

ORANGE COUNTY, FL SUPERVISOR OF ELECTIONS



POLL WORKER TRAINING MANUAL

Poll Clerk

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General Information

- ⇒ Know your precinct number; visit your polling place where you have been assigned to work and become familiar with it **prior** to Supply Distribution. Call the Election Board to pre-set.
- ⇒ Read and study your Poll Worker training materials; bring it with you on Election Day.
- ⇒ Arrive at your assigned polling place no later than **6 a.m.**
- ⇒ If unable to work, call the Elections Office at **(407) 836-2070 x 46566** immediately.
- ⇒ Bring all food, water, medicine, jackets, and anything you will need for the entire day.
- ⇒ You are **not** permitted to leave the polling place once you arrive until everything is completed and after the poll closes. At that time, you will dismiss the Election Board.
- ⇒ **Do not** charge your personal electronic equipment using the tablet—only charge your electronic equipment using a wall socket.
- ⇒ Dress appropriately; clean, and comfortable.
- ⇒ Be mindful of persons with allergies (avoid perfumes and strong fragrances).
- ⇒ Respect the polling place smoking policy.
- ⇒ Work as a team—be a team player.
- ⇒ Ensure ePoll Book Inspectors, the Poll Deputy, and the Voting Systems Inspector are given breaks—you can process voters and work the tabulator when they go on break.
- ⇒ There is **NO** solicitation allowed within the polling place.
- ⇒ There is **NO** solicitation within the 150-foot zone.
- ⇒ The Training PowerPoint can be viewed at www.ocfelections.gov/training.

I. The Election Team

(Sections 101.5610; 102.012, Fla. Stat.)

The Election Team consists of the Election Board and the Poll Deputy. The Election Board focuses on election issues inside the polling room. The Poll Deputy organizes the process outside the polling room on Election Day.

On Election Day, the Election Team must arrive at its assigned polling place no later than 6 a.m. in order to set up the room. Everything must be set up and the polls ready to open by 7 a.m.

Set up the accessible voting equipment for persons with disabilities, even if you do not expect anyone to use this equipment.

Poll Clerk

This is the person who is in charge of a polling place during an election. All Election Board members take direction from the Poll Clerk, including the Poll Deputy.

Poll Deputy

This person monitors and maintains order at the polls while remaining outside the polling room during voting hours. Also enforces the 150-foot no-solicitation zone.

ePoll Book Inspector

The ePoll Book Inspector checks in voters using the ePoll tablet, verifies voter information, and distributes the correct ballot to the voter.

Voting Systems Inspector (VSI)

This person is responsible for the set-up, operation, and closing of the Tabulator and ExpressVote[®] machines.

Help Desk Oath Person (HDOP)

The HDOP verifies the voter's eligibility when the ePoll Book Inspector acknowledges a voter as an "exception" to standard verification procedures.

Other Orange County Election Day Workers

SOE Clerk

Travel to polling places, assisting with procedures and other duties as needed.

Circuit Riders

Travel from polling place to polling place with supplies and help identify any problems that may arise at the polling location. They will deliver a back-up paper PR/PL book and pre-challenged elector forms (if applicable). Circuit Riders will pick up the Oath/Payroll Sheet and, once verified, deliver the paychecks.

Field Service Technicians

Provide on-site technical support of voting and voting-related equipment to each precinct and picks up the yellow copy of the Election Media Control form.

A. Definitions

Election Board	The board consists of all trained and assigned poll workers except Deputies.
Adopt-A-Precinct (AAP)	This program is a community partnership between the Orange County Elections Office and various nonprofit community organizations. All Poll Worker pay goes to the community organization collectively.
Polling Place	The building which contains the polling room where Election Day voting occurs. On Election Day, a polling place is designated for each precinct.
Polling Room	The room in which ballots are cast on Election Day.
Precinct	A division of geographic area determined (for election administrative purposes) by Orange County in which a voter's legal residence is located, that then serves as the basis for determining what contests and issues the voter is eligible to vote on in an election.
Precinct Register	Precinct register refers to either the computer printout or electronic database. <i>(Section 98.461(2), Florida Statutes)</i>
Uniformed Services Members	This term includes any member of the Army, Navy, Air Force, Marine Corps, Coast Guard, the commissioned corps of the Public Health Service (PHS), and the commissioned corps of the National Oceanic and Atmospheric Administration (NOAA).
Poll Watchers	A group of individuals who are allowed to be at the polling location to observe the voting process. A list of eligible Poll Watchers is given to the Poll Clerk. They are not associated with the Elections Office and may only speak to the Poll Clerk, not voters.
Voting Area	The area designated by the Supervisor of Elections at the early voting or Election Day voting sites where voting activities occur, including, but not limited to: lines of voters waiting to be processed, the area where voters check-in and are processed, and the area where voters cast their ballots.

\$ Your Pay \$

Beginning of Day	Sign the Oath/Payroll Form.
End of Day	You will receive your check. If you were assigned after the cut-off date, your check will be mailed. AAP groups will receive their checks after the election.
Pay	Social Security and Medicare will not be deducted if you make less than \$1,800 from polling place work during the year. Any poll worker that exceeds \$600 from polling place work in 2022 will receive a W-2 on or before January 31, 2023. This form will show the gross wages. The poll worker will be responsible for paying their own taxes if any is due when they file.

II. The Polling Place

A. Who is allowed in the polling room?

(Sections 101.051, 102.031(3), Fla. Stat.)

While the polls are open, the only persons allowed in the polling room on Election Day or during the early voting periods are:

- ⇒ Poll workers
- ⇒ The Supervisor of Elections or Deputy Supervisor of Elections
- ⇒ Voters
- ⇒ A person in the care of a voter (such as an elderly person or a child)
- ⇒ A person caring for a voter or assisting a voter (for example, someone assisting a voter who cannot read or does not speak English, or assisting an elderly person or a person with disabilities)
- ⇒ A person who is helping with or participating in a simulated election for minors which has been approved by the Supervisor of Elections (for example, the Kids Voting program)
- ⇒ Poll watchers approved by the Supervisor of Elections
- ⇒ Election observers appointed by the Department of State

The public is allowed to enter the polling room and watch the procedures before the polls open and after the polls close and all voters have cast their ballots.

B. Who is *not* allowed in the polling room?

(Section 102.031, Fla. Stat.)

While the polls are open, the following persons or activities **are not** allowed in the polling room on Election Day:

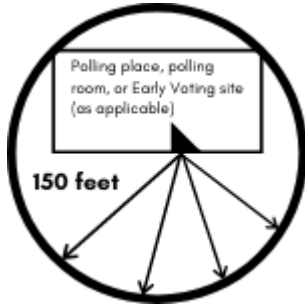
- ⇒ Candidates (except to vote)
- ⇒ Members of the media (except to vote)
- ⇒ Law enforcement officers or emergency service personnel in a capacity other than as a voter or unless permitted by the Poll Clerk or a majority of the Election Board
- ⇒ No photography by any means is allowed in the polling room. *(Section 102.031(05) Fla. Stat.)*
Only exception is a voter can take a picture of his/her own ballot.

If the polling room is in a location commonly used by the public to gain access to businesses or homes (such as the lobby of a condominium) or in an area traditionally used as public area for discussion (such as a mall), there may be other people traveling through the polling area. However, care should be taken that these people do not interfere with the voting process.

C. Solicitation Restrictions

No person or group may solicit voters inside the polling place. Subject to the exception noted, no person or group may solicit voters within 150 feet of the entrance to the polling place or early voting site.

Before the polls open, The deputy shall designate the non-solicitation zone and mark the boundaries.



The words “solicit” or “solicitation” includes such things as:

- ⇒ Asking someone for his or her vote
- ⇒ Offering to provide someone assistance to vote
- ⇒ Asking for someone’s opinion
- ⇒ Asking for a contribution
- ⇒ Distributing any political or campaign material or handout
- ⇒ Conducting a poll*
- ⇒ Asking someone for his or her signature on a petition
- ⇒ Selling any type of item



*The **only exception** to the non-solicitation law is for **exit polling**, which media or others may conduct. They may approach voters only *after* voters leave the polling place.

The Supervisor of Elections or the Poll Clerk may take any reasonable action to ensure order is maintained at the polling place. That means, if necessary, having law enforcement officers remove disruptive persons from either the polling room or from the non-solicitation zone.

D. The Election Team

Poll workers must remain **non-partisan** during the early voting period and on Election Day.

- ⇒ **DO NOT** discuss any candidate, political party, issue, or any related topic with other poll workers, poll watchers, or voters
- ⇒ **DO NOT** wear campaign buttons, shirts, hats, or any other items that are politically oriented

E. Poll Watchers

(Sections 101.111, 101.131, 101.23, 102.031(3), Fla. Stat.)

Political parties, candidates, and some political committees are allowed to have poll watchers in each polling room during the early voting period and on Election Day. Poll watchers must be approved by the Supervisor of Elections prior to the election. The Supervisor of Elections will provide each polling place with a list of the names of approved poll watchers.

Approved poll watchers are allowed in all polling locations within the county designated.

However, each political party, candidate, or political committee may have only one poll watcher present at any one time in each polling room when the polls are open on Election Day, or during designated early voting hours.

- ⇒ Poll watchers must wear their identification badges
- ⇒ Poll watchers are allowed within the polling room to watch and observe the conduct of the election—they may not obstruct the orderly conduct of the Election.

Poll watchers may observe the voter check-in process—they may not come closer to the inspector’s table or the voting booths than is reasonably necessary to perform the poll watcher functions

- ⇒ Poll watchers may not speak to or otherwise interact with voters
- ⇒ Poll watchers may make written voter challenges with the Poll Clerk
- ⇒ Poll watchers are not allowed to wear campaign buttons, shirts, hats, or other campaign items while they are in the polling room
- ⇒ Poll watchers should pose any questions regarding polling place procedures to the Poll Clerk for resolution
- ⇒ Poll watchers assigned to a polling place in a public school facility must submit to a background check—the list given to the Poll Clerk will indicate which poll watchers are eligible to work in a public school facility; only those poll watchers with that designation are allowed in your polling place if it is in a public school (*OCPS Agreement*)

F. Voters

Voters may bring in pre-marked sample ballots or campaign literature for their personal use. They may not use these for campaigning purposes. Voters may wear campaign buttons, shirts, hats, or any other campaign items when they enter the polling place to vote; voters may not otherwise campaign there. After each voter leaves, a poll worker must check the voting booth to make

sure that the voter cast his or her ballot and that no literature or other materials have been left in the booth. Poll workers must remove and discard any sample ballots or campaign material left by a voter in the polling place.

G. Guns in the Polling Place

A license issued under F.S. 790.06 (12)(a) (6) does not authorize any person to openly carry a handgun or carry a concealed weapon or firearm into any Polling Place.

III. Interacting with Voters

A. Voters with Special Needs

A large segment of the voting age population has special needs perhaps because of hearing, sight, or mobility impairment.

Additionally, a voter may have a range of functional impairments resulting from a brain injury, accident, or genetic or birth condition that affects his or her thinking, memory, concentration, speech, emotions, or physical coordination.

A significant number of these voters do not vote because of concern that their special needs cannot or will not be accommodated during the voting process.

1. General

All voters have the right to request and obtain assistance in voting.

Some voters may have a disability that is not visible or evident. Regardless of the name of the disability, the steps below should be followed:

- ⇒ Treat every voter with the same dignity and respect you would want, expect, and deserve in words, tone, and actions.
- ⇒ Be professional, courteous, and patient.
- ⇒ Use “People First” language. For example:
- ⇒ Avoid outdated terms such as “handicapped” or “crippled” or contrived or potentially offensive terms such as “differently abled” or “physically challenged.”
- ⇒ Avoid using vague and exclusive group terms such as “they” or “them” for voters with disabilities.
- ⇒ Speak directly to the voter, even if accompanied by a companion or caregiver.
- ⇒ Treat assistive devices as an extension of the voter whether it is a wheelchair, scooter, crutch, walker, cane, eye wear, hearing aid, prosthetic device, or orthotic device.
- ⇒ Listen carefully to the voter to learn how to best help the voter. Explain the process and, if needed, give the voter more time to complete the task at hand.

2. Cognition

A voter with a cognitive disability may have difficulty with memory, attention, reading, or sight.

- ⇒ Use a calm demeanor.
- ⇒ Use simple words and short sentences to explain the process.
- ⇒ Repeat process as needed.
- ⇒ Give them time to move through the process without feeling rushed.

3. Hearing

A voter who is deaf, hard of hearing, or with mild or moderate hearing ability may use a hearing device or an interpreter. It may not be immediately obvious.

- ⇒ Do not shout. It is disruptive to shout and may actually make you harder to understand, especially if the voter reads lips.
- ⇒ Speak directly to the voter, even if accompanied by an interpreter.

4. Mobility

A voter with a permanent or temporary physical disability may use a cane, a crutch, a walker, or a wheelchair to move around. The degree of mobility may vary. For example, a voter using a wheelchair may still be able to use his or her hands and arms or get out of the wheelchair and walk a short distance. A person with respiratory or heart trouble may not appear to be mobility impaired, but he or she may need to sit down.

- ⇒ Do not lean across a wheelchair user to talk to someone else or to shake another person’s hand.
- ⇒ Make eye contact with the voter. If voter is in a wheelchair, be at eye level, if possible, by either sitting in a chair or standing at a slight distance.
- ⇒ Do not pull or touch a voter’s wheelchair unless you have received permission to do so. The chair is part of the voter’s personal space.
- ⇒ Ensure ramps are not obstructed so they can be used without difficulty.

- ⇒ Ensure there is a clear path of travel into and out of the polling area for persons who may be in wheelchairs or using other assistive devices.
- ⇒ Be aware of the reach limits of people in wheelchairs. If a counter is too high for a wheelchair user to see over it, step around it to conduct business with the person.
- ⇒ Do not grab a cane, crutch, or walker. People who use them rely on them for balance.

5. Sight

A voter who is blind or has low vision may use glasses or a magnifying glass, or travel with a guide dog, a cane, or a sighted guide, or be alone. Be prepared to offer assistance in orientation and reading.

- ⇒ A poll worker should identify them self with name and title as he or she makes contact with a person who is blind or has low vision.
- ⇒ Do not speak loudly to a person who is blind or has low vision.
- ⇒ If a voter asks to be guided, offer an arm or shoulder to guide and walk slightly in front of the voter.
- ⇒ Describe the setting including any partly open doors, steps, or ramps.
- ⇒ If the person is using a guide dog, walk on the opposite side of where the dog is guiding the voter. Do not talk to, distract, or otherwise touch service animals including their harness or leash. The dog is “on duty.”

- ⇒ Do not touch a person’s cane. If the person puts down the cane in an unsafe place, do not move it. Tell the person kindly to move it. That way, the person will know where the cane is.
- ⇒ Be specific with warnings such as stop, swerve, duck, or bend. Do not shout or use non-specific warnings such as “Look out!”
- ⇒ Be specific and non-visual with directions. Do not tell someone to turn left at the end of the desk. It would be better to say, “Take five steps and turn left.”
- ⇒ When departing from a person who is blind or has low vision, let him or her know.
- ⇒ Read informational signs that appear in print on the walls of the polling place.
- ⇒ Offer magnifying sheets or lens if available or requested by the voter.
- ⇒ Offer the voter who is blind or has low vision the option of voting on the accessible voting device. If the voter would rather have assistance, allow him or her to be accompanied in the voting booth by someone of his or her choosing or two election officials.

6. Speech and Communication

A voter with a speech or communication disability may have difficulty with speaking, memory, or concentration. It may not be immediately obvious.

- ⇒ Be patient and do not interrupt. Wait for the voter to finish speaking.
- ⇒ If you do not understand or need clarification, restate what you understood.

- ⇒ If needed or requested, provide the voter a pen/pencil and paper to write questions and answers.

B. Voters Who Become Upset

Voters who come to the polling place to vote and are told that they must go elsewhere or that their registration or eligibility is in question may become frustrated or even irate. To handle the situation the following things should be kept in mind:

- ⇒ Stay calm
- ⇒ Watch your body language
- ⇒ Listen to what the voter is saying
- ⇒ Offer the voter assistance—try to find a solution to the concern
- ⇒ Be polite—treat the voter as you would like to be treated
- ⇒ If necessary, ask the Poll Clerk to assist if the voter becomes very angry or threatening
- ⇒ Keep voice levels down
- ⇒ Poll workers must document reported problems

C. Voter Sensitivity

Always use inclusive language when addressing a voter:

- ⇒ Ask how the individuals identify or would like to be referred to as
- ⇒ Learn and use correct terminology
- ⇒ Feminine—She, her, hers
- ⇒ Masculine—He, him, his
- ⇒ Gender Neutral—They, them, their

If you make a mistake:

- ⇒ Acknowledge - What you have said
- ⇒ Apologize—I am sorry
- ⇒ Thank—Thank you for teaching me something new

Together, we can create an inclusive voting experience for ALL.

