

The background of the slide is a close-up, slightly blurred image of the American flag. The stars and stripes are visible, with the blue field of stars on the left and the red and white stripes on the right. The text is overlaid on this background.

Election Day Procedures

2020 Primary Election

Precinct Changes

- Pct 29 – TA Lowery moved to Jefferson High School at the front entrance by the library
- Pct 7 – Ranson Elementary School moved to Ranson Civic Center
- Pct 14 – Camp Hill Wesley moved to Harpers Ferry Middle School

COVID-19 Accommodations

- Gloves, masks and face shields will be provided for all poll workers. They are not required but you are encouraged to use both.
- All areas that voters touch will need to be wiped down frequently with the provided sanitizing wipes and/or disinfectant spray.
- Please wash your hands and use hand sanitizer frequently.

COVID-19 Accommodations

- Voters should be asked to use hand sanitizer prior to checking in at the poll clerk table.
- Gloves will be provided to voters so they can safely touch the voting machines, ballot and secrecy sleeve.
- Voters should adhere to social distancing guidelines and stay 6 feet away from each other.

COVID-19 Accommodations

- This may cause a line to form outside of the door.
- Signs will be provided and it is suggested to use the painter's tape in the kit to mark 6ft spaces on the floor.
- The number of people allowed inside a space is ever changing. Clear guidelines will be provided in your election day packets.

Opening the Polls

All five poll workers must arrive at
5:30 a.m.

Please Note:

If an appointed poll worker fails to
appear at the polling place by
5:45 a.m., call the voter office at
728-3246 or 728-3386.

Election Day

1. Already at the polls:
 - a.** DS200 and table
2. Supply clerk will arrive with the following:
 - a.** canvass bag with ballots & misc supplies, poll books, keys to DS200 & ExpressVote, multiple ExpressVotes and the ExpressPoll book

Receiving Members Oath

Before beginning to work, all poll workers are to take the receiving members oath.



Opening the Polls

- The DS200, ExpressVotes and ExpressPoll Book should be turned on right after taking the receiving members oath.
- This will give us time to diagnose and fix any problems prior to polls opening.

Opening the Polls

Make sure that the plug you are using for the election equipment is working.

Starting the DS200

Commissioners

- Open and unlock the power access panel on the back of the DS200. Remove the power cord and plug into a wall outlet.
- Remove the two plastic seals from the front of the DS200. Unlock and open the hinged top lid. Verify the numbers on the removed seals match the numbers listed on the “DS200 Seal Certification”.
- Unlock and open the bottom access panel. Open the top flaps on the blue plastic ballot box. This allows the ballots to drop directly in the box. Close and lock the panel.

Starting the DS200

Commissioners

- Unlock and open the LCD screen. The DS200 will automatically turn on as long as it was plugged in first.
- Verify the number on the sticker seal that is across the small access panel beside the ballot slot matches the number listed on the "DS200 Seal Certification".

Starting the DS200

Commissioners

- After the startup process is complete, the Election Code screen will appear. After entering the code press **Accept**.
- The election code is: (see training manual)

Starting the DS200

Commissioners

- Once the Election Definition is loaded, the Configuration report will print. Verify both items listed on the screen have a green check mark. Press **Open Poll** button to progress to the next screen.
- The Zero Totals report will print. All poll workers must verify that there are no votes listed for any candidate and sign the bottom of the report. Place the signed report into the DS200 Tape Envelope.
- Press **Go To Voting Mode** to complete the opening process.

Starting the ExpressVote

Commissioners

- Remove the ExpressVote and power cord from the carrying case. Put the headphones in an easily accessible location but do not plug them into the ExpressVote until a voter requests to listen to the ballot.
- Position the ExpressVote on the tables provided and place a secrecy shield around each machine. The ExpressVote should be positioned so voters are not passing behind the voter while voting.
- Plug the small circular end of the power cord into the port on the back of the ExpressVote. (flat side up) Plug the power cord into a working wall outlet.

Starting the ExpressVote

Commissioners

- Unlock the Security Access Door on the left side of the machine. Set the power switch to **On**.
- Close and lock the access door.
- After the startup process is complete, the Election Code screen will appear. After entering the code press **Accept**. The election code is: **(see training manual)**
- Once the "To Begin Voting, Insert Your Card" screen appears, the ExpressVote is ready to accept ballots.


Setting up the ExpressPoll Book

Clerks

- Remove the tablet/printer stand and power cord from the carrying case and the validator with the USB cord and power cord from the box.
- Connect the power cord to the side of the poll book stand and plug into a working outlet.
- Connect the power cord to the back of the ExpressVote printer and the USB cord to the back of the ExpressVote and side of the poll book stand. Plug into a working outlet.

