Ocean County
Board of Elections

BOARD WORKER INSTRUCTIONS AND POLLING PLACE GUIDELINES

Main Office:
732.929.2167

Voting Technology Center/ Warehouse (VTC)
732.506.5076

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BOARD WORKER ETIQUETTE

Board Workers have a very important role on Election Day, making sure every voter leaves the polling place feeling positive about his or her experience and contribution to the democratic process.

The responsibilities of a Board Worker should be taken seriously because the right to vote is an important cornerstone of our democracy. Your commitment and dedication are very much appreciated.

As a District Board Worker, remember to:

- Conduct yourself in a professional and courteous manner.

- Be particularly sensitive to voters who may not speak English, have limited English skills, or who have disabilities.

- Extend the same courtesies to fellow board workers. Any disagreement should be resolved in a calm manner. If board workers cannot resolve an issue among themselves, they should call the Ocean County Board of Elections 732-929-2167.

- Ask for assistance, if you are unsure of how to handle a problem, speak with one of your fellow board workers, or call the Board of Elections.

- Dress code is business casual, (No sweatpants, tee-shirts, clothing with rips or writing).

- Food and beverages are not to be consumed at the voting table or near the equipment.

- You may bring reading material that is not political or controversial. However, you may not bring a laptop or tablet. Cell phones are to be used for official business.

- Make sure to wear the Red Board Worker Ribbon and/or name tags.

- You get one hour for lunch. **Only one person goes to lunch at a time**.

WORKER RESPONSIBILITIES

PICKING UP AND RETURNING SUPPLIES

- One of the board workers will be contacted by the Municipal Clerk to pick up supplies at the Municipal Building (Town Hall) and to return the supplies to the <u>same</u> Municipal Building. If you agree to pick or return the supplies, you will be compensated an additional $12.50 for each way.

- **IMPORTANT: <u>DO NOT OPEN THE RED SUPPLY BAG OR THE ORANGE PROVISIONAL BAG AT HOME .</u>** Board workers should not go through the supplies until Election Day.

ARRIVAL TIME

- Board workers must arrive no later than 45 minutes before the polls officially open; for a General or Primary Election, that is 5:15 AM.

- Once you have arrived, begin arranging the room, setting up the Router (Cradlepoint), for WI-FI access, the two Poll Pads and the two Voting Machines. After the room equipment is set up, hang the signs and complete board worker paperwork.

- You do not have to wait until 6:00 AM to open the machines. However the first voter cannot vote until 6:00 AM.

ACCESS TO THE POLLING PLACE

- If the Polling Place is not opened by 5:20 AM, please contact the main office of the Board of Elections at 732.929.2167.

> **IMPORTANT:**
>
> <u>If the Polling place is not opened</u> by the time voting is to commence, (6:00 AM) <u>voters must be given the option of voting a Provisional Ballot</u> outside the polling place.
>
> **See page 25** about opening the Orange Provisional Bag.

MORNING SET-UP
SUPPLIES

SUPPLIES AND WHERE TO FIND THEM:

1. RED BAG:

A Board Worker picks-up supplies at the Municipal Clerk's office.
The bag contains:
- Voting Authorities
- Ballot sleeves
- Keys for the voting machines
- Notices to be posted
- Pens, markers, styluses and tape
- Red Board Worker ribbons
- Wire cutters
- Payroll
- Brown envelopes to return used voting authorities, spoiled ballots, keys and machine. tapes
- Clear green envelope for all completed documents.
- Yellow pouch to hold the USB sticks, at the end of the night.

2. ORANGE PROVISONAL BAG:
The Board Worker picks-up at the Municipal Clerk's office
- Contains provisional ballots, envelopes, inventory sheets and ID letters and one red seal.
- Board worker will sign a Chain of Custody at the Clerk's office when they pick up and return the Provisional Bag. The Chain of Custody remains with the Municipal Clerk.

3. VOTING MACHINES WITH POLL PADS:
Attached to the machines:
- Poll Pads. - **Check that district number is correct**
- Router (Cradlepoint) for WI-FI access.