IV. Voters' Bill of Rights and Responsibilities

A Voters' Bill of Rights and Responsibilities are posted on our signboards. *(Section 101.031, Fla. Stat.)*

A. Voters' Rights

Each registered voter in this state has the right to:

- ⇒ Vote and have his/her vote accurately counted
- ⇒ Cast a vote if he/she is in line at the official closing for the polls in that county
- ⇒ Ask for and receive assistance in voting
- ⇒ Receive up to two replacement ballots if he/she make a mistake prior to the ballot being cast
- ⇒ An explanation if his/her registration or identity is in question
- ⇒ Cast a provisional ballot if her/her registration or identify is in question
- ⇒ Receive written instructions to use when voting and, upon request, oral instructions in voting from election officers
- ⇒ Vote free from coercion or intimidation by election officers or any other person
- ⇒ Vote on a voting system that is in working condition and that will allow votes to be accurately cast

B. Voters' Responsibilities

Each registered voter in this state should:

- ⇒ Familiarize himself/herself with the candidates and issues
- ⇒ Maintain with the Supervisor of Elections office a current address

- ⇒ Know the location of his/her polling place and its hours of operation
- ⇒ Bring proper identification to the polling station
- ⇒ Familiarize himself/herself with the operation of the voting equipment in his/her precinct
- ⇒ Treat precinct workers with courtesy
- ⇒ Respect the privacy of others
- ⇒ Report any problems or violations of election laws to the Supervisor of Elections
- ⇒ Ask questions if needed
- ⇒ Make sure that his/her completed ballot is correct before leaving the polling station

Failure to perform any of these responsibilities does not prohibit a voter from voting.

V. Other Important Information

A. When The Unexpected Happens

In the event of a medical or other emergency requiring assistance from the police, fire department, or medical personnel, call "911" and then call the Supervisor of Elections office to report the incident. If there is a power outage, refer to the VSI Training Manual on how to deal with ballots cast during an outage.

For all other types of emergencies, an Accident/ Incident form will be delivered if needed as determined by the Supervisor of Elections office.

VI. Contingency

A. Security

The size of a polling place and the number of persons in a polling place can have security implications from traffic flow to voter privacy to order and vigilance in the polling place. The election team should follow written procedures for security established by the Supervisor of Elections which will include but not be limited to securing voting devices and ballots before, during and after the voting process.

Some basic steps that should be taken include but are not limited to:

- ⇒ Monitor closely, entrances and exits to ensure that only authorized persons are within the polling room and any surrounding restricted areas at all times.
- ⇒ Prevent unauthorized access, theft, or misuse of election materials and sensitive and/or confidential documents such as signed forms, voted ballots, ballot stock, provisional ballots, and equipment from time of delivery through voting and return.
- ⇒ Ensure that equipment (including ancillary equipment such as cables and modems) cannot be tampered with or deliberately damaged.
- ⇒ Check (e.g., audit, reconcile, inventory) periodically throughout the day to make sure there are no vulnerabilities or oversights which allow inappropriate access to election materials and equipment.
- ⇒ Follow established procedures for securing, counting, and transporting ballots to and from the polling place.
- ⇒ Document procedures, incidents, and troubleshooting.
- ⇒ Ensure electronic transmission of results, data, and files are secure. For example, if signal is weak, exercise caution if moving equipment to window or door within public view or access.
- ⇒ Review chain-of-custody procedures.
- ⇒ Review and be familiar with a contingency plan to communicate and respond to a threat to public safety (e.g., bomb, electrical outage, fire, knife/shooting, flood, or other disaster) and include an evacuation plan, if necessary.
- ⇒ No sheriff, deputy sheriff, police officer or other officer of the law is allowed within the polling place until the clerk or majority of the inspectors grant permission or unless he or she is there to vote. Once allowed, the deputy sheriff in an official capacity is subject to the clerk's or inspector's commands.

The Poll Clerk

About the Poll Clerk

- ⇒ Responsible for all activities of the Election Board and the Poll Deputy.
- ⇒ Must pick up supplies on the Saturday prior to Election Day.
- ⇒ Must bring the cell phone they will use on Election Day to Supply Distribution, at which time we will call to verify the phone number.
- ⇒ Makes all arrangements to get into the polling place by 6 a.m. on Election Day.
- ⇒ Distributes supplies to all poll workers prior to opening the polls.
- ⇒ Deals effectively and courteously with voters.
- ⇒ Schedules and relieves poll workers for breaks.
- ⇒ Works with the VSI in obtaining the electronic results.
- ⇒ Responsible for completing Ballot Accounting along with the HDOP.
- ⇒ Supervises and assists in the repacking of supplies after the polls close.
- ⇒ Returns all supplies to the designated collection site at the end of the day.

Poll Clerk Duties Before Election Day

- ⇒ Use the list of Election Board workers obtained at training to contact your board and verify they are working.
- ⇒ Visit your polling place before Election Day.
- ⇒ Decide where the ePoll Book Inspectors and HDOP tables will be located to be sure that any lines that form at these tables do not block the voters' exit from the polling room. Voters in line should not mingle with those who have already received ballots.
- ⇒ There must be a power outlet for plugging in multiple ePoll tablets and the HDOP tablet close to this location. Verify there is room available behind these tables for the ballot issuing table to be set up.

Poll Clerk Duties Before the Polls Open

- ⇒ Decide on the location for the tables for ExpressVote® (placed near the Tabulator) and the Special Needs Voting Booth and chair (ideally by the HDOP). The Special Needs Voting Booth should also be used for provisional ballot voters, in order to keep the provisional voter from taking their voted ballot to the Tabulator instead of returning it to the HDOP.
- ⇒ Determine where the voting booths (votepacs) should be set up, affording maximum privacy for the voter but allowing the Election Board to tell if only one person is present in a booth at any one time.
- ⇒ Determine the best location for the Tabulator. Have enough space so that voters waiting in line at the Tabulator are several feet away from the Tabulator itself. Make sure there is a direct exit available from the polling room for voters who have voted.
- ⇒ You can pre-set the voting room the day before or after the equipment is delivered, if the polling place allows access. **You cannot open and pre-set the Tabulator, ExpressVote®, or ePoll tablets—this must be done Election morning.**

Poll Clerk Duties During Voting Hours

If you have any problems during the day that cannot be resolved using any of the available resources, call the **Poll Clerk Procedures Line** listed on the **Poll Clerk Telephone Contact Sheet** (this line is for the **Poll Clerk only**.)

⇒ At 7 a.m. announce “The polls are officially open.”

Make sure voters who need assistance are accommodated

- ⇒ If a voter needs assistance with marking their ballot, two poll workers of different party affiliations (if possible) should provide the voter with information on how to properly vote. The assigned poll workers may not request, suggest, or seek to persuade any voter to vote for any particular candidate or question. After the poll workers have provided the instructions to the voter, they shall leave the voting booth so the voter can vote in secret.
- ⇒ If a voter speaking another language should arrive and no person is available to translate for them, contact the elections office. **NEVER TURN A VOTER AWAY.**
- ⇒ A Creole composite ballot is available and located in the Ballot Transfer Case for Creole-speaking voters.

Provisional Ballots

If a voter needs to vote a provisional ballot, as determined by the HDOP, make sure the HDOP follows procedures as outlined in the HDOP manual. (Poll Clerk will give the HDOP the ballot to ensure the ballot accounting is accurate.)

Mis-Marked Ballots

By law a voter gets three attempts to vote.

- ⇒ The Poll Clerk should be the **only** one to issue the replacement ballot.
- ⇒ Take the voter’s mis-marked ballot, protecting the voter’s privacy.
- ⇒ Without looking at how the ballot was voted, and protecting the voter’s privacy, determine the card number at the top of the ballot.
- ⇒ Write the voter’s name, date of birth, and the ballot card number on the affidavit attached to the envelope for mis-marked ballots.
- ⇒ Place a ‘**Mis-Marked Ballot**’ sticker at the top of the ballot.
- ⇒ Tear the ballot in half and place the torn ballot in the envelope.
- ⇒ Ask the voter to sign the *Mis-Marked Ballot Affidavit*.

Undo check-in of voter

If for any reason the check-in of a voter needs to be undone, you **MUST** call the **Poll Clerk Procedure Line**, Press #2 and ask for assistance.

Poll Watchers

- ⇒ Verify they are approved Poll Watchers by using the list provided in the Poll Clerk's expandable folder.
- ⇒ Make sure they are wearing a Poll Watcher badge—**do not** turn them away if they are not (they can make themselves a badge).
- ⇒ Make sure there is only one Poll Watcher from each list in the polling place at a time.
- ⇒ Make sure they are not interacting with voters or any other member of the Election Board. Poll Watchers can only interact with the Poll Clerk.

Accident/Incident Report Form

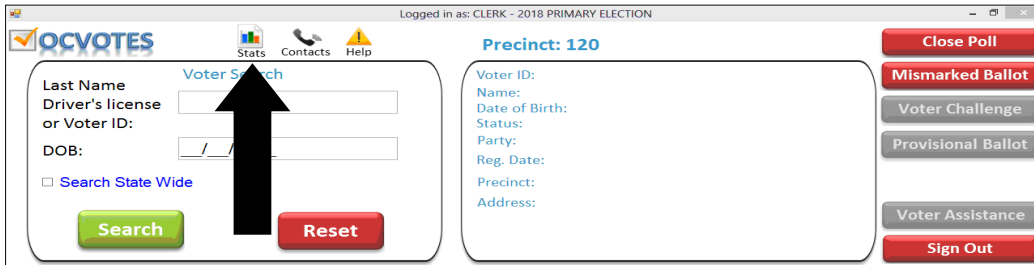
The Poll Clerk is responsible for the safety of voters in the polling place. Should an accident of any kind happen, contact the Elections office.

An *Accident/Incident Form* will be delivered if needed. List all details on the *Accident/Incident Form*.

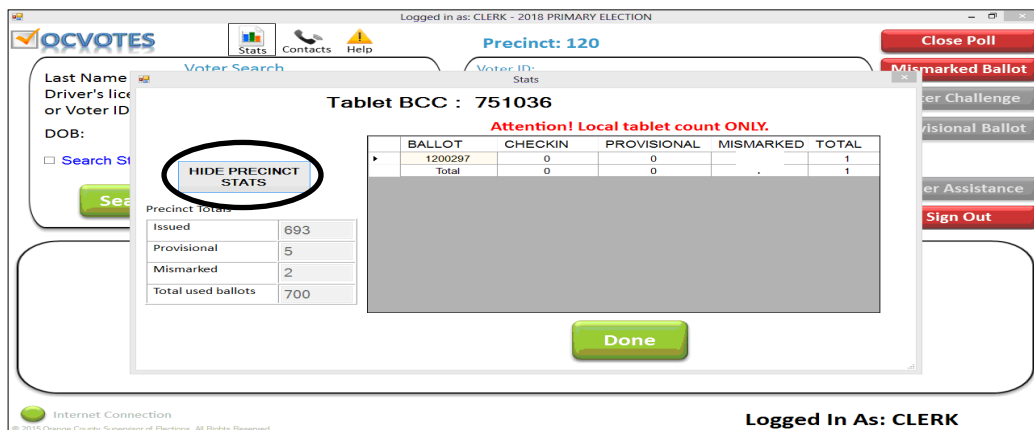
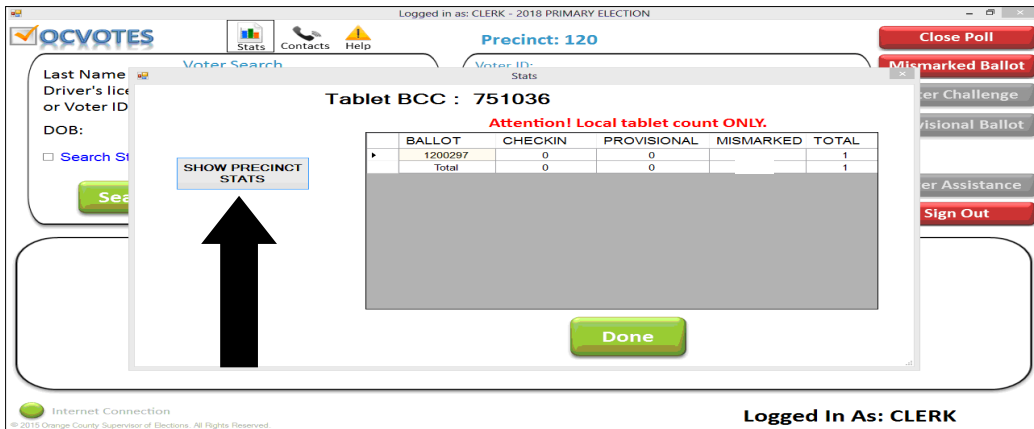
Ballots

⇒ Check the total ballots issued throughout the day.

- ◇ Using the (HDOP) tablet, press the ‘Stats’ button on the home screen.



- ◇ Your ballots ‘Issued,’ ‘Provisional’ the total will display. (You do not need to log in for this stats report.) Mis-marks will be “0”, Mis-marks are **not** done on the tablet.



Checking on the Election Board

Poll Deputy

- ⇒ Make sure the Poll Deputy is not being overly authoritarian with voters.
- ⇒ Make sure the Poll Deputy is stationed outside the polling place entrance.
- ⇒ Make sure the Poll Deputy is reminding voters to have their photo **and** signature ID available and/or their sample ballot. Never send a voter away if they do not have these.
- ⇒ Make sure the sign boards have been correctly displayed. Voters **MUST** pass them before checking in.
 - ◇ Check to see that the 150-foot **No Solicitation Zone** is being enforced. There is an exception to this rule: if the media is conducting an exit poll.
 - ◇ Check to see that the **No Solicitation Zone** cone has been placed at the 150-foot mark from the polling entrance.
- ⇒ Make sure the Poll Deputy is checking the line for voters, recording how many are in line every hour on the *Poll Deputy Check-Off List (EXHIBIT 1)*, and issuing tickets to those voters who have a disability, pregnancy, injury, etc. who cannot stand in line, when the line extends outside the polling place.
- ⇒ Make sure the Poll Deputy is not accepting any Vote-by-Mail ballots. If a voter has their Vote-by-Mail ballot, the Poll Deputy must direct them to see the Poll Clerk inside. **THERE ARE NO SECURE BALLOT INTAKE STATIONS FOR BALLOTS ON ELECTION DAY.**
- ⇒ Reporting any problems to the Poll Clerk.

ePoll Book Inspectors

- ⇒ As ePoll Book Inspectors are processing voters, make sure they are following the photo and signature identification procedure.
- ⇒ Make sure the ePoll Book Inspectors issue the correct ballot card number to each voter.
- ⇒ Make sure the ePoll Book Inspector has the voter verify the ballot card number received.
- ⇒ Verify the ePoll Book Inspectors have voters sign the tablet before the voter has received their ballot and that the voter has received the correct ballot.
- ⇒ Verify with the HDOP that the *Help Desk Slips* are used properly.

Voting Systems Inspector (VSI)

- ⇒ Make sure the VSI is having the voters read the messages on the Tabulator screen.
- ⇒ The VSI should strongly encourage all voters to replace a mis-marked or over-voted ballot, or to properly re-mark a new ballot.

- ⇒ In the event a voter refuses to correct their ballot, the VSI should encourage the voter to press the '**Accept**' button on the screen. Only the voter can press the '**Accept**' button.
- ⇒ If the voter has left without casting OR If the voter has left the ballot in the voting booth:
 - Place an "un-scanned" sticker on the ballot.
 - Place ballot in the *Not Counted (Un-Scanned) Ballot* bag (large clear zip-lock bag).
- ⇒ If the VSI must leave their Tabulator post for any reason during voting hours, or to assist a voter with a disability on the ExpressVote®, the Poll Clerk will handle the Tabulator in their absence.

Help Desk Oath Person (HDOP)

- ⇒ Make sure if a Help Desk Slip is used showing "Voter Not Found" the HDOP verifies on the tablet that the voter's name is not truly found.
- ⇒ The HDOP should **never** allow anyone to vote if the voter is not listed in the ePoll Book, unless the Help Desk Line Operator has given them permission.
- ⇒ If a voter is determined to be eligible to vote in your precinct, the HDOP should process the voter following the normal check-in process and issue a ballot.
- ⇒ All provisional ballots **must** be processed using the HDOP tablet.
- ⇒ Complete the *Provisional Ballot Voter's Certificate and Affirmation* envelope. Make sure the *Provisional Certificate* number is listed on the envelope. Place in the Blue *Provisional Ballot bag*. **The Blue Provisional Ballot bag must be sealed at the end of the night with red plastic number seal and transported to the collection site.**
- ⇒ When the HDOP is not processing exceptional voters, **they should always** process regular voters who are in line.

