

POLLING OFFICIAL TRAINING

2020 PIKE ROAD ELECTION

AUGUST 25, 2020

ELECTION MORNING



Polls are open 7 AM to 7 PM – be here at 6:00 for set-up and prep

Poll Workers and Poll Watchers (if any) are not allowed to wear any campaign material inside the precinct; only voters

ExpressVotes – Turn on first (take longer to boot up)

Tabulators – Turn on and open polls before 7:00 a.m.

- Make sure zero votes on tabulator

- Remember the “Protected Count” is like an odometer – number of ballots for the life of the machine

Poll Pads set-up before 7:00 a.m.

Have COVID supplies ready

REMINDERS:



No campaigning within
30 feet of the entrance

No party affiliations
(REP / DEM) or Write-
Ins

Poll Watchers – One
(1) per candidate

Voters CAN take a
picture of their ballot
or themselves and their
ballot ONLY

Voters are NOT
allowed to take general
photographs inside the
voting facility as it may
intimidate other voters

Must have a valid form
of identification



Opening the Polls

The DS200 Tabulator & ExpressVote

TABULATOR PREPARATION

GREEN
means
GO!

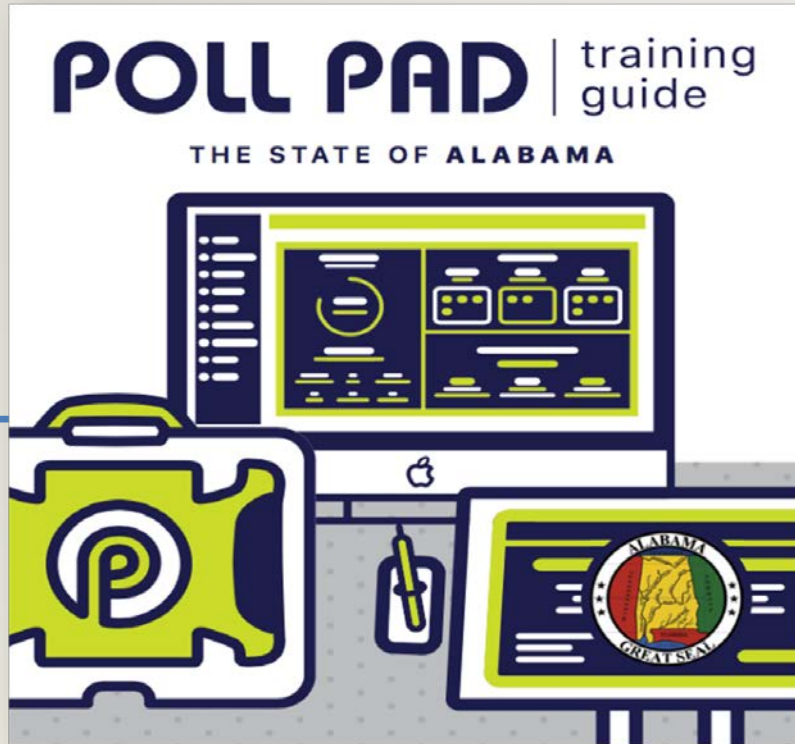


- Make sure it's plugged in and the silver bar is in the down position in the back of the machine
- Break the outer seal, unlock with the silver key, and open lid
- Lift screen to turn the tabulator on
- Wait for the screen that asks for the Election Code
 - Enter the Election Code and press the "Accept" 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