Setting up the ExpressPoll Book

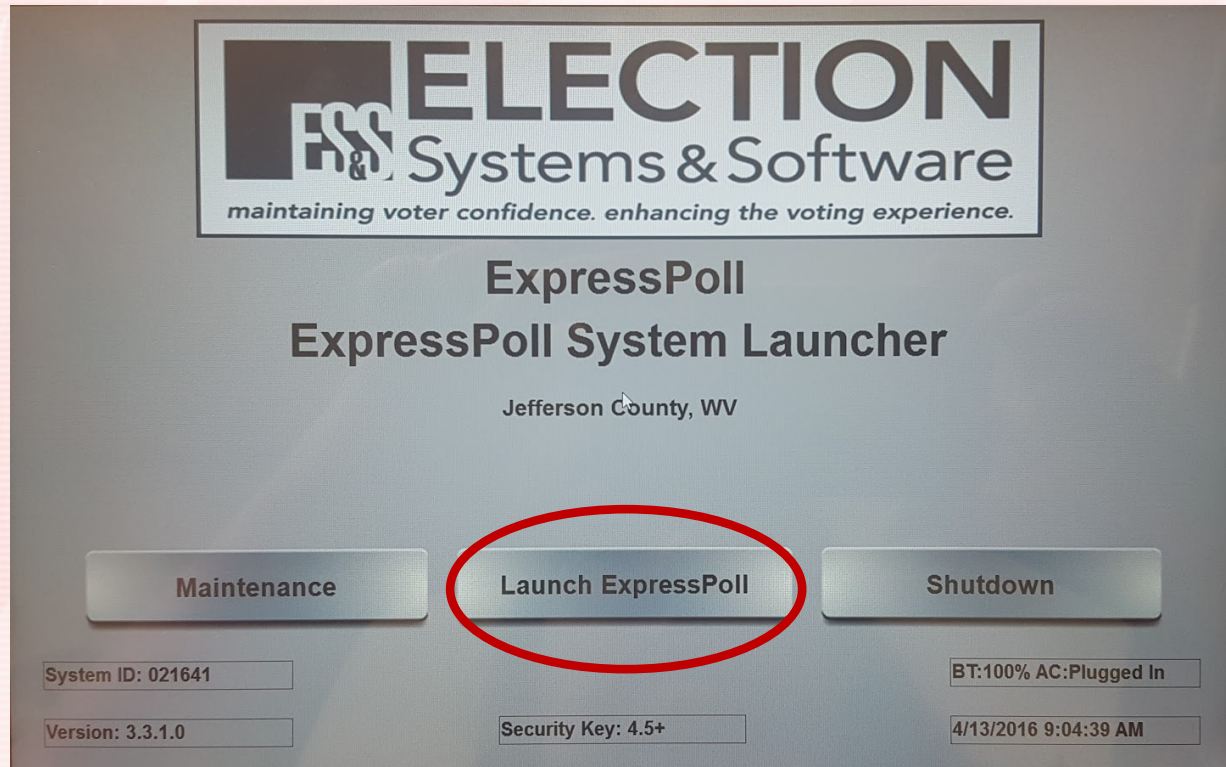
Clerks

- Turn the ExpressVote printer on by pressing the power button. It will have this symbol: 
- To turn on the tablet, press the power button on the top left corner. Hold for 3 seconds and release.

Setting up the ExpressPoll Book

Clerks

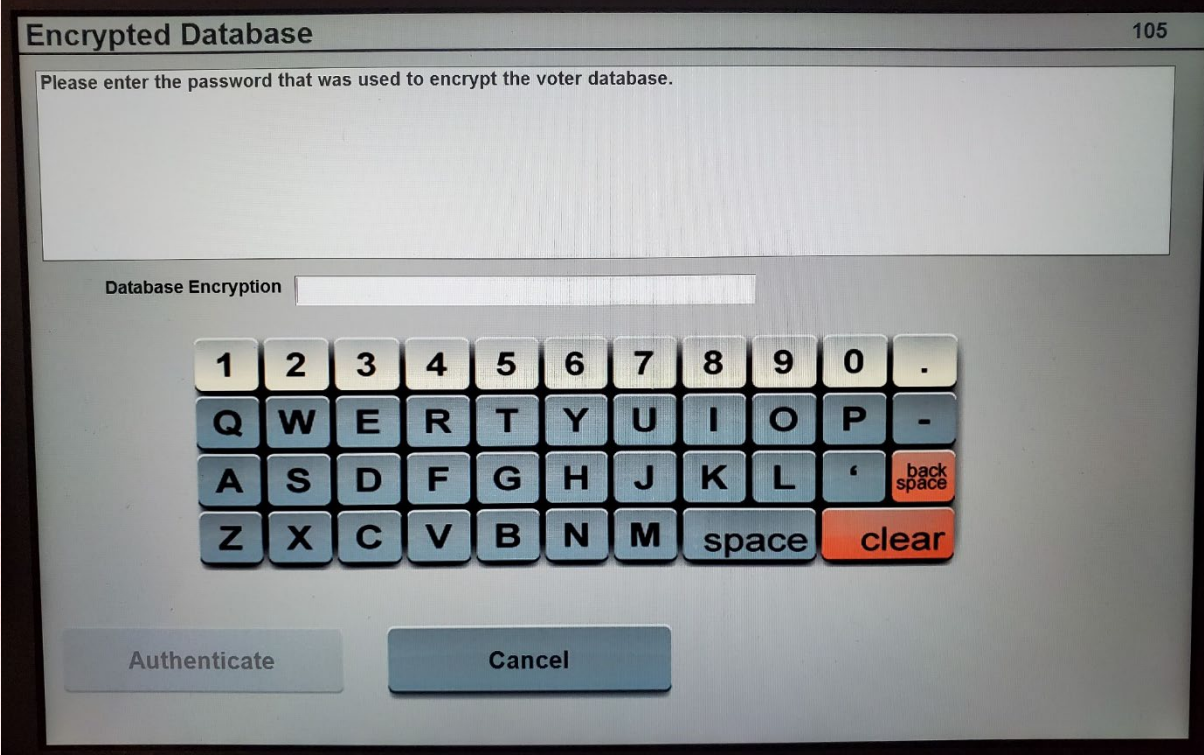
- Once loaded, press the “**Launch ExpressPoll**” button using the stylus.



Setting up the ExpressPoll Book

Clerks

- On the Encrypted Database screen enter the encryption code: see manual



The screenshot shows a software interface titled "Encrypted Database" with a page number "105" in the top right corner. Below the title bar, there is a text prompt: "Please enter the password that was used to encrypt the voter database." This is followed by a large, empty rectangular input field. Below the input field, the text "Database Encryption" is displayed next to a smaller, empty rectangular input field. Below these fields is a numeric keypad with four rows of buttons. The first row contains digits 1 through 0 and a decimal point. The second row contains letters Q through P and a hyphen/underscore. The third row contains letters A through L, an apostrophe/quotation mark, and a "back space" button. The fourth row contains letters Z through M, a "space" button, and a "clear" button. At the bottom of the screen, there are two buttons: "Authenticate" on the left and "Cancel" on the right.

Setting up the ExpressPoll Book

Clerks

- Press the **"Open the Polls"** button.