Poll Clerk Duties After the Polls Close

- At 7 p.m. the Poll Clerk will announce "The polls are closed." All eligible voters in line by 7 p.m. are allowed to vote.
- ⇒ If there is a line, have the Poll Deputy stand at the end of the line. Do NOT allow anyone to get in line after 7 p.m.
 - ⇒ Once all voters have voted, the Election Board must secure the Tabulator so that no more ballots may be cast.
 - ⇒ Follow the Poll Clerk's *Election Day Check-Off List for Closing the Polls*.
 - ⇒ Your first responsibility is to process the results using the end-of-day procedures.

Election Board Assignments After Polls Close

Poll Deputy

- ⇒ At 7 p.m., stand in line behind the last voter, if applicable, to establish a cut-off point for all voters who were in line prior to the polls closing at 7 p.m.
- ⇒ After the last voter has voted, with the assistance of another Election Team member, bring in the precinct sign.
- ⇒ Bring in the **No Solicitation Zone** cone.
- ⇒ Remove any directional signage placed prior to the polls opening, if applicable.
- ⇒ Bring in easels and signboards.
- ⇒ Take down all voting booths, and re-pack them in the box on the pallet.
- ⇒ Return your Poll Deputy badge and the *Poll Deputy Check-Off List* to the Poll Clerk.
- ⇒ Assist with all other tasks as needed to return the voting room back to the way it was found when you arrived.
- ⇒ Post the '**Unofficial Results**' tape to the outside door or window of the polling place.
- ⇒ The Poll Clerk will dismiss you when all work is complete.

ePoll Book Inspectors

- ⇒ Verify that all completed forms listed on the ePoll Book Inspectors' envelopes have been placed inside, and that these envelopes are placed in the *Provisional Ballot* pouch.
- ⇒ ePoll Book Inspectors should follow the steps for the end-of-day on the *Ballot Verification Check-Off List*.
- ⇒ Shut down and re-pack tablets, with the tablets' barcodes facing up.
- ⇒ Assist with all other tasks as needed to return the voting room back to the way it was found.

Voting Systems Inspector (VSI)

- ⇒ Make sure that you and the VSI start by checking for ballots in the *Emergency Ballot Box (EBB)*.
- ⇒ Once all ballots have been fed through the Tabulator, if the EBB is used, the VSI should prepare to wirelessly modem to obtain results.
- ⇒ Once results have been modemed, the VSI should print the required number of results tapes needed from the Tabulator.
- ⇒ Assist the VSI in completing the *Election Media Control Form (EXHIBIT 4)*.

Help Desk Oath Person (HDOP)

- ⇒ Verify that all completed forms listed on the HDOP envelopes have been placed inside. This envelope will be placed inside the Blue *Provisional Ballot bag*.
- ⇒ After verifying that the number of provisional ballots issued on the tablet matches what is written on the outside label of the Blue *Provisional Ballot bag*, the HDOP will give the Blue Provisional bag to the Poll Clerk containing the voted provisional ballots, if any, including HDOP envelope with completed HDOP slips, then seal with red plastic number seal.
- ⇒ The HDOP should then re-pack all supplies and their equipment. Ensure the USB drive is attached to your HDOP tablet.
- ⇒ Assist Poll Clerk with Ballot Accounting.
- ⇒ The HDOP will give the Poll Clerk their case to return to the collection site. Make sure the HDOP tablet and one ePoll tablet is in the case, if required.

All Election Board members should assist with all other tasks as needed to return the voting room back to the way it was found at 6 a.m.

Poll Clerk Assignment

- ⇒ Complete the 2-ply Ballot Accounting Form. Call the **Poll Clerk Procedures Line** if there is a problem completing this form.
- ⇒ Once Closing Ballot Accounting is completed, make sure all items listed on the lid of the *Elections Results Box* are placed inside the box and then seal the box.
- ⇒ Prepare all items to be delivered to the collection site using the *Poll Clerk's Check-Off List* and collection site photo sheet for verification.
- ⇒ Before dismissing the Election Board, look around the polling room and make sure that everything is the way it was found at 6 a.m.
- ⇒ Poll workers should assist in taking the required materials to the Poll Clerk's car.
- ⇒ Once completed, the Poll Clerk should issue all checks, except Adopt-A-Precinct groups.
- ⇒ Determine which board member will escort the clerk to collection site. Board member **MUST** check in at the collection site for transport verification.

The Collection Site

- ⇒ Make sure all items on your collection site photo array, at the end of the *Clerk Check-Off List*, and in your polling place supply cart, have been placed in your vehicle.
- ⇒ **DO NOT** make any stops on the way from the polling place to the collection site.
- ⇒ Stay in your car and follow the Sheriff Deputy's directions.
- ⇒ Make sure all items listed on the *Collection Site Receipt* have been checked off and seal numbers recorded by the collection site workers. Make sure you get your copy of the receipt.
- ⇒ Board member asked to escort the clerk to collection site **MUST** check in at the collection site for transport verification.



IMPORTANT



In the rare event that the polling hours are extended by a court or other order, the Poll Deputy should stand behind the last person in line at 7 p.m. Any person voting after the last person in line at 7 p.m. must vote a provisional ballot. These provisional ballots voted after 7 p.m. must be kept **separate** from other provisional ballots cast during the regular voting hours. **You will be given additional instructions in the unlikely event that the polling hours are ever extended.**

The Poll Deputy

Materials Needed by the Poll Deputy

- ⇒ Precinct sign (s)
- ⇒ Paper precinct number sign (s)
- ⇒ **'No Solicitation Zone'** cone (s)
- ⇒ Box of ballot pens
- ⇒ 50-foot rope
- ⇒ 2 easels
- ⇒ 2 signboards
- ⇒ Directional signage
- ⇒ Poll Deputy badge
- ⇒ Tickets for voters with disabilities
- ⇒ *Poll Deputy Check-Off List (EXHIBIT 1)*

About the Poll Deputy

- ⇒ The Orange County Supervisor of Elections appoints all Poll Deputies.
- ⇒ The Orange County Sheriff's Office conducts a background check on all Poll Deputies.
- ⇒ All Poll Deputies are sworn in at poll worker training.
- ⇒ Poll Deputies are to maintain order at the polling place.
- ⇒ Poll Deputies are issued a Poll Deputy badge by the Poll Clerk on Election morning and **must** return this badge to the Poll Clerk after the polls close.
- ⇒ Poll Deputies are required to take direction from the Poll Clerk.

Poll Deputy Duties Before the Polls Open

- ⇒ With the assistance of another Election Board member, place the precinct sign at the curb, visible to traffic.
- ⇒ Insert paper precinct number sheet in sleeves on each side of the precinct sign.
- ⇒ Measure off the 150-foot **no solicitation** area from entrance to polling place.

- ⇒ Place the **'No Solicitation Zone'** cone at the 150-foot mark.
- ⇒ Place additional directional signage inside and outside, if applicable.
- ⇒ Place easels with signboards inside the polling place, visible to voters as they enter the polling room.
- ⇒ Assemble all voting booths, placing a **'Special Needs'** booth on a tabletop designated by the Poll Clerk.
- ⇒ Verify that voting instructions are posted in each booth.
- ⇒ Tape one **Notice to Voters** in each booth, if provided.
- ⇒ Distribute pens to ePoll Book Inspectors, and give box to VSI.

Poll Deputy Duties During the Voting Hours

- ⇒ Prior to 7 a.m., station yourself **outside** the polling place entrance.
- ⇒ As voters approach the polling place entrance, remind them to have their **photo and signature ID** ready to present and/or suggest that any voter who may have brought their sample ballot, to have it available for check-in at the ePoll Inspectors stations. **Never** send a voter away if they do not have these items.
- ⇒ Assist any voter who may need assistance entering the polling place.
- ⇒ Check line for voters having trouble standing in line—offer ticket and seating.
- ⇒ Monitor the **'No Solicitation'** area.
- ⇒ Report any problems to the Poll Clerk.
- ⇒ **Never** accept a Vote-by-Mail ballot from anyone—direct the person inside.
- ⇒ On the *Poll Deputy Check-Off List*, record the number of people in line every hour.

Holding a Voter's Place in Line that is Unable to Stand

The Poll Clerk will arrange for seating designated for voters who are unable to stand in line. The Poll Deputy will utilize a ticket to mark their place in line so the voter can be called to the next available check-in station when it's their turn to vote. There are no provisions in the law to let them come to the front of the line.

- ⇒ The Poll Deputy will monitor the line to see if a voter is having a difficult time standing.
- ⇒ The Poll Deputy will ask the voter if they would like to sit and wait their turn instead of standing.

- ⇒ If the voter chooses to sit, the Poll Deputy will ask the voter in front of this person to hold their spot in line.
- ⇒ Tickets with corresponding numbers are given to the person in line to keep, and the seated voter. This is how the seated person is tracked in the line.



- ⇒ Voter who cannot stand in line holds the top ticket, and the voter ahead of the voter who cannot stand in line holds the bottom ticket.
- ⇒ The voter will be able to sit while the “spot holder” stays in line to get processed.
- ⇒ Once the “spot holder” reaches the check-in area, they will hand the ePoll Inspector the ticket so he/she can locate the voter and direct them to the next available check-in station.

Poll Deputy Duties After the Polls Close

- ⇒ At 7 p.m. stand in line behind the last voter, if applicable, to establish a cut-off point for all voters who were in line prior to the polls closing at 7 p.m.
- ⇒ After the last voter has voted, with the assistance of another Election Team Member, bring in the precinct sign.
- ⇒ Bring in the ‘**No Solicitation Zone**’ cone (s).
- ⇒ Remove any directional signage placed prior to the polls opening, if applicable.
- ⇒ Pack up easels and signboards.
- ⇒ If applicable, remove any notices taped in the voting booths.
- ⇒ Repack the voting booths and place them back in the box on the pallet.
- ⇒ Post a copy of the election results on the door to the polling place—be sure to write “**Unofficial Results**” across the top.
- ⇒ Return your Poll Deputy badge and *Poll Deputy Check-Off List* to the Poll Clerk.
- ⇒ Assist with all other tasks as needed to return the voting room back to the way it was found at 6 a.m.

ePoll Book Inspector

Materials Needed by the ePoll Book Inspector

- ⇒ Tablet
- ⇒ Extension cord
- ⇒ Power strips
- ⇒ Help Desk Slips (**EXHIBIT 2**)
- ⇒ ePoll Book Inspector Envelope
- ⇒ Ballot Transfer Cases
- ⇒ Ballot Verification Sheet
- ⇒ Ballot Card Tent Number Signs
- ⇒ Composite Creole ballots & Other Languages
- ⇒ Disposable secrecy folders
- ⇒ Signature Guide
- ⇒ Cloth for screen cleaning
- ⇒ Ballot packets

About the ePoll Book Inspector

The Orange County Supervisor of Elections will assign the appropriate number of ePoll Book Inspectors to a polling location.

All ePoll Book Inspectors will be cross-trained to handle both check in and ballot distribution and will rotate the positions throughout the day.

The ePoll Book Inspectors responsible for checking in voters will be using the ePoll Book Inspector's tablet to check-in voters and use the photo/signature ID provided to verify that the voter is eligible to vote in the precinct he/she is currently in.

The ePoll Book Inspector responsible for distributing ballots will pull the ballot assigned to the voter and hand it to the ePoll Book Inspector or HDOP checking the voter in.

One of the ePoll Book Inspectors will be responsible for verifying ballots received using the *Ballot Verification Form* provided by your Poll Clerk. They will also assist the Poll Clerk with Ballot Accounting Worksheet and sign when asked.

ePoll Book Inspector Duties Before the Polls Open

⇒ Remove the tablets from the case and place the case out of the way for the remainder of the day.

Exhibit 8

⇒ Plug in the ePoll tablet. Ensure the power cord is plugged in at all time.

⇒ Power on the tablet.

⇒ Enter the password (*orange*) and press the enter key.

⇒ **Have the HDOP insert the USB drive into the tablet to update the data. Pg. 30**

⇒ Plug the hand-held scanner into the tablet.

⇒ Login to the tablet. **Pgs. 31-33**

⇒ Poll Clerk will use their password card.

⇒ Locate your forms/supplies.

One ePoll Book Inspector will handle ballot verification following the steps on the *Ballot Verification Check-Off Sheet* and set up the ballot issuing table.

If you have problems with your ePoll tablet, notify the Poll Clerk.

Building ePoll Tablets

STEP 1:

Insert the USB drive into the ePoll tablet to begin the database.



STEP 2:

The tablet will automatically update. ***Please wait for the process to complete.*** Once the update is complete, the ePoll Book Inspector will press **PROCEED** and **WAIT** for OCVOTES login screen to appear.

THEN completely remove the USB drive.

Please wait for process to complete!!!!!!!!!!

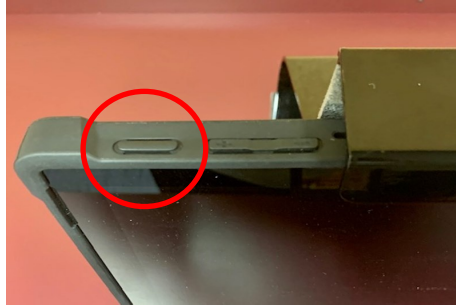


NOTE

Do not press the '**Emergency only**' link. If there is an issue during the data update, notify the Poll Clerk.

Initial Login: Election Morning

1. Plug in the tablet. Ensure the power cord is plugged in at all times. Power on the tablet.



2. Enter the password (*orange*) and press the enter key.
3. The update data base screen will display.



The HDOP will insert a USB drive into your tablet to update the database on your tablet.



The tablet will automatically update. Once the update is complete, the HDOP will remove the USB drive. The ePoll Book Inspector will press 'Proceed'.

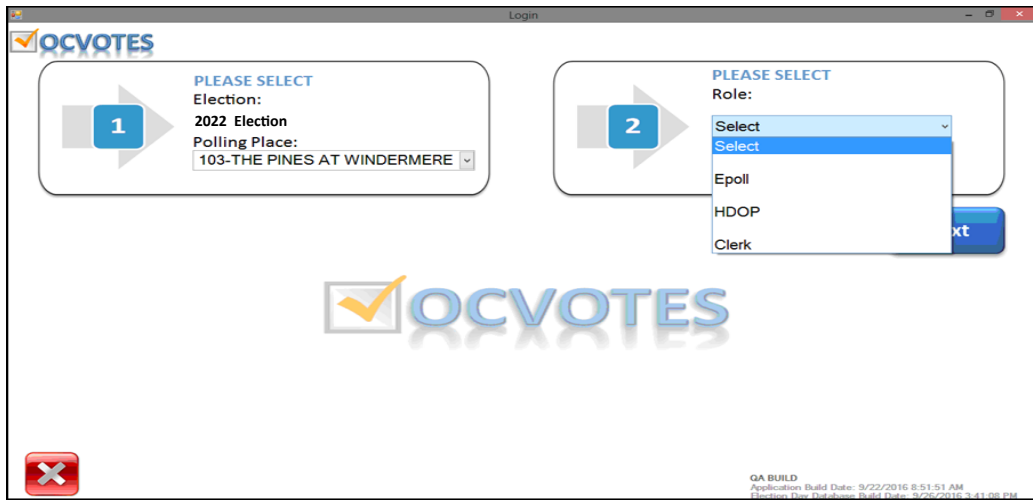
4. Plug the hand-held scanner into the tablet.



NOTE

Do not press the 'Emergency Only' link. If there is an issue during the data update, notify the Poll Clerk who will call the **Equipment and Modeming Problems** line.

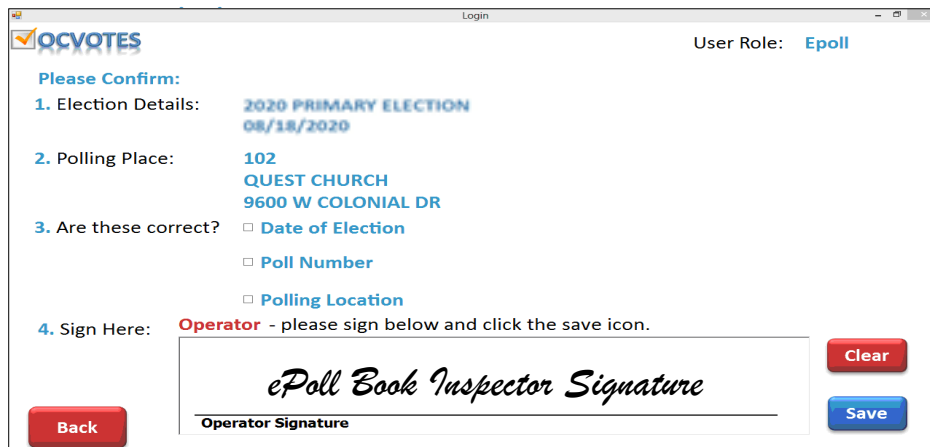
- Select your polling place from the drop-down menu, select your role, then tap box underneath role and the keyboard will display.




