

Jefferson County Election Day Procedures

November 5, 2024
General Election

ExpressVote



DS200



Early Voting Schedule

October 23 – November 2

9:00 a.m. – 5:00 p.m.

(including Saturdays)

Saturday Voting: Oct 26 & Nov 2

Charles Washington Hall

100 West Washington St, 2nd Floor, Charles Town
(directly across the street from the Jefferson County Courthouse)

NOTE: Charles Washington Hall is handicap-accessible. The elevator is located adjacent to the stairs.

VOTER REGISTRATION DEADLINE FOR GENERAL ELECTION IS TUESDAY, OCTOBER 15, 2024

Supply Pickup

Monday, November 4, 2024

1:00 P.M. TO 5:00 P.M.

- If you are unable to receive supplies during this time or are unable to be a supply clerk, please contact the County Clerk's office as soon as possible.
- 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.
- Supplies will need to be returned to the courthouse election night promptly after polls close. **This will require a member of the opposite party or no party affiliation to ride with you on the return trip.**

Opening the Polls

**All 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 County Clerk's office at 304-728-3386 or 728-3217.

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

Oath of Election

Before beginning work, all poll workers take the Oath of Election Commissioners and Poll Clerks.



OATH OF ELECTION COMMISSIONERS AND POLL CLERKS
POLL CLERKS AND ELECTION COMMISSIONERS: PRINT YOUR NAME AND PARTY AFFILIATION ON THE LINES PROVIDED.
As prescribed by WV Code§3-1-30a:

I, Jane Doe, a qualified and registered voter of the county affiliated with the Republican Party, do solemnly swear or affirm that I will faithfully and honestly discharge my duties as POLL CLERK;

I, Susie Q, a qualified and registered voter of the county affiliated with the Democrat Party, do solemnly swear or affirm that I will faithfully and honestly discharge my duties as POLL CLERK;

I, Snow White, a qualified and registered voter of the county affiliated with the No Party Party, do solemnly swear or affirm that I will faithfully and honestly discharge my duties as ELECTION COMMISSIONER;

I, Repunzel, a qualified and registered voter of the county affiliated with the Democrat Party, do solemnly swear or affirm that I will faithfully and honestly discharge my duties as ELECTION COMMISSIONER;

I, Prince Charming, a qualified and registered voter of the county affiliated with the Republican Party, do solemnly swear or affirm that I will faithfully and honestly discharge my duties as ELECTION COMMISSIONER.

IN PRECINCTS WITH TWO TEAMS OF POLL CLERKS:

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear or affirm that I will faithfully and honestly discharge my duties as POLL CLERK;

I, _____, a qualified and registered voter of the county affiliated with the _____ Party, do solemnly swear or affirm that I will faithfully and honestly discharge my duties as POLL CLERK;

that I will perform my duties as a member of the receiving board according to the requirements of law in this election; that I will not knowingly permit any person to vote an unchallenged ballot who is not a resident of the precinct and a properly registered voter qualified to vote the ballot provided; that I will not challenge a ballot without just cause; that I will not cause any unnecessary delay in voting; that I will not disclose to any person how any voter has voted, nor how any ballot has been folded, marked, printed or stamped; that I do not have any agreement, understanding or arrangement that I will receive any money, position or other benefit for service in the election apart from my official pay; that I do not have any agreement, understanding or arrangement that I will perform any act for the benefit of any candidate in the election; and that I have nothing wagered or bet on the result of this election.

Jane Doe POLL CLERK
Susie Q POLL CLERK

Snow White POLL CLERK (where more than one team of poll clerks)
Repunzel POLL CLERK (where more than one team of poll clerks)

Prince Charming ELECTION COMMISSIONER
ELECTION COMMISSIONER

ELECTION COMMISSIONER

Subscribed and sworn to before me this 12 day of May, 2020
Signature and official title of person before whom sworn: (May be another election official previously sworn in by official or notary.)
Jordan Huffman Rover

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.

Preparing the ExpressPoll for Use



The ExpressPoll comes in a self-contained carrying case with designated spaces for the pollbook unit and ExpressVote printer.

Remove the pollbook unit, power block, thermal printer, and cords from the case and place them on a flat surface for Election Day operations.



Remove the Epson printer from the box along with the power cord and USB cord.

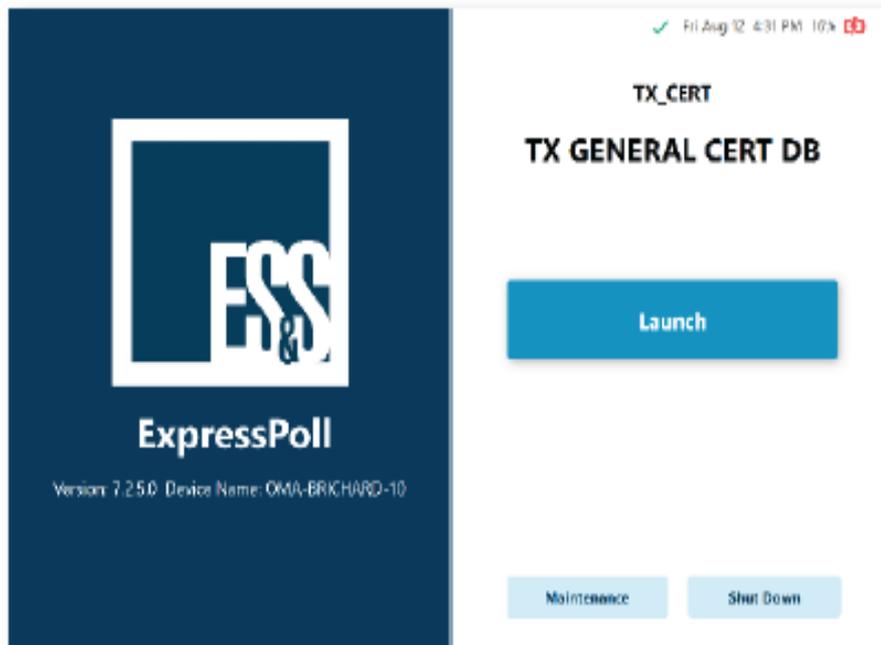
Connect all USB cords to the ExpressPoll stand and power cords into the power strip.

Preparing the ExpressPoll for Use



Launching the ExpressPoll

Launching the ExpressPoll



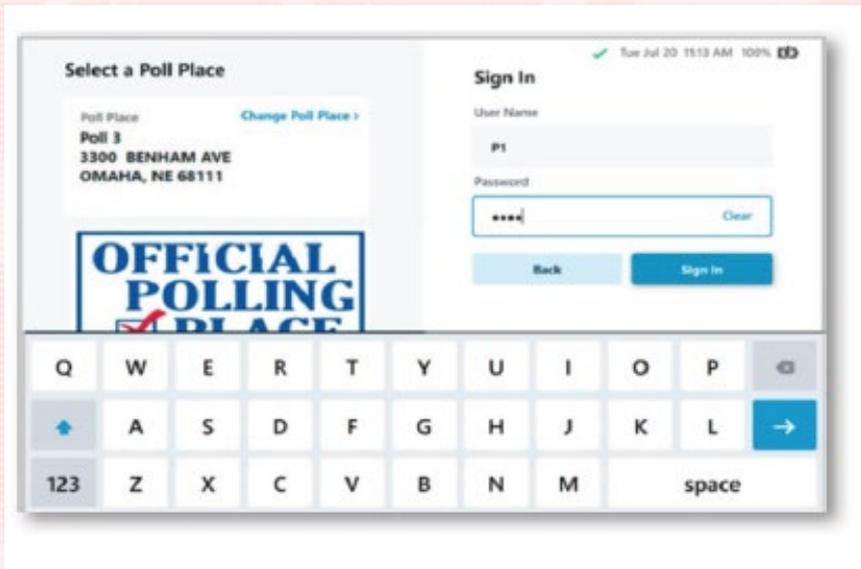
Launching & Login

Once the tablet is powered on, the initial launch screen will display jurisdictional and election specific information.

From here, you can launch the software, enter Maintenance mode, or shut down the tablet.

To get to the initial launch screen, touch the **Launch** button. When prompted, enter the Pollbook Qualification Code ("PQC") then touch **Submit**.

Launching the ExpressPoll



Signing In

Tap the box under the User Name box to type in the login then repeat for Password and touch **Sign In**.

If the information entered is incorrect, the Error message will appear to notify you that the User Name and/or Password needs to be corrected. Tap **Clear**, check your information and then reenter the correct credentials.

After successfully signing in, the application will launch to the **Monitor Poll** page.

Opening Polls & Search For Voter Screen

The screenshot shows the 'Monitor Poll' interface. At the top, there is a table with the following data:

Device Name	Paper	ExpressVote	Checked In	Registered Voters at this Poll Place
OMA-0013	0 Provisional Paper	0 Provisional ExpressVote	0 Not in Roster 1 early voting	1 Absentee

Below the table, there are two buttons: 'View Reports -' and 'Open Poll'. The 'Open Poll' button is highlighted with a yellow border. Below the main screen, there are two smaller screens: 'Polls Closed: 0 Voters Checked In' and 'Polls Open: 0 Voters Checked In'.

Opening the Poll

Once the information displayed on Monitor Poll has been verified, select **Open Poll** to open the polling place.

Once the poll is open, information related to the number of voters checked in will display on the main screen, along with the Poll Open or Closed status.

The screenshot shows the '2021 General Election' voter search screen. At the top, it displays '12 Issued | 3 Reissued | 8 Checked In' and 'Tue Jul 20 2:57 PM 62% 69'. The main area has two buttons: 'Search for Voter' and 'Scan Barcode'. At the bottom, there are two statistics: 'Polls Open 8 Voters Checked In' and '2,676 Voters Registered'.

Voter Checked In Verifications

On the top left of the screen, the polling location logged in will be listed.

Note: The number of ballots issued, minus the number of reissued ballots equal the number of voters checked in.

In a precinct based election, you can search for a voter's polling location by touching **Find Voter Poll Place**.

The number of voters checked in and the number of registered voters can be found at the bottom of the screen.