Main Screen 130

Manage Polls | Issue Ballots | Poll Details | Manage System | Status

Before opening the polls, verify that all information on the screen is correct. Verify that all "Statistics" are zeroes. If the information is not correct, notify Chief Judges immediately. Upon authorization from the Chief Judges, tap the "Open the Polls" button before tapping the "Issue Ballots" tab at the top to begin processing voters.

Statistics

Ballots | Voters

Paper Ballots 0

Provisional Paper 0

Consolidation 03

Poll Status **CLOSED**

Poll Opening Time 6:30 AM

Poll Closing Time 7:30 PM

Roster Count 1268

Open the Polls | Close the Polls | Log Out

BT:100% AC:Plugged in | Issued: 0 Cancel: 0 | 4/13/2016 9:05:17 AM

Setting up the ExpressPoll Book

Clerks

- Click on the **"Issue Ballots"** tab at the top of the screen. Next click on the **"Search Voter Roster Issue Ballot"** button.
- The ExpressPoll book is now ready to use.

The screenshot shows the 'Find Voters' interface. At the top, it says 'Find Voters' and '205'. Below this, there are instructions: 'Enter the voter's last name.', 'If TOO MANY voters are found with this last name, tap on the First Name field and enter the voter's first name. If needed, tap and enter data into the Middle Initial, Zip Code, or Birth Date fields.', and 'To select a voter, tap on the voter's row.' Below the instructions is a large empty box for the search results. Underneath this box is a 'Find by Name' section with input fields for 'Last Name', 'First Name', 'Middle Init.', 'Zip Code', and 'Birth Date'. To the right of these fields are two radio buttons: 'Search in Precinct' (selected) and 'Search Entire County'. Below the radio buttons is a 'Clear' button. At the bottom of the form is a numeric keypad with letters (QWERTY layout) and a 'clear' button. Below the keypad are three buttons: 'Voter NOT Found Issue Ballot', 'Return to Main', and a 'Return to Main' button. At the very bottom, there is a status bar with 'BT:100% AC:Plugged In', 'Issued: 0 Cancel: 0', and '4/13/2016 9:06:45 AM'.

Find Voters 205

Enter the voter's last name.

If TOO MANY voters are found with this last name, tap on the First Name field and enter the voter's first name. If needed, tap and enter data into the Middle Initial, Zip Code, or Birth Date fields.

To select a voter, tap on the voter's row.

Find by Name

Last Name

First Name Middle Init.

Zip Code Birth Date

☒ Search in Precinct

☐ Search Entire County

Clear

Voter NOT Found Issue Ballot

Return to Main

BT:100% AC:Plugged In Issued: 0 Cancel: 0 4/13/2016 9:06:45 AM

Duties Before Polls Open

Clerks

- Open canvass bag and remove misc. supplies and ballots.
- Record ballot numbers on the statement of ballots used.
- The voters that have voted early/absentee will already be marked as such in the ExpressPoll book but a hard copy list will still be provided.

Supplies on Poll Clerk's Table

- Ballots (the lowest ballot number should be on top)
- ExpressPoll Book
- Assisted Voters Form
- Spoiled Ballot Envelope
- Secrecy Sleeves
- Voter Change Form
- Provisional Ballot Voters Form
- Statement of Ballots Used
- Voter Identity Affidavit

Duties Before Polls Open

Commissioners

- Set up table provided or use the tables within your precinct.
- Arrange the ExpressVotes to give the voter as much privacy as possible when voting or when voter is depositing their ballot into the DS200.
- Place an instruction card to voters in each secrecy shield giving instructions on over voting, write-in and obtaining a new ballot in place of one that is accidentally spoiled.

100ft No Electioneering Sign

- Measure **100 foot** from the entrance of the polling place and hang the No Electioneering sign as close to the end of the measurement as possible.
- No political signs are allowed within that area UNLESS they are on private property.

Placement of Handicap Signs

- Designate the parking space closest to the entrance of the polling place with a handicap parking sign.
- This only needs to be done if spaces are not already marked.



Polling Place Entrance Signs

Hang the following at the entrance of the polling place:

- Polling Place Sign
- Voter Instructions
- Know Your Voting Rights
- Sample Ballots
- Voter ID Flyer
- Flags

Time to Vote!!

At 6:30 a.m., a poll commissioner steps outside the voting precinct and announces.....



“The time is 6:30 and the polls are now open.”

New Voter ID Requirements

- All voters are required to show a form of identification before voting.
- Any ID shown must be valid and not expired.
- **The address on the ID IS NOT to be considered. It's OK if it doesn't match.**

New Voter ID Requirements

Acceptable Forms of Photo Identification:

- WV Driver's License/ DMV ID Card
- WV Voter ID card
- Driver's license issued from another state
- US Passport
- Military ID
- US/WV Government Employee ID
- Student ID Card
- Concealed Carry Permit

Acceptable Forms of Non-Photo Identification:

- Voter Registration Card
- Medicare Card
- Social Security Card
- Birth Certificate
- Utility Bill/Bank Statement
(issued within last 6 months)
- WV SNAP or TANF ID Card
- WV Medicaid ID Card
- Bank/Debit Card
- WV Hunting/Fishing License
- Health Insurance Card
(must be issued to the voter)

New Voter ID Requirements

Exceptions

Exception 1: Signed, sworn statement by an adult who has known the voter for 6 months or more

- A voter does not have to show an ID to vote if the voter is accompanied by an adult who has known the voter for at least six months; shows a photo ID with his/her name and address; and signs an affidavit confirming the voter's identity.

New Voter ID Requirements

Exceptions

Exception 2: A poll worker knows the voter

- A voter does not have to show ID to vote if a poll worker has known the voter for at least 6 months. No additional affidavit or ID is required.
- **If the voter is unable to meet the voter ID requirements and is not covered under the two exceptions, they will be required to vote a provisional ballot.**

How to Process a Voter...

- Voter approaches the clerk's table and states their name and address.
- Type in the first 3 letters of the last name and the first letter of the first name.