NOTE

If the tablet doesn't load to the log-in screen, double press the **OCVOTES** icon on the tablet home screen.

- You will then scan the Poll Clerk's password card.
- Confirm the '**Election Details**,' which will be the name and date of the election, and confirm the polling place.



- ⇒ Check the three acknowledgement boxes: '**Election Date**,' '**Poll Number**,' and '**Polling Location**'.
- ⇒ Sign your name in the Operator signature box.
- ⇒ Press '**Save**'.
- ⇒ Have your Poll Clerk sign and press '**Save**'.
- ⇒ Both ePoll Book Inspector and the Poll Clerk's signature will display. Click '**Process Voters**' to start processing voters.



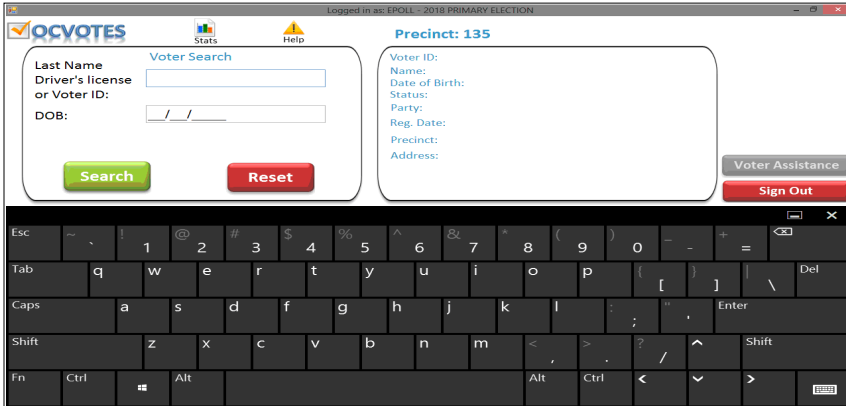
NOTE Pressing the ‘Clear’ button before ‘Save’ will erase the current signature, which will allow you to sign again. Pressing the ‘Back’ button will take you back to the

Procedures for Processing Voters

Ask the voter for their **photo and signature ID**. Valid Photo and signature ID can be two separate documents. **Do not** ask voters for their driver’s license, as there are other allowable forms of photo and signature ID. The following ID’s are acceptable:

- ⇒ Valid Florida driver’s license
- ⇒ Retirement center ID
- ⇒ Valid Florida ID card issued by DMV
- ⇒ Neighborhood association ID
- ⇒ US passport
- ⇒ Public assistance ID (e.g., Social Security)
- ⇒ Debit/credit card
- ⇒ Veteran health ID card issued by VA
- ⇒ Military ID
- ⇒ License to carry a concealed weapon
- ⇒ Student ID
- ⇒ Employee ID card

1. Locating the Voter: Ideal Voter



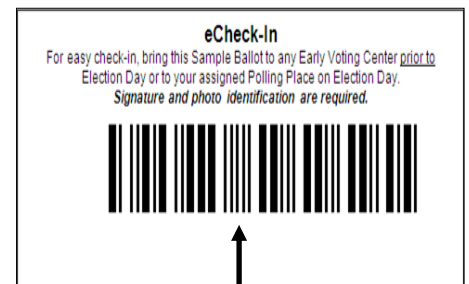
There are four ways to locate a voter:

1. **Scan the barcode on the sample ballot or voter information card.**
2. **Scan a Florida driver's license/Florida ID card.**
3. **Manual search** type the voter's last name and date of birth (not case sensitive).
 - ⇒ If you manually enter the voter's last name and date of birth, press the **'Search'** button after entering information (see **pages 39-42**).
 - ⇒ Do not enter the voter's first name or initial in the **'Last Name'** field during the initial name search.

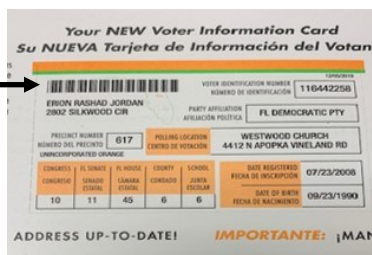


NOTE

The tablet cursor must be in the **'Last Name'** field to conduct a scanned voter search.



Voter Information Card



Sample Ballot Bar Code

Voter Search

Last Name:

Driver's license or Voter ID:

DOB:

Search State Wide

Voter ID: 107835274

Name: MICHAEL WAYNE DAVIS

Date of Birth: 04/19/1977

Status: ACTIVE

Reg. Date: 09/06/1995

Precinct: 301A

Address: 633 DELANEY AVE
APT 25 ORLANDO FL 32801

ID NUMBER	CLICK TO SORT BY NAME	Date of Birth
1234567		01/01/2001
113186552	MICHAEL STEPHEN DAVIS	05/11/1953
112814107	MICHAEL T DAVIS	07/28/1974
107723280	MICHAEL VICTOR DAVIS	02/16/1957
▶ 107835274	MICHAEL WAYNE DAVIS	04/19/1977
112872104	MICHAEL WOLFE DAVIS	01/02/1985

When a voter is located, the following information will display at the top right of the screen:

- ⇒ Voter ID
- ⇒ Voter's Name
- ⇒ Voter's Date of Birth
- ⇒ Voter's Status
- ⇒ Voter's Registration Date
- ⇒ Voter's Precinct
- ⇒ Voter's Address (if the voter is exempt you will see the exempt message)

Exempt voter - Do not say their address out loud.

In this example we scanned/swiped the voter's driver's license/state ID. The system will automatically recognize that a photo and signature is included on the driver's license/Florida ID and **will not** ask if the voter has a picture/signature ID.

Proceed to **Step 2**.

If the voter is not found, press '**Not Found**'. A voter message will display. Complete a *Help Desk Slip (EXHIBIT 2)* and send the voter to the '**Help Desk Oath Person (HDOP)**'. **They will not come back to you—the HDOP will complete the check-in process.**

2. Verify the Voter's Name

If the voter's name is correct, press **'Yes'** and proceed to **Step 3**.

If the voter's name is incorrect, different, or misspelled, press **'No'**. A voter message will display. Complete the *Help Desk Slip* and send the voter to the HDOP. Press **'Next Voter'** to process the next voter in line.



NOTE

Pressing the **X** on any screen will take you back to the **'Voter Search'** home screen without processing the voter.

3. Verify the Voter's Address

Compare the address on the voter's ID to our record. If it matches, press **'Proceed'**. If it does not, ask the voter, "Do you have an address change or update to make?" If the voter says no, press **'Proceed'**. If the voter says yes, press **'Update Address.'** Proceed to **Step 4**.

If the voter states the address is not correct, press **'No'**. A voter message will display. Complete the *Help Desk Slip* and send the voter to the HDOP. Press **'Next Voter'** to process the next voter in line.

If the screen says **'Exempt Voter,'** ask the voter, "Do you still live at the address we have on file?"

Never ask for or ask the exempt voters to state their address. Exempt voters, by law, are judges, law enforcement, etc.

If an exempt voter states their address has changed from what we have on file, press **'No'**. A voter message will display. Complete the *Help Desk Slip* and send the voter to the HDOP.

4. Voter Certificate

Flip the tablet over and have the voter sign the **Voter Certificate**. Flip the tablet back and press **'Done'** (if the voter hasn't already pressed **'Done'**).

If the voter has pressed the **'Done'** button, or when you press the **'Done'** button, the message **'Please Flip Back To Poll Worker'** will flash for three seconds.

UpdateAddress

OCVOTES ORANGE COUNTY SUPERVISOR OF ELECTIONS

Processing Voter: 120470741 - CODY RAY HOLT 08/28/2018 2018 PRIMARY ELECTION Precinct: 427

OATH AND AFFIRMATION ENGLISH SPANISH

I, CODY RAY HOLT, affix my signature at the time of voting to identify as a duly registered and qualified elector in this election and this precinct.
1113 CAREY GLEN CIR ORLANDO FL 32824

(Sign on the white area above line)

Voter Signature

CODY RAY HOLT

Attention

Please Flip Back To Poll Worker

Voter Signature

The tablet automatically progresses to an acknowledgment screen which will allow you to **pre-verify** the signature on the tablet matches the signature of the ID you are holding.

If the signature matches, press **'For Poll Worker Only (Proceed)'**. Follow the normal work flow.

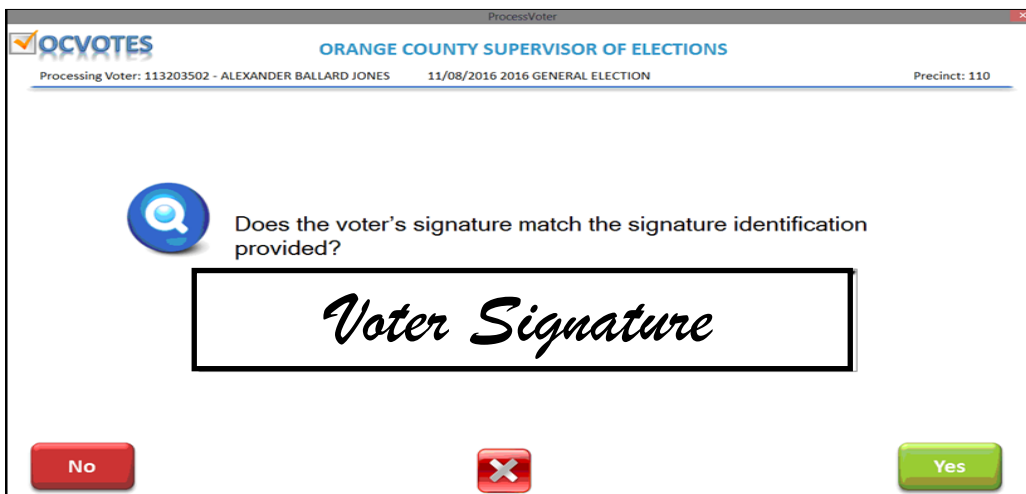
If the signature **does not** match, press **'Voter would like to sign again,'** which will take you back to the **Voter Certificate** screen and will allow the voter to redo their signature.

Once the voter has re-signed, press **'Done'**. After three seconds the acknowledgement screen will again display. Verify the signature, press **'For Poll Worker Only (Proceed)'** and follow the normal work flow.

Proceed to **Step 5**.

5. Signature Verification

Using the signature ID the voter has given you, verify that the voter's signature ID matches the signature on the tablet.

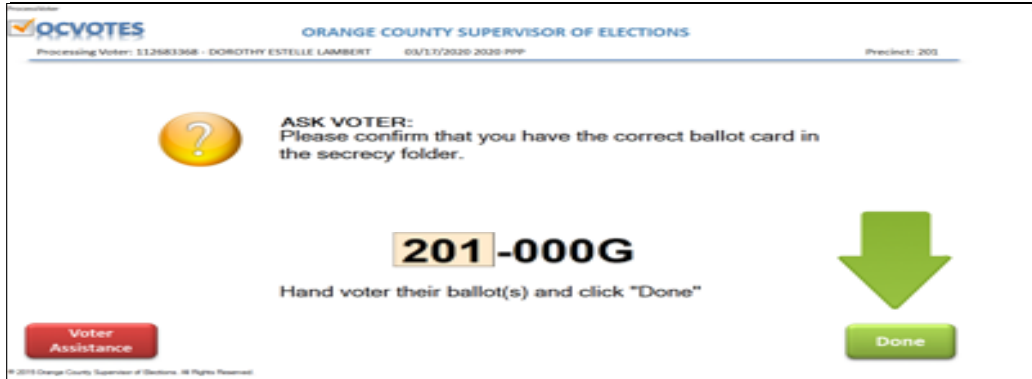


If the signature matches the signature ID presented, press **'Yes'**.

If the signature does not match, press **'No'**. Complete the **'Signature Differs Affidavit'** displayed on the screen. Follow the process on the screen to continue checking in the voter.

Proceed to **Step 6**.

6. Ballot Confirmation



Flip the tablet to the voter and have them verify they have the correct ballot in the disposable secrecy folder. After verifying the voter has the correct ballot card in the disposable secrecy folder, thank the voter, then direct them to the voting booth and press **'Done'**. You can now process the next voter in line.



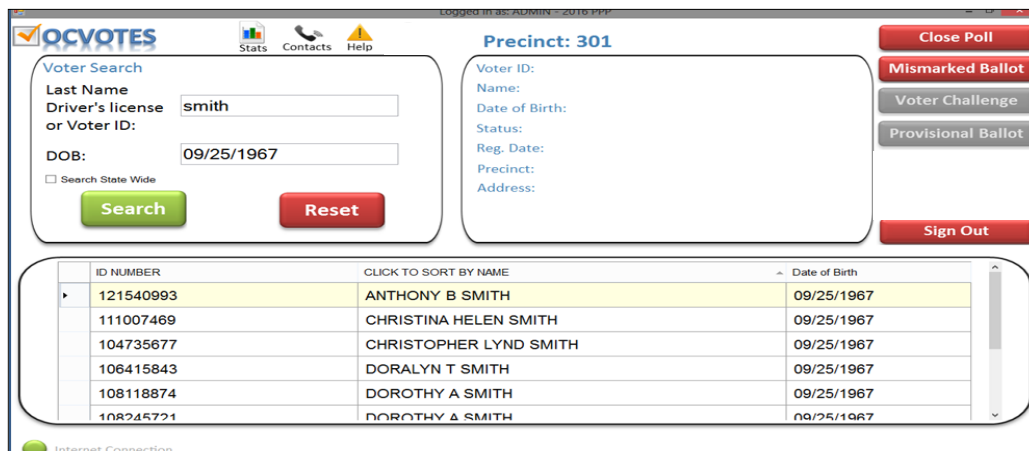
NOTE

You **do not** have to ask the voter if they need assistance. Only if the voter asks for assistance will you press the **'Voter Assistance'** button.

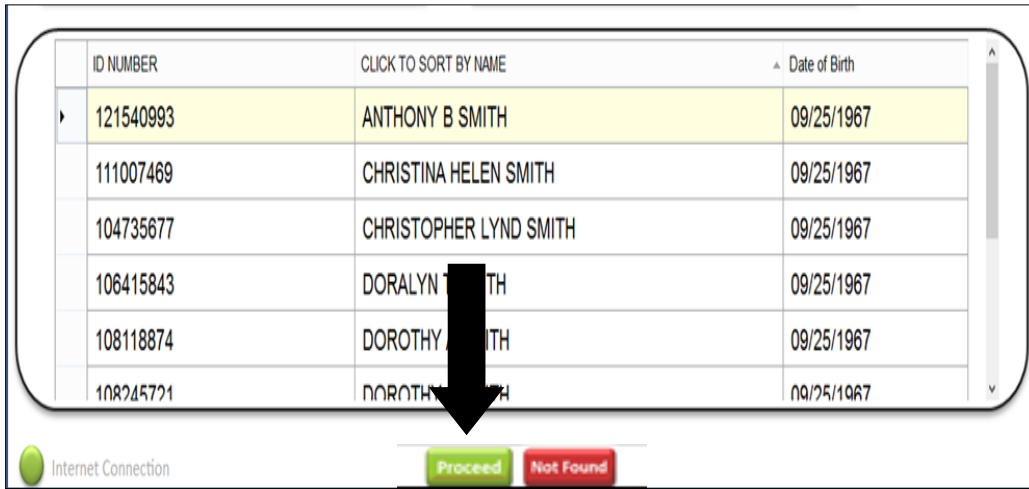
Carefully remove the ballots by pulling them out of the shrink-wrapped packet. Remove **one ballot at a time** from the packet. Leave the shrink-wrap intact and the ballots enclosed in the packet. If a voter mismarks a ballot, notify the Poll Clerk. **The ePoll Book Inspector does not take any action on a mis-marked ballot.**