Getting to know the DS200



1. Rear Door
2. Display Screen
3. Access Door



Keys used with the DS200



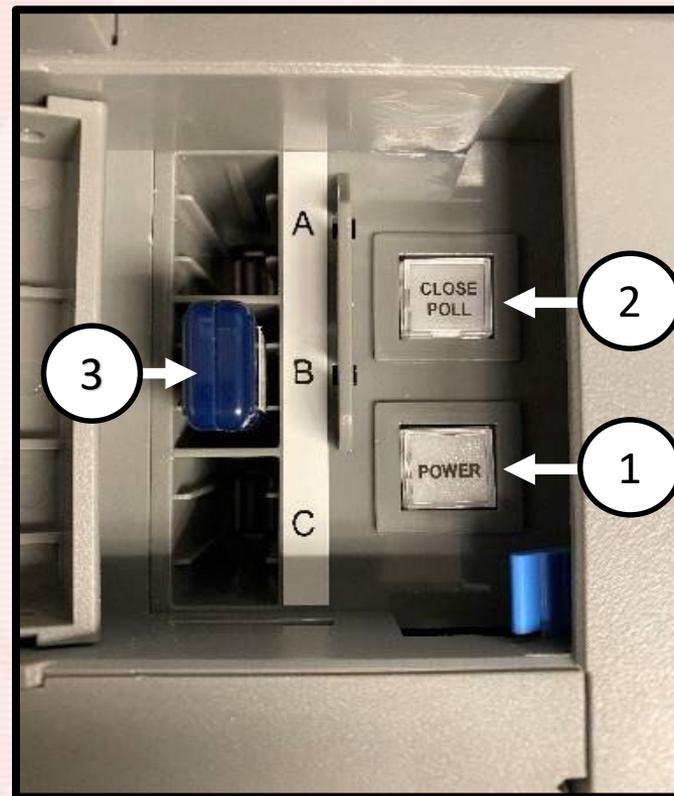
Getting to know the DS200

1. DS200 Lid
2. Emergency Auxiliary Bin
3. Main Ballot Bin
4. Locking Wheels
5. Ballot Box

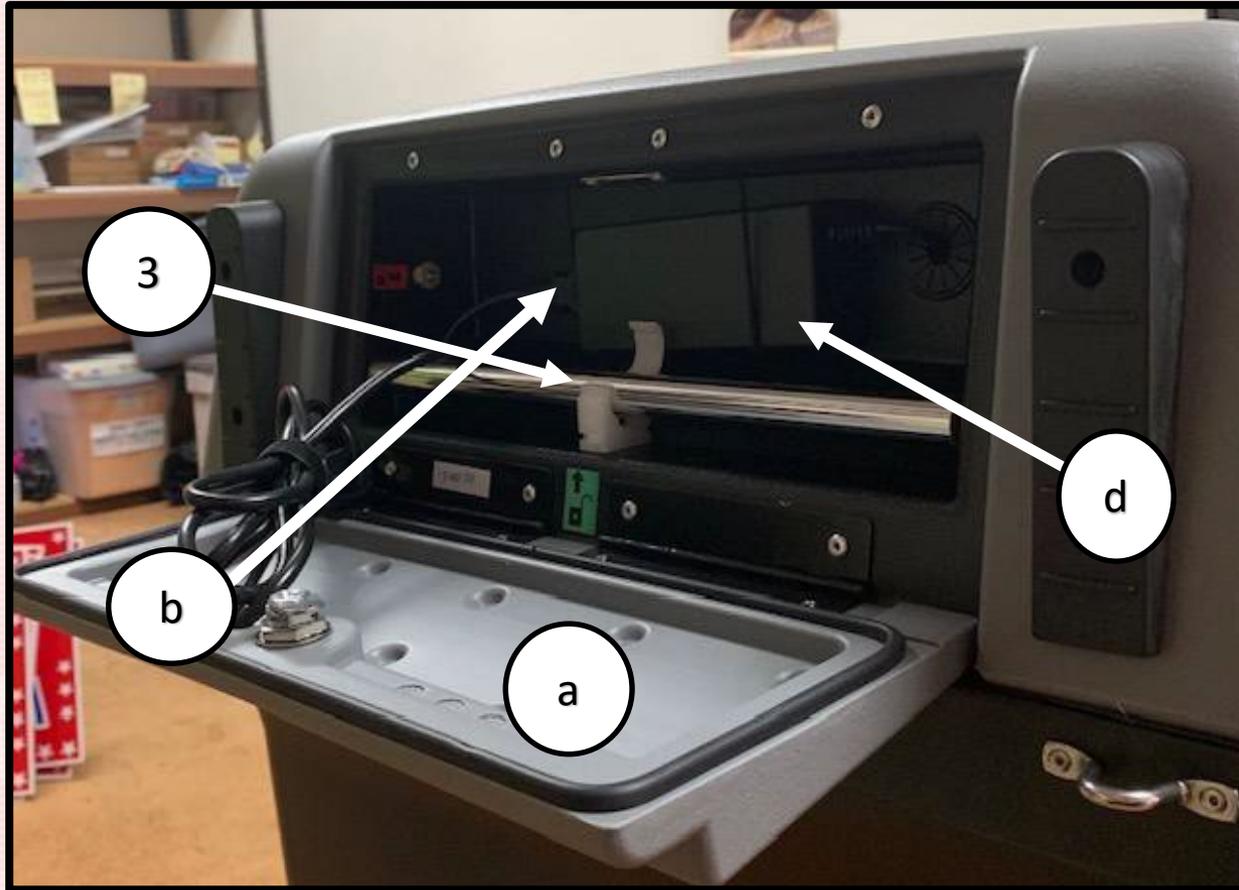


Inside the Access Door

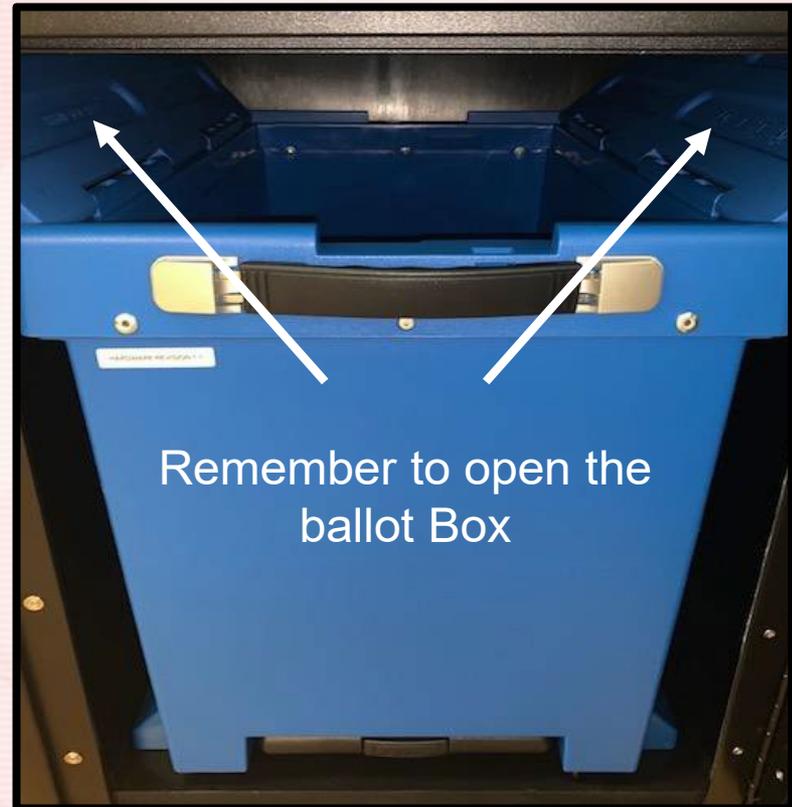
1. Power Button
2. Close Poll Button
3. Media Stick
(USB Thumb Drive)



Guide to Opening DS200



Guide to Opening DS200



Guide to Opening DS200

- Position the **DS200** close to the EXIT.
- 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”.



Guide to Opening DS200

- 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”.



Guide to Opening DS200

- Verify the **Emergency Bin** and **Ballot Box** are Empty.
 - a. Use the **Flat Silver Key** to unlock/lock both compartments.
 - b. **Remember to open the Ballot Box!**
 - c. Once verified that they both are empty, shut and lock each compartment.
 - d. The silver plate on the Emergency Bin needs to be closed “in the up position” unless being used due to power outages or issues with the scanner.

Guide to Opening DS200

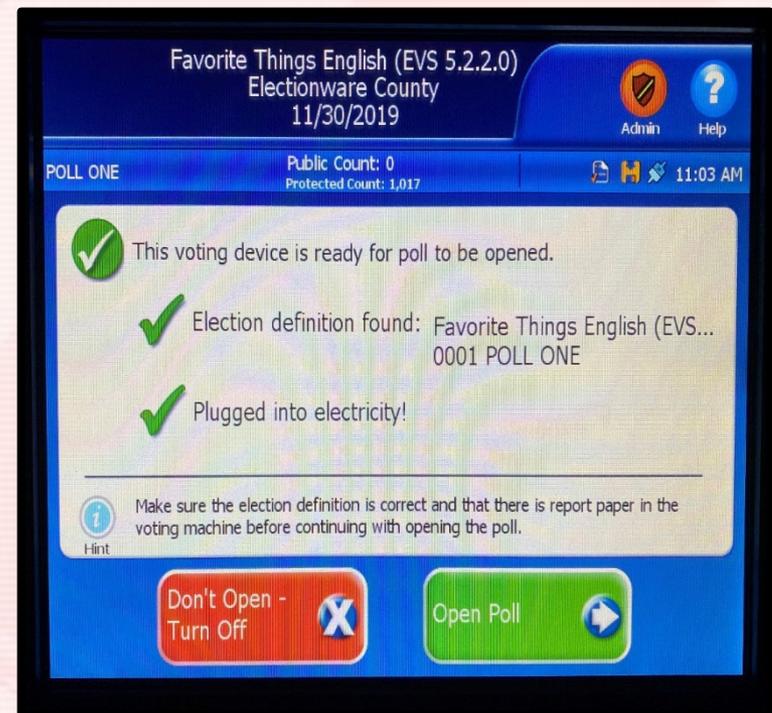
- The **Display Screen** will prompt you to enter the **Election Code**.
 - a. Enter the Election Code _____.



- Allow the DS200 to print all reports *prior to selecting* “Open Poll”.

