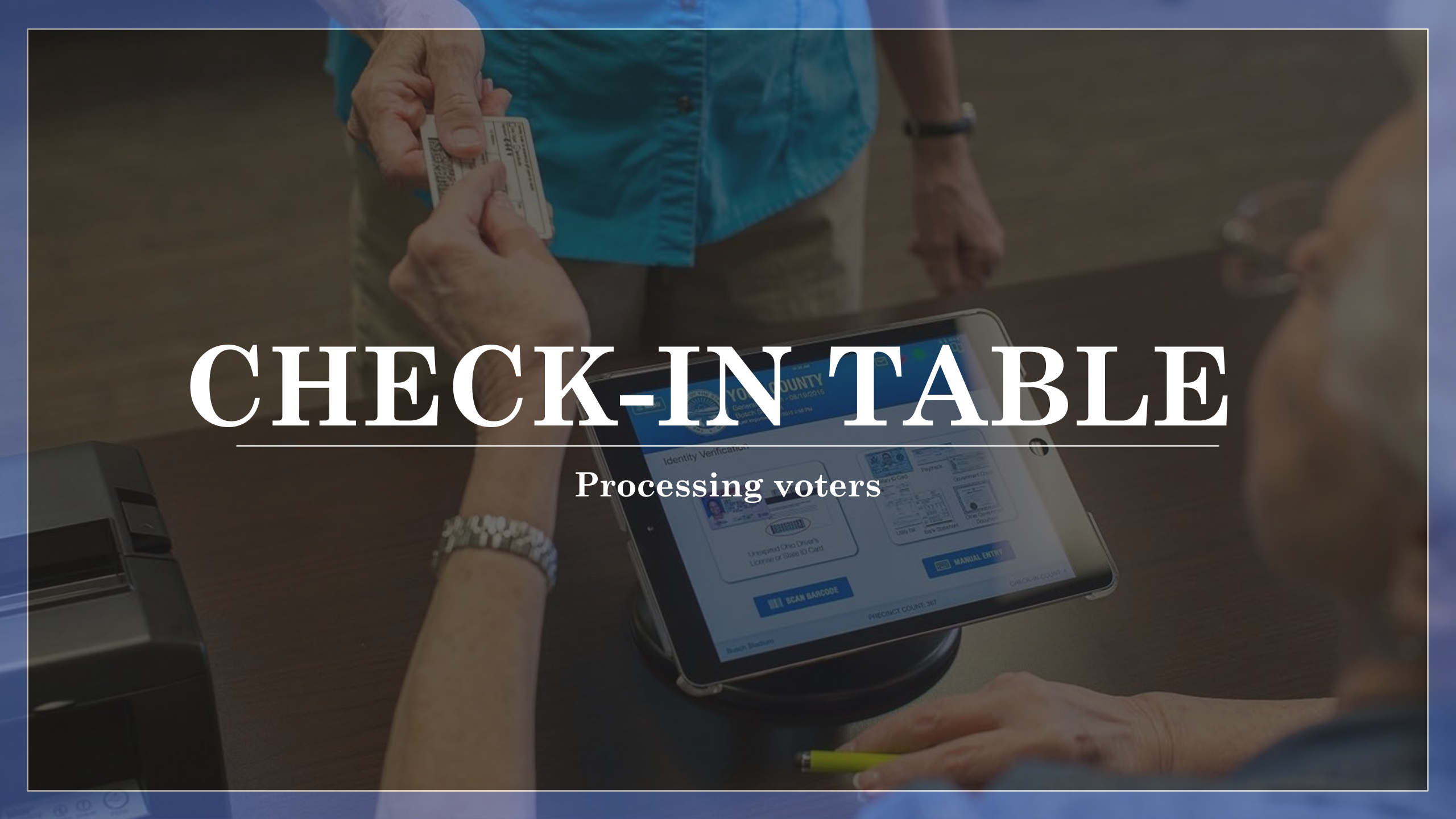
This shows that it is in TRAINING mode.