Procedures for Manual Voter Search

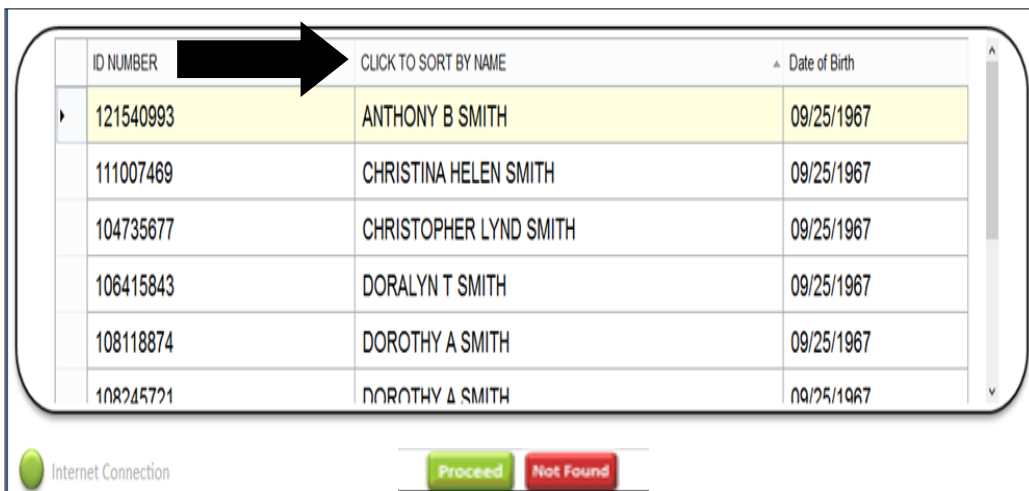
Enter the voter's last name and date of birth (i.e. smith, 09/25/1967). Results will display. **Do not enter the first name or initials at this point.**



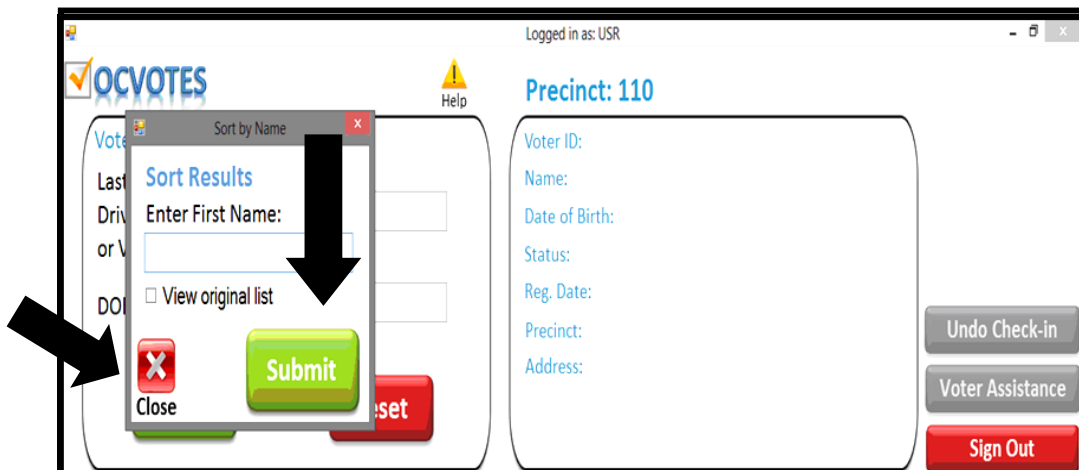
Scroll to view names. If the correct voter is found, press the name to highlight it. The **'Proceed'** button will display. Press **'Proceed'** to continue.



Follow the next steps on the screen. If the voter is not found, or too many results are displayed, you can conduct an additional search using the voter's first name. Press **'Click To Sort By Name'**.



Enter the first name or first few letters of the voter's first name in the display box and press **'Submit'**. To cancel, press **'X Close'** button.



Results will display in alphabetical order. Scroll to view names.

ID NUMBER	CLICK TO SORT BY NAME	Date of Birth
121540993	ANTHONY B SMITH	09/25/1967
111007469	CHRISTINA HELEN SMITH	09/25/1967
104735677	CHRISTOPHER LYND SMITH	09/25/1967
106415843	DORALYN T SMITH	09/25/1967
108118874	DOROTHY A SMITH	09/25/1967
108245721	DOROTHY A SMITH	09/25/1967

Internet Connection

Once you find the correct voter, press the name to highlight it. The **‘Proceed’** button will display. Press **‘Proceed’** to continue.

ID NUMBER	CLICK TO SORT BY NAME	Date of Birth
121540993	ANTHONY B SMITH	09/25/1967
111007469	CHRISTINA HELEN SMITH	09/25/1967
104735677	CHRISTOPHER LYND SMITH	09/25/1967
106415843	DORALYN T SMITH	09/25/1967
108118874	DOROTHY A SMITH	09/25/1967
108245721	DOROTHY A SMITH	09/25/1967

Internet Connection

Proceed Not Found

You can also do a sort by date of birth, but it does not bring up a pop-up window—it only sorts it in the selected order.

When doing a manual search, be sure to verify the correct spelling of a person’s name (i.e., Brown vs. Browne).

If after **Steps 1** and **2** of the manual search the voter is not found, press and highlight any name to display the **'Not Found'** button and press **'Not Found'**. A voter message will display. Complete a *Help Desk Slip* and send the voter to the HDOP. Press **'Next Voter'** to process the next voter in line.

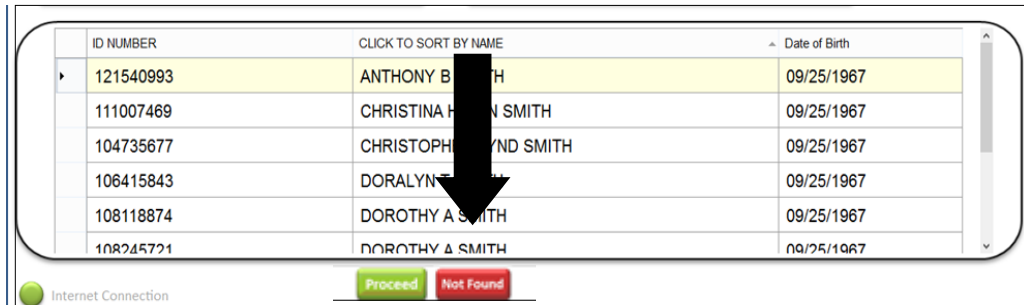
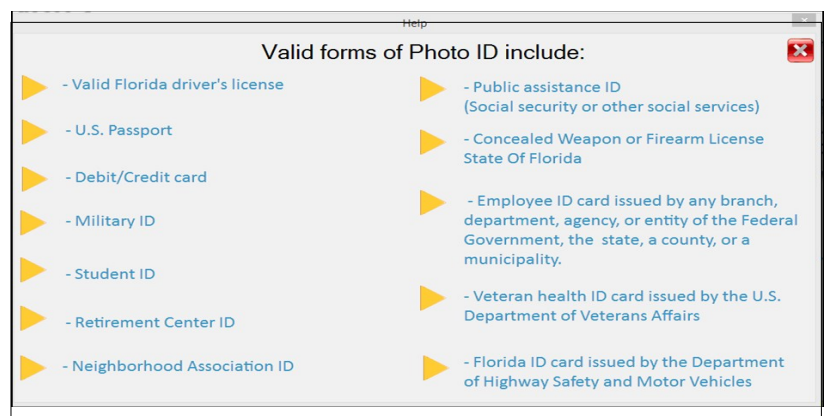
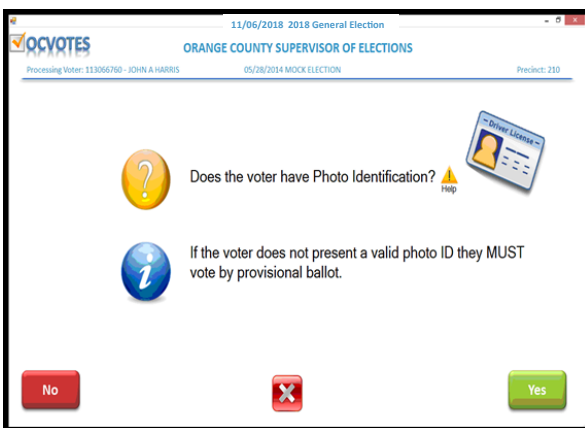


Photo Identification

When you locate a voter by conducting a manual search or scan a sample ballot, the system will automatically ask if the voter has photo identification. If the voter has photo identification, press **'Yes'** and follow the next steps on the screen.



If the voter does not have photo identification press **'No'**. A voter message will display. Complete a *Help Desk Slip* and refer the voter to the HDOP. If you are unsure which forms of ID can be used, press the **'Help'** button and a list of acceptable forms will display. **Never use** voter ID cards or Voter Information Notices as proof of identify, proof of registration status, or proof of party affiliation.

NOTE Photo and signature ID may be two separate forms of ID. Voters must have both photo and signature ID to vote a regular ballot.

Signature Identification

If the voter has signature identification press **'Yes'**. Follow the next steps on the screen. If the voter does not have signature identification, press **'No'**. A voter message will display. Complete a *Help Desk Slip* and send the voter to the HDOP.

The screenshot shows the OC VOTES interface for processing voter 123456789-TIMOTHY FRAZIER. The question is "Does the voter have Signature Identification?". Below the question is an information icon and the text: "If the voter does not present a valid Signature ID they MUST vote by provisional ballot." At the bottom, there are three buttons: "No" (red), a red "X" button, and "Yes" (green).

Voter Assistance

The screenshot shows the OC VOTES interface for processing voter 112738202 - TIMOTHY FRAZIER. The question is "ASK VOTER: 'Do you need any assistance in voting?'". Below the question is an information icon and the text: "- A voter who asks for assistance in Spanish is entitled to have that assistance." and "- ANY voter is allowed to ask for assistance from the person of his or her choice." At the bottom, there are three buttons: "No" (red), a red "X" button, and "Yes" (green).

If a voter has requested assistance in the past, this notification will automatically appear. If the voter still requests assistance, press **'Yes'** to proceed to the next screen. If a voter has never requested assistance in the past you will not see this screen.

If the voter does not require assistance, press **'No'** to proceed to the next screen.

Ask the voter if they have someone here to assist them. If they do, press 'Yes' and enter the assistor's **first and last name**. Press 'Continue'. If you fail to enter the assistor's last name, you will receive an error message. Press 'OK,' enter the assistor's **last name**, and press 'Continue'.

The **Declaration to Secure Assistance** will display. If they do not, press 'No'.

Flip the tablet over and have the voter sign the **Declaration to Secure Assistance** form. Once the voter has signed, flip the tablet back and click **'Save'**. If the voter is not satisfied with their signature, press the **'Clear'** button to start over. The ePoll Book Inspector will also sign and press **'Save'**.

OCVOTES
ORANGE COUNTY SUPERVISOR OF ELECTIONS
Processing Voter: 123456789—TIMOTHY FRAZIER 03/17/2020 2020 PPP Election Precinct: 110
Orange County, FL (Sec. 101.051 FS) * ENGLISH ○ SPANISH

DECLARATION TO PROVIDE ASSISTANCE

I, TIMOTHY ASSISTOR, have been requested by BARBARA ANN LOPEZ to provide him or her with assistance to vote. I swear or affirm that I am not the employer, an agent of the employer, or an officer or agent of the union of the voter and that I have not solicited this voter at the polling place or early voting site or within 100 feet of such locations in an effort to provide assistance.
11644 VICOLO LOOP WINDERMERE FL 34786

Assistor Signature
Signature

Sworn and subscribed to before me this 16th day of June, 2014.

ePoll Book Inspector Signature
Operator Signature

Buttons: Back, Clear, Save, Continue

Flip the tablet over and have the person assisting sign the **Declaration to Provide Assistance** form. Once the assistor has signed, flip the tablet back and click **'Save'**. The ePoll Book Inspector will also sign and press **'Save'**.

Orange County, FL (Sec. 101.051 FS) * ENGLISH ○ SPANISH

DECLARATION TO PROVIDE ASSISTANCE

I, JOE DOE, have been requested by TIMOTHY J FRAZIER to provide him or her with assistance to vote. I swear or affirm that I am not the employer, an agent of the employer, or an officer or agent of the union of the voter and that I have not solicited this voter at the polling place or early voting site or within 100 feet of such locations in an effort to provide assistance.
222 N HIAWASSEE RD APT 43 ORLANDO FL

Confirmation dialog: Affidavit has been issued. OK

Signature

Sworn and subscribed to before me this 27th day of August, 2014.

Buttons: Clear, Save

Once you press **'Continue'** after entering the names, the **'Affidavit has been issued'** the acknowledgement will display.

If the voter does not have anyone will them to assist, choose ‘No’. Two poll workers may then assist.



NOTE

If the voter does not have anyone to assist them, two poll workers can assist them. In this case, it is not necessary to complete the **Declaration to Provide Assistance** form.

Voter assistance after voter has checked in

If you notice someone providing assistance to the voter and they have not signed the affidavit, notify the Poll Clerk, who will in turn advise the voter and person assisting to return to any ePoll Book Inspector’s station to complete the necessary affidavit on the tablet. (If the Poll Clerk determines they’re just visiting each other, the Poll Clerk will ask whomever is finished to step outside while the other completes their ballot.)

Once the voter and person assisting arrive at the ePoll Book Inspector’s station, locate the voter in the tablet, then press the ‘Voter Assistance’ button.

0

Signature Differs

If the voter's signature is **substantially different** from the signature identification provided, press 'No'.



The program will automatically display the 'Signature Differs Affidavit'.

Flip the tablet, have the voter sign the affidavit, flip the tablet back and press 'Save'.

The ePoll Book Inspector will also sign and press 'Save'. Press 'Continue'. Press 'OK' on the acknowledgement box. Follow the prompts on the screen to complete processing the voter.



Vote-by-Mail Ballot

Voters who have been mailed a Vote-by-Mail ballot will be asked if they have the Vote-by-Mail ballot to surrender. If the voter has the Vote-by-Mail ballot to surrender, press 'Yes'. Write 'Cancelled' on the Vote-by-Mail ballot envelope and place inside the *ePoll Book Inspector's Envelope*. Press 'OK' and follow the screens to complete processing the voter. If the voter does not have the Vote-by-Mail ballot to surrender, press 'No'. The 'Ballot Surrender Affidavit' will display. Flip the tablet to the voter, have them sign the affidavit, flip the tablet back, and press 'Save'. 'Affidavit has been issued' message will display. Press 'OK'. Continue to process the voter.

This screenshot shows the 'Ballot Surrender Affidavit' screen for voter HELEN MENDIBLE LANHAM. The header includes the OCVOTES logo, 'ORANGE COUNTY SUPERVISOR OF ELECTIONS', and the date '03/15/2016 2005 PPP'. The main text reads: 'I certify that I have not voted a Vote-by-Mail ballot for this election, and authorize the Supervisor of Elections to cancel the Vote-by-Mail ballot issued to me. I affix my signature at the time of voting to identify as a duly registered and qualified elector in this election and this precinct.' Below the text is a large white area for a signature, with a red 'X' icon and a 'Clear' button on the left, and a 'Save' button on the right. The name 'HELEN MENDIBLE LANHAM' is printed at the bottom.

This screenshot shows the 'Ballot Surrender Affidavit' screen for voter JEFFREY C BANTZ. The header includes the OCVOTES logo, 'ORANGE COUNTY SUPERVISOR OF ELECTIONS', and the date '08/28/2018 2018 PRIMARY ELECTION'. The main text reads: 'I certify that I have not voted a Vote-by-Mail ballot for this election, and authorize the Supervisor of Elections to cancel the Vote-by-Mail ballot issued to me. I affix my signature at the time of voting to identify as a duly registered and qualified elector in this election and this precinct.' Below the text is a large white area for a signature, with a red 'X' icon and a 'Clear' button on the left, and a 'Save' button on the right. The name 'JEFFREY C BANTZ' is printed at the bottom. A 'Confirmation' pop-up window is displayed in the center, containing the message 'Affidavit has been issued.' and an 'OK' button.

If the voter has already mailed in their Vote-by-Mail ballot and it has been processed, the following message will display. Complete a *Help Desk Slip* and send them to the HDOP.

This screenshot shows the 'ProcessVoter' screen for voter AAREN SCOTT GEORGE. The header includes the OCVOTES logo, 'ORANGE COUNTY SUPERVISOR OF ELECTIONS', and the date '03/17/2020 2020 PPP Election'. The main text reads: 'Voter Details: 118716027 - AAREN SCOTT GEORGE. I am unable to assist you with this change/issue. Would you please proceed to the help desk for further assistance?' Below the text is a large red banner with the message 'Voter is not eligible to vote in this election because voted a Vote-by-Mail ballot.' At the bottom, there is a red 'X' icon, the text 'PLEASE SEND VOTER TO THE HELP DESK', and a 'Next Voter' button.

Voter Out of County

The system will determine if the voter is out of county. If a voter is determined to be out of county, press **'Proceed'**. A voter message will display. Complete a *Help Desk Slip* and send the voter to the HDOP. Press **'Next Voter'**.

OCVOTES Precinct: 110

Voter ID: 113472558 County: BRO
 Name: GRANT, WAYNE F
 Date of Birth: 06/19/1959
 Status: ACTIVE
 Reg. Date:
 Precinct: R015
 Address: 1839 MIDDLE RIVER DR
 APT 100 FT LAUDERDALE 33305

Attention! - Voter found out of county.