Packed in the back of the machine are:
- Extension cords
- Ballot activation cards (packed in a long box)
- Power strips
- Audio component for disabled voters
- Printers and cords; to be used with the Poll Pads
- Ballot path lights, to use if lighting is too dim to see the ballot.
- Emergency Ballots (DO NOT REMOVE, unless instructed to do so)

IMPORTANT: **Check that the district number is correct as you open the poll pads and the voting machines, especially if there is more than one district in the polling place.**

MORNING SET-UP

LOCATE AND SET-UP ROUTER FOR WI-FI

FIRST THING IN THE MORNING -
LOCATE AND SET UP THE ROUTER

1. The router will provide secure Wi-Fi access for the all the Poll Pads at your polling location.
2. The Router is called a Cradlepoint.
3. The Cradlepoint will be delivered to the polling location.
4. Plug the Router into an outlet facing (or close to) an outside wall.
5. There are three sizes of Cradlepoint, only one will be assigned to a location to be used by all of the voting districts assigned to that polling place.

   - The smaller Cradlepoint will turn-on automatically once it is plugged into the outlet. They are referred to as the 700 Cradlepoint

     -OR-
   - The larger Cradlepoints, 900 and 1700 series, must be powered up by pressing the push-button on the left side of the box.
   - Some polling sites may have a booster, which will be attached by county personnel.   Do not remove it.

5. The Cradlepoint must remain on all day.
6. At the end of the night, unplug the Cradlepoint, secure wires inside the box, and place the Cradlepoint near the voting machine.

MORNING SET-UP
ARRANGE THE POLLING PLACE
Tables and Voting Machines may need to be moved

Polling Place Set Up

This is the required set up of a polling district, depending on available space.

Challenger Table- The table must be either **Behind** (option 1) or **Next to** (option 2) the Board worker table. Challengers should be close enough to hear the Voter's name and address when announced. Challengers can not sit with Board workers or talk with voters.

Challenger Table Option 1

Challenger Table Option 2

Board Worker Table with the Poll Pads

Should be near or facing entrance

Table for Sample ballots, Privacy Screen and Pens

Voting Machine

Voting Machine

Boardworkers

Voters

Challengers

ENTRANCE

EXIT

Voting Machines-

2 Board Workers <u>must work the</u> machines at all times.

They should <u>sit on opposite sides</u> of the voting machine, this will help them hear which machine rings after a voter presses the cast ballot button.

Keep Voting machines near wall so electrical cords can reach the outlets.

MORNING SET-UP
SETTING UP THE POLL PAD FOR VOTING

SETTING UP THE POLL PAD

FOLLOW INSTRUCTIONS
IN THIS ORDER

   The Poll Pad needs to be set up like this picture, with the black home button to the right. The Printer and power cords are not in the Green Box, they are in the back of the voting machine.

ASSEMBLE THE POLL PAD

1. **ATTACH STAND ARM TO POLL PAD**
    * Place the Poll pad face down on the table.
    * To attach the stand arm, press the buttons on the side of the arm and place in the circular opening on the back of the poll pad
    * Release buttons and rotate the arm until it clicks.

2. **CONNECT ARM TO BASE**
    * Place stand arm into Poll Pad.
    * Make sure the camera, on the back of the poll pad, is on top left.
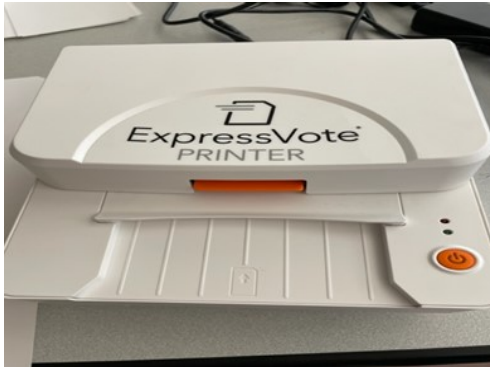   * Poll pad should be oriented in a landscape position.

3. **ATTACH ID TRAY TO THE POLL PAD**
    * The ID tray goes on the back of the poll pad, under the camera.
    * Slide the tray on the clip. The arrow should be facing outward, toward the voter.
    * The stylus can be inserted into the holding slot.