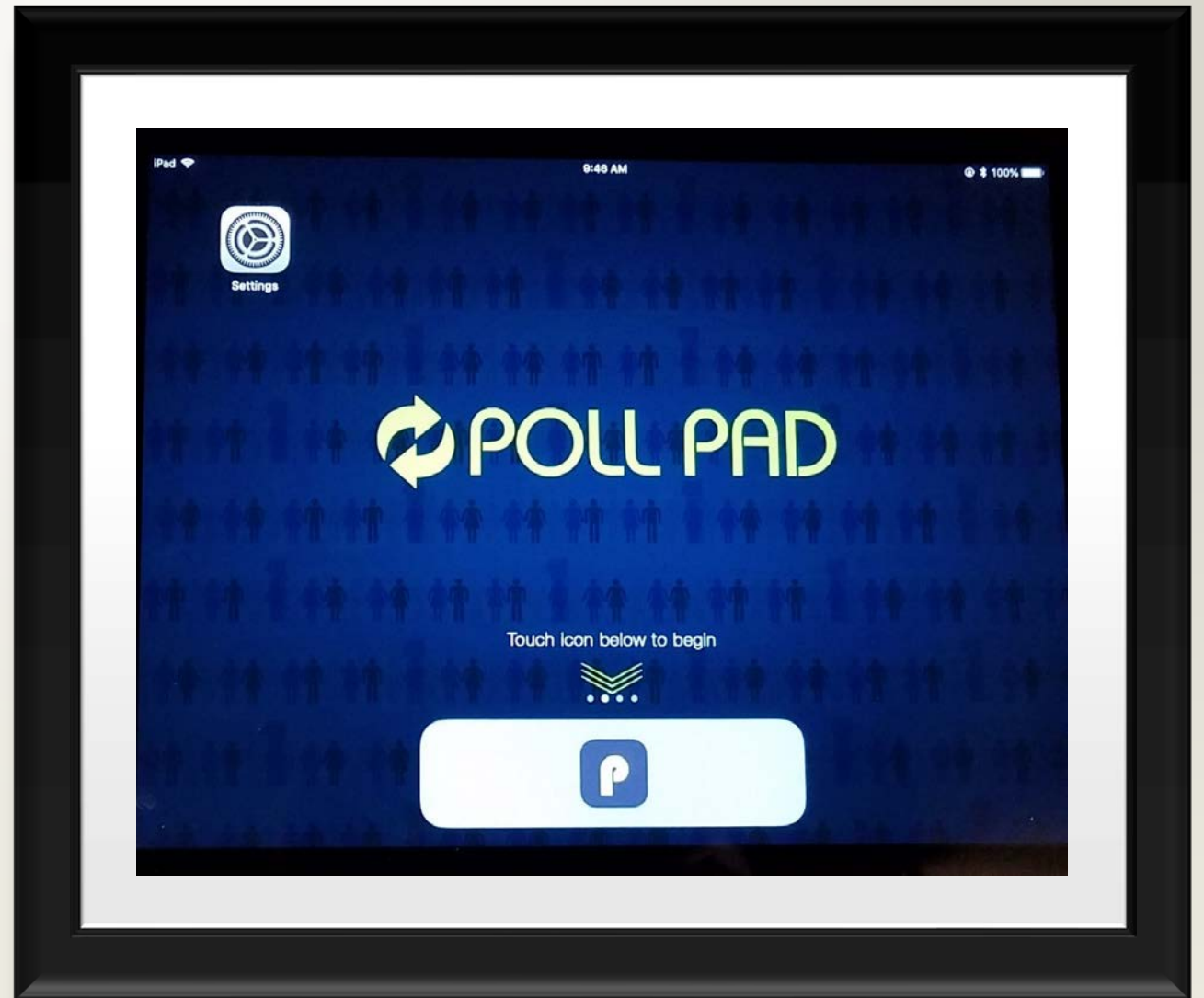


POLL PADS

- READ THE “QUICK START GUIDE” TO SET UP THE POLL PAD
- DO NOT FORCE ANYTHING – if it doesn’t fit easily, it’s probably wrong!
- DO NO use the iPad for leverage when putting the stand in the base!
- Please follow the order in the book and do not assume anything.

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.