Undo Check-In
 Voter Assistance
 Sign Out

ID NUMBER	CLICK TO SORT BY NAME	Date of Birth
113472558	GRANT, WAYNE F	6/19/1959 12:00:00 AM
110976145	GRANT, WAYNE FELTON	6/19/1959 12:00:00 AM

Proceed Not Found

Incorrect Precinct

If a voter is determined to be in the incorrect precinct, press **'Proceed'**. A voter message will display. Complete a *Help Desk Slip* and send the voter to the HDOP. Press **'Next Voter'**.

OCVOTES Precinct: 210

Voter ID: 118716027
 Name: AAREN SCOTT GEORGE
 Date of Birth: 06/24/1992
 Status: ACTIVE
 Reg. Date: 02/18/2011
 Precinct: 515
 Address: 130 GALAHAD LN
 MAITLAND FL 32751

Attention! - Voter not in correct precinct.

Undo Check-In
 Voter Assistance
 Sign Out

ID NUMBER	CLICK TO SORT BY NAME	Date of Birth
113237942	A JANE GERGLEY	01/20/1947
118716027	AAREN SCOTT GEORGE	06/24/1992
120327972	AARON GEIB	01/01/1973
112966986	AARON JAMES GERARDI	11/11/1984
112937234	AARON JOSEPH GEIGER	08/16/1983
112978881	AARON MCCOY GEORGE	09/20/1973

Proceed Not Found

Challenged Voter

If a voter is challenged at the polls, have the person entering the challenge complete the *Oath of Person Entering Challenge*, located in the HDOP expandable folder. Pre-challenged voters will include two copies—one copy is given to the voter being challenged..

OATH OF PERSON ENTERING CHALLENGE
(Sec. 101.111 (1) FS)

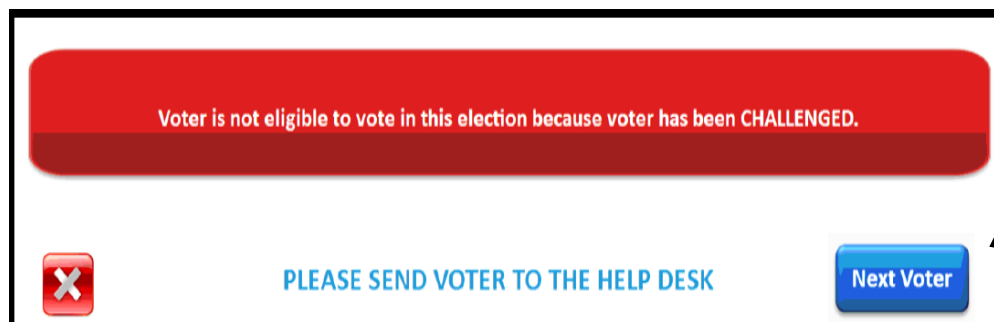
Any elector or poll watcher challenging the right of a person to vote shall execute the oath set forth below:
State of Florida
County of Orange

I do solemnly swear that my name is _____, that I am a member of the _____ Party; that I am a registered voter or pollwatcher; that my residence address is _____ in the municipality of _____; and that I have reason to believe that _____ is attempting to vote illegally and the reasons for my belief are set forth herein to wit: _____

Sworn to and subscribed to before me _____ (Signature of Person Challenging Voter)
this _____ day of _____, _____ (Clerk of Election)

These voters are sent to the HDOP and will vote a provisional ballot and the canvassing board will verify whether the challenge was legitimate or not.

If after locating a voter the screen identifies the voter as being challenged, press '**Proceed**'. A voter message will display. Complete a *Help Desk Slip* and send the voter to the HDOP. Press '**Next Voter**'.



Closing

Once the Poll Clerk announces the polls are closed and the last voter has voted, press '**Sign Out**'.

1. Power down the tablet, pressing the button on the top left of the tablet.
2. Unplug from the extension cord and power strip. Place extension cord and power strip back in the Deputy Supply Box.
3. Place the tablet back into the case with barcode showing.
4. Make sure the **completed** *Cancelled Vote-by-Mail Ballots* are in the ePoll Book Inspectors envelope. Epoll Inspectors envelope goes into the sealed Blue Provisional Ballot Bag at the end of the night and returned to the assigned collection site.

The Paper PR/PL Book



You will only follow these procedures if all of the ePoll tablets in your precinct are NOT operable and the Clerk has called the Elections Office.

Materials Found In The Back-Up Paper PR/PL Bag

- ⇒ Back-up paper PR/PL book(s)
- ⇒ Precinct updates (move in sheets and labels—ABS/EV)
- ⇒ PRV Slips with pre-printed messages
- ⇒ One back-up PR/PL Guide Instructions

If Needed: Procedures for Processing Voters

Place any updated pages with move-in voters in the front of the book.

Place any updated labels in this book prior to processing voters.

You can process the vast majority of voters by following **Steps 1—10**. Completed forms and cancelled Vote-by-Mail ballots should be placed in the ePoll Book Inspector’s envelope.

1. **Name:** Look for the voter’s name in the *PR/PL Book*, verifying that the voter’s name is correct. Be careful with fathers and sons, mothers, and daughters with the same name. In these cases, check the date of birth.

<i>Name Found</i>	Go to Step 2 .
<i>Name Not Found</i> (First, check the update sheet and/or ask the voter if it is possible that he or she is listed by a different name.)	Complete <i>PRV/PL Slip</i> and check ‘ Voter name not on PR/PL ’ box. Send voter with completed slip to the HDOP.
<i>Different name is found on PR/PL</i>	Complete <i>PR/PL Slip</i> and check ‘ Voter’s name has changed/misspelled ’ box. Send voter with completed slip to the HDOP.

2. **Address:** Ask the voter, “Do you still live at the address we have on file?”

<i>Address Matches PR/PL</i>	Go to Step 3.
<i>Voter Is Unsure</i>	State the address printed on the page to the voter. If the address matches, go to Step 3. If the address differs, continue with the step below.
<i>Address Differs From PR/PL</i>	Complete <i>PR/PL Slip</i> and check ‘ Voter’s address has changed ’ box. Send voter with completed slip to the HDOP.
<i>Address line says ‘EXEMPT FS 119.07’</i>	Florida Statutes allow for certain individuals (for example, judges, police officers, etc.) to have their residence address held from public record. Ask the voter, “Do you still live at the address we have on file?” If yes, go to Step 3. If no, complete <i>PR/PL Slip</i> and check ‘ Voter’s address has changed ’ box. Send voter with completed slip to the HDOP.

3. **Messages:** Look for any message printed in the space where the voter should sign (or on an updated label).

<i>No Message Found</i>	Go to Step 4.
<i>Message Says: Vote-by-Mail, and voter has ballot to surrender</i>	Take the Vote-by-Mail ballot from the voter, write ‘ Cancelled ’ on the envelope and place inside the ePoll Book Inspector envelope. Go to Step 4. DO NOT OPEN SEALED VOTE BY MAIL ENVELOPES!
<i>Message Says: Update Needed or Vote-by-Mail, but voter has no ballot to surrender</i> <i>OR</i> Voted Early or Must Call or Challenged Voter	Complete <i>PR/PL Slip</i> and check the appropriate box. Send voter with completed slip to the HDOP.

4. **Asterisk (*)**: Indicates that the voter **'Needs Assistance'**. The asterisk is located in front of the voter's name (Example ***Mary Smith**).

<p><i>No Asterisk and Voter Does Not Need Assistance</i></p>	<p>Go to Step 5.</p>
<p><i>(*) Asterisk Found</i></p>	<p>Ask the voter if they have someone there to assist them in voting. A voter who asks for assistance in Spanish is entitled to have that assistance. Any voter is allowed to ask for assistance from the person of his or her choice. If the voter does not have anyone there to help them, then two poll workers may assist the voter. If a person other than an election official provides assistance in voting, the person providing the assistance must complete the bottom portion of the Declaration to Provide Assistance form. Place the completed form in the ePoll Book Inspector Envelope. Go to Step 5.</p>
<p><i>Asterisk <u>Not</u> Found and Voter <u>Needs</u> Assistance</i></p>	<p>Have the voter complete the top portion of the Declaration to Secure Assistance form. Check the appropriate box indicating if the assistance is needed for just this election or for all elections. Ask voter to sign the form. Have the person (s) providing the assistance complete the bottom portion of the Declaration to Provide Assistance form. Place the completed form in the ePoll Book Inspector Envelope. Go to Step 5.</p>

5. **Verify Photo ID:** Ask to see Valid photo ID. All voters **must** present Valid photo ID. If the voter does not have Valid photo ID, they **must** vote a provisional ballot.

<i>Voter Has Valid Photo ID</i>	Use it to verify the voter’s identity (not the address). Go to Step 6 .
<i>Voter Has No Photo ID</i>	Complete <i>PR/PL Slip</i> and check the ‘ No photo presented ’ box. Send the voter with the slip to the HDOP.

6. **Verify Signature ID:** All voters **must** present signature ID. If the voter does not have signature ID they **must** vote a provisional ballot.

<i>Voter Has Signature ID</i>	Go to Step 7 .
<i>Voter Has No Signature ID</i>	Complete <i>PR/PL Slip</i> and check the ‘ No signature ID ’ box. Send the voter with the slip to the HDOP.

7. **Label and Voter Signs:** If the voter has signature ID, the voter should sign in the line provided. Compare the signature with the signature ID provided by the voter. If needed, the edge of the envelope can be used to guide a blind voter to the signature line in the *PR/PL Signature Book* (if used).

<i>Signature Matches</i>	Go to Step 8 .
<i>Has Signature ID, Signature Does Not Match</i>	Complete Signature Differs Affidavit form and ask the voter to sign the form. Place completed form in the ePoll Book Inspector’s Envelope. Go to Step 8 .
<i>No Signature ID</i>	Complete <i>PR/PL Slip</i> and check the ‘ No signature ID ’ box. Send voter with completed slip to the HDOP.

8. **Issue The Ballot:** The ePoll Book Inspector issuing the ballots hands you the ballot (s). Give ballot (s) to the voter and have the voter verify they are receiving the correct ballot (s). The ballot card numbers are printed on the voter's label. Go to **Step 9**.
9. **Your Initials:** Initial the *PR/PL Signature Book* to show that you have verified the photo and signature.

Be Aware: Photo and signature identification may be two separate forms of ID. As long as the voter presents both photo and signature, whether on one form of ID (i.e., driver's license) or two separate forms of ID (i.e., student ID and credit card) and they match, the voter is eligible to vote.

Never use voter ID cards or voter information notices as proof of identity, registration status, or party affiliation.

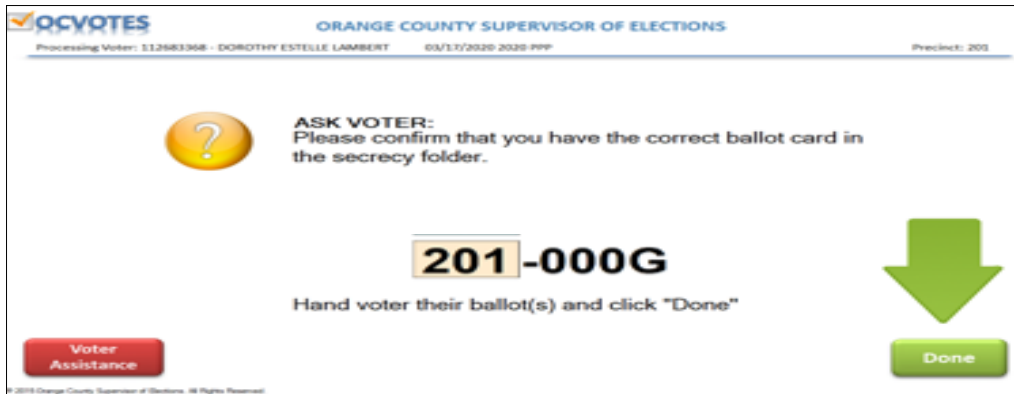
**ATTENTION POLL CLERK**

These are your ballot accounting procedures for back up PR/PL :

- ⇒ You will have to count the number of ballots issued while using the back-up paper PR/PL book.
- ⇒ Count the signatures in the back-up paper PR/PL book and add the total to the corresponding number of ballots issued for that specific card.

Ballot Issuing: During Voting Hours

Locate the ballot card numbers on the tablet.



1. Carefully remove the top ballot by pulling it out of the shrink-wrapped packet. Remove **one ballot at a time** from the packet. Leave the shrink-wrapped in transfer boxes under the ballot Issuer table until needed.
2. Place ballots in the secrecy folder.
3. Hand ballots, in the secrecy folder, to the worker at the appropriate tablet—this includes the HDOP.



NOTE

If a voter mis-marks a ballot, notify the Poll Clerk. Poll Clerks will handle this task.

As you use up a packet of ballots, the Poll Clerk will issue a new packet of the same ballot card number.



WHAT TO DO IF...

What do I do if I pulled out the wrong ballot for the voter?

- ⇒ If you notice it before you hand the ballot to the voter, place the wrong ballot back into the packet it came from and pull the correct ballot from the packet and place it inside the disposable secrecy folder.
- ⇒ If the voter notices it at the ePoll station as they are verifying their ballots, replace it with the correct ballot. Place the one that was issued incorrectly back in the packet it originally came from.

What do I do if the voter says, “I was issued the wrong ballot,” but the numbers match what the ePoll book shows?

⇒ Contact the Poll Clerk.

What do I do if the voter comes back to me asking for a replacement ballot because they made a mistake on their ballot?

⇒ Call the Poll Clerk over so they can issue the voter a replacement ballot. The replacement ballots should come from your packets of ballots.

Ballot Issuing: End of Day

Two poll workers will handle ballot verification.

1. Ask the Poll Clerk for the *Election Day Check-Off List*. **Exhibit 8 pgs. 75 & 76**
2. Open all ballot transfer case (s) and remove the orange paper seals.
3. Place all full packets into transfer cases for the Poll Clerk to complete Ballot Accounting.
4. Gather the partial packets of ballots for the Poll Clerk to do Ballot Accounting.
5. Once the Poll Clerk/VSI breaks the seal and unlocks the ballot door on the Tabulator tub, remove **all ballots** from the tub.
6. Neatly pack the voted ballots into the gray bins. **Do not** separate the ballots by card number.
7. Once the Poll Clerk has completed Ballot Accounting, place all unused partial/full ballots into ballot transfer cases. ALL ballot transfer cases, including empty, will be returned to collection site at the end of the night
8. The **only** ballots that should be remaining and **not** packed into the transfer case (s) are the **mis-marked ballot envelope** , **un-scanned ballots**, which are unable to be read by the Tabulator and have been placed in the *Not Counted/Un-scanned Ballot* (large clear zip-lock bag) and **Express Vote exchange ballots** including blank stock (Large Clear Express vote bag). **ONLY** these ballots go into the **sealed results box** and returned to the collection site at the end of the night.
9. After the Poll Clerk finishes Ballot Accounting, use the orange paper seals to seal each transfer case and initial each seal along with another poll worker.
10. Sign the ‘**End of Day**’ section on the tablet, along with Poll Clerk and another poll worker.

Voting Systems Inspector (VSI)

Materials Needed by the VSI

- ⇒ Tabulator (DS200)
- ⇒ ExpressVote® and ballot cardstock
- ⇒ *VSI Election Day Check-Off List*
- ⇒ Red tape (for marking the waiting line)
- ⇒ “**I Voted**” stickers
- ⇒ Clear media bag containing:
 - ◇ *Media Control Form (Exhibit 4)*
 - ◇ One Green plastic number seal for ballot door on the Tabulator
 - ◇ Three large precinct labels to place in pouch on front of Tabulator, ExpressVote® (not to be removed at the end of the day)
 - ◇ Tabulator/ExpressVote® thumb drives
 - ◇ Uncounted stickers (see Poll Clerk)
 - ◇ Election passcode for Tabulator and ExpressVote®
 - ◇ One set of keys for Tabulator and ExpressVote®
 - ◇ Seven red plastic number seal (including one spare)
 - ◇ Two orange plastic number seal for voted ballot bin (gray)

About the VSI

- ⇒ The voting equipment in the polling place is programmed to accept only those ballots which are valid for that precinct.
- ⇒ Responsible for properly assembling and verifying that the Tabulator and ExpressVote® are both ready for voters to vote on before the polls open.
- ⇒ Positioned close to the Tabulator and ExpressVote® for the entire day to assist voters in casting their vote and provide technical support.

VSI Duties Before the Polls Open

Upon arrival at the polling place, locate the Tabulator and ExpressVote®.

⇒ See the Poll Clerk for the pre-determined location for set-up and for the clear media bag.

First setup the Tabulator following the *VSI Election Day Check-Off List*.

Setup the ExpressVote® following the *VSI Election Day Check-Off List*.