**** 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)**



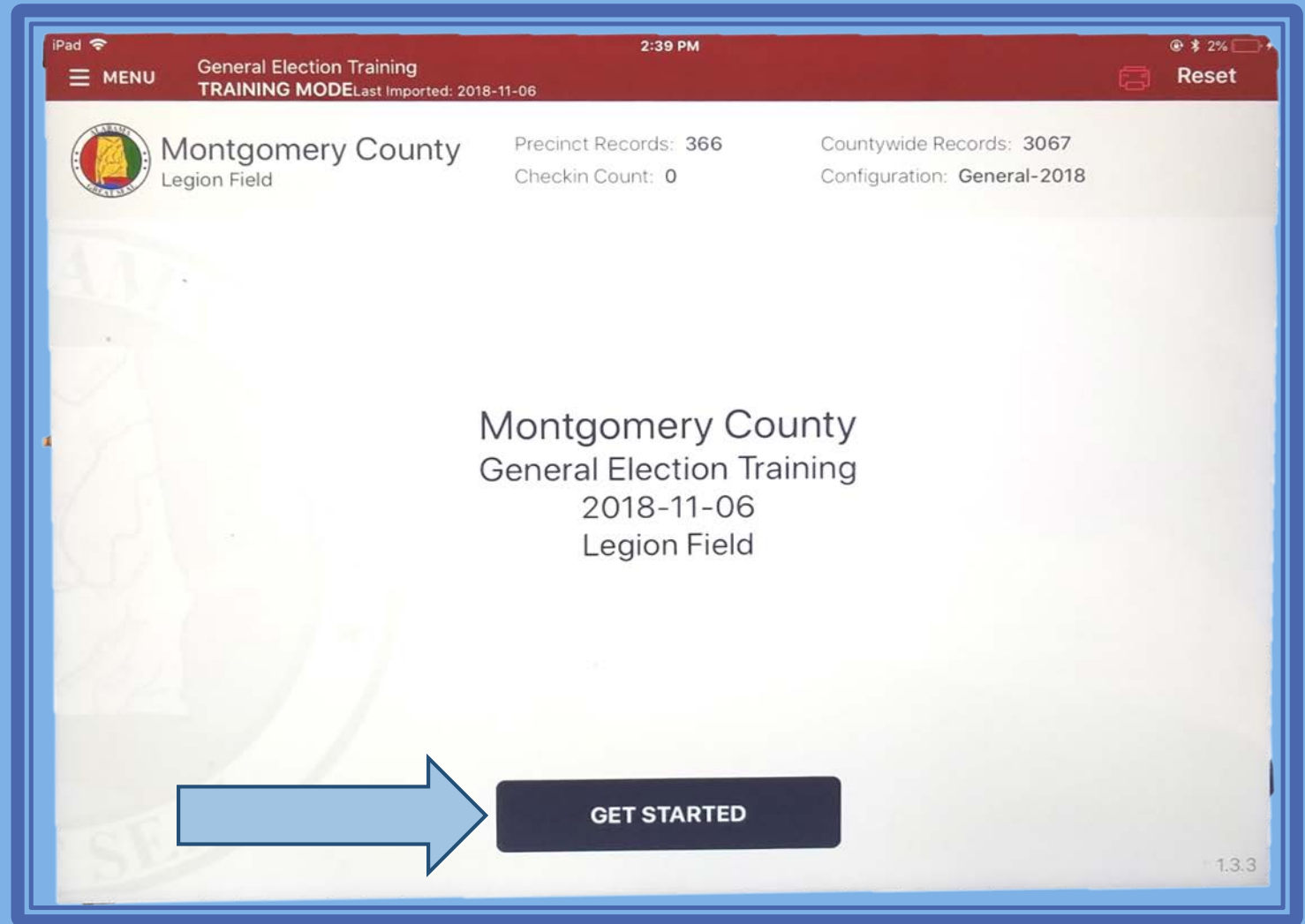
CHECK-IN TABLE

Processing voters

7:00 a.m. – Start Processing Voters

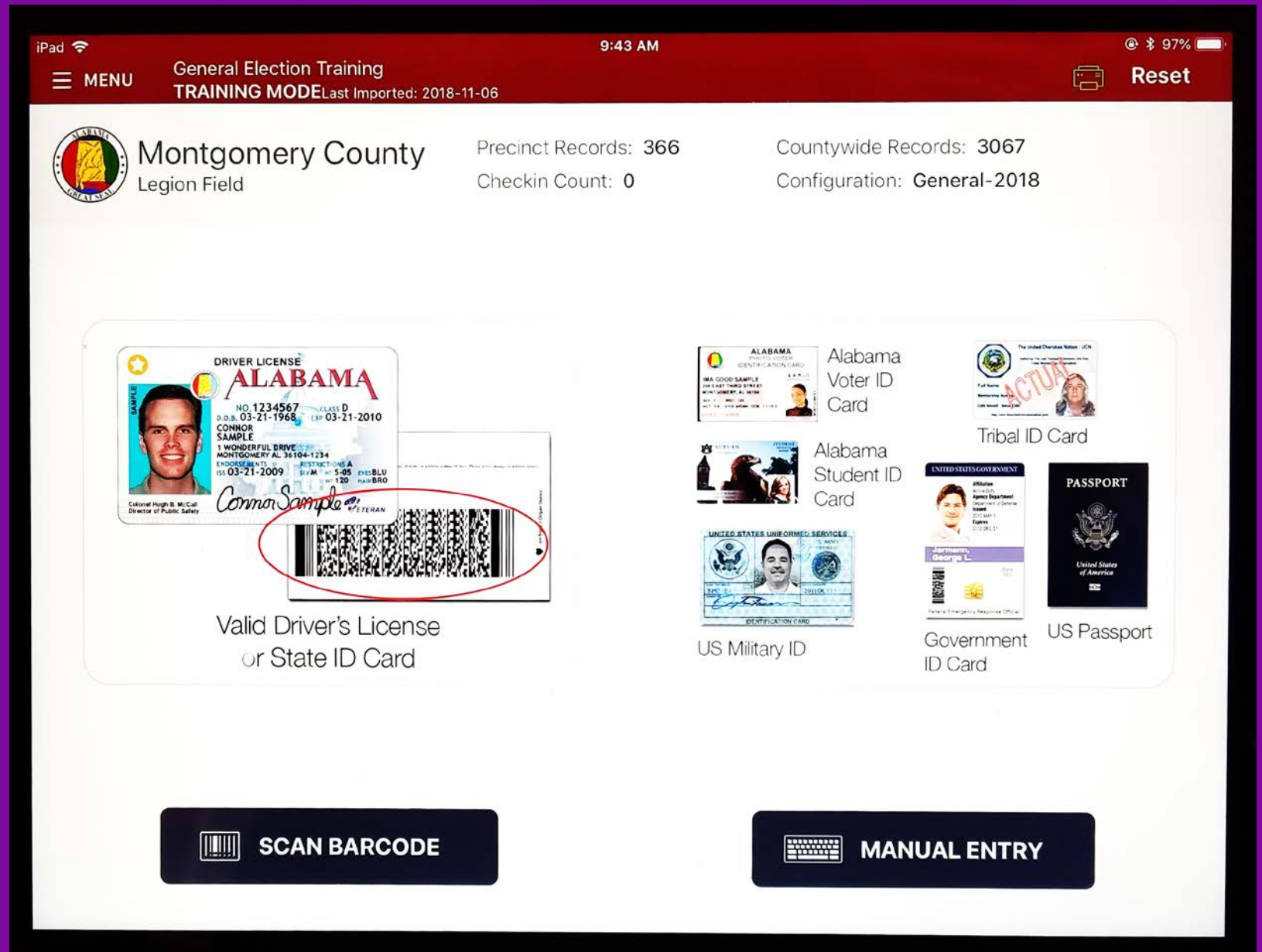
Touch the
**“GET
STARTED”**
Button with
your
STYLUS.