The screenshot shows a software interface titled "Find Voters" with a status of "205". It displays a table of voter information and a search form below it.

Name	Address	DOB	Party	Status	Issued
PAINTER ALICE NICOLE	181 DOMER SQ KEARNEYSVILLE 25430-	09/03/1981	DEM	Active	None

Find by Name

Last Name: PAI
First Name: ALI
Middle Init.: Tap here
Zip Code: Tap here to e Birth Date: Tap here to enter c

Search in Precinct (selected)
Search Entire County

Clear

Return to Main

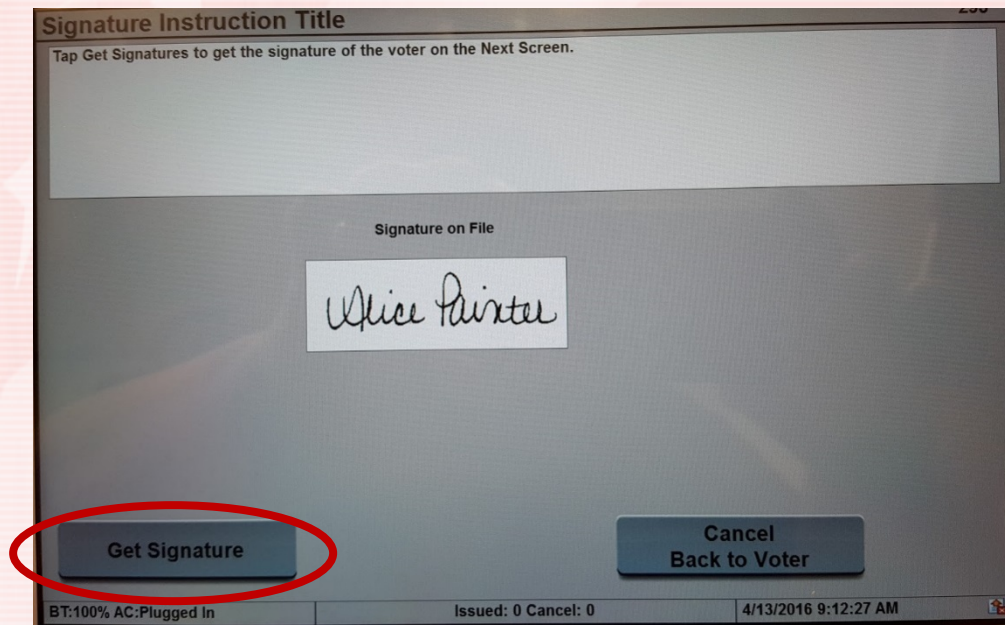
BT:100% AC:Plugged In Issued: 0 Cancel: 0 4/13/2016 9:09:01 AM

How to Process a Voter...

- Once the voter has been located, select the voter's name to bring up the "**Voter Record**" screen.
- Verify voter information is correct. If it is, select the "**Issue Standard Ballot**" button.

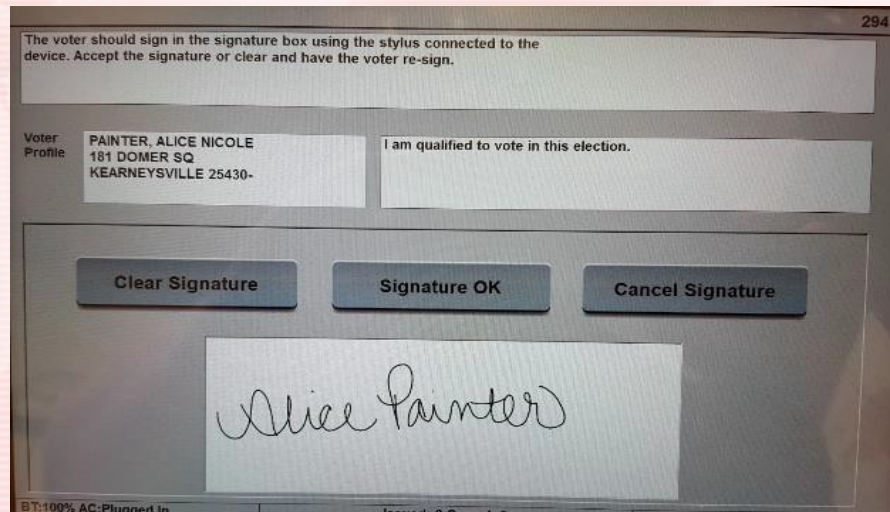
How to Process a Voter...

- The “**Signature Instruction Title**” screen displays the signature of the voter. Press the “**Get Signature**” button so voter can sign the tablet.



How to Process a Voter...

- Slide the tablet so the voter can sign. The screen will flip toward the voter.
- Once the signature is complete, the poll clerk is able to **ACCEPT** or **CLEAR** the signature.



How to Process a Voter...

- After the signature has been accepted, the **"Select Ballot"** screen appears.

Select Ballot 310

Verify that the correct ballot is chosen.
If no ballot is needed, tap "Cancel, No Ballot Issued" to return to the Roster.

Voter's PRECINCT	Voter's Ballot Choice
27 0	DEMOCRAT
	NO PARTY AFFILIATION
	REPUBLICAN

Voter Name: PAINTER, ALICE NICOLE Precinct: 27 0

Ballot Style: 56

Issue ExpressVote Activation Card **Select Paper Ballot** **Cancel No Ballot Issued**

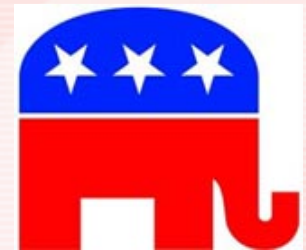
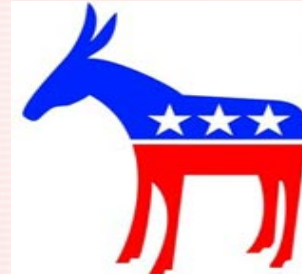
BT:100% AC:Plugged In Issued: 0 Cancel: 0 4/16/2018 1:30:38 PM

Party Affiliation in a Primary

- Keep in mind this is a Primary. If the voter is registered Democrat, Republican, Libertarian or Mountain they can only receive that party's ballot. If they want to vote for a different party they will have to vote a *provisional ballot*.
- If the voter is registered as anything other than the four mentioned above they can choose which ballot they would like to vote. They HAVE to ask you for it. You can not offer it to them. If they do not specify then they are to only get the non-partisan ballot.
- **THE VOTER CANNOT CHANGE THEIR PARTY AT THE POLLS.**

Ballot Rules

Party Affiliation Showing in Poll Book		Ballot Voter Can Receive
Democrat (D)		Democrat
Republican (R)		Republican
Libertarian (L)		Non-Partisan
Mountain (M)		Mountain
Anything other than the four listed above		Democrat, Republican, Mountain, Non-Partisan



How to Process a Voter...