Ensure the Emergency Ballot Box (EBB) is closed and secured with the signed red seal taped on top of the EBB.

If any troubleshooting is needed, refer to the *VSI Troubleshooting Guide* to fix the issue or call the **Equipment and Modeming Problems** line listed on the *Telephone Contact Sheet*.

VSI Duties During Voting Hours

- ⇒ On the Tabulator, make sure that the message on the screen reads, '**Welcome, Please Insert Your Ballot**' before you allow the voter to insert their ballot(s).
- ⇒ If the voter mis-marks his/her ballot, you should make every effort to get the voter to properly mark their ballot.
- ⇒ If the voter agrees, have the voter touch the '**Return**' button and send the voter back to the privacy booth to remark the ballot or to the Poll Clerk to be issued a new ballot.
- ⇒ If the voter over-votes his/her ballot, you should make every effort to get the voter to properly mark their ballot. If the voter agrees, have the voter touch the '**Correct Your Ballot**' button. Direct the voter with the mis-marked ballot to the Poll Clerk to be issued a new ballot.
- ⇒ If at any time during voting hours the Tabulator is out-of-service, use the *Emergency Ballot Box (EBB)* until the Tabulator is replaced or restored.
- ⇒ If a voter requests to use the ExpressVote®, call the Poll Clerk to take over the Tabulator while you assist the voter on the ExpressVote®.
 - ◇ You will take the paper ballot from the voter that was issued by the ePoll Book Inspector.
 - ◇ The voter will confirm that you have selected the correct ballot on the ExpressVote® and press '**Activate**'.
 - ◇ Rip the paper ballot in half and place it in the ExpressVote® envelope.
 - ◇ VSI inserts ballot card stock into the ExpressVote® and follows instructions on the screen.

- ◇ After the voter has voted their ballot, have the voter take the voted ballot card stock to the Tabulator so they can cast their ballot.
- ⇒ If the voter is visually impaired, offer them the set of headphones and assist them to find the volume button and they will receive all the instructions through the headphones.

VSI DUTIES AFTER THE POLLS CLOSE

- ⇒ After the polls close, verify with the Poll Clerk that all voters in the polling place have voted.
- ⇒ If the EBB was used, open the box and feed all ballots into the Tabulator.
- ⇒ If the Tabulator rejects any of these ballots, place the rejected ballots into the *Not Counted (Un-scanned) Ballot* clear large ziplock with unscanned sticker.
- ⇒ Give Clerk the Expressvote Large Clear Bag with Expressvote ballot exchange (if any) and all unused Expressvote blank stock, these ballots go into the sealed results box at the end of the night and returned to the collection site
- ⇒ Follow the instructions on the *VSI Election Day Check-Off List* for modeming results and printing results tapes then shutting down the Tabulator.
- ⇒ Follow the instructions on the *VSI Election Day Check-Off List* on how to shut down and pack up the ExpressVote®.
- ⇒ Assist with all other tasks as needed to return voting room back to the way it was found at 6 a.m.
- ⇒ The Poll Clerk will dismiss you when all work is completed.

Help Desk Oath Person (HDOP)

HDOP **MUST** pick up HDOP tablet on the Monday BEFORE the Election at their scheduled time and **MUST** complete the cell phone check.

Materials Needed by the HDOP

- ⇒ Tablet w/ Mifi unit, USB drive attached (**change from 2020 Election, not in clear media pouch**)
- ⇒ Blue Provisional Ballot Bag—Provisional ballot envelopes (**Exhibit 3**)
- ⇒ Electrical extension cord (inside EBB box)
- ⇒ HDOP Expandable Folder
 - ◇ *Telephone Contact Sheet*
 - ◇ Magnifier
 - ◇ Black ballpoint pens
 - ◇ *Oath of Person Entering Challenge* form (**EXHIBIT 5**)
 - ◇ Precinct Map
 - ◇ HDOP envelope
 - ◇ *Election Day Checklist* (in manual)
 - ◇ Back-up paper forms
 - ◇ *Signature Guide*
 - ◇ *Mifi Troubleshooting Guide*
 - ◇ *Name Change Affidavit* (**Exhibit 6**)

About the HDOP

Responsible for assisting voters who are exceptions to the normal voting pattern. This includes:

- ⇒ Name or address is different or not listed in the ePoll Book
- ⇒ Voter has moved into your precinct and has been sent from another polling place
- ⇒ Voter does not have proper identification
- ⇒ A specific message appears on the ePoll Book screen
- ⇒ Voter disputes party affiliation (Primary only)
- ⇒ Voter challenges

HDOP Duties Before Election Day

- ⇒ **MUST** Pick up HDOP tablet the **Monday** before Election Day at your assigned time and complete cell phone check.

HDOP Duties Before The Polls Open

- ⇒ Set up the HDOP tablet and log in. (DO NOT USE USB TO UPDATE HDOP TABLET)
- ⇒ Update ePoll tablets with the USB drive resting between HDOP tablet and stand by **6:15 a.m.**; after updating, return USB drive to storage between HDOP tablet and stand.
- ⇒ Assist other poll workers with polling place set-up.

HDOP Duties During Voting Hours

- ⇒ Assist voters sent by ePoll Book Inspectors.
- ⇒ Read the *Help Desk Slip* to determine why the voter is being sent to you.
- ⇒ Have the voter write directions on the back of a *Help Desk Slip* for those voters being directed to a different polling place or email them the directions using the HDOP tablet.
- ⇒ **Do not handle mis-marked ballots. This is the Poll Clerk's responsibility.**
- ⇒ HDOP **will** also process "regular" voters when not processing a voter with an exception.

If the HDOP tablet is not working, contact the **Help Desk** line on your *Telephone Contact Sheet*, but continue to work with voters using forms in your HDOP expandable Folder:

- ⇒ *On PR/PL Affirmation/Affidavit forms*
- ⇒ *Not On PR/PL Affirmation/Affidavit forms*
- ⇒ *Signature Differs forms*
- ⇒ *Declaration to Secure/Provide Assistance forms*
- ⇒ *Oath of Person Entering Challenge forms*

All forms listed are used to document an exception to the normal voting process. The information collected on these forms is used to update voter registration records as needed. After completing the correct procedure, the completed forms are placed in the HDOP envelope.

Precinct-specific items in the HDOP expandable Folder:

⇒ Precinct Map

Provisional Ballots

- ⇒ As defined in the law, a provisional ballot means a ballot issued to a voter by the Election Board at the polling place on Election Day for one of the following reasons:
- ◇ Voter's name does not appear on the tablet and voter's eligibility cannot be verified, even after contacting the Elections office.
 - ◇ Voter refutes the Elections office's confirmation that he/she is not registered/eligible.
 - ◇ There is a message on the tablet that the voter has returned the Vote-by-Mail ballot or has voted early, but the voter maintains that he/she has not voted.
 - ◇ Voter cannot produce photo and/or signature identification.
 - ◇ A voter has been challenged, either with a printed message on the ePoll Book tablet or at the polling place on Election Day and is claiming eligibility.
 - ◇ Extended Hour Only:
 - ◆ Cast vote after 7 p.m. due to extended hours at polls by qualified voter or eligibility undetermined.
- ⇒ HDOP determines if a voter must vote a provisional ballot, and completes the appropriate paperwork for this process. Poll Clerk provides the provisional ballot to the HDOP.
- ⇒ **All provisional ballots must be processed using the HDOP tablet.**
- ⇒ Do not issue a voter a provisional ballot if you have determined that the voter lives in another precinct. Direct the voter to the proper precinct.
- ⇒ A provisional ballot is to be used as a last resort after attempting to get through by telephone to the Elections office, and should only be issued to a voter who lives in your precinct.
- ⇒ A voter with a disability may vote their provisional ballot on the ExpressVote®, but must give the ExpressVote® card to the HDOP and not place it in the Tabulator.
- ⇒ *Provisional Ballot Voter's Certificate and Affirmation* envelope must be completed and the tracking number on the envelope entered into the HDOP tablet.
- ⇒ HDOP tears off the *Notice of Rights for Provisional Ballot Voter* from the provisional ballot envelope and gives it to the voter.

HDOP Duties After The Poll Closes

- ⇒ Sign out of OCVotes—but **DO NOT** shut down the HDOP tablet.
- ⇒ All **completed** forms are placed in the HDOP envelope, including *Help Desk Slips*.
- ⇒ The HDOP places this envelope into the Blue *Provisional Ballot* bag.
- ⇒ The HDOP gives the Poll Clerk the Blue *Provisional Ballot* bag containing the HDOP envelope along with voted provisional ballots (if any).
 - ◇ The Poll Clerk makes sure the number of provisional ballots is written on the outside label—even if zero—and that number matches the total from the number on the HDOP tablet. Don't seal the Blue Provisional Ballot bag until the ePoll Book Inspector's envelopes have been placed inside.
 - ◇ The Poll Clerk makes sure the Blue Provisional Ballot bag is sealed with the red plastic number seal and is transported to collection site at the end of the night.
 - ◇ If you have not issued any provisional ballots, you need to seal the Blue Provisional Ballot bag.
- ⇒ Assist the Poll Clerk with Ballot Accounting.
- ⇒ Re-pack the HDOP tablet, checking to make sure the USB drive is placed back into the clear pouch located on the base of their tablet, and the Mifi unit is attached.
- ⇒ Assist with all other tasks as needed to return the voting room back to the way it was found at 6 a.m.
- ⇒ The Poll Clerk will dismiss the HDOP when all work is completed.

A decorative banner with a light gray background and a green outline. The banner has a central rectangular section with rounded corners containing the word "Exhibits" in bold black text. The banner tapers to points on both sides, resembling a ribbon or a stylized ribbon.

Exhibits

EXHIBIT 1

POLL DEPUTY CHECK-OFF LIST

POLL DEPUTY DUTIES BEFORE THE POLLS OPEN

- *Insert paper precinct number sheets in the plastic sleeves on each side of the precinct sign (s).
- With the assistance of another Election Board member, place the precinct sign (s) at the curb, visible to traffic.
- Post all directional signage inside and outside, if applicable.
- *Place easels with signboard and map board inside the polling place, visible to voters.
- *Assemble all voting booths, including a “special needs” booth on a tabletop.
- *Verify that voting instructions are posted in each booth.
- *If applicable, tape one **Notice to Voters** in each voting booth.
- Distribute pens to the ePoll Book Inspectors, and give the pen box to the VSI for the collection of the pens.
- Measure the 150-foot “No Solicitation” zone, and place the “No Solicitation Zone” cone at the 150-foot mark.
- Using chalk, draw lines outside on the ground every 6 feet to ensure social distancing for the line of voters.
- *With the Poll Clerk, identify seating for voters having trouble standing in line.

POLL DEPUTY DUTIES DURING VOTING HOURS

- By 7 a.m., be stationed outside the polling place entrance.
- Greet voters and remind them to have their photo and signature ID ready when they get inside.
- Open the door for voters.
- Assist any voter who may need assistance entering the polling place.
- Check the line for voters having trouble standing in line—offer a ticket and seating if needed.
- Monitor the line to ensure voters are practicing social distancing.
- Limit the number of voters inside the voting room as needed.
- Monitor the “No Solicitation” zone.
- Report any problems to the Poll Clerk.
- NEVER send a voter away—send them inside for additional help.
- NEVER accept a Vote-by-Mail ballot—send them inside for additional help.
- Record the number of people in line every hour, even if it’s zero “0” (see box to the right).

*Can be completed the day before

Pct: _____

Number of voters waiting in line:

7 a.m.: _____

8 a.m.: _____

9 a.m.: _____

10 a.m.: _____

11 a.m.: _____

12 p.m.: _____

1 p.m.: _____

2 p.m.: _____

3 p.m.: _____

4 p.m.: _____

5 p.m.: _____

6 p.m.: _____

7 p.m.: _____

POLL DEPUTY CHECK-OFF LIST

POLL DEPUTY DUTIES AFTER THE POLLS CLOSE

- At 7 p.m., stand behind the last voter, if applicable—anyone in line by 7 p.m. is still eligible to vote.
- After the last voter has voted, with the assistance of another Election Board member, bring in the precinct sign (s).
- Bring in the “No Solicitation Zone” cone (s).
- Bring in any directional signage placed prior to the polls opening, if applicable.
- Pack up easels, signboard, and map board.
- If applicable, remove any notices taped in the voting booths.
- Repack the voting booths and place them back in the box on the pallet.
- Post a copy of the election results on the door to the polling place—be sure to write “Unofficial Results” across the top.
- Return your Poll Deputy badge to the Poll Clerk, along with this *Poll Deputy Check-Off List*.
- Assist with all other tasks as needed to return the voting room back the way it was found at 6 a.m.

EXHIBIT 2: HELP DESK SLIP

Front

Help Desk Slip		Pct # _____
Voter's Name: _____	D.O.B: _____	
Voter's ID Number: _____	ePoll Book Inspector's Initials: _____	
<input type="checkbox"/> Voter's name has changed/misspelled	*AUTOMATIC PROVISIONALS (No Phone Call to Office Required) <i>ALL Provisionals MUST be completed on Tablet</i>	
<input type="checkbox"/> Voter's address has changed		
<input type="checkbox"/> "Update Needed" Message	<input type="checkbox"/> Early Voted	
<input type="checkbox"/> "Must Call" message	<input type="checkbox"/> No Photo ID	
<input type="checkbox"/> Political Party in question	<input type="checkbox"/> No Signature ID	
<input type="checkbox"/> Voter Not Found	<input type="checkbox"/> Challenged Voter	
	<input type="checkbox"/> Wrong Precinct	
(*paperclip this slip to the Provisional Ballot Envelope)		

Back

New Polling Place (Have Voter Complete this Information and take with them)	
Precinct #: _____	Facility Name: _____
Directions listed on the Help Desk Tablet:	

EXHIBIT 3: PROVISIONAL BALLOT VOTER'S CERTIFICATE AND AFFIRMATION ENVELOPE

Front

Back

PROVISIONAL BALLOT PROCESSING PROCEDURES

PROCEDURES FOR ELECTION OFFICIAL TO FOLLOW:

1. Have the voter complete the Provisional Ballot Voter's Certificate and Affirmation on reverse side.
2. Witness the voter's signature and complete the "Election Official" section of the Certificate.
3. Check reason(s) for issuance of Provisional Ballot in box(es) below.
4. Direct voter to mark ballot, place in secrecy sleeve, and seal in this envelope.
5. Issue the voter the Notice of Rights for Provisional Ballot Voter stub.
6. Place Provisional Ballot envelope in the blue Provisional Ballot Pouch.

REASON FOR PROVISIONAL BALLOT:
(Check all that apply)

Voter's name does not appear on the precinct register and voter's eligibility cannot be verified.

Voter refuses that he or she is not registered/eligible to vote.

There is an indication on the precinct register that the voter has requested a Vote-By-Mail ballot and the voter does not have a ballot to surrender. Poll worker cannot verify that the voter has not voted.

There is an indication on the precinct register that the voter has returned the Vote-By-Mail or has voted in the office or at an early voting site, but the voter maintains that he or she has not voted although the Election office has verified.

Voter did not provide picture/signature identification.

Indication on precinct register that voter's status is pending because FL DL #, FL ID card # or SSN is not yet verified by the state.

Voter's ID signature and signature given do not match. Voter refuses affidavit.

Voter is challenged at the precinct (attach copy of challenge – do not enclose oath in envelope).

There is an indication on the precinct register that the voter has been challenged in this election.

Other (provide comment) _____

EXTENDED HOURS ONLY:
Vote cast after 7pm due to extended hours at the polls by: Qualified voter Undetermined eligibility

INFORMATION VERIFIED AT SUPERVISOR OF ELECTION OFFICE

Registered? Yes ___ No ___ Voter Record Status: _____

FVRS Voter ID Number: _____

Residence Address (if different): _____

Voted in correct precinct? Yes ___ No ___

Voter cast Vote-By-Mail ballot? Yes ___ No ___

Voted during Early Voting? Yes ___ No ___

Signature match? Yes ___ No ___ (Attach copy)

Investigative findings: _____

Office Recommended Action: Should COUNT Ballot
 Should NOT COUNT Ballot
 Requires Canvassing Board Determination

CANVASSING BOARD ACTION

PROVISIONAL BALLOT VOTER'S CERTIFICATE AND AFFIRMATION
(Section 101.048(3) and 101.049, Florida Statutes)

PAPELETA PROVISIONAL CERTIFICADO Y AFIRMACIÓN DEL VOTANTE
(Sección 101.048(3) y 101.049, Estatutos de la Florida)

YOU MUST VOTE IN THE PROPER PRECINCT FOR YOUR BALLOT TO BE COUNTED

USTED DEBE VOTAR EN EL PRECINCTO QUE LE CORRESPONDE PARA QUE SU PAPELETA SEA CONTADA

PROCEDURES FOR VOTER TO FOLLOW:

1. Voter must complete and sign this Provisional Ballot Voter's Certificate and Affirmation in front of the Polling Place Election Official.
2. Election Official must sign as a witness and complete the reverse side of the envelope.
3. Voter marks their ballot in secret. Place ballot in secrecy sleeve, place secrecy sleeve/ballot inside this Provisional Ballot Certificate Envelope. Remove the envelope stub and seal the envelope. Voter keeps stub.
4. Provisional Ballot Envelope should be stored in the designated Provisional Ballot bag and returned to the Elections Office for processing.