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



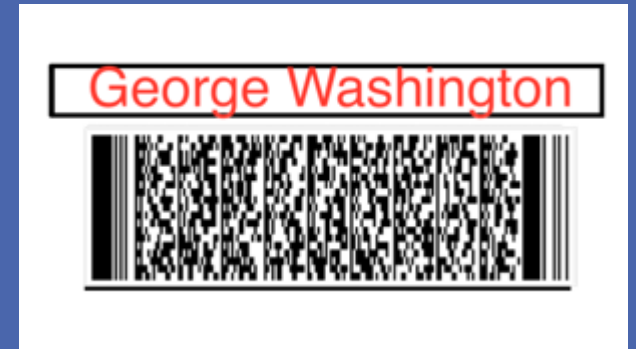
SCAN BARCODE

FIRST NAME: George

LAST NAME: Washington

ADDRESS: 2505 Agnew St.

DOB: 12/31/1969



3:59 PM Mon Feb 3 2020 Presidential Preference Primary Election - TEST 2
TRAINING MODE Last Imported: 03/03/2020

Montgomery County
101 - DRUM THEATER /
HUNTINGDON

VOTER CONFIRMATION GO BACK ACCEPT

Verify voter information and tap accept to continue

1

George Washington
DOB: 12/31/1969
2505 AGNEW ST, MONTGOMERY, AL 36106

Status: Precinct:
Active 00101.001

3:56 PM Mon Feb 3 2020 Presidential Preference Primary Election - TEST 2
TRAINING MODE Last Imported: 03/03/2020

Montgomery County
101 - DRUM THEATER /
HUNTINGDON

PARTY SELECTION GO BACK ACCEPT

Choose your party and tap Accept button to continue.

2

AMENDMENT ONLY DEMOCRATIC & AMENDMENT

REPUBLICAN & AMENDMENT

3:56 PM Mon Feb 3 2020 Presidential Preference Primary Election - TEST 2
TRAINING MODE Last Imported: 03/03/2020

Montgomery County
101 - DRUM THEATER /
HUNTINGDON

PARTY SELECTION GO BACK ACCEPT

Choose your party and tap Accept button to continue.

AMENDMENT ONLY DEMOCRATIC & AMENDMENT

REPUBLICAN & AMENDMENT

4:13 AM Tue Feb 4 2020 Presidential Preference Primary Election - TEST 2
TRAINING MODE Last Imported: 03/03/2020

Montgomery County
101 - DRUM THEATER /
HUNTINGDON

SIGNATURE
CONFIRMATION GO BACK DONE SIGNING

Have voter sign and select DONE SIGNING.

3

George Washington
Declared Party: **AMENDMENT ONLY**
2505 AGNEW ST, MONTGOMERY, AL 36106
Precinct: 00101.001

CLEAR SIGNATURE

George Washington

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

1. Swivel the Poll Pad around and ask George verify his information. **YES = ACCEPT**
2. **George will choose his Party Option** and push the “ACCEPT” button
3. George signs his name & clicks on **DONE SIGNING**

Next – Your Turn!

1. Make sure you have a signature.
2. Initial and SUBMIT

Montgomery County
Legion Field

Pollworker Confirmation

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

George Washington
2505 AGNEW ST, MONTGOMERY, AL 36106
Precinct: 00101.001 DOB: 12/31/1969
Status: Active

Declared Party: AMENDMENT ONLY
Ballot Style: 1-CA

Assistance Required ☐

Signature on Election Day

Pollworker Initials

Montgomery County
Legion Field

Pollworker Confirmation

START OVER SUBMIT

CONFIRM THE VOTER'S INFORMATION AND INITIAL

George Washington
2505 AGNEW ST, MONTGOMERY, AL 36106
Precinct: 00101.001 DOB: 12/31/1969
Status: Active

Declared Party: AMENDMENT ONLY
Ballot Style: 1-CA

Assistance Required ☐

Signature on Election Day

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.