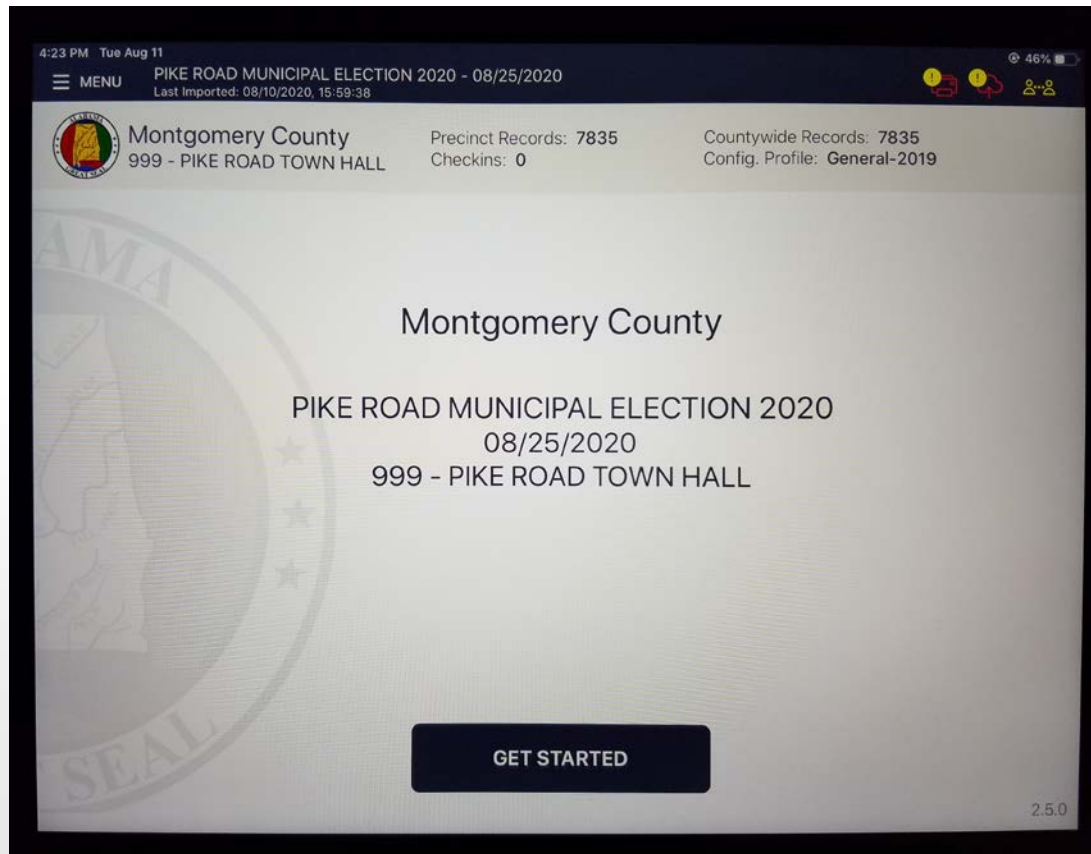


START SCREEN

VERIFY YOUR INFORMATION

MAKE SURE THAT THE
ELECTION NAME AND DATE
ARE CORRECT

CLICK ON “GET STARTED”