MORNING SET- UP
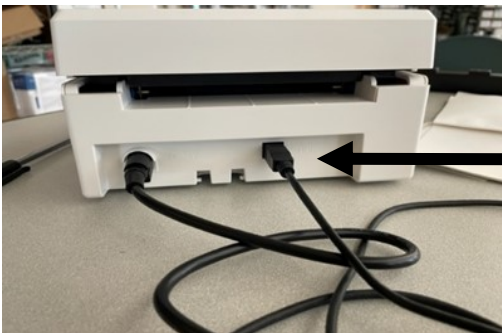## *SETTING UP THE POLL PAD FOR VOTING*

UNPACK THE FOLLOWING FROM THE BACK OF THE MACHINE

1. Extension Cords
2. Power strip
3. White Express Vote Printer
4. Ballot Activation cards packed in a box.
5. Two sets of Power Cords, each attached to an adapter

PLUG-IN THE CORDS AND CABLES IN THIS ORDER

1. Plug extension cord into the wall
2. Plug the power strip into the extension cord
3. Keep the power strip at the table
4. Check that the 2 power cords are attached to the adapters. (Sometime they loosen from each other)

5. Check that both cords are plugged snuggly into the back of the printer

6. Plug the two power cords into the power strip
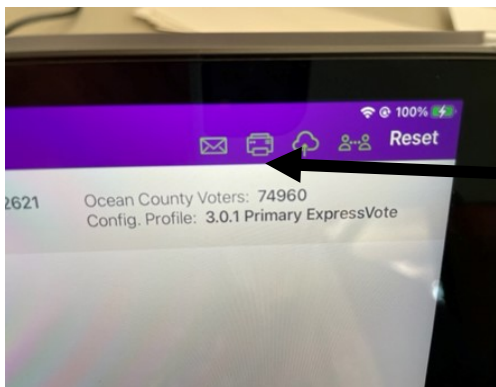
MORNING SET-UP
SETTING UP THE POLL PAD FOR VOTING

7. To turn on the printer, press the <u>Orange</u> button and hold for a couple of seconds.

8. **Do this last**, plug-in the printer cord on the right side of the poll pad. The poll pad will automatically power-on.
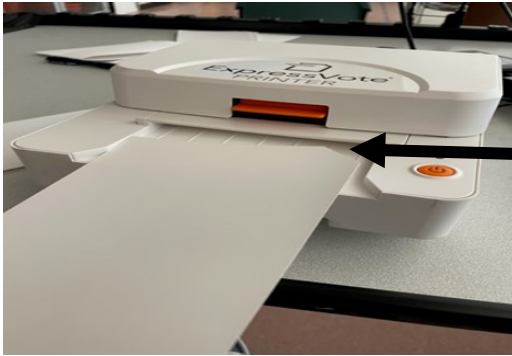

9. Check the upper right corner of the poll pad to make sure the printer icon is green. If it is red, see the next page for trouble shooting.

10. The table should be set up like this. The Ballot paper can remain in the box to keep it from bending or ripping. Do not keep food or drinks at the table.
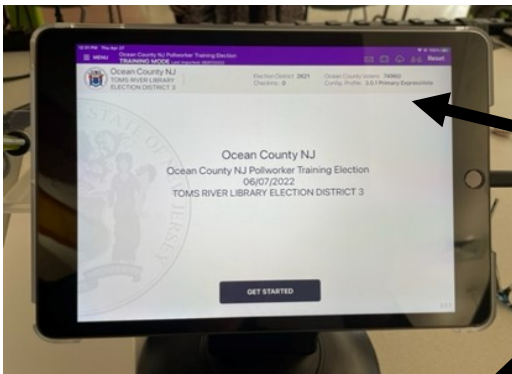
10 . Insert the ballot activation card paper cut side to the top right. Keep the printer away from the edge of the table so the ballot activation card is not hanging over the side of the table

TROUBLE SHOOTING:

RED PRINTER ICON:

When the Printer icon remains red:

- Un-plug the cord from the side of the Poll Pad and then plug it back into the Poll Pad.