2020 Presidential Preference
Primary Election – TEST 2
03/03/2020
101 – DRUM THEATER /
HUNTINGDON

GEORGE WASHINGTON
12/31/1969
2505 AGNEW ST
MONTGOMERY, AL 36106

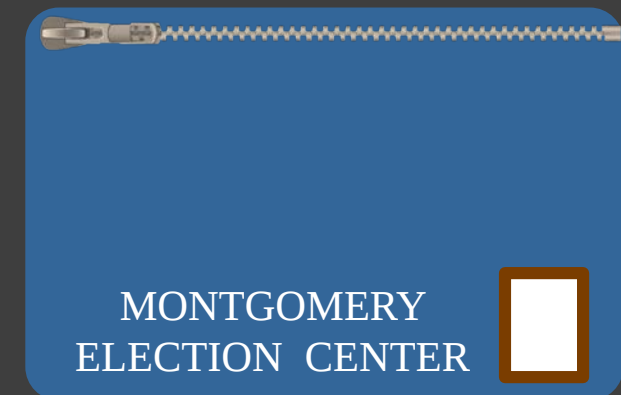
030027401
PRECINCT: 001.001

BALLOT STYLE

1-CA

Ballot Clerk(s)

- Receives the Ballot Slip
- Initials it
- Circles the Ballot Style
- **Hands out the correct ballot style from the slip**
- Puts the slip into the blue pouch.



SCAN BARCODE

FIRST NAME: Martin

LAST NAME: Van Buren

DOB: 12/05/1902

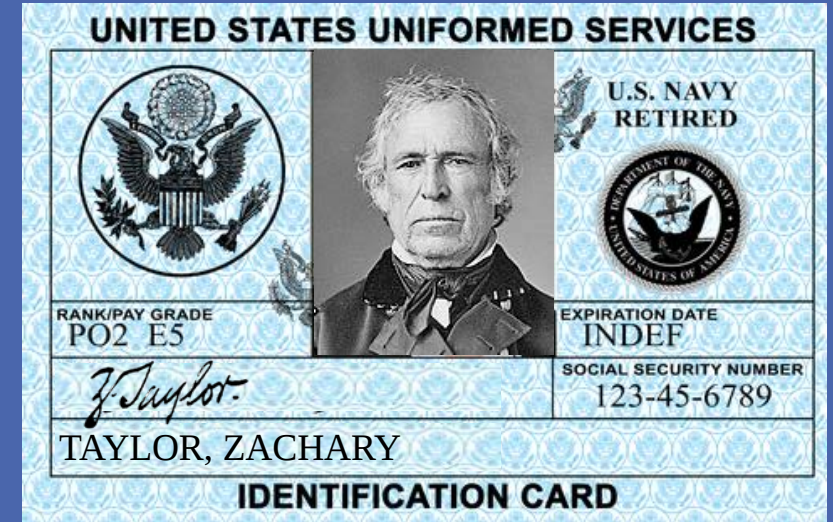


MANUAL LOOK-UP – *by NAME*

FIRST NAME: Zachary

LAST NAME: Taylor

DOB: 11/24/1904



MANUAL ENTRY SEARCH

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

The image displays three sequential screenshots of the 'General Election Training' app interface, specifically the 'MANUAL ENTRY SEARCH' section for Montgomery County, Legion Field. The app is running on an iPad, as indicated by the status bar at the top of each screen.

Top Screenshot (4:10 PM): The interface shows the 'Last Name' and 'First Name' input fields. The 'Last Name' field is empty, and the 'First Name' field is also empty. A 'SEARCH' button is visible to the right of the input fields. The 'ADVANCED SEARCH' toggle is turned off. The 'START OVER' button is in the top right corner. The 'PRECINCT RECORDS' are 366, and the 'CHECKIN COUNT' is 2.

Middle Screenshot (4:09 PM): The 'Last Name' field now contains 'TAY' and the 'First Name' field contains 'Z'. The 'SEARCH' button is still visible. The 'ADVANCED SEARCH' toggle is still turned off. The 'START OVER' button is in the top right corner. The 'PRECINCT RECORDS' are 366, and the 'CHECKIN COUNT' is 2.

Bottom Screenshot (4:36 PM): The 'SEARCH' button has been pressed, and the results are displayed. The 'Last Name' field contains 'TAY' and the 'First Name' field contains 'ZAC'. The 'SEARCH' button is still visible. The 'ADVANCED SEARCH' toggle is still turned off. The 'START OVER' button is in the top right corner. The 'PRECINCT RECORDS' are 366, and the 'CHECKIN COUNT' is 2. The search results show 'Taylor, Zachary' with the following information: 11/24/1904, 1046 Sand Castle Rd Birmingham, AL 33957, VOTER ID: unavailable, Legion Field, Precinct: 205, Ballot Style: 205.

MANUAL ENTRY

FIRST NAME: John

ABSENTEE

LAST NAME: Adams

ADDRESS: 2011 Le Bron Ave.