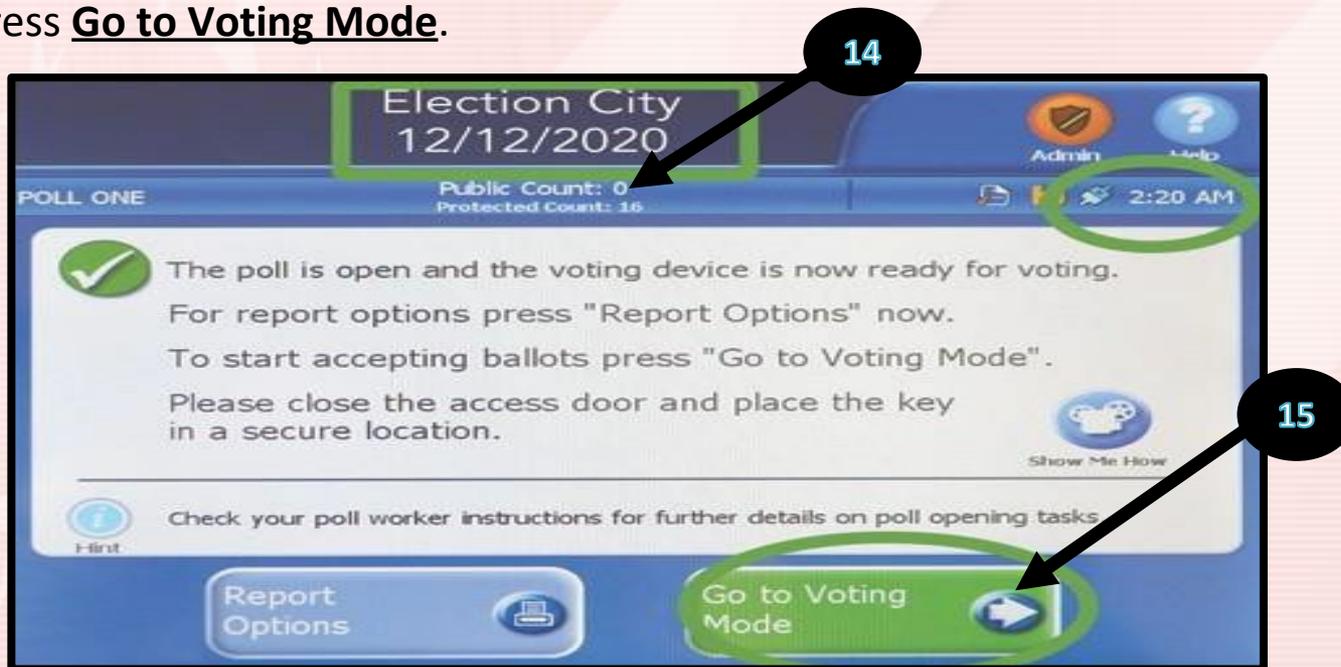
Guide to Opening DS200

- Check and verify the following information:
 - a. **The Date**
 - b. **Election**
 - c. **Precinct**
- Make sure the screen shows a **GREEN CHECK MARK** by the following statements:
 - ✓ **This voting device is ready for poll to be opened.**
 - ✓ **Election Definition found:**
 - ✓ **Plugged into electricity!**
- You can now select **Open Poll.**



Guide to Opening DS200

- Verify that the **Public Count** is **Zero** and indicate this on the **Statements of Ballots Used**.
- **If it is not zero, call the County Clerk's Office Immediately!!!!**
- Press **Go to Voting Mode**.



Guide to Opening DS200

Congratulations! You just successfully opened the DS200...

- **Confirm Zero Totals Report & record on Statement of Ballots Used.**
- **Sign & place Zero Totals Report in the DS200 receipt envelope.**



The screenshot shows a Zero Totals Report form. It lists the following categories and counts:

Watching TV	0
Reading	0
Write-in	0
Write-in	0

PROPOSITION 1

Yes	0
No	0

PROPOSITION 2

Yes	0
No	0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY THAT ALL COUNTERS WERE ZERO (0) WHEN THE POLLS OPENED AND THAT THE ELECTION IS BEING HELD IN ACCORDANCE WITH THE LAWS OF THE STATE.

Election Judge

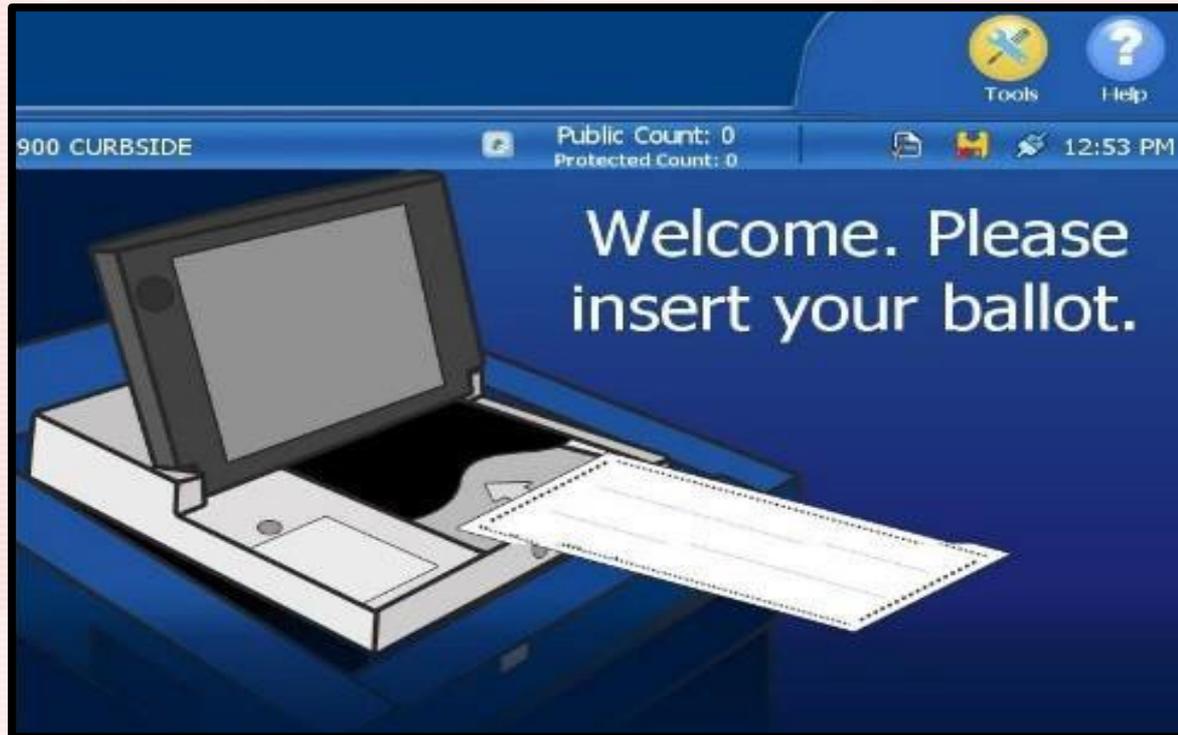
0001 POLL ONE
Unit Serial Number: 0216370953

*** END OF REPORT ***

A white arrow with the text "Sign here" points to the signature line.

Guide to Opening DS200

16. The **DS200** is ready for election day!



Getting to know the ExpressVote

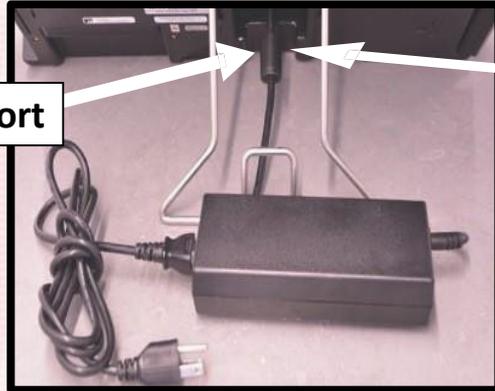
1. Access Compartment
2. Power Source Indicator
3. Battery Status Indicator
4. Accessibility Device Port
5. Headphone Jack
6. Paper Ballot Feed
7. Touch Screen

Key used for the ExpressVote



Getting to know the ExpressVote

Power Port



**End that plugs into power port.
Flat side up**



Soft Sided Case

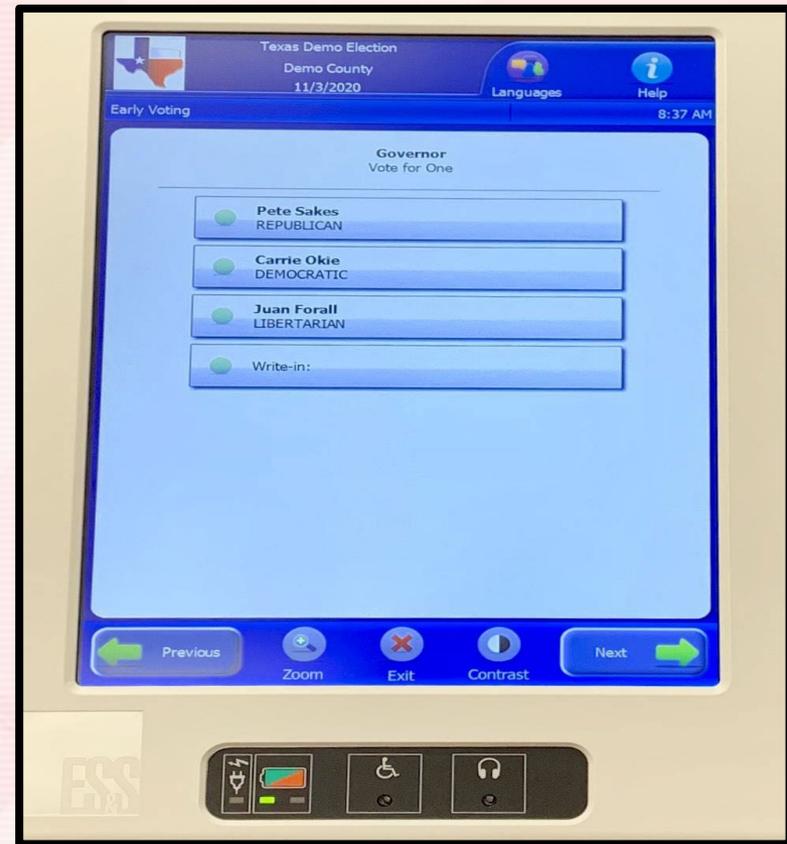


Storage Pocket for Power Plug



Getting to know the ExpressVote

- **Previous** – Returns to the previous screen
- **Zoom** – Increases and Decreases the size of the text
- **Exit** – Opens the Exit Screen
- **Contrast** – Changes the display to white text on black background
- **Next** – Enters the Selection and Opens the next screen
- **Languages** – Changes the language from English to Spanish
- **Help** – Summary of how to use the ExpressVote. To exit, hit next