- If the icon remains red: turn off the poll pad by pressing and holding the button on the **top left edge, on the side,** of the Poll Pad. Then swipe off when it appears on the screen

- Turn the poll pad back on by holding the **same** button on the top left edge of the poll pad.
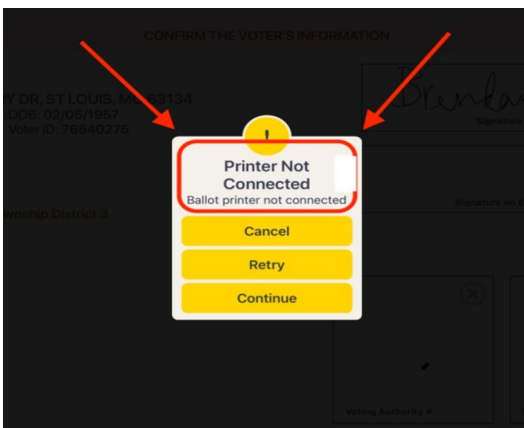
BALLOT PRINTING ERROR:

When you get the yellow box and "Printer not connected" appears:

- **SELECT CANCEL** and verify printer is connected by looking at the printer icon, which should be green. **If red, see above**.

- **DO NOT HIT CONTINUE!**

Opening Procedures
for ExpressVote XL

If any of the seals are missing, broken, or do not match the key envelope, call the Voting Machine Warehouse immediately.

1.	• Use the silver handles to position the machine. • Press down the locks on the swivel castors to secure the wheels in place.	
2.	• Move the Voter Light stick to the vertical position. • Move to the front of the machine and cut the zip tie on the machine dust cover using the scissors in the Clear Envelope. • Remove the machine dust cover. • Fold and place the dust cover on the back of the machine.	
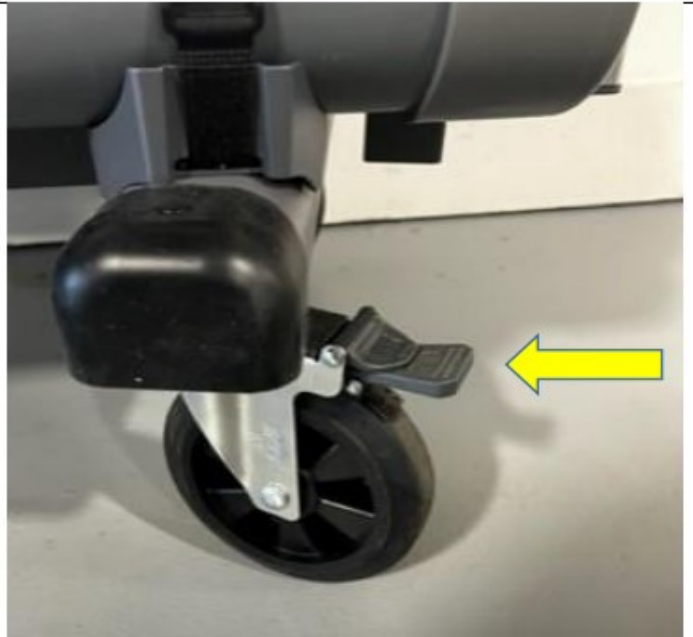
MORNING SET-UP
OPENING THE VOTING MACHINES