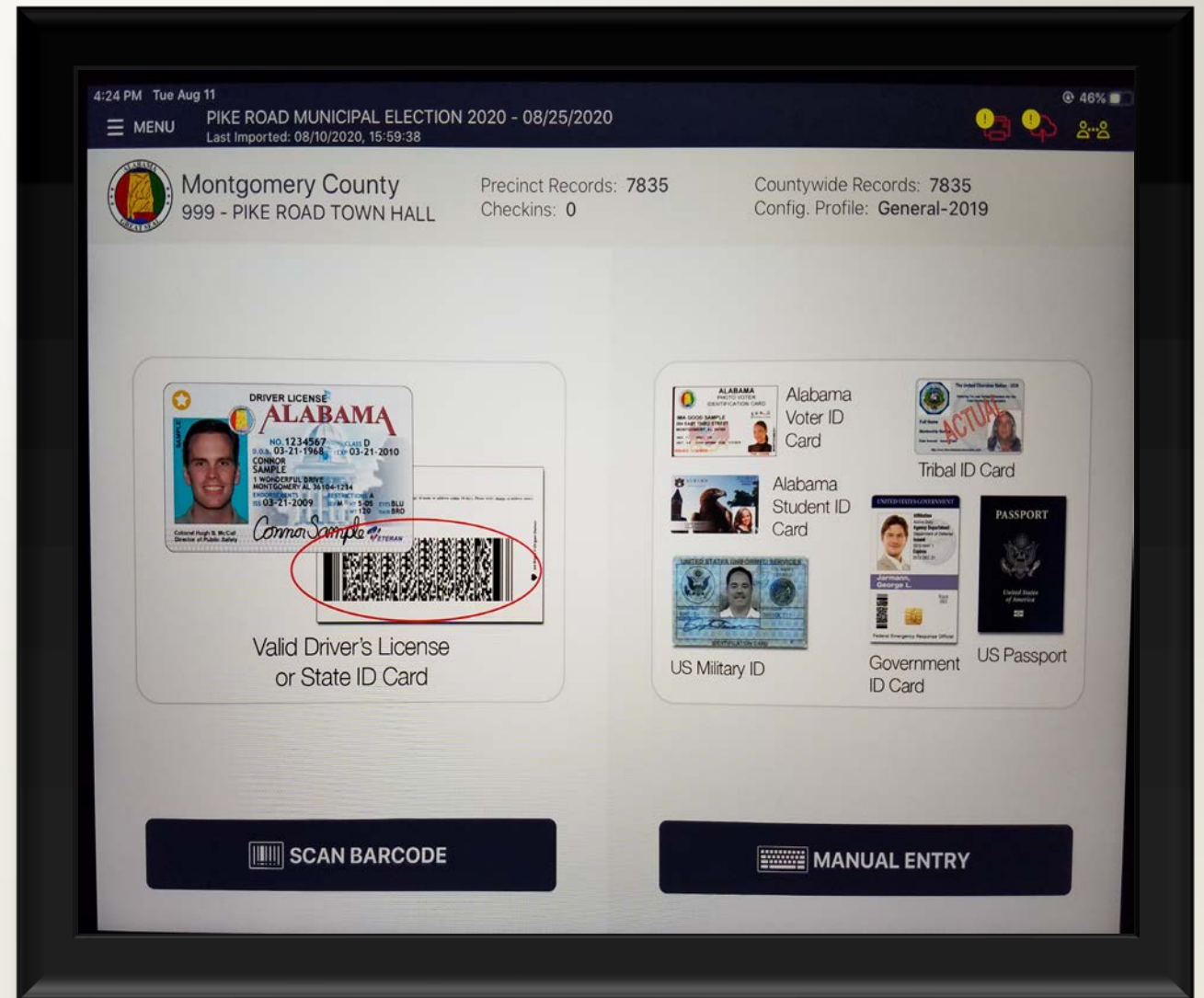
HOME SCREEN FOR EACH VOTER

SCAN BARCODE

Only AL Drivers License
or AL Non-Driver I.D.'s

MANUAL ENTRY

All other I.D.'s





SCAN BARCODE

- Place I.D. on tray with barcode facing you (and the camera)
- Touch “Scan Barcode” after placing I.D. on the I.D. tray
- (If the ID isn’t placed on the tray or is on the tray incorrectly, the Poll Pad will bring up an error message)

iPad 10:31 AM 92%
General Election Training
TRAINING MODE Last Imported: 2018-11-06
Reset