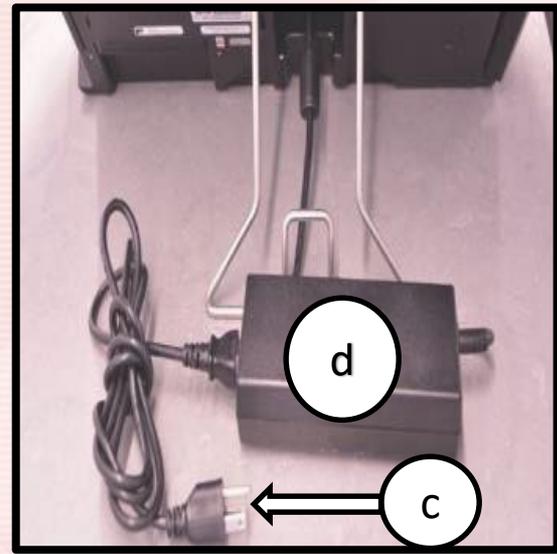
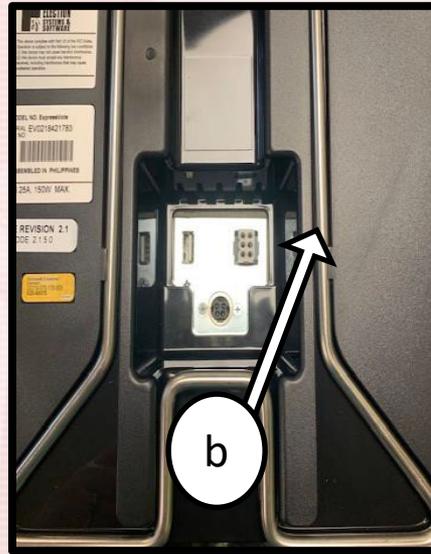
ExpressVote ADA Pad

- **Up Arrow** – Moves the Cursor up the Screen Menu
- **Back Arrow** – Moves to the previous screen
- **Select** – Selects the voter's contest choices
- **Forward Arrow** – Advances to the next screen
- **Down Arrow** – Moves the cursor down the screen menu
- **Home** – Opens screen with voting instructions
- **Pause** – Stops the audio message momentarily, press Pause again to resume audio
- **Screen** – Darkens the monitor for privacy viewing; press again to return to normal display
- **Repeat** – Repeats the last spoken phrase of the audio
- **Tempo** – Adjusts the audio speed
- **Volume** – Adjusts the audio level



Setting up the ExpressVote

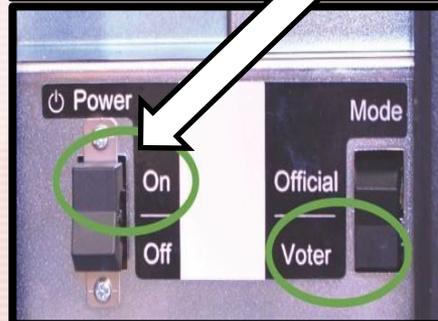
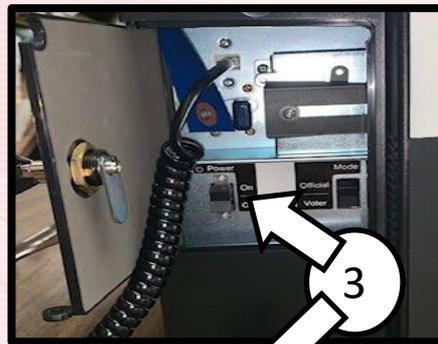
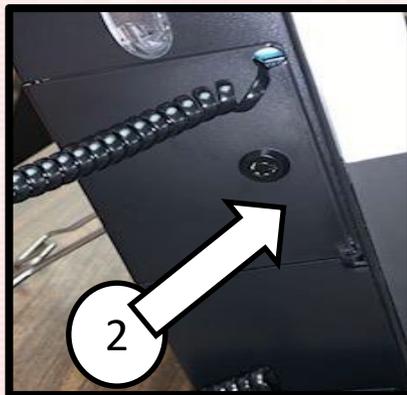
1. Pull the **ExpressVote** out of the bag and lay face down on the table.
 - a. Plug the Power Cord into the **ExpressVote** (Flat side will face upwards).
 - b. Pull the **Metal Stand** out and leave it at a 45 Degree angle.
 - c. Plug the other end into an outlet or power strip.
 - d. Make Sure the power pack isn't hanging off the table.



Setting up the ExpressVote

2. Use the **Barrel Key** to open the left side access compartment.
3. Push the **Power Switch** to the **ON** position.
4. Close the **Left Access Compartment** and lock.

NOTE: The System Startup can take several minutes.

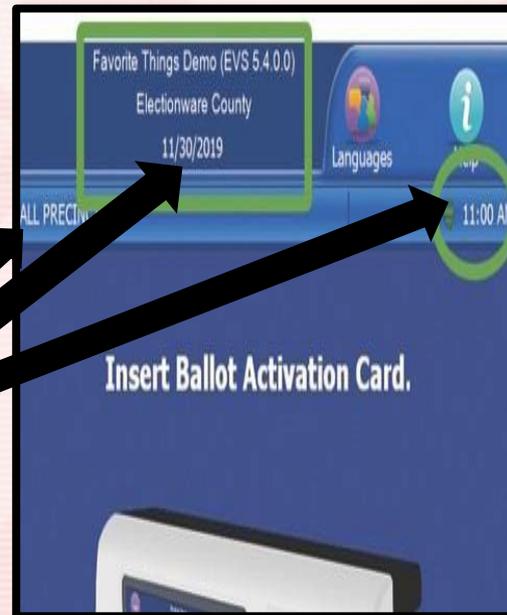
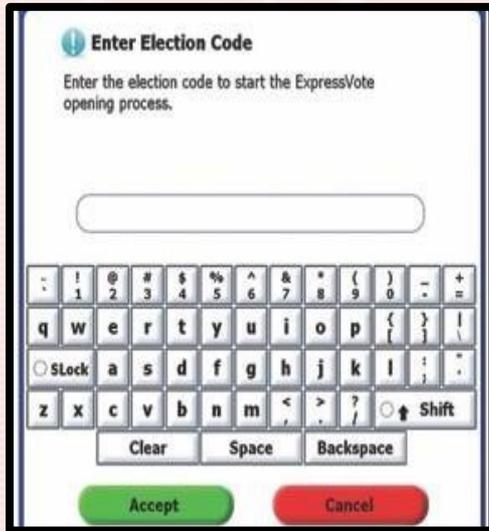


Setting up the ExpressVote

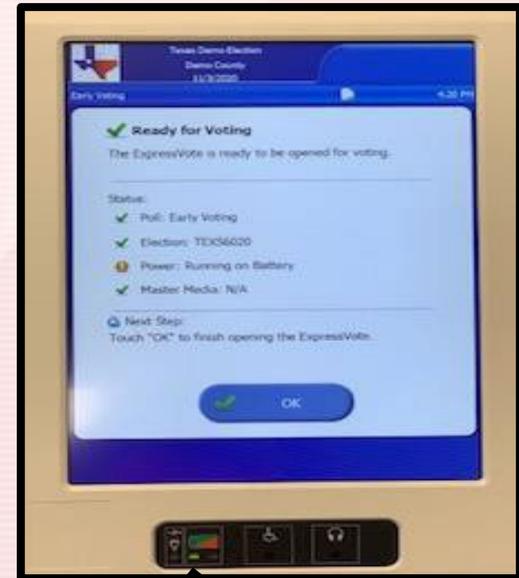
4. Enter the election code _____.
5. On the “**READY FOR VOTING**” screen:
 - a. Confirm the unit is plugged into AC Power. When plugged in, the **Green Indicator Light** will be lit on the bottom left-hand side.
 - b. Confirm the **Time, Date of the Election & Precinct**. If this is not accurate, call the County Clerk’s Office immediately.
6. You may now Press **OK**.

** See Illustrations on next page **

Setting up the ExpressVote



5b



5a

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.

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

Placement of Polling Place Signs

Hang the following at the entrance of the polling place:

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

If there is an official write-in candidate list provided in your precinct kit, it is necessary to post a copy next to the sample ballot **both inside and outside** of the precinct.

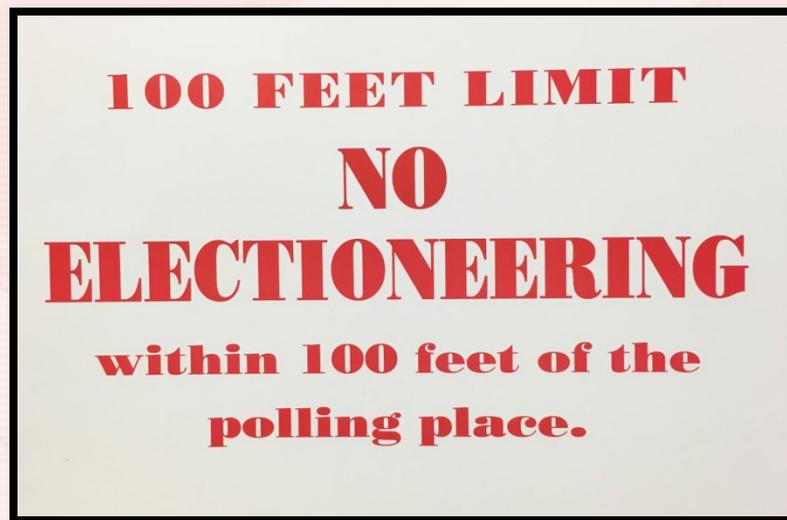


100 Foot No Electioneering Sign

(Utilize 100 foot measuring tape provided in precinct kit to measure the no electioneering area)

Mark a 100- foot
***"No
Electioneering"***
area around the
precinct.

No political signs are allowed within that area UNLESS they are on private property.

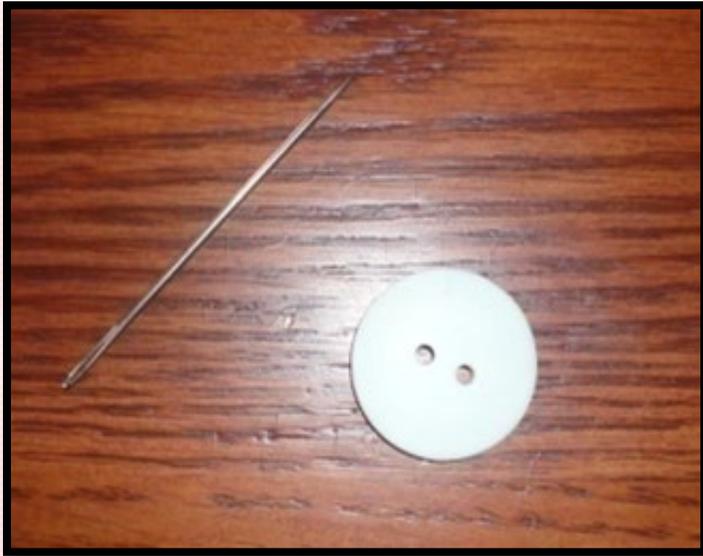


Placement of Handicap Sign

Designate the parking space closest to the entrance of the polling place with a handicap parking sign.



Prepare ballot stub string.