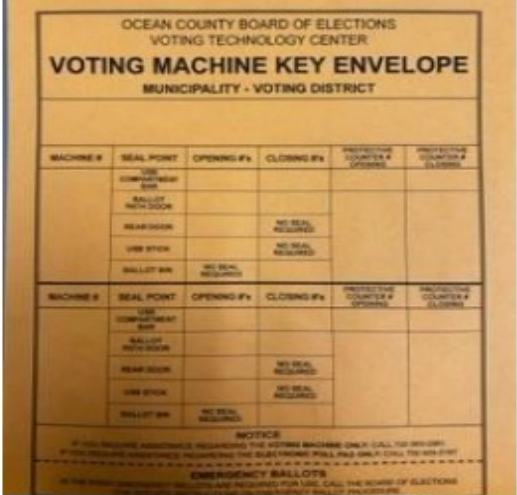|		
3.	• Locate the Machine Key Envelope in the Red Bag. • Confirm the machine number on the Key Envelope matches the number on the machine.	
4.	• Verify **Yellow Pull Tite Seal** on Rear Door matches the number recorded on the Machine Key Envelope. • Cut the **Yellow Pull Tite Seal** and place in the Machine Key Envelope.	
5.	• Using the barrel key located in the Machine Key Envelope, open the Rear Door. • Remove from the back of **BOTH** machines the following items: **(1) Ballot Activation Cards Box** **(1) Pollpad Extension Cord** **(1) Pollpad Power Strip** **(2) Ballot Path Lights** **(2) ExpressVote Printers** • Close the Rear Door and lock.	

MORNING SET-UP
OPENING THE VOTING MACHINES

6.	• Verify the number on the <mark>Yellow Pull Tite Seal</mark> on the back of the USB Compartment Bar matches the number recorded on Machine Key Envelope. • Cut the <mark>Yellow Pull Tite Seal</mark> and place in the Machine Key Envelope.	
7.	• Verify <mark>Yellow Sticker Seal</mark> on the Ballot Path door matches the number recorded on Machine Key Envelope.	
8.	• Lift the screen cover.	

MORNING SET-UP
OPENING UP VOTING MACHINES

9.	• Plug the power cord into a <u>working</u> outlet. • Make sure the cord is secured so no one will trip over it. • Verify the green light above the power cord is lit. • Verify the plug icon on the upper left touchscreen panel is illuminated.	
10.	• Use the barrel key to unlock and open the USB Compartment on top of the touchscreen. • Do NOT remove the key until you get to Step 13	
11.	• Verify <mark>Yellow Sticker Seal</mark> covering the USB stick matches the number recorded on the Machine Key Envelope.	
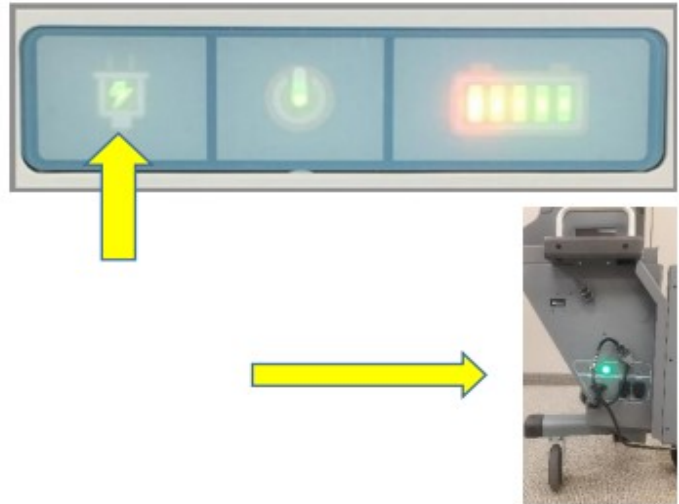
MORNING SET-UP
OPENING UP VOTING MACHINES