Montgomery County
Legion Field

Voter Confirmation

GO BACK ACCEPT

Verify voter information and tap accept to continue

1

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

Status: Active Precinct: 205

1. Swivel the Poll Pad around and ask 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
Reset

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
Reset

Montgomery County
Legion Field

Signature Confirmation

GO BACK DONE SIGNING

George Washington
2659 W Gulf Dr Montgomery, AL 12345

CLEAR SIGNATURE

3

George Washington

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

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

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

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

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

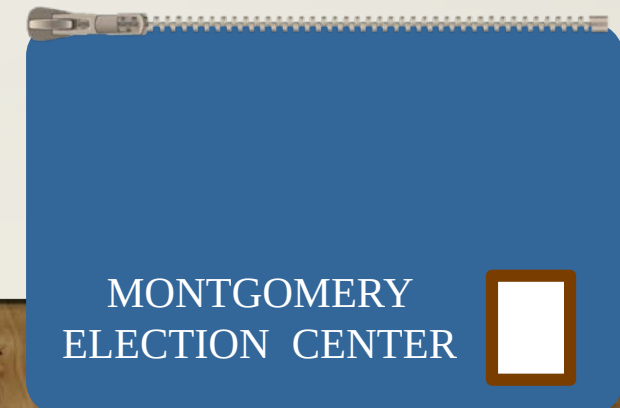
Receives the Ballot Slip

Initials it

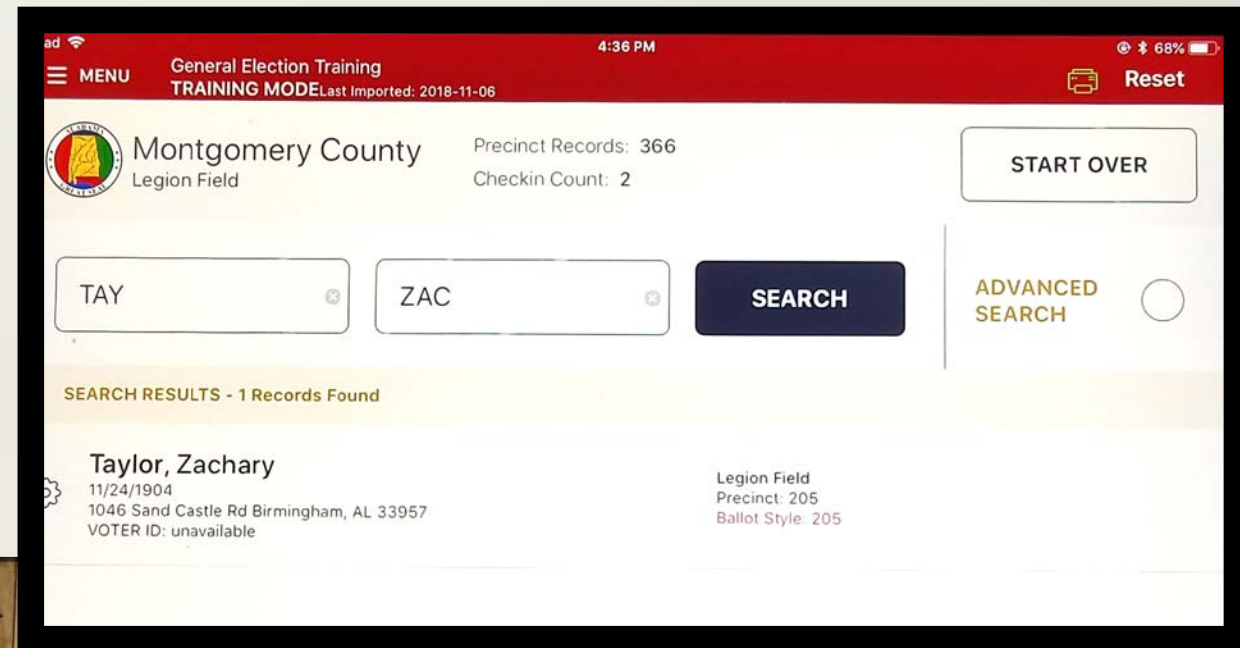
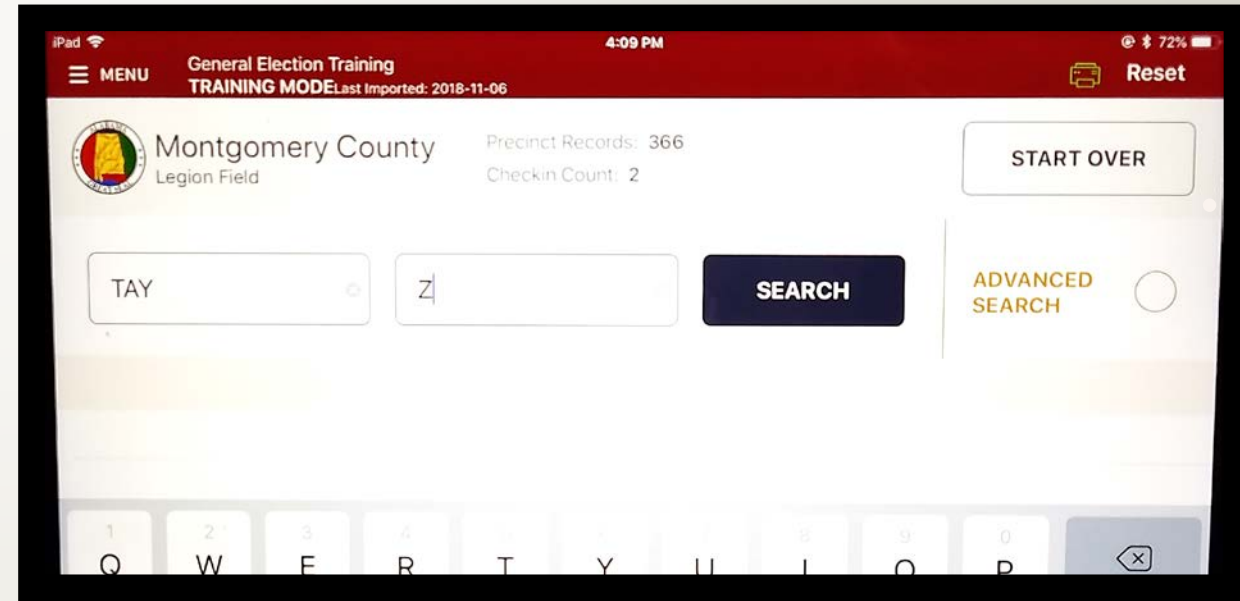
Hands out the correct ballot
style from the slip