- After the party is determined, press “**Issue ExpressVote Activation Card**”.
- Insert the signed ballot into the ExpressVote printer. After it validates the end of the ballot with the precinct number, the poll book stub will print.
- Write the ballot stub number on the poll book stub, hand the ballot, poll book stub and secrecy sleeve to the voter and direct them to an open voting machine.

How to process a Voter...

Name or address change within precinct

- If a voter has changed his/her name and/or address, have the voter update that information on the "Voter Change Form".
- Make sure the voter completes all required information. This information will be used to update the voter's registration record after the election. **No PO Boxes are accepted unless it is the mailing address.**

How to process a Voter...

Address Change Outside of Precinct

- If the voter has moved and is no longer in your precinct, the voter must be directed to vote in their new precinct.
- Use the Street List Binder to find the correct precinct.
- Issue the voter a “New Precinct Slip” so the new precinct can see that another precinct sent them to vote.

New Precinct Slip

I have moved and need to vote in my new precinct. Precinct _____
checked my address: _____
and determined I should vote a provisional ballot in Precinct _____
located at _____.

How to Process a Voter Who Is Not Found in Poll Book

- If the voter's name does not come up, select the "Search Entire County" button.

The screenshot displays the 'Find Voters' application interface. At the top, the title 'Find Voters' is on the left and the number '205' is on the right. Below the title is a table with the following data:

Name	Address	DOB	Party	Status	Issued
FIELDS SHAKIRA LYNN	302 W SIXTH AVE RANSON 25438-	06/20/1974	DEM	Active	None
FIELDS SHARON STEWART	118 W SECOND AVE RANSON 25438-0000	06/26/1952	DEM	Active	None

Below the table is a search section titled 'Find by Name'. It includes input fields for 'Last Name' (containing 'FIE'), 'First Name' (containing 'SHA'), 'Middle Init.' (with a 'Tap here' prompt), 'Zip Code' (with a 'Tap here to e' prompt), and 'Birth Date' (with a 'Tap here to enter c' prompt). To the right of these fields are two radio buttons: 'Search in Precinct' and 'Search Entire County'. The 'Search Entire County' option is selected and circled in red. Below the radio buttons is a 'Clear' button. At the bottom of the search section are two large buttons: 'Voter NOT Found Issue Ballot' and 'Return to Main'. A numeric keypad and an alphabet keyboard are visible at the bottom of the screen. The status bar at the very bottom shows 'BT:100% AC:Plugged In', 'Issued: 1 Cancel: 0', and the date/time '4/13/2016 9:27:48 AM'.

Find Voters 205

Name	Address	DOB	Party	Status	Issued
FIELDS SHAKIRA LYNN	302 W SIXTH AVE RANSON 25438-	06/20/1974	DEM	Active	None
FIELDS SHARON STEWART	118 W SECOND AVE RANSON 25438-0000	06/26/1952	DEM	Active	None

Find by Name

Last Name: FIE

First Name: SHA Middle Init. Tap here

Zip Code: Tap here to e Birth Date: Tap here to enter c

Search in Precinct

Search Entire County

Clear

Voter NOT Found Issue Ballot

Return to Main

BT:100% AC:Plugged In Issued: 1 Cancel: 0 4/13/2016 9:27:48 AM

How to Process a Voter Who Is Not Found In Poll Book

- If the voter is found and their address is listed correctly, select their name.
- Select the “**Precinct Details**” tab at the top of the page. This will display their correct precinct. Select the “**Print**” button and it will print out a location receipt to give to the voter.

The screenshot shows the 'Voter Record' interface for a voter named SHAKIRA LYNN. The 'Precinct Details' tab is highlighted with a red circle. A yellow message box states: 'Voter's registration is not at this polling place. See Precinct Details (above tab) to find correct polling place, or continue issuing a ballot.' Below this, the voter's information is displayed: Precinct 06 0, Ballot Style 06.0, DOB 06/20/1974, Age 41, Status Active, VRN 000231916, Party DEMOCRAT, Issued None, and Require ID No. A 'Comments' section contains the text 'Wrong Poll - Please see instructions above.' At the bottom, there is a button labeled 'Voter not in Poll Issue Provisional Ballot' and a 'Go Back' button. The status bar at the very bottom shows 'BT:100% AC:Plugged In', 'Issued: 1 Cancel: 0', and the date/time '4/13/2016 9:28:03 AM'.

This screenshot shows the same 'Voter Record' interface, but with the 'Print' button at the bottom left highlighted with a red circle. The 'Precinct Details' tab is still selected. The voter information is the same as in the previous screenshot. The 'Consolidation Number' is 06, 'Consolidation Name' is 06SENIOR CENTER, and 'Precinct Number' is 06 0. The 'Poll Name' is 06SENIOR CENTER, 103 W 5TH AVE. The status bar at the bottom shows 'BT:100% AC:Plugged In', 'Issued: 1 Cancel: 0', and the date/time '4/13/2016 9:28:15 AM'.

Why Vote a Provisional Ballot?