Statement of Ballots Used for ExpressVote Systems		
_____ General Election		Precinct: _____
Time Polls Open: _____	Time Polls Closed: _____	Total # of Ballots Opened: _____
Total # of Ballots Received: (# on receipt in wrapped package of ballots)	All Ballots _____	
I. ExpressVote Ballots Used		
Total Strung Ballot Stubs:	_____	
Plus Total # of Provisional Ballots:	+ _____	
Plus Total # of Spoiled Ballots:	+ _____	
Equals Total Ballots Used:	= _____	
II. Total ExpressVote Ballots Received		
Total Ballots Used (from above)	_____	
Plus Total Ballots Unused	+ _____	
Equals Total Ballots Received (compare to Total Ballots Used above)	= _____	
III. ExpressVote Terminals		
Terminal Serial Number: _____	Public Count (opening) _____	Public Count (closing) _____
Total of Public Count (Ballots Cast on DS200) _____		
IV. Total Ballots Cast		
Total Strung Ballot Stubs:	_____	
Total Ballots Cast (add all Ballots Stubs):	+ _____	
Plus Total Public Count on DS200:	+ _____	
Equals Total Ballots Cast:	= _____	
Signatures of Officials:		
Poll Clerk: _____	Poll Clerk: _____	
Commissioner: _____	Commissioner: _____	
Commissioner: _____	Commissioner: _____	

Begin filling out Statement of Ballots Used.

Time to VOTE

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



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

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.**

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)

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.

Voter ID Requirements

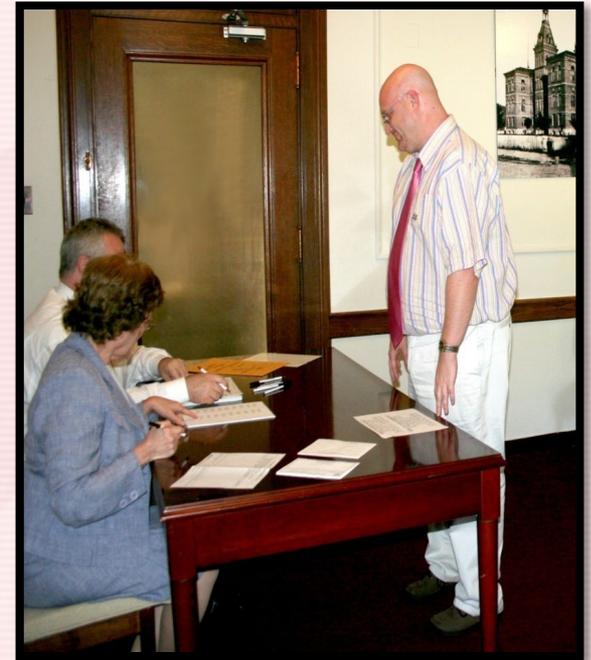
Exceptions

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, providing one of the forms of acceptable ID.
- Once the voter has been located in the poll book, verify the voters information is correct.
- After the voter is checked in both clerks sign the bottom of the ballot and 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 _____.

Redirecting Voters

COMMUNITY BUILDING | 0 Issued | 0 Renewed | 0 Checked In | Thu Sep 24 12:43 PM | 100% ID

SMITH, TERRI CLARK [Manage Voter >](#)

19338 CLUCK ROAD , CITY, STATE 79629

[Basic Info](#) [Identification](#) [Voter History](#) **[Poll Place](#)**

Designated Poll Place
GIRL'S CENTER
5TH & S MADDOX
CITY, STATE

[Print Details >](#) [Send Text >](#)

[Back](#) [Issue Provisional](#) [Find Poll Place](#)

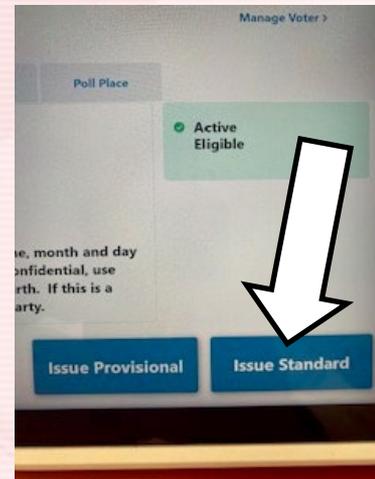
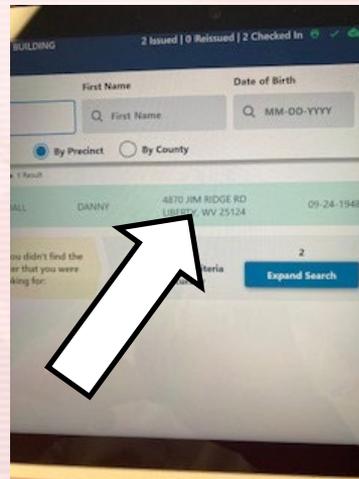
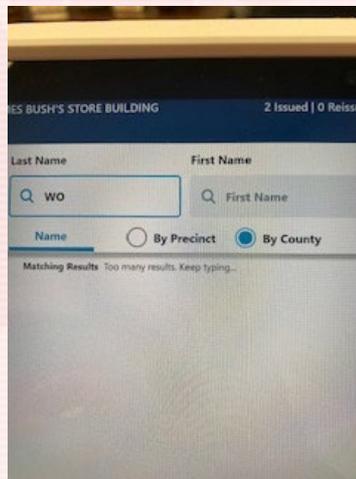
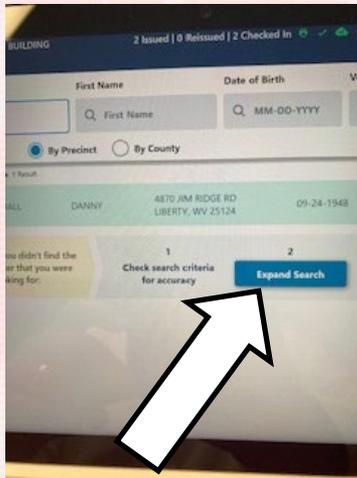
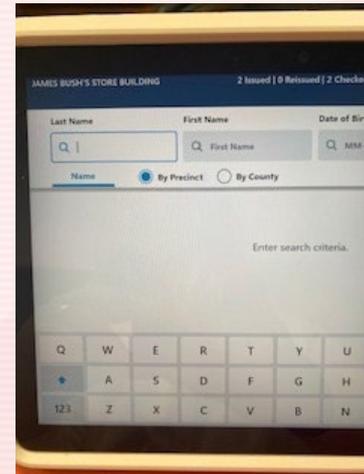
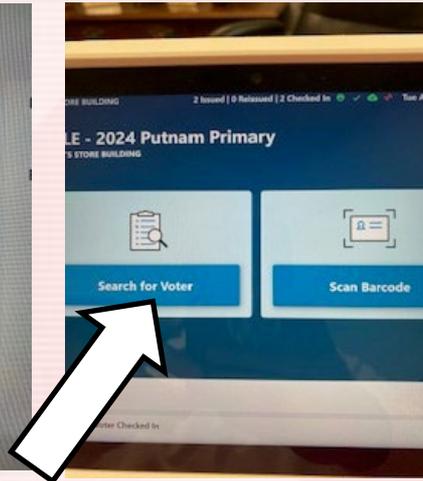
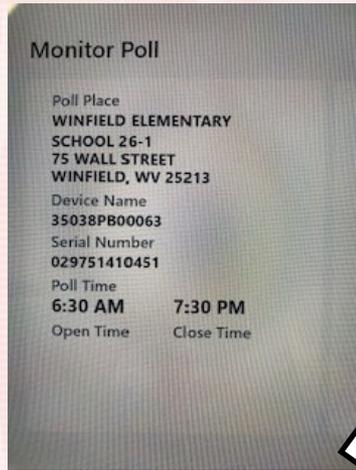
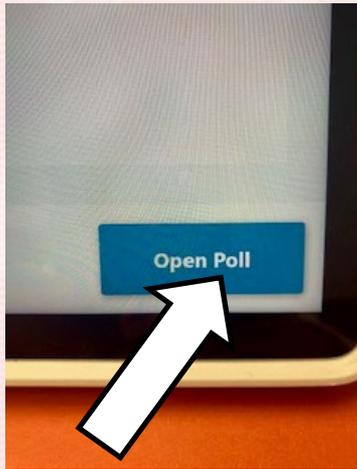
OFFICIAL POLLING PLACE

Directing Voters to Correct Polling Place

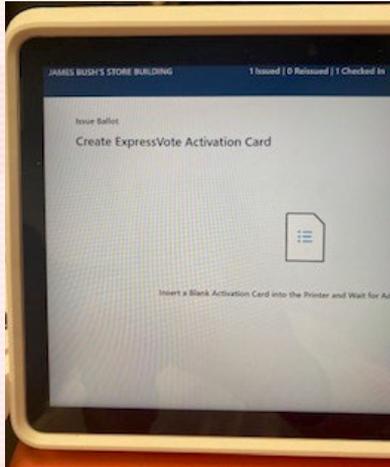
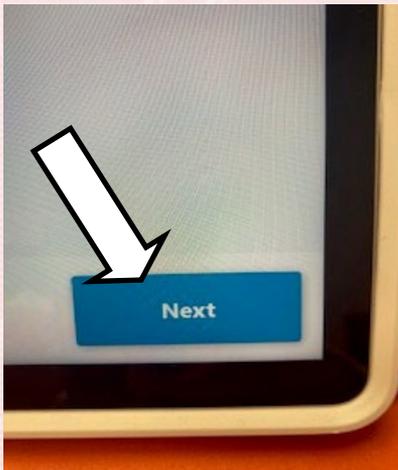
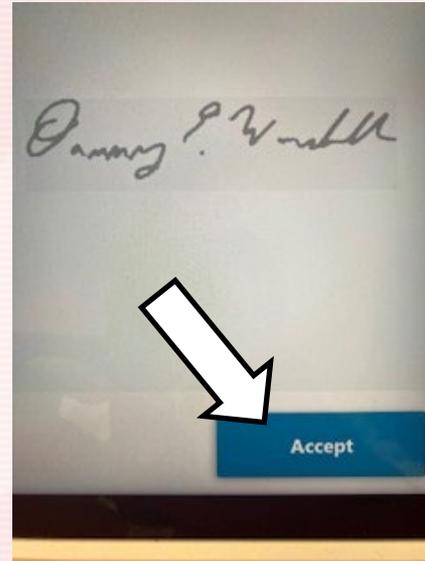
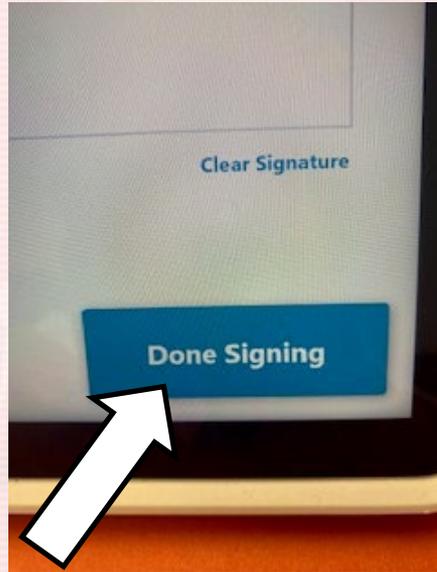
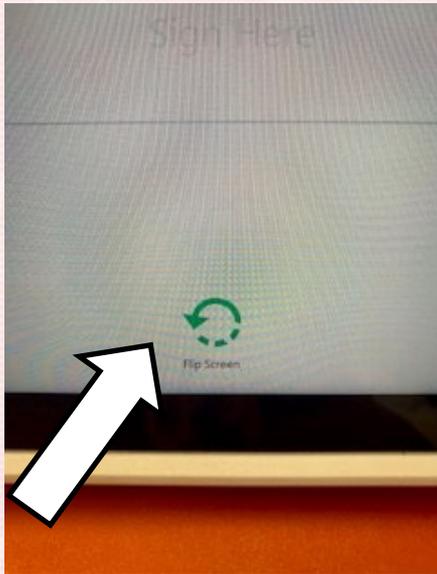
If a voter is found but is in the wrong polling place, touch the **Poll Place** tab on the Voter Information screen to view the correct polling location.