DOB: 10/30/1735

When someone has applied for an Absentee Ballot:

This screenshot shows the 'General Election Training' app in 'TRAINING MODE'. The header includes a menu icon, the title 'General Election Training', the status 'TRAINING MODE', and 'Last Imported: 2018-11-06'. Below the header, the Montgomery County logo and 'Legion Field' are displayed. To the right, it shows 'Precinct Records: 366' and 'Checkin Count: 1'. A 'START OVER' button is in the top right. The main area has input fields for 'Last Name' and 'First Name', a 'SEARCH' button, and an 'ADVANCED SEARCH' toggle. Below this, a yellow banner indicates 'SEARCH RESULTS - 1 Records Found'. A list item for 'Adams, John' is shown with details: '10/30/1905', '970 Palm St Birmingham, AL 33957', 'VOTER ID: unavailable', 'Absentee' status, and 'Legion Field Precinct: 205 Ballot Style: 205'.

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

This screenshot shows the details for 'Adams, John' in the 'Absentee Voter' section. The header is the same as the previous screen. Below the header, the Montgomery County logo and 'Legion Field' are displayed. To the right, there is a 'GO BACK' button. The main area has a red banner with 'Absentee Voter'. Below this, the voter's name 'Adams, John' is displayed, followed by '10/30/1905', '970 Palm St Birmingham, AL 33957', and 'Precinct: Legion Field'. A 'Close' button is in the top right. At the bottom, a message states: '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

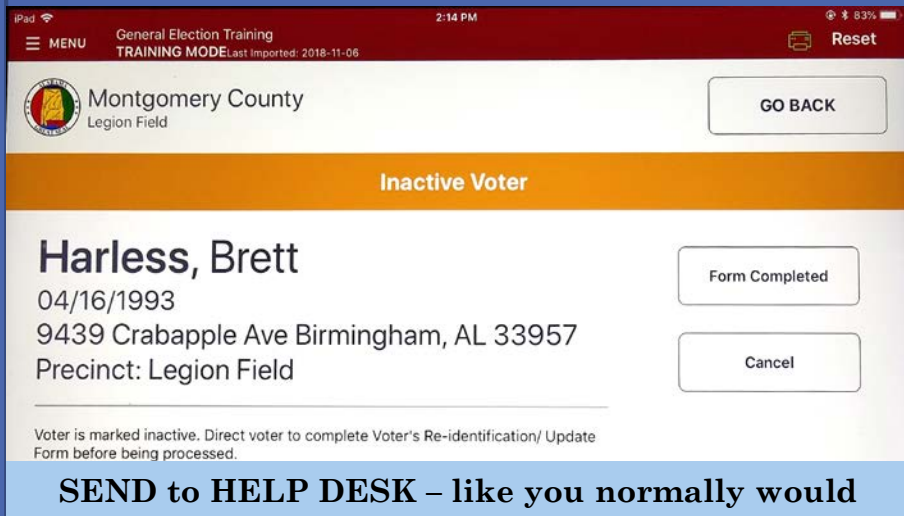
ADDRESS: 3015 Jasmine Rd. 36111

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

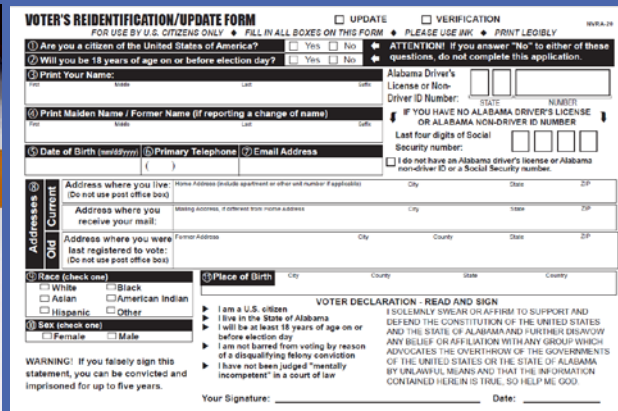
Harless, Brett
04/16/1993
9439 Crabapple Ave Birmingham, AL 33957
Precinct: Legion Field