Reasons

- Voter is on early/absentee voters list
- Voter is not found in the poll book
- Voter asked for assistance and does not need assistance
- The poll worker is not working in his/her home precinct
- The voter has no proof of identification and does not qualify for the two exceptions.
- The voter is registered with one of the 4 recognized parties and wants to vote another party ballot

How to Process a Voter Who is Voting a Provisional Ballot

- If a voter is casting a provisional ballot, the voter will be given a provisional ballot tracking form with a tracking number.
- The voter uses this form to determine if the ballot was counted.

PROVISIONAL BALLOT TRACKING FORM

IMPORTANT INSTRUCTIONS ON TRACKING THE STATUS OF YOUR PROVISIONAL BALLOT

VOTER: Since there has been a question about your eligibility to vote in this election, you have been required to vote a provisional ballot. Your ballot will not be opened on election night. The canvassing board will review the information associated with the ballot at the canvass and will determine whether or not your vote can be counted. You may learn how your provisional ballot was handled by contacting the following representatives:

_____, County Clerk of _____ County, WV

_____, WV _____

Phone: _____ Fax: _____ Email: _____

West Virginia Secretary of State
Building 1, Suite 157-K
Charleston, West Virginia 25305
Toll Free 1-866-SOS-VOTE

PS-7A

How to Process a Voter Who is Voting a Provisional Ballot

- Never sign the bottom of a provisional ballot. Signing the bottom of the ballot means the ballot can be counted Election night.
- Provisional ballots are considered at canvass.

How to Process a Voter Who is Voting a Provisional Ballot

- Processing a provisional ballot includes the use of three ballot envelopes
 - ✓ Envelope #1 details why voter cast a provisional ballot.
 - ✓ After voter is finished, place ballot into envelope #2.
 - ✓ All provisional ballot envelopes are to be placed into envelope #3 and returned to the Courthouse at the end of the day.

How to Process Assisted Voters

- The Federal Voting Rights Act provides that any voter who requires assistance to vote by reason of advanced age, blindness, disability or inability to read may be given assistance by a person of that voter's choice.
- The person who does assist **cannot** be the agent or officer of the voter's past or present labor union, or a present or former employer or agent of the employer.
- If the voter does not have anyone of his/her choice, two poll commissioners, of opposite political parties, may assist.

How to Process Assisted Voters

- The poll clerk is to write the name of the assisted voter on the assisted voters form.
- The person who is assisting must sign the assisted voters form, stating he/she will not influence or advise the voter.

The image shows two forms used for processing assisted voters. The top form is titled "RETURN TO THE CLERK WHO ISSUED SUPPLIES" and "SEAL IN THIS ENVELOPE". It is titled "ALL Lists Of Assisted Voters AND Assisted voters Affidavits". It contains fields for "ELECTION HELD AT", "AT THE", "Precinct No.", "In the District of", "In the County of", "This Day of", and "in the Year". The bottom form is titled "LIST OF ASSISTED VOTERS & OATHS OF PERSONS ASSISTING". It contains a table with columns for "NAME OF VOTER", "Age", "Sex", "Name of Assisting Person", "Name of Assisting Person in Print", and "Name of Assisting Person in Print". The table has 10 rows. Below the table, there are instructions for the assessor to sign and seal the form, and a section for the assessor to sign and seal the form.

RETURN TO THE CLERK WHO ISSUED SUPPLIES
SEAL IN THIS ENVELOPE
ALL Lists Of Assisted Voters AND Assisted voters Affidavits
ELECTION HELD AT
AT THE
Precinct No.
In the District of
In the County of
This Day of
in the Year

LIST OF ASSISTED VOTERS & OATHS OF PERSONS ASSISTING
Period To: _____
I, _____, assessor, do hereby certify that the voters listed herein were qualified to receive such assistance under the provisions of the act, and do the same or others in the acts above so to their votes were by me.
If no voter was qualified with "New Qualified" form

NAME OF VOTER	Age	Sex	Name of Assisting Person	Name of Assisting Person in Print	Name of Assisting Person in Print

Assessor's Signature: _____
This to be done in person, available provided, or, if no voter is qualified.

Notary Public for West Virginia: _____
Notary Public for West Virginia: _____
Notary Public for West Virginia: _____

Spoiled Ballot

- If a voter indicates the ballot is spoiled, defaced, not signed by two poll clerks or that he/she has voted incorrectly, the poll clerk shall write spoiled across the front of the ballot, place the ballot in the spoiled ballot envelope, and issue the voter another signed ballot.

Spoiled Ballot – ExpressPoll

- Enter the voters name into the “Find Voters” Screen. Once the voter is found, select the voter’s name.
- Press the “Identification” tab and then the “Update Voter Data” button.
- A password box will appear. The password is: see manual.
- Check the box “Remove Ballot Issued”. Press “Save Changes” button. A question box will appear asking to confirm the voter credit will be cancelled.
- The voter can now be issued a new ballot using normal procedures.

How to Process a Voter:

Poll Commissioner Duties

- One commissioner should be keeping track of time. Generally, voters are allowed 5 minutes to vote. Voters with disabilities are allowed 15 minutes.
- Don't forget to check the voting areas for campaign literature and other items left behind.



How to Process a Voter:

Poll Commissioner Duties

- The voter will approach the commissioners table and hand the ballot, that is inside the secrecy sleeve, and poll book stub to one of the commissioners.
- The commissioner will verify that both poll clerks have signed the bottom of the ballot and that the ballot stub number matches the number written on the poll book stub. They will remove the ballot stub and hand it, along with the poll book stub, to the other commissioner.
- The second commissioner also verifies the numbers match and then strings the two stubs together.
- The first ballot commissioner is responsible for putting the ballot into the DS200.

Scanning Ballots

- Scan ballots by inserting them into the ballot entry slot. The ballot count on the display increases whenever the scanner successfully scans a ballot.
- If there are no issues with the ballot, the ballot will automatically be deposited into the ballot box.
- If there are concerns with the ballot, the voter has the option to press ACCEPT, which deposits the ballot into the ballot box or RETURN, which returns the ballot to the voter. A returned ballot will be spoiled and a new ballot will be issued to take to a voting booth.