The information in the Designated Poll Place field can be provided to the voter via printing voter details. To print the poll place information on the thermal printer, touch **Print Details**.

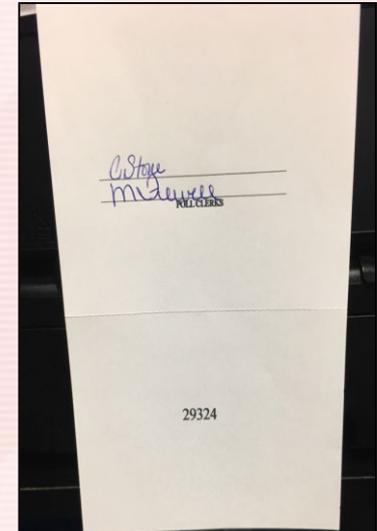
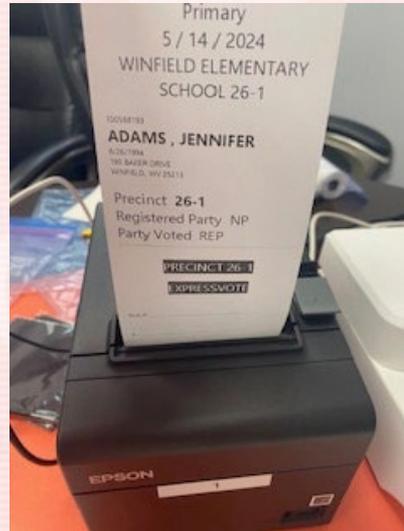
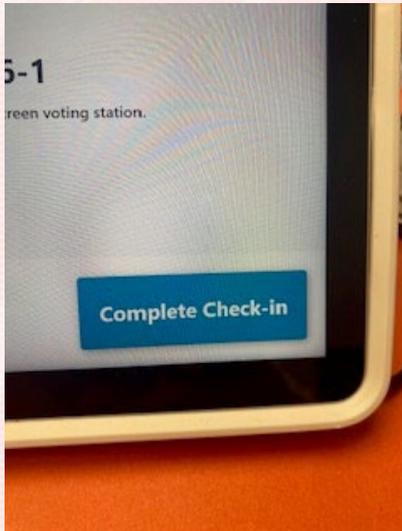
Using ExpressPoll for Voter Check-In



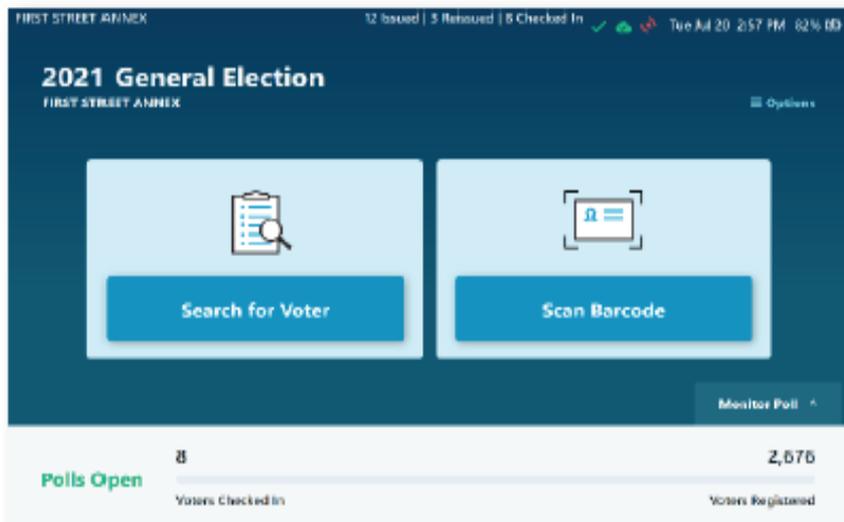
Using ExpressPoll for Voter Check-In



Using ExpressPoll for Voter Check-In



Using ExpressPoll for Voter Check-In



Searching for Voters

Select **Scan Barcode** if your election is configured to read barcodes with the tablet's rear-facing camera. The camera will be engaged and provide users with an onscreen guide to align the barcode. Once the camera has successfully read the barcode, the search fields will be automatically populated.

To conduct a manual search, select the **Search for Voter** button on the main screen. Select a search field and use the keyboard to enter the voter's **Last Name**, **First Name**, **Date of Birth** or a combination of these items.

Matching results will be displayed below.

Using ExpressPoll for Voter Check-In

Q W E R T Y U I O P
A S D F G H J K L
123 Z X C V B N M space

Voter Details & Status

Voter results will appear using a red, yellow, green color-coding system.

Color	Description
Green	Voter may vote a standard ballot.
Yellow	Voter may vote provisional ballot, or some action is required before voter can be issued a standard ballot.
Red	Voter cannot vote due to exceptions with their voter record.

Touch the voter name to view the voter's basic information and identification. The expanded search will include results by county. Voters in this set of results may be assigned to a different poll place. Select the voter from the results by tapping on the **voter name**.

Using ExpressPoll for Voter Check-In

The screenshot shows a web interface for a voter named WEISS, WAGNER P. at the address 123 GOOD BOY WAY, CITY, ST 64791. The interface has a dark blue header with a close button (X) and a 'Manage Voter >' link. Below the header are four tabs: 'Basic Info', 'Identification', 'Voter History', and 'Poll Place'. The 'Basic Info' tab is active. It displays the following information:

Precinct	Party	Active Eligible
101-BS6	Una	
Date of Birth	Ballot Style	
09-21-1986 (34)	Precinct 101	

Below the table is a 'Comment' section with the text: 'Verify Address. Issue Standard Ballot if unchanged. If there is an address change, have voter complete a Statement of Residence before issuing a Standard Ballot.'

At the bottom of the interface are three buttons: 'Back', 'Issue Provisional', and 'Issue Standard'.

Issuing a Standard Ballot

To complete issuing a standard ballot, verify the voter status and select **Issue Standard**.

Note: The Comment section will give instructions on how to proceed based on the voter's status.

Have the voter sign the tablet and touch **Done Signing** once the signature is captured. Verify the voter signature, then touch **Accept**.

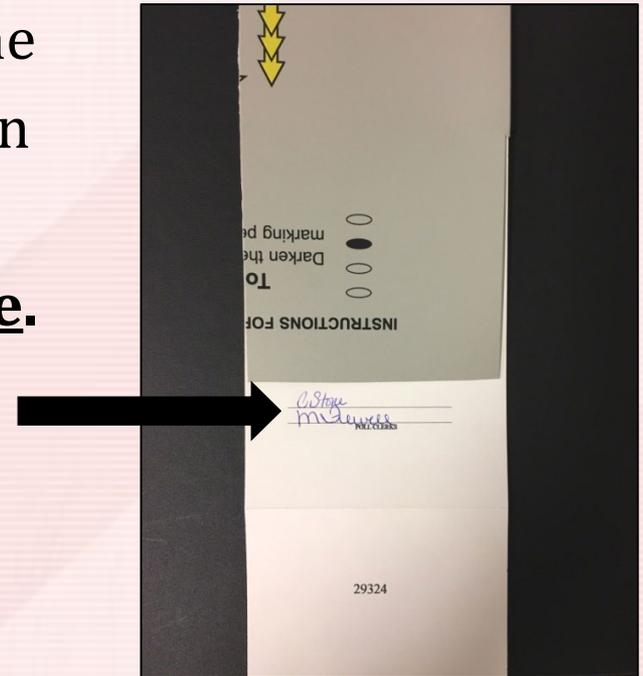
Touch **Complete Check-in** to finish checking the voter in.

Processing the Voter - ExpressVote

Once the voter's selections are printed on the ballot, instruct the voter to place the ballot in the secrecy sleeve with the poll worker's signatures and ballot stub number visible.

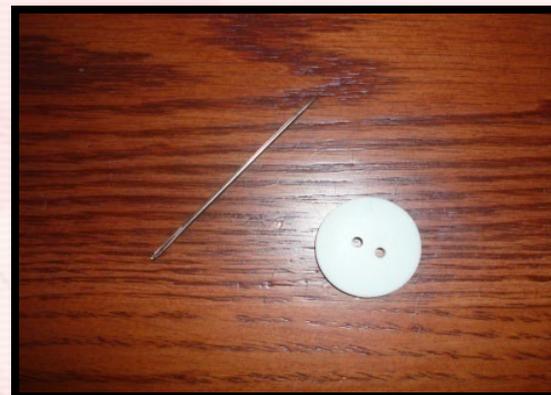


Have the voter deliver the ballot *(inside the secrecy sleeve)* and the poll book slip to the DS200 for processing.



At the DS200

1. Voter will hand the ballot to one poll commissioner and the ExpressPoll slip to the other.
2. Both poll commissioners check to see that the ballot stub and ExpressPoll slip numbers match.
3. One commissioner removes ballot stub from ballot, **without** removing the ballot from the secrecy sleeve, and hands the stub to the other commissioner.
4. One commissioner will then *insert the ballot into the DS200 top tray*.
5. The other commissioner strings ballot stub and ExpressPoll slip together.



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.