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

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

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

3 Print Your Name:

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

5 Date of Birth (mm/dd/yyyy) 6 Primary Telephone 7 Email Address

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

9 Address where you receive your mail:

10 Address where you were last registered to vote: (Do not use post office box)

11 Race (check one) ☐ White ☐ Black ☐ Asian ☐ American Indian ☐ Hispanic ☐ Other

12 Sex (check one) ☐ Female ☐ Male

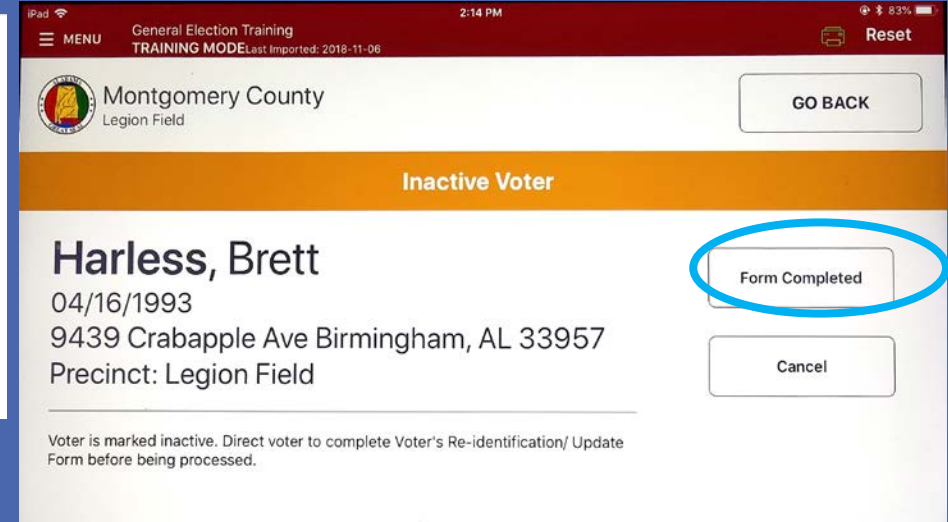
13 Place of Birth: City County State Country

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 FURTHER GRANT/OWN 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.

Your Signature: Date:

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

HELP DESK – processes voter



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

Montgomery County
Legion Field

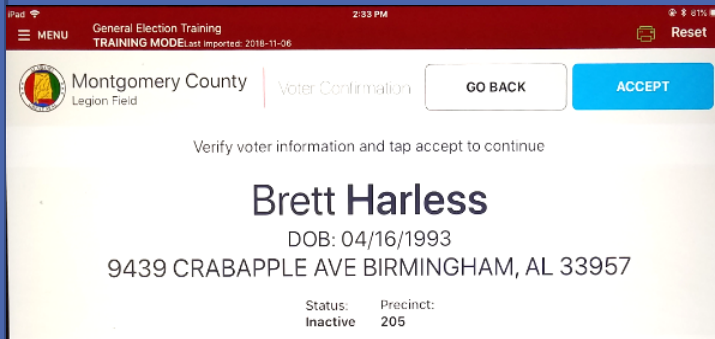
Inactive Voter

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

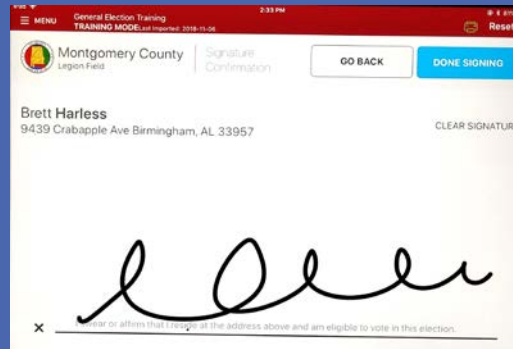
Voter Confirmation

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



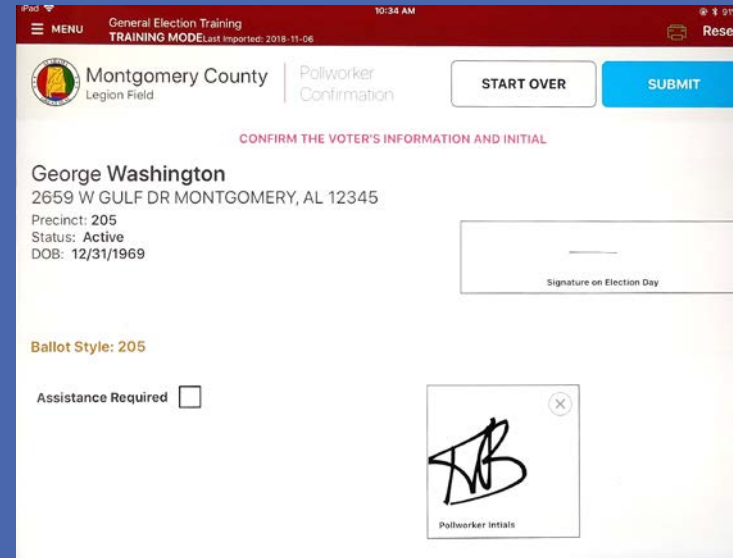
General Election Training
TRAINING MODE Last Imported: 2018-11-06

Montgomery County
Legion Field

Brett Harless
9439 Crabapple Ave Birmingham, AL 33957

CLEAR SIGNATURE

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

SUBMIT

2020 Presidential Preference
Primary Election – TEST 2
03/03/2020
101 – DRUM THEATER /
HUNTINGDON

GEORGE WASHINGTON
12/31/1969
2505 AGNEW ST
MONTGOMERY, AL 36106

030027401
PRECINCT: 001.001

BALLOT STYLE

1-CA

It will be the same process as an Active Voter (as long as their update form doesn't require a change in Precinct). If the voter's precinct changes, they will be asked to go to their new, correct precinct.

MANUAL LOOK-UP – *by Advanced Search*

FIRST NAME: Scott

LAST NAME: Linedecker

ADDRESS: 1405 S. Perry St. Apt. J

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 “ADVANCED OPTIONS” button (it should turn blue when you touch it.)
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
OPTIONS	
DOB	ADDRESS	LICENSE No.	VOTER ID	Precinct CODE	RESET	SCAN BARCODE	

Find a Precinct by Address:

1. Touch  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

**302 – EASTERN HILLS
BAPTIST CHURCH
3604 PLEASANT RIDGE RD
MONTGOMERY AL 36109**

DRIVING DIRECTIONS

Starting from 1125 E FAIRVIEW AVE
MONTGOMERY AL 36106

Arrive at 3604 PLEASANT RIDGE RD
MONTGOMERY AL 36109

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.