Puts the slip into the blue
pouch.

(There is only one ballot style for this
election.)



1. Touch the MANUAL ENTRY button
2. Touch the area that says, “Last Name” and only type the first three (3) letters of the last name
3. Touch the area that says, “First Name” and do the same – only the first three (3) letters of the first name
4. Touch “SEARCH” and the bottom screen will appear
5. Touch anywhere on the line that has the person’s name and information on it
6. Now you will proceed as if you scanned the identification



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 IN POLLING OFFICIAL GUIDE 2020 - OR - THE PROVISIONAL VOTING IN ALABAMA BOOKLET ONLINE AT WWW.ALABAMAVOTES.GOV.

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

4. SWORN AFFIRMATION OF PROVISIONAL VOTER

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 of America? ☐ YES ☐ NO ☐ IF YES, please print your name and address. If NO, do not complete this application.

Will you be 18 years of age on or before election day? ☐ YES ☐ NO ☐ IF YES, please print your name and address. If NO, do not complete this application.

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

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

3. Home Telephone: _____ Work Telephone: _____ Email Address (optional): _____

4. Address where you live (do not use post 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 _____

5. Address where you were last registered to vote (do not use post office box):
Print House Number and Street _____ City _____ State _____ ZIP _____

6. Date of Birth (month, day, year): _____

7. Place of Birth: City _____ County _____ State _____ Country _____

8. Race (check one):
☐ White ☐ Black ☐ Asian ☐ American Indian ☐ Hispanic ☐ Other _____

9. Sex: ☐ Male ☐ Female

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 declare any belief or affiliation with any group which advocates the overthrow of the government 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: _____

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 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 PB2 Envelope is placed in the 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**



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.