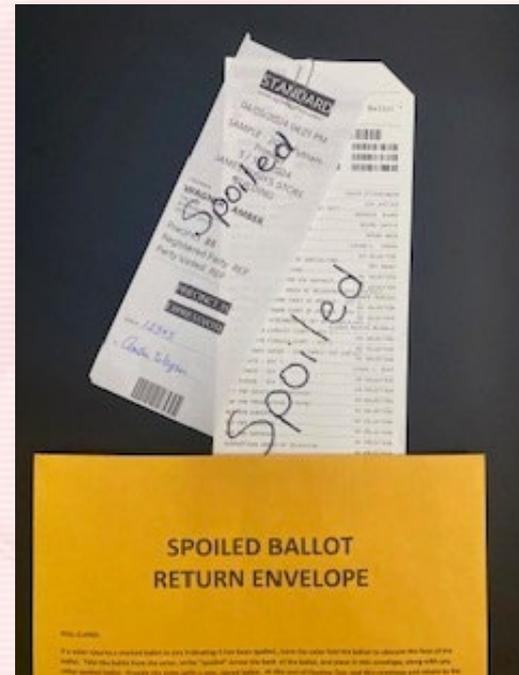


Spoiled Ballot

- If a voter indicates the ballot is defaced, voted incorrectly or the DS200 will not accept the ballot it must be spoiled.
- The poll clerk shall write “spoiled” across the front of the ballot and ExpressPoll slip. Place the ballot and the ExpressPoll slip in the spoiled ballot envelope and reissue the voter another ExpressPoll slip and signed ballot.

Remember:

- **Sign the new ballot.**
- **Place the new ballot stub number on the reissued ExpressPoll slip.**



Using ExpressPoll for Voter Check-In *(continued)*

Reissue Ballot

Reissue Ballot Reason

Select Reissue Reason

- Issued Incorrect Ballot Style
- Poll Worker Error
- Voter Spilled Ballot

Back Next

Reissuing a Standard Ballot

To reissue a standard ballot, search for the voter needing a ballot reissued and select the voter.

Verify the voter then select **Reissue Standard Ballot**. Next, touch the **Reissue Reason** then touch **Next**.

Have the voter sign the tablet. Once their signature is captured, touch **Done Signing**. Verify the voter signature, then touch **Accept**.

Touch **Complete Check-in** to finish checking the voter in.

Troubleshooting

Here are some scenarios if the ballot is rejected by the DS200:

- **The voter pressed the “Exit” button and did not complete the voting process. This would result in a “blank ballot”.**
- **The ballot was not readable (scratched, defaced, etc.).**

NOTE: In all scenarios, return ballot, ballot stub, and poll book slip to the clerks’ table.

Follow the “SPOILED BALLOT” instructions.

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.

Provisional Ballot

Reasons for a voter to vote provisional ballot:

- Voter is marked as voting early or absentee on the ExpressPoll Book.
- Voter is not in the ExpressPoll Book .
- Signature of the voter does not match signature in the ExpressPoll Book.
- Voter asked for assistance and does not need assistance.
- The election official is not working in his/her home precinct.
- The voter cannot produce proper identification.
- Voter is in the ExpressPoll Book; however, he/she has moved out of the precinct but still wants to vote in this precinct.

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.

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

FB-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.

Provisional Ballot

Processing a provisional ballot involves the use of **three** envelopes:

- **Envelope #1 (small envelope)** is substitute for the "secrecy sleeve".
- **Envelope #2** details why the voter cast a provisional ballot. Be sure to fill out **both sides** of the envelope.
 - *(Note: It is important to give specific details as to why the voter voted a provisional ballot.)*
- **Envelope #3** holds all provisional ballots cast throughout the day and is sealed at the end of the day after the Statement of Ballots Used is completed.

How to Process a Voter Who is Voting a Provisional Ballot

1

PRECINCT NUMBER 26-1

PROVISIONAL BALLOT RETURN ENVELOPE #1
JAN-10



2

PROVISIONAL BALLOT ENVELOPE

POLL CLERKS:

1. Do not sign the back of the ballot.
2. Inform the voter why they are being provided a provisional ballot and give them a Provisional Ballot Notice. Confirm the voter should not be directed to another location to vote.
3. Have two poll clerks, not of the same political party, complete and sign the Poll Clerk's Statement below.
4. Provide the voter with an envelope indicating the voter's precinct and a blank ballot.
5. Have the voter mark their ballot in private and return the voted ballot, sealed in an envelope with the precinct #, to you.
6. Place the precinct # envelope in this Provisional Ballot Envelope and seal.
7. Have the voter complete and sign the Voter's Statement on the reverse of this envelope.
8. Place sealed Provisional Ballot Envelope in Provisional Ballot Return Envelope along with other provisional ballots to be returned to clerk after the polls have closed.

VOTER:

1. You may vote a provisional ballot if you believe yourself to be duly registered and qualified to vote and a resident of the precinct in which you are casting this ballot. A ballot cast in a precinct other than your own will not be counted.
2. Once you have been provided a ballot, mark it and seal it in the provided envelope indicating your precinct number.
3. Return the ballot, sealed in the envelope, to the poll clerk.
4. Complete and sign the Voter's Statement on the reverse of this envelope and across the sealed envelope flap.
5. The poll clerk must provide you with a Provisional Ballot Notice.
6. You may track your provisional ballot at www.evotes.com.

POLL CLERK'S STATEMENT

Election Date: _____ County/City/Town: _____

Precinct# _____ Ballot Division (for split pct) _____ Party (primary only) _____

The right of _____ to vote in this election has been challenged by _____ for the following reasons (s):

- The registration record of the individual was not found in the pollbook.
- The signature provided by the individual does not match the signature contained in the voter registration records/pollbook.
- The voter is required to show identification and has not presented a valid form of ID.
- The voter is an election official residing in another precinct.
- The voter has moved within the same county and is voting in the NEW precinct serving their current residence address.
- The voter is disabled and resides in a precinct without an accessible voting location and has been assigned to this precinct by the Clerk of the County Commission.
- The voter is shown to have already cast a ballot in this election (at the polls, by absentee or during early voting).
- The voter has requested assistance in voting and in the opinion of the election officials the voter is not "so illiterate, blind, disabled or of such advanced age as to have been unable to vote without assistance."
- Other reason: _____

POLL CLERK SIGNATURE

POLL CLERK SIGNATURE

CHALLENGER'S SIGNATURE

Provisional Ballot Code: _____

3

PROVISIONAL BALLOT
RETURN ENVELOPE

POLL CLERKS:

Place all completed Individual Provisional Ballot Envelopes into this envelope. At the end of Election Day, seal this envelope and return to the County Clerk.

_____ Election (primary/general/special)

Election Date: _____

County/City/Town: _____

Precinct #: _____

of Provisional Ballots Enclosed: _____

Enter this number on Statement of Ballots Used-Part 1 Form SOS3-1-36(P) or (OP)

SOS3-1-41(3) 12/11
PGC-4

ExpressVote

**“secrecy envelope”
for a provisional ballot**

Note: Envelope #1 is a substitute for secrecy sleeve.

How to Process a Voter Who is Voting a Provisional Ballot

Front #2 Envelope

PROVISIONAL BALLOT ENVELOPE

POLL CLERKS:

1. Do not sign the back of the ballot.
2. Inform the voter why they are being provided a provisional ballot and give them a Provisional Ballot Notice. Confirm the voter should not be directed to another location to vote.
3. Have two poll clerks, not of the same political party, complete and sign the Poll Clerks' Statement below.
4. Provide the voter with an envelope indicating the voter's precinct and a blank ballot.
5. Have the voter mark their ballot in private and return the voted ballot, sealed in an envelope with the precinct #, to you.
6. Place the precinct # envelope in this Provisional Ballot Envelope and seal.
7. Have the voter complete and sign the Voter's Statement on the reverse of this envelope.
8. Place sealed Provisional Ballot Envelope in Provisional Ballot Return Envelope along with other provisional ballots to be returned to clerk after the polls have closed.

VOTER:

1. You may vote a provisional ballot if you believe yourself to be duly registered and qualified to vote and a resident of the precinct in which you are casting this ballot. A ballot cast in a precinct other than your own will not be counted.
2. Once you have been provided a ballot, mark it and seal it in the provided envelope indicating your precinct number.
3. Return the ballot, sealed in the envelope, to the poll clerks.
4. Complete and sign the Voter's Statement on the reverse of this envelope and across the sealed envelope flap.
5. The poll clerks must provide you with a Provisional Ballot Notice.
6. You may track your provisional ballot at www.wvssos.com.

POLL CLERKS' STATEMENT

Election Date: May 12, 2020 County/City/Town: Monroe

Precinct # 5 Ballot Division (for split pct) _____ Party (primary only) Republican

The right of Sleeping Beauty to vote in this election has been challenged by Jane Doe & Susie Q for the following reason(s):

- The registration record of the individual was not found in the pollbook.
- The signature provided by the individual does not match the signature contained in the voter registration records/pollbook.
- The voter is required to show identification and has not presented a valid form of ID.
- The voter is an election official residing in another precinct.
- The voter has moved within the same county and is voting in the NEW precinct serving their current residence address.
- The voter is disabled and resides in a precinct without an accessible voting location and has been assigned to this precinct by the Clerk of the County Commission.
- The voter is shown to have already cast a ballot in this election (at the polls, by absentee or during early voting).
- The voter has requested assistance in voting and in the opinion of the election officials the voter is not "so illiterate, blind, disabled or of such advanced age as to have been unable to vote without assistance."
- Other reason: _____

Jane Doe POLL CLERK SIGNATURE
Susie Q POLL CLERK SIGNATURE
Sleeping Beauty CHALLENGER'S SIGNATURE

Provisional Ballot Code:
1551

Back #2 Envelope

VOTER'S SIGNATURE
Sleeping Beauty

PROVISIONAL VOTER'S STATEMENT

I, Sleeping Beauty, do solemnly swear or affirm under penalty for false swearing that I am a resident of the precinct in which I am casting this ballot; that I am a qualified and registered voter; or I am a voter assigned to this precinct by the Clerk of the County Commission because my polling location is not accessible;

that my current legal residence address is:

123 Forrest Lane, Sinks Grove, WV
(Residence address including house number and street, city and zip code or rural address, a description of the location of the address. A PO Box is not acceptable).

that my date of birth is 01/01/1985

that my previous residence address was:

N/A
(Residence address including house number and street, city and zip code or rural address, a description of the location of the address. A PO Box is not acceptable).

and that the information provided above is true and correct to the best of my knowledge.

Sleeping Beauty VOTER'S SIGNATURE
May 12, 2020 DATE

West Virginia Code, Chapter 3, Article 9, Section 3

If any election official, or other person, making any affidavit required under any provision of this chapter, shall therein knowingly swear falsely, or if any person shall counsel, advise, aid or abet another in the commission of false swearing, he shall be guilty of a misdemeanor, and, on conviction therefore shall be fined not less than fifty nor more than one thousand dollars and imprisoned in the county jail for a period of not more than one year.