Miscellaneous (continued)

- iPad goes dark after it hasn't been used for a while.
 - “Wake it up” by pressing the HOME button:
 - First time to wake the screen
 - Second time to get back to the program
- Battery gets low – take the white cord and cable out of the case and plug one end into the iPad and the other into the power strip or wall socket.
- Screen is completely unresponsive – CALL THE ELECTION CENTER
- Make sure that the POLL PAD # matches the # ON THE PRINTER and the OUTER CASE.
- Don't be scared to touch the iPad – please just don't be rough with it.

USE YOUR QUICK START GUIDE!!!



Look at the pictures and follow directions in Quick Start Guide in your case.



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

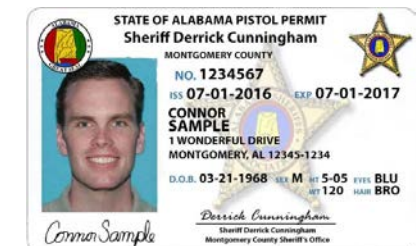
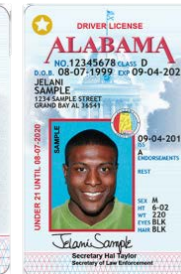
** When putting the I.D. Tray back in the case – make sure the little slot where the stylus goes in is on the RIGHT-HAND side at the TOP. **



- 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 PV1-03	_____ (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's registration status cannot be determined by polling officials.
- The voter disputes the determination that he/she is not eligible to vote
- 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
NAME ALL REASONS THAT APPLY

☐ 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.
☐ Election is called 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 INK • PRINT LEGIBLY

Are you a citizen of the United States? ☐ YES ☐ NO ☐ I DON'T KNOW

Are you at least 18 years of age on or before election day? ☐ YES ☐ NO ☐ I DON'T KNOW

1. Print Your Name: Last _____ First _____ Middle _____
2. Print Middle Name / Former Name (if reporting a change of name) _____
3. Print Your Address: Home Telephone _____ Work Telephone _____ E-mail Address (optional) _____
4. Print Your Residence: Print House Number and Street _____ City _____ State _____ ZIP _____
5. Print Your Mailing Address: Print House Number and Street (or PO Box) _____ City _____ State _____ ZIP _____
6. Print Your Birth Information: Date of Birth (month/day/year) _____ Place of Birth _____ City _____ County _____ State _____ Country _____

VOTER DECLARATION: READ AND SIGN

I am a U.S. citizen.
I am at least 18 years of age on or before election day.
I have not been found guilty by a court of any crime involving moral turpitude.
I have not been judged "mentally incompetent" in a court of law.

I do solemnly swear (or affirm) to support and defend the Constitution of the United States and the State of Alabama and to obey the laws of the United States and the State of Alabama, and I declare that I am not a member of any organization that advocates the overthrow of the government of the United States or the State of Alabama.

By signing this form, I declare that the information contained herein is true, so help me God.

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

All completed PB3 Forms are placed in the PB4 Envelope



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 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.

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.

PROVISIONAL BALLOT RETURN ENVELOPE

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

VOTER'S NAME: _____ PRECINCT: _____

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

The PB2 Envelope is placed in the Provisional Ballot Box.





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:

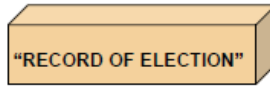
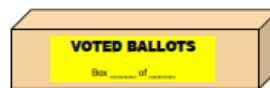
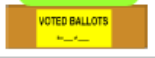
1. Remove the “voted ballots” from the ballot compartments, using the gray key, and pack into the converted Voted Ballot Boxes (tape and seal/label boxes)
2. Remove all precinct and hanging signage
3. Prepack all supplies neatly and place in original container
4. Assist the Leadership Team in Assembling 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

March 3, 2020

☐ 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 Cards & Results Tape To Sheriff's Deputy  ☐ Results Tape posted on wall or in window of precinct	
☐ 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 6 Results Tape from Each Tabulator  ☐ Spoiled Ballot Envelope -All Spoiled Ballots 	□ All unused ballots in full boots 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 7D Results Tape from each Tabulator  ☐ Envelope 7R Results Tape from each Tabulator  ☐ Envelope 7CA Results Tape from each Tabulator  ☐ Envelope 8 Results Tape from each Tabulator  ☐ Envelope 11 All Key Sets  ☐ Chief Inspector Notebook 	 ☐ All PB-2 Envelopes containing Voted Provisional Ballots DO NOT PUT PB-4 ENVELOPE IN THIS BOX!! DO NOT PUT ANY PB-3 FORMS IN THIS BOX!!  ☐ All Voted Ballots	IN THE CAR FOR CURBSIDE RETURN... All White Envelopes in Clear Plastic Bag.     
** Post any extra results tapes in the precinct on the wall and/or door **		
If you have ANY questions about closing procedures - please call!		
 The Montgomery Election Center - Office of Probate Judge J C Love, III 125 Washington Avenue, Montgomery, Alabama 36104 (334) 832-7744 phone / (334) 832-7131 fax www.montgomeryelectioncenter.org		

PLEASE...