12.	• Hold down the RED power button for (1) second. • Verify the middle light on the upper left touchscreen panel is illuminated.	
13.	• Close and lock the USB Compartment Door. • Return the barrel key to the Machine Key Envelope. • Take the red spindle out of the Red Bag and place to the side.	
14.	• Use two hands to pull from the bottom of the screen to adjust the angle.	
15.	• Enter the **Election Code** (password) which can be found on an index card in the Machine Key Envelope. • Select "**Accept.**" • Put the Machine Key Envelope back in the Red Bag. ***The Election Code is case sensitive.***	
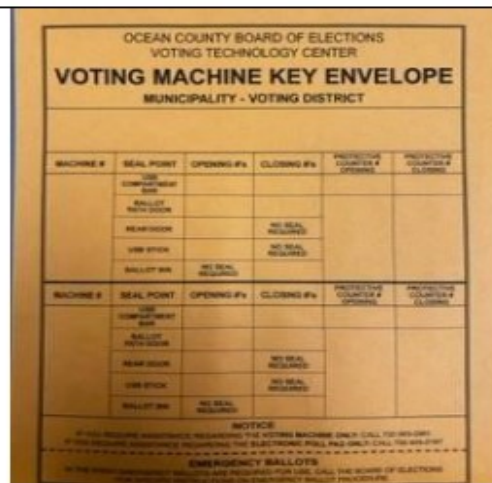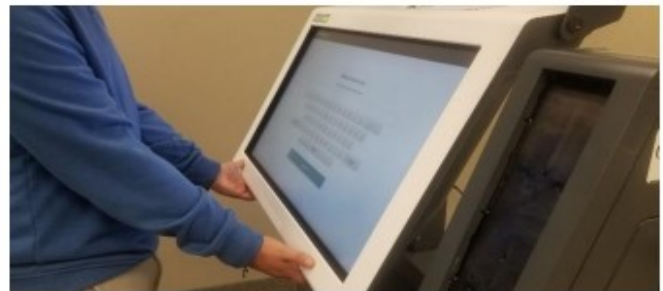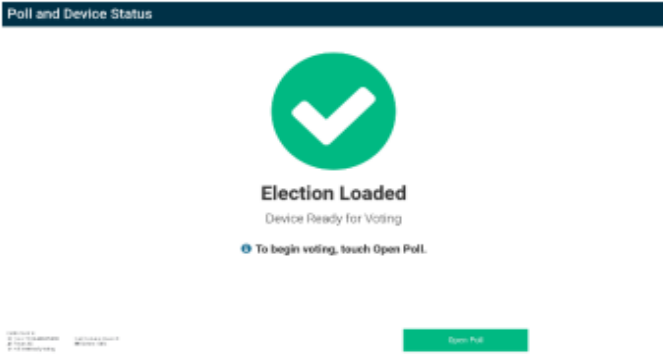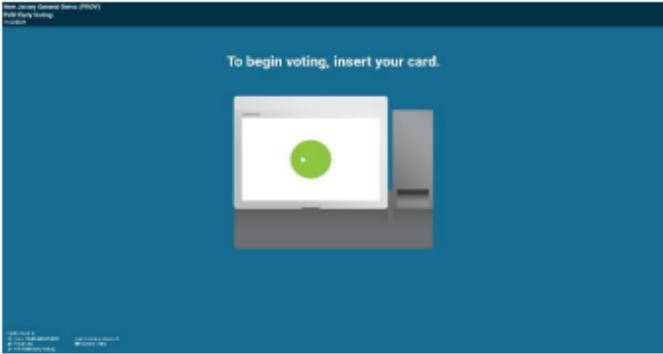
MORNING SET-UP
OPENING UP VOTING MACHINES

16.	• The **Poll and Device Status Screen** will display. • Select **"Open Poll"**. • Zero Reports will automatically print, everyone will sign and place in the Manila Envelope.	Poll and Device Status **Election Loaded** Device Ready for Voting To begin voting, touch Open Poll. Open Poll
17.	• Verify the **Public Counter** total on the lower left corner of the touchscreen is ZERO (0).	Public Count: **0** ⊘ Time: **11:14 AM 2/14/22** ⚡ Power: **AC** 📍 Poll: **EVID Early Voting** Card Container Count: **0** 🔋 Battery: **100%**
18.	• Select "**Continue.**" • The blue "Begin voting, insert your card" screen will display and voters are now ready to cast ballots.	To begin voting, insert your card.
19.	• Unlatch the white clamps and raise the curtain rods to maximum height. • Re-latch the white clamps to secure the rods in place.	