PROCEDIMIENTOS A SEGUIR PARA EL VOTO PROVISIONAL:

1. El votante debe completar y firmar este Certificado y AfirMACión de Papeleta Provisional del Votante como el Oficial Electoral del Centro de Votación.
2. El Oficial Electoral debe firmar como testigo y completar el reverso del sobre.
3. El votante marca su voto en secreto. Coloque la papeleta en la cubierta de confidencialidad/papeleta dentro de este sobre de Papeleta Provisional. Retire el talón del sobre y selle el sobre. El votante guarda el talón.
4. El sobre de Papeleta Provisional debe almacenarse en el bolso designado para Papeletas Provisionales y devolverse a la Oficina de Elecciones para su procesamiento.

State of Florida, County of Orange
I do solemnly swear (or affirm) that my name is _____

(First) (Middle) (Last)

that my date of birth is _____ that I am registered and qualified to vote in Orange County, Florida; that I am registered in the _____ Party; that I am a qualified voter of the county; and that I have not voted in this election. I understand that if I commit any fraud in connection with voting, vote a fraudulent ballot, or vote more than once in an election, I can be convicted of a felony of the third degree and fined up to \$5,000 and/or imprisoned for up to 5 years. Further, by providing my information below, I authorize the use of email, text message, and telephone call for the limited purpose of signature and ballot validation.

Print Voter Name: _____

Voter Signature: _____

Previous name (if changed): _____

Current Residence Address: _____

Current Mailing Address (if different): _____

FL Driver License or FL Id number or last four digits of SSN: _____

Email Address: _____

Home Telephone Number: _____

Mobile Telephone Number: _____

Additional information (Date and place where you registered to vote, if known, or your response to a challenge, or any other helpful information): _____

Estado de la Florida, Condado Orange
Juro (o afirmo) solemnemente que mi nombre es _____

(Nombre) (Segundo nombre) (Apellido)

que mi fecha de nacimiento es el _____ que estoy inscrito y calificado para votar en el Condado de Orange, Florida; que estoy inscrito para votar en el Partido _____; que soy un votante calificado en el condado; y no he votado en esta elección. Entiendo que, si cometo un fraude en conexión a la votación, voto con una papeleta fraudulenta, o voto más de una vez en una elección, puedo ser convicto de un delito grave de tercer grado y ser multado hasta \$5,000 y/o ser encarcelado por hasta 5 años. Además, al proporcionar mi información a continuación, autorizo el uso de correo electrónico, mensaje de texto y llamada telefónica con el propósito limitado de la firma y validación de la papeleta.

Nombre del Votante (letra de molde): _____

Firma del Votante: _____

Nombre Anterior (si ha cambiado): _____

Dirección Residencial Actual: _____

Dirección Postal Actual (si es diferente): _____

Núm. de Licencia de Conducir de FL o Tarjeta de Identificación de la FL, o último 4 números del Seguro Social: _____

C correo Electrónico: _____

Número de Teléfono Residencial: _____

Número de Celular: _____

Información Adicional (Fecha y lugar donde se inscribió a votar, si lo sabe, Respuestas al reto de elector, o otra información): _____

Witness of Election Official (must be completed by Election Official)
Enter this number on the HDOP tablet: **008951**

FVRS # for this voter: _____

ELECTION DATE: _____ BALLOT CARD(S) ISSUED: _____

PRECINCT: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Election Official Signature: _____

EXHIBIT 4: MEDIA CONTROL FORM

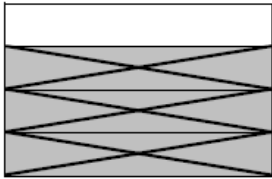

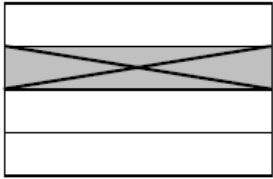

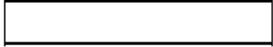

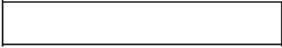
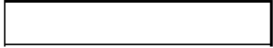
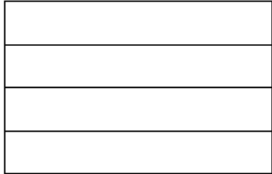
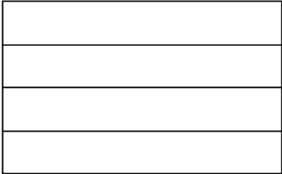
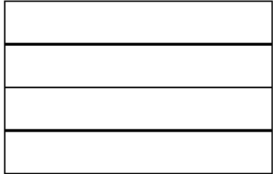
Clear media bag contents at opening: 1 DS200 USB thumb drive 1 Election Passcode for DS200 & ExpressVote 1 ExpressVote thumb drive 1 set keys for DS200 & ExpressVote Pct Labels (1 DS200, 1 ExpressVote, & 2 Grey bin) 7 large red bar code seals (inc. 1 spare) 2 large orange seals for DS200 ballot bin 1 small clear seal for DS200 ballot tub door Election Media Control Form (yellow & white copy)	EV SITE NAME / PRECINCT # _____ ORANGE COUNTY SUPERVISOR OF ELECTIONS ELECTION MEDIA CONTROL FORM	Clear media bag contents at closing: 1 DS200 USB thumb drive 1 Election Passcode for DS200 1 ExpressVote thumb drive 1 set keys for DS200 & ExpressVote 1 DS200 zero / results tape (signed) Election Media Control Form (white copy)	
<input type="checkbox"/> PPP <input type="checkbox"/> Primary Election <input type="checkbox"/> General Election <input type="checkbox"/> Other _____			
DS200 Tabulator: CLEAR MEDIA BAG SEAL # (RED) TABULATOR SEAL # (RED) TABULATOR BCC # PROTECTED COUNT #	DISTRIBUTION 	OPENING 	CLOSING 
ExpressVote EXPRESSVOTE BCC #	Prior to opening, ballot box is empty and all positions on DS200 tape and screen read zero (initial here): <input type="checkbox"/>		
HDOP tablet (use additional forms for extra equipment) HDOP TABLET BCC #			
ePoll tablets & iPad Mini (use additional forms for extra equipment) ePoll TABLET BCC # ePoll TABLET BCC # ePoll TABLET BCC # ePoll TABLET / iPad MINI BCC#			
VOTING SYSTEMS INSPECTOR _____ EV CLERK / POLL CLERK _____ STAFF / TECH SIGNATURE _____	Pink copy: left at SOE office during supply distribution.	Yellow copy: Given to EV Tech Field Tech after opening	White copy: Sealed in clear media bag and delivered back to SOE after closing.
2018			

EXHIBIT 5: OATH OF CHALLENGE

OATH OF PERSON ENTERING CHALLENGE

(Sec. 101.111 (1) FS)

Any elector or poll watcher challenging the right of a person to vote shall execute the oath set forth below:

State of Florida
County of Orange

I do solemnly swear that my name is _____, that I am a member of the
_____ Party; that I am a registered voter or pollwatcher; that my residence address
is _____, in the municipality of
_____; and that I have reason to believe that _____
is attempting to vote illegally and the reasons for my belief are set forth herein to wit: _____

Sworn to and subscribed to before me

(Signature of Person Challenging Voter)

this _____ day of _____, _____

(Clerk of Election)

EXHIBIT 6: NAME CHANGE AFFIDAVIT

NAME CHANGE AFFIDAVIT

COMPLETED BY VOTER - CANNOT BE USED FOR PARTY CHANGE ON ELECTION DAY.

Items 1 thru 7 and 12 must be completed & the application must contain the voter's signature and date to be complete.

Numbered rows 1 through 7 and 12 must be completed



Florida Voter Registration Application

Part 2 - Form (DS-DE #39, R15-2.040, F.A.C.) (eff. 10/2013)

The downloadable/printable online form is available at:

register.tovoteflorida.gov

This is: Record Update/Change (e.g., Address, Party Affiliation, Name, Signature)

1	Are you a citizen of the United States of America? <input type="checkbox"/> YES <input type="checkbox"/> NO	OFFICIAL USE ONLY	
2	<input type="checkbox"/> I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.		
3	<input type="checkbox"/> I affirm that I have not been adjudicated mentally incapacitated with respect to voting or, if I have, my right to vote has been restored.		
4	Date of Birth (MM-DD-YYYY) <input type="text"/> - <input type="text"/> - <input type="text"/>	FVRS No: _____	
5	Florida Driver License (FL DL) or Florida Identification (FL ID) Card Number <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	If <u>no</u> FL DL or FL ID, then provide → Last 4 digits of Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/> I have NONE of these numbers.
6	Last Name	First Name	Middle Name Name Suffix (Jr., Sr., I, II, etc.):
7	Address Where You Live (legal residence-no P.O. Box)	Apt/Lot/Unit	City County Zip Code
8	Mailing Address (if different from above address)	Apt/Lot/Unit	City State or Country Zip Code
9	Address Where You Were Last Registered to Vote	Apt/Lot/Unit	City State Zip Code
10	Former Name (if name is changed)	Gender <input type="checkbox"/> M <input type="checkbox"/> F	State or Country of Birth Telephone No. (optional) ()
11	<input type="checkbox"/> Email me SAMPLE BALLOTS if option is available in my county. (See Public Record Notice above) My email address is: _____		
Party Affiliation (Check only one. If left blank, you will be registered without party affiliation) <input type="checkbox"/> Florida Democratic Party <input type="checkbox"/> Republican Party of Florida <input type="checkbox"/> No party affiliation <input type="checkbox"/> Minor party (print party name): _____		Race/Ethnicity (Check only one) <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black, not of Hispanic Origin <input type="checkbox"/> Hispanic <input type="checkbox"/> White, not of Hispanic Origin <input type="checkbox"/> Multi-racial <input type="checkbox"/> Other: _____	
		(Check only one if applicable) <input type="checkbox"/> I am an active duty Uniformed Services or Merchant Marine member <input type="checkbox"/> I am a spouse or a dependent of an active duty uniformed services or merchant marine member <input type="checkbox"/> I am a U.S. citizen residing outside the U.S.	
		<input type="checkbox"/> I will need assistance with voting. <input type="checkbox"/> I am interested in becoming a poll worker.	
12	Oath: I do solemnly swear (or affirm) that I will protect and defend the Constitution of the United States and the Constitution of the State of Florida, that I am qualified to register as an elector under the Constitution and laws of the State of Florida, and that all information provided in this application is true.		Date
		SIGN/MARK HERE →	

I affirm that the voters information has been updated on the tablet. PCT _____ EVRS ID _____

Election Official Signature: _____ Date: _____

EXHIBIT 7

Opening Guide HDOP

PLEASE have HDOP & Epoll tablets connected by 6:15 a.m.

Do NOT insert USB drive into the HDOP tablet.

HDOP tablet is already updated. USB drive is ONLY to use for epoll tablets.

1. Turn on MIFI **first before** powering on HDOP tablet.

(MIFI- small black box at bottom of tablet stand) wait for home screen to appear and will beep when powered. If charging status only appears, MIFI is not on.

2. Plug in HDOP to power strip outlet.

3. Plug in scanner to right side of tablet.

4. Power HDOP tablet on. **(Tablet power button is located top left corner.)**

5. Login screen **Blue #1** with arrow-

Confirm login screen is the correct Election date.

Scroll down to select your correct Polling Place.

6. Login screen **Blue #2** with arrow-

Scroll down to SELECT your roll for HDOP.

Scan clerk password card.

Select blue **Next** button.

7. Confirm the information is correct:

1. Election Detail 2. Polling Place

3. Are these correct? Date of Election Poll Number Polling Location

Click on the 3 “tiny” boxes for HDOP & Clerk sign in.

You cannot proceed to next screen until the 3 “tiny” boxes are marked.

8. Sign as HDOP, press **SAVE**, Clerk signs as Clerk, press **SAVE**.

Next select the **Process Voters** button to complete sign in.

OC Votes home screen is where to start processing voters.

ONLY AFTER COMPLETEING HDOP OPENING PROCEDURES:

Go to epoll tablets and follow Building epoll tablets on pg. 30.

EXHIBIT 8**Election Day Check-off List ePoll Book Inspector**

Use this check-off list to complete the Ballot Verification process **BEFORE THE POLLS OPEN** at 7:00 a.m.

BEFORE THE POLLS OPEN

- ⇒ Remove your tablet from the black case.
- ⇒ Power on your tablet, enter the password “orange”, press ‘Enter’. **DO NOT** plug in your scanner until the HDOP has inserted the flash drive into your tablet, and you have pressed the ‘**PROCEED**’ button on the tablet.
- ⇒ Select your Polling Place and Role from the drop-down menu. Press ‘**NEXT**’.
- ⇒ Check your three boxes, sign, and press ‘**SAVE.**’ Have the Poll Clerk sign and press ‘**SAVE.**’ Press ‘**PROCESS VOTERS.**’ Your tablet is now ready to process voters.
- ⇒ In the presence of another poll worker, open **ALL** Ballot Transfer cases.
- ⇒ Verify the number of packets against the *Ballot Chain of Custody* form located in the Election Results Box.
- ⇒ Take the *Ballot Chain of Custody* form and verify the ballot card numbers are the same as those on the sample ballots on the signboard. If the numbers do not match, tell the Poll Clerk to call the **Poll Clerk Issues and Procedures line**.
- ⇒ Place one packet of each ballot card number in front of the tent cards, on the ballot-issuing table.
- ⇒ Carefully open the top of the shrink-wrapped packet of ballot cards you have on the ballot-issuing table.
 - ⇒ **DO NOT** pre-open all the packets of ballots.
 - ⇒ Only open one packet of each ballot card number at a time. (Except for the precinct (s) with packets with less than 100 ballots). Leave them in the box until needed.
 - ⇒ Leave the unopened shrink-wrapped ballots in the ballot transfer cases stored under ballot issuing table until needed.
 - ⇒ Return **ALL** ballot transfer cases to Collection site at the end of the night, even if empty.

EXHIBIT 8 (cont.)**Election Day Check-Off List**

Use this check-off list to complete the ballot packing process **AFTER RESULTS** have been modemed, and while the Poll Clerk completes Ballot Accounting Worksheet

AFTER THE POLLS CLOSE

- ⇒ Open **ALL** Ballot Transfer case (s) and remove the unused paper seals.
- ⇒ Count the unopened and partial packets of ballots for the Poll Clerk to do Ballot Accounting.
- ⇒ Once the Poll Clerk breaks the seal and unlocks the ballot door on the tabulator tub, assist the VSI in removing **ALL VOTED BALLOTS** from the tub.
- ⇒ Neatly pack the **voted ballots** into the gray bin and seal with 2 orange plastic numbered seals. **Do not put the gray bins back into the tabulator.**
- ⇒ Once the Poll Clerk has completed Ballot Accounting, place all unused partial/full ballot packets into the Ballot Transfer case (s).
- ⇒ The **ONLY** ballots that should be remaining and **NOT** packed into the transfer case (s) are the torn **mis-marked ballots** (in the large manila envelope), and the **unscanned ballots**, which are unable to be read by the tabulator and have been placed in the *Not Counted/Unscanned Ballot* envelope (large clear zip-lock bag).
- ⇒ After the Poll Clerk finishes Ballot Accounting, with another poll worker, use the orange paper seals to seal each transfer case and initial each seal.

EXHIBIT 9

Inclusive People First Language . . .

People-first language emphasizes the individuality, equality and dignity of people with disabilities. Rather than defining people primarily by their disability, people-first language conveys respect by emphasizing the fact that people with disabilities are first and foremost just that—people.

Consider Using

- Person with a disability
- Person who is Deaf/ hard of hearing
- Person who is blind/ visually impaired
- Person who uses a wheelchair/ wheelchair user
- Person who is unable to speak
- Person with a physical disability
- Person with (a) mental health condition/s
- Accommodations are needed
- Accessible parking
- Person with/ Person who has

Instead of

- Disabled/ crippled
- the Deaf / Deaf and/or dumb
- The Blind
- Wheelchair bound/ Confined to a wheelchair
- Dumb/ mute
- Crippled/ Deformed
- insane/ crazy/ mentally ill
- Special/ person has special needs
- Handicapped parking
- Afflicted/ Stricken/ suffers/ victim of



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