- **Be on time** – should be there by 6:00 a.m.
- Check your address on Poll Pad Payroll section and sign *in on the Poll Pad*
 - If you do not sign in and out on the poll pad – they will not receive compensation for working.
 - If you need / want their check mailed to another address – please complete the paperwork in the Chief Inspector Notebooks
- Be **respectful** to every voter – no matter how difficult the situation or voter may be
- Be **courteous** to your fellow polling officials – we are all in this *together*
- Only use the areas designated by the Chief Inspector for:
 - Breaks & Meals
 - Phone calls and other cell phone usage
- If you leave for lunch – **please** return in a timely manner so that everyone else can go too.
- **Vote by Absentee if you are substituting outside of your precinct**
 - **Thursday, FEBRUARY 27 is the LAST DAY TO VOTE ABSENTEE**

REVIEW

Five (5) precinct changes in Montgomery County

106 – City of Refuge Church (was Peter Crump Elementary)

205 – Southlawn Baptist Church (was Southlawn Elementary School)

302 – Eastern Hills Baptist Church (was Flowers Elementary School)

413 – Passion Church (was Wares Ferry Road Elementary School)

505 – Covenant Ministries International (was Fitzpatrick Elementary School)

Voter Identification

Must have a valid form of Photo ID from the list of approved forms of ID

Poll Pads

Scan AL DL or Non-Driver I.D.

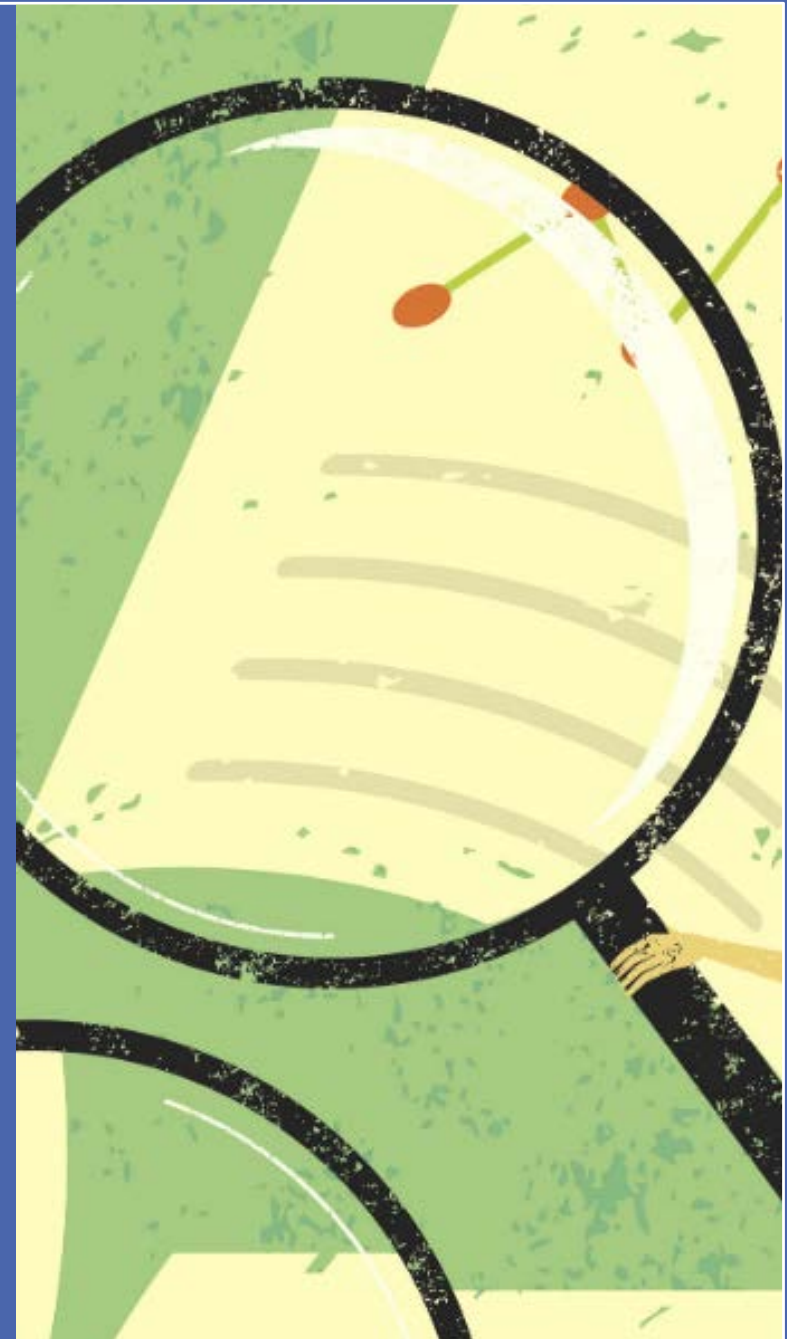
All other forms of identification are looked up manually

Ballot Styles

Constitutional Amendment Only, Democrat (with Amendment), and Republican (with Amendment)

Poll Watchers

One per candidate in the Primary



Thank
you!



Karen Barker

karenbarker@mc-ala.org