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 or write, may be given assistance by a person of that voter's choice.
- The person assisting **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, or a candidate on the ballot or official write-in candidate.**
- If the voter does not have anyone of his/her choice, two poll commissioners, of opposite political parties, may assist.

How to Process an Audio Voter

- A voter who is blind and wishes to vote an audio ballot will not require filling out the assisted voter form.
- Plug headphones in at the bottom of the ExpressVote.
- Familiarize voter with the braille keys on the ExpressVote keypad.

(Note: Do not leave headphones on or near the machine while processing visual ballot voters.)

Closing the Polls

Promptly at 7:30 p.m., a poll commissioner is to step outside and announce that the polls are closed.



Waiting Voter Permits

- **After** announcing the polls are closed, two commissioners of opposite parties begin to give voters who have arrived at the polls prior to the announcement, waiting voter permits.
- Start with the last voter in line. This voter will receive permit #1. The second to last voter in line will receive permit #2 and so on.

No. <u>1</u>
WAITING VOTER'S PERMIT
The undersigned voter was in the voting line at <u>7:32</u> pM., the close of the polls. This voter is entitled to vote in the same manner and subject to the same restrictions as other voters.
<u>06-09-20</u> <u>Jane Doe</u> Date Voter's Signature
<u>Snow White</u> Commissioner
<u>Rapunzel Grimm</u> Commissioner
SOS 3-1-32 1/2012

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

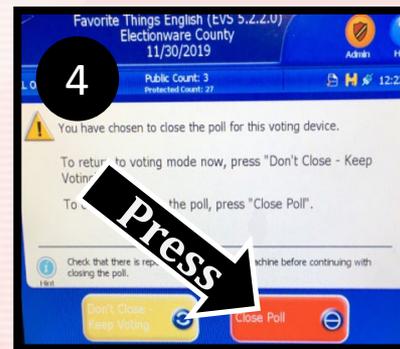
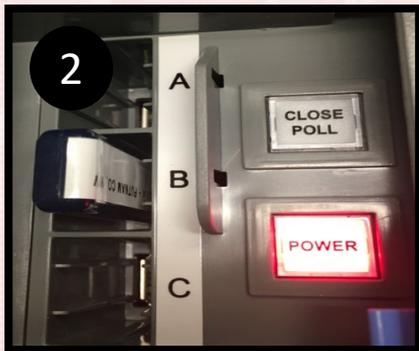
- After removing the flash drive, place it into the plastic sleeve on the inside of the blue ballot box. **DO NOT FORGET THIS STEP!** This is the only way results are counted election night.
- All poll workers must sign the ballot box certification. Tape the certification to the top of the blue plastic 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 Polls – DS200

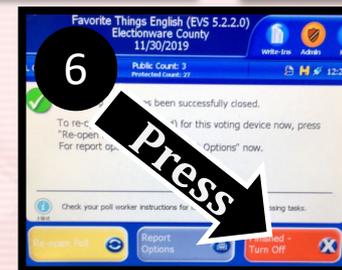
After polls close, two commissioners from opposite parties must obtain the election results by closing the DS200.

1. Verify public count matches the number of ballots issued on ExpressPoll.
2. Unlock access door.
3. Press the *Close Poll* button.

(NOTE: Hold the close poll button for 3 seconds.)



4. Press Close Poll button on LED screen.
5. The DS200 *will* automatically print one or more reports.
6. Press ***Finish-Turned Off*** button on LED screen.



Closing the Polls – DS200

**Shutdown is complete when
*power button is no longer lit.***

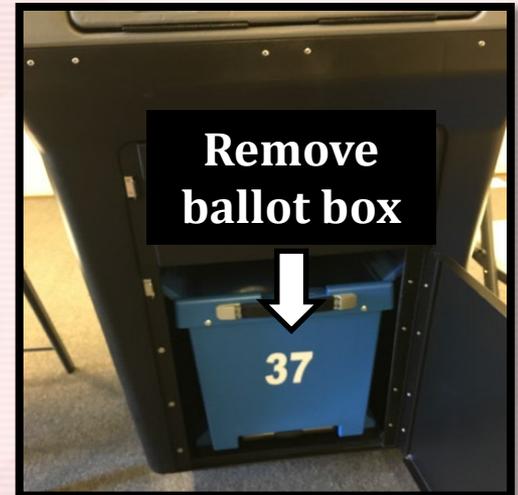
WARNING: Removing USB Flash drive before shutdown is complete can damage the equipment.



7. Remove USB Flash drive from DS200.
8. Place USB Flash drive in plastic sleeve in the blue ballot box and reports in the DS200 Receipt Tape Envelope.

Closing the Polls – DS200

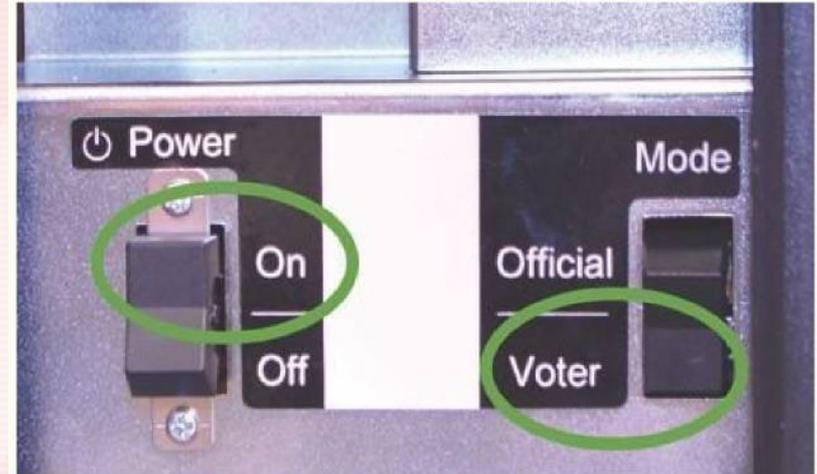
- Close and lock LED screen.
- Close and lock power cord compartment.
- Close and lock DS200.
- Remove ballot box from DS200.
- Place DS200 “*how and where you found it*”.



Equipment Breakdown - Expressvote

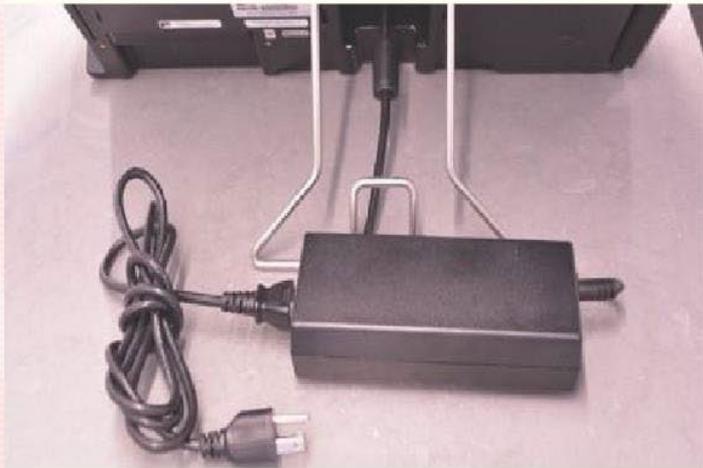
- Power off the **ExpressVote**.
 - a. Open the **Left Side Access** compartment with the **Barrel Key**.
 - b. Press **Down** on the power switch to turn the ExpressVote System off.
 - c. Close the Side Access Compartment & lock with the **Barrel Key**.

- Lay the **ExpressVote** System face down.
 - a. Unplug the power plug from the back of the ExpressVote.
 - b. Return the power cord into the side storage pocket of the soft sided case.



Equipment Breakdown - Expressvote

- Lock the metal stand back onto the **ExpressVote**.
- Return the **ExpressVote** (**Top Up**) into the soft sided case.



CLOSING THE EXPRESSPOLL

Closing the Poll

- When it is time for the polls to close, touch **Monitor Poll** from the main screen. Reports may be viewed before closing polls from the Monitor Poll screen.
- To close the poll, touch the red **Close Poll** button in the bottom right corner of the screen.
- A prompt will appear providing the option to sign out. If you select **Yes**, you will be signed out of the system when you close the poll.
- After returning to the Launch screen, touch **Shut Down** to power the tablet off. Confirm shutdown by touching **Yes**. **Put everything back in the case just as you found it.**

The screenshot shows the 'Monitor Poll' interface. At the top, a status bar displays 'POLLING PLACE: 9 Issued | 0 Reissued | 9 Checked In' and system information: 'Wed Jan 08 11:29 AM 100%'. The main content is divided into three columns: Poll Place, Ballots, and Voters. The Poll Place column shows 'POLLING PLACE 1826 N FRANCISCO AVE DALLAS, TX 60647', 'Device Name OMA-38507', and 'Poll Time 7:00 AM' with 'Close Time 7:00 PM'. The Ballots column shows '4 Paper' and '1 Provisional Paper', and '4 ExpressVote' and '0 Provisional ExpressVote'. The Voters column shows '9 Checked In' and '0 Not in Roster', and '1,732,982 Registered Voters in the County' and '0 Absentee'. At the bottom, there is a 'View Reports' button and a red 'Close Poll' button.

POLLING PLACE: 9 Issued 0 Reissued 9 Checked In		
Wed Jan 08 11:29 AM 100%		
Monitor Poll		
Poll Place POLLING PLACE 1826 N FRANCISCO AVE DALLAS, TX 60647	Ballots	Voters
Device Name OMA-38507 Serial Number	4 Paper 1 Provisional Paper	9 Checked In 0 Not in Roster 0 Early Voting
Poll Time 7:00 AM Open Time	4 ExpressVote 0 Provisional ExpressVote	1,732,982 Registered Voters in the County 0 Absentee
Close Time 7:00 PM		
View Reports		Close Poll

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 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
 - Spoiled Ballots
 - Ballot Stub Envelope
 - Expense Statement
 - 2 Statement of Ballots Used
 - Provisional Ballots
 - DS200 Thumb Drive
 - Election Official Oath
 - Voter Change Form
 - Provisional Voters Form
 - When Polls Close Certification
 - 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 from different political parties.
- The escort will be paid \$10 for this duty.



REMINDER

- All workers must be in the room when voting takes place.
- There are no lunch breaks. Bring food you can eat while working. Someone may bring you lunch but they CANNOT STAY and VISIT.
- NO visitors, newspapers, radios, campaigning, signs, pens, hats, etc.
- You may bring a book or something to keep you occupied during slow times; please put away when voters are present.
- No discussing candidates or issues on the ballot.



REMINDER

- **NO media in precinct.**
- **Phones are to be kept on vibrate and not visible to the voters.**
- **Do not use your phone while you have voters in your precinct.**

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!