Election Day Ballot Exception Handling

- During election day, voters may encounter messages when processing their ballot.



System Messages and Errors

- If a ballot is unable to be processed due to damage, extraneous marks or a hardware problem, an audio alert will sound and the ballot will automatically be returned to the voter. The ballot will not be counted and no votes will be cast.
- If the problem is a ballot issue, that ballot may be spoiled, and a new one issued to the voter.
- If the display indicates a system message, it may be necessary to contact the voter office to assist in the interpretation of the message and correction of the issue.

Temporary Ballot Slot

- The Voter Office must be notified that the scanner is not working.
- Unlock and open the Temporary Ballot Slot door located on the DS200, just below the front of the scanner. Fold down the metal flap so ballots can be inserted into the slot.

Temporary Ballot Slot

- Close the door and lock it in place.
- All voted ballots will be placed into the Emergency Ballot Slot until the DS200 is repaired/replaced.
- Once the DS200 has been repaired/replaced, the ballots in the Temporary Emergency Slot will need to be inserted into the DS200. This should not be done while voters are present.

Closing the Polls

Promptly at 7:30 p.m., a poll commissioner steps outside and announces that the polls are closed.



Sorry We're
CLOSED

Closing the Precinct

- If any voters are waiting in line, two poll commissioners from opposite political parties begin at the **END** of the line and proceed forward to distribute waiting voter permits.
- These permits are to be signed by the voter in the presence of the two poll commissioners.
- After the last voter with the waiting voters permit votes his/her ballot, no more ballots can be cast or received.

Closing the Precinct – DS200

- Remove the sticker seal and unlock the access door beside the ballot slot to reveal the **Power** and **Close Polls** buttons.
- Press the **Close Poll** button to close the polls.
- Press **Close Poll** on the screen to confirm the scanner should be closed. The DS200 will automatically print a Ballot Status Accounting Report and a Write-In Report.
- Turn off the DS200 by pressing **Finished – Turn Off** on the touch screen.

Closing the DS200

- Poll workers are responsible for removing the flash drive.
- **WARNING: Do not remove the DS200 flash drive before the equipment is completely powered off (the Power button will not be lit up). Prematurely removing the flash drive could result in damage to the equipment.**

Closing the DS200

- After removing the flash drive, place it into the plastic sleeve on the inside of the blue ballot box. **DO NOT FORGET THIS STEP!** This is the only way results are counted election night.
- All poll workers must sign the ballot box certification. Tape the certification to the top of the blue plastic ballot box. Place required paperwork (see poll worker manual for a complete list) inside the ballot box, lock and place two seals on the ballot box.
- Close and lock the LCD screen and the top hinged lid. Place two seals on the DS200 and record the numbers on the "When Polls Close Certification".

Closing the ExpressVotes

- Unlock the access door and flip the power switch to the **Off** position.
- Close and lock the access door.
- Unplug the power cord from the wall outlet and the back of the ExpressVote.
- Place the ExpressVote and power cord into the carrying case.

Closing the Precinct – ExpressPoll

- From the “Find Voters” screen, select the “Return to Main” button.

Find Voters 205

Enter the voter's last name.

If TOO MANY voters are found with this last name, tap on the First Name field and enter the voter's first name. If needed, tap and enter data into the Middle Initial, Zip Code, or Birth Date fields.

To select a voter, tap on the voter's row.

Find by Name

Last Name

First Name Middle Init.

Zip Code Birth Date

Search Options:

- ☒ Search in Precinct
- ☐ Search Entire County

Buttons:

- Clear
- Voter NOT Found Issue Ballot
- Return to Main** (circled in red)

Keypads:

- Numeric keypad: 1-0, .
- Alphanumeric keypad: Q-W-E-R-T-Y-U-I-O-P, A-S-D-F-G-H-J-K-L, Z-X-C-V-B-N-M, space, clear, back space

Status Bar:

BT:100% AC:Plugged In | Issued: 2 Cancel: 0 | 4/13/2016 9:31:10 AM

Closing the Precinct – ExpressPoll

- Select the **"Manage Polls"** tab. Press the **"Close Polls"** button and select **"Yes"** when the pop-up box asks **"Continue Closing the Polls"**. The **"Poll Status"** box will turn red and say **"CLOSED"** to indicate that the polls are closed.

Main Screen 130

Manage Polls Issue Ballots Poll Details Manage System Status

Before opening the polls, verify that all information on the screen is correct. Verify that all "Statistics" are zeroes. If the information is not correct, notify Chief Judges immediately. Upon authorization from the Chief Judges, tap the "Open the Polls" button before tapping the "Issue Ballots" tab at the top to begin processing voters.

Statistics

Ballots Voters

Paper Ballots 1

Provisional Paper 1

Consolidation 27

Poll Status **OPENED**

Poll Opening Time 6:30 AM

Poll Closing Time 7:30 PM

Roster Count 1268

Open the Polls Close the Polls Log Out

BT:100% AC:Plugged In Issued: 2 Cancel: 0 4/13/2016 9:31:40 AM

Before opening the polls, verify that all information on the screen is correct. Verify that all "Statistics" are zeroes. If the information is not correct, notify Chief Judges immediately. Upon authorization from the Chief Judges, tap the "Open the Polls" button before tapping the "Issue Ballots" tab at the top to begin processing voters.

**** QUESTION ****

Continue Closing the Polls?