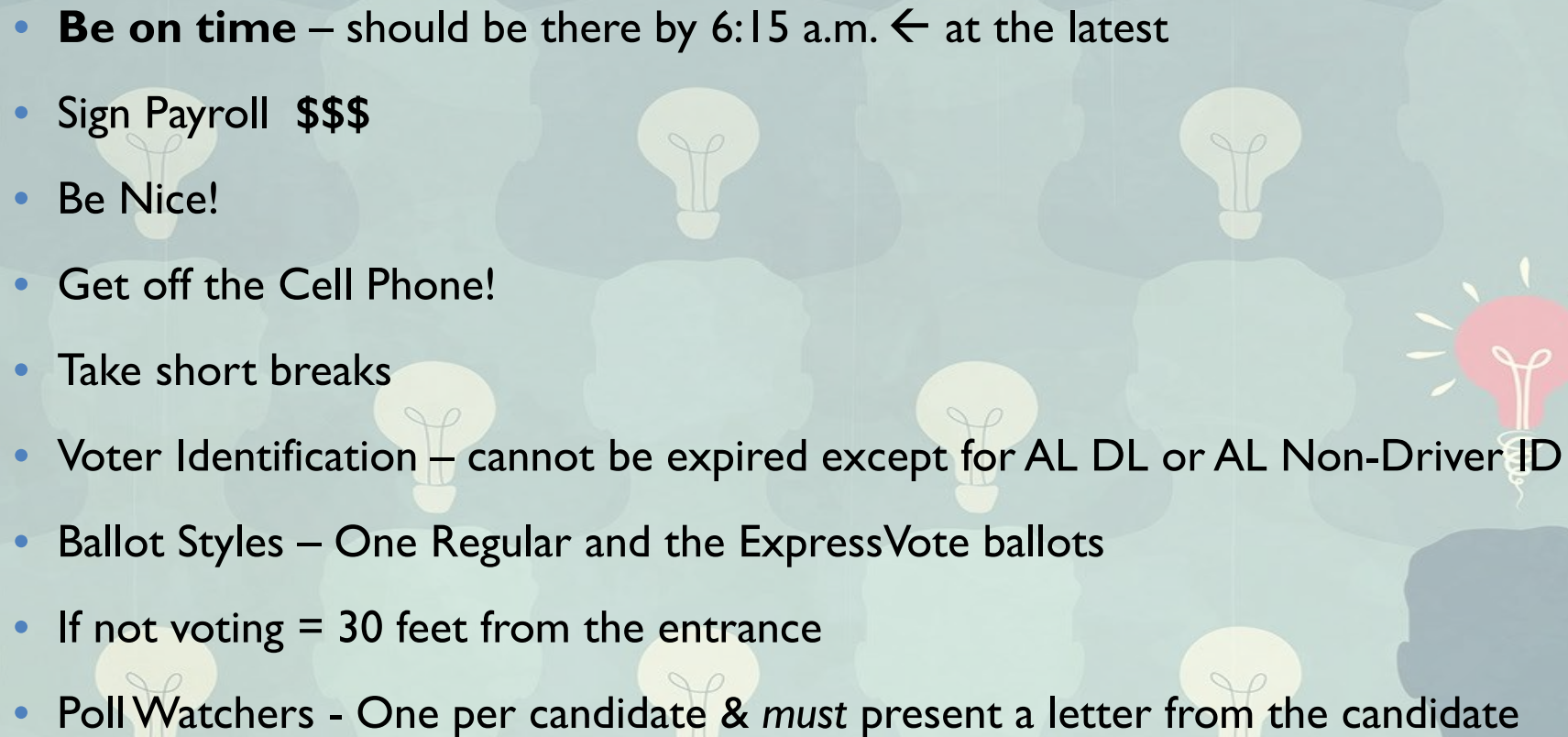
CLOSING THE EXPRESSVOTE

- **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.**



BREAK-DOWN THE PRECINCT

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)

- 
- **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
 - Ballot Styles – One Regular and the ExpressVote ballots
 - If not voting = 30 feet from the entrance
 - Poll Watchers - One per candidate & *must* present a letter from the candidate