Yes No

Statistics

Ballots Voters

Paper Ballots 1

Provisional Paper 1

Consolidation 27

Poll Status **OPENED**

Poll Opening Time 6:30 AM

Poll Closing Time 7:30 PM

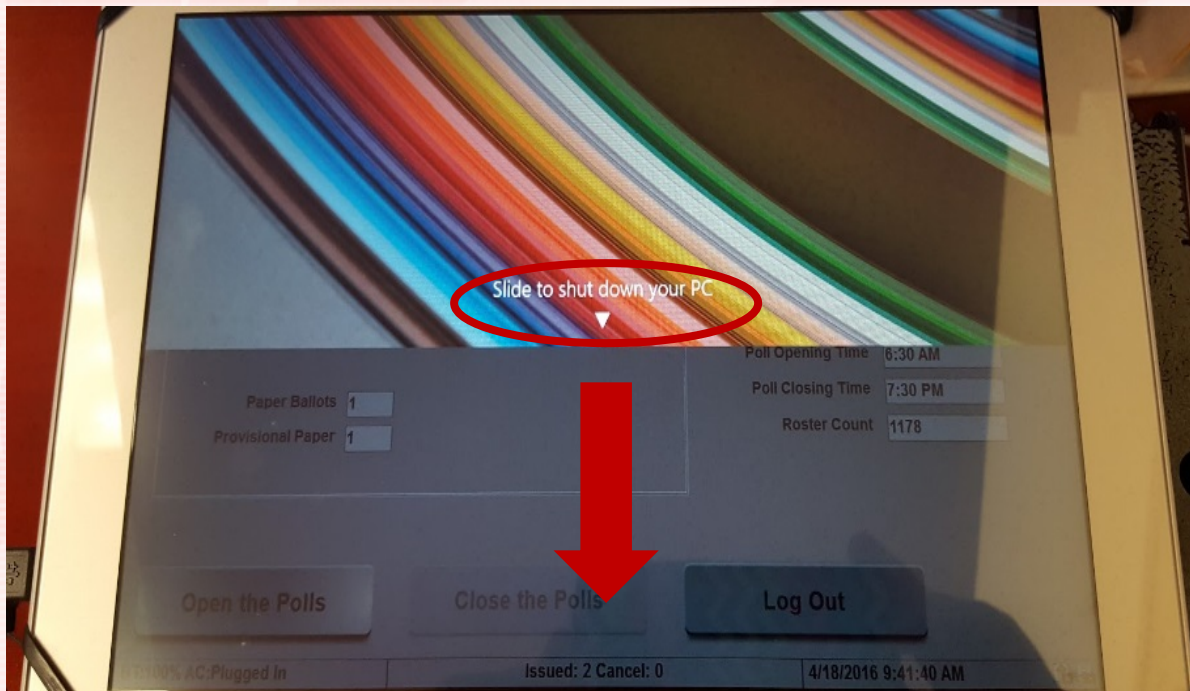
Roster Count 1268

Open the Polls Close the Polls Log Out

BT:100% AC:Plugged In Issued: 2 Cancel: 0 4/13/2016 9:31:47 AM

Closing the Precinct – ExpressPoll

- Hold down the power button on the tablet until the “Slide to shut down your PC” screen appears. Using the stylus, touch the arrow and pull the screen down. The tablet will power down.



Closing the Precinct – ExpressPoll

- Turn the poll book stand off by flipping the power switch to off.
- Turn off the ExpressVote printer by holding down on the power button until the light goes out.
- Unplug all cords and put back in corresponding cases/boxes.

Closing the Precinct

- After all voters have voted, you are ready to balance out your “Statement of Ballots Used”.
 - *2 copies will be placed in the envelope that goes into the ballot box and 2 copies will be placed in the envelope that has postage. The envelope with postage must be mailed election night.*
- The strung poll slips are placed in an envelope marked “ballot stubs”.

Final Procedures

Envelopes, Ballots, Supplies

- Paperwork is clearly marked as to where it goes at the end of the night. Place all forms in the new red bag prior to putting them into the ballot box.
- The following **MUST** be placed into the ballot box at the end of the night:
 - Voted Ballots
 - Ballot Stub Envelope
 - 2 Statement of Ballots Used
 - DS200 Thumb Drive
 - Voter Change Form
 - When Polls Close Certification
 - Spoiled Ballots
 - Expense Statement
 - Provisional Ballots
 - Election Official Oath
 - Provisional Voters Form
 - DS200 Receipt Tape Envelope

Taking Down Polling Place Signs

Take down all signs that were put up in the morning and remove any tape. Place them back into the blue supply binder.

Escorts

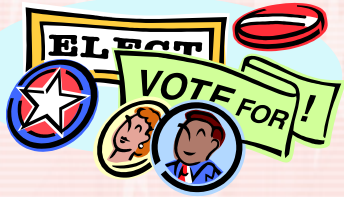
- The escort must accompany the supply clerk in the same car to return the precinct supplies.
- The escort and supply clerk must be of opposite political parties.
- The escort will be paid \$10 for this duty.



Supply Clerks Notices

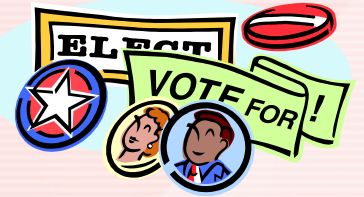
- Supplies can be picked up on Monday, June 8 between 1pm and 5pm.
- Please call your poll workers on the list provided to confirm that everyone can work and to remind them that the report time is 5:30 a.m.

Early Voting



Early Voting Hours

9 a.m. - 5 p.m.



May 27 – June 6

Saturday Voting:

May 30 & June 6

Special Reminders

- All voting must stop if someone leaves the room.
- Cell phones are only to be used in between voters and not for long periods of time. No voter should be on their phone while in the polling place.
- There are to be **NO** visitors in the polling place.
- Smoking is not permitted on school property.
- No newspapers, political magazines or radios are allowed in the polling place.
- If a voter comes in with a campaign hat, shirt, button, etc. ask them to remove or cover it up.

Special Reminders

- Never discuss the ballot or political views while working at the polls.
- No media, campaign workers, or unauthorized people may enter the precinct. If this is a problem call our office immediately.
- You must provide your own meals, snacks and drinks for the entire day.
- If you have any questions please call our office (728-3246 or 728-3386). Before you leave a message, please try to call the other number.

Website

For information on the candidates visit
our website:

www.jeffersoncountywv.org

or follow us on Facebook:
Jefferson County Clerk, WV

Thank you for your service as a poll
worker!