MORNING SET-UP
OPENING UP VOTING MACHINES

20.	• Release ONLY the Velcro strap on the left side of the curtain tube located on the bottom back of machine. • Remove the cap and the curtain. • **Be sure to replace the cap on the tube when finished.**	
21.	• Insert the metal curtain tubes into the curtain rods. ***Two poll workers may be needed for this step.***	
22.	• Hang the red spindle located in the Red Bag on the back of the machine for the Voter Authority Slips.	
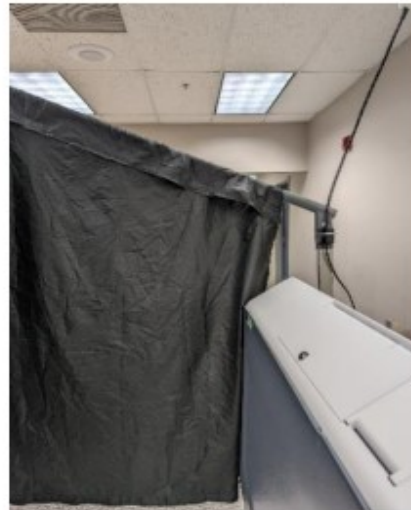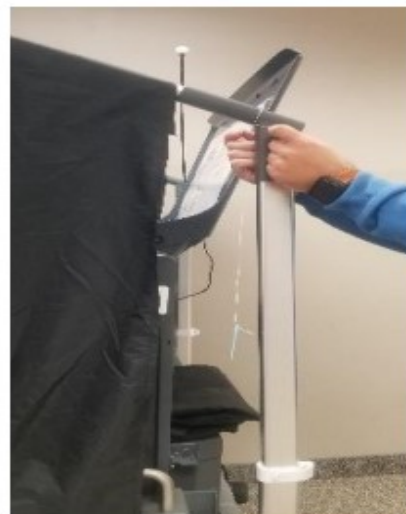
MORNING SET-UP
COMPLETE PAYROLL

PAYROLL - LOOK FOR A BROWN ENVELOPE IN THE CLEAR CONTAINER IN RED BAG

Make sure to include:
- Your Signature
- Mailing Address
- Social Security Number
- Indicate if you were requested by the township clerk to pick up and/or return supplies.
- DO NOT TOTAL ANYTHING ON THE PAYROLL SHEETS.

Complete your lunch schedule.
- Only one person can take lunch at a time.
- Board workers are entitled to a one hour break. No board worker should be absent from the polling place after 5:00 PM.

MORNING SET-UP
POSTING SIGNS

POST THE FOLLOWING SIGNS:

The following are posted on interior walls:
    Packed in the Clear Box:
- Bill of Rights
- Vote by Mail Posters
- **The Public Display Count- which will need to be updated every two hours** and posted in a visible place for the public to see.
- Sample Ballot (Use two sample ballots for front and back views and post in a visible place for voter's to review prior to voting.)

    Packed in the red folder- Notices to be posted;
- No Smoking
- No Cell Phones
- No Loitering
- Name and address announcement

The following signs get posted on the door (Packed in the red folder)
- Vote Here signs.
- Handicap sign posted on the handicap accessible door.

The following signs get posted at the table (Packed in the red folder)
- Do Not Bend the Ballot
- This is the _____ Voting District- (Write district number on the line on the notice .)

PROCESSING VOTERS
ON THE POLL PAD AND MACHINE

PROCESSING THE VOTER ON THE POLL PAD:

1. All Voters must state their name and address.
2. Board Worker may locate a voter's name by:
   - Manual Entry: Enter the **first three letters** of the first and last names.
   - Scanning the driver's license or sample ballot: which can only be done if the voter offers the ID. It is against the law to ask for ID from every voter.
3. Verify voter's information.
   - Make sure you identify the correct voter and not someone with the same or similar name. Voters will need to verify their date of birth.
4. The Board Worker announces the name and address of the voter loud enough for the voter, challengers and other board workers to hear.
5. The Board Worker taps the ACCEPT blue box on top right of screen.
6. Voter signs their name, then taps the DONE SIGNING blue box on the top right.
7. Compare the voter's signature to the one on file,
8. The Board Worker enters the Voting Authority number and initials inside the two boxes on the bottom right of screen.
9. Insert ballot activation card into the printer, cut side should be on the top right.
10. Tap SUBMIT blue box on the top right.
11. A bar code will be printed on the ballot activation card.
12. The voter signs the voting authority and the board worker tears it from the book.
13. Place the ballot card inside the ballot sleeve, then give the sleeve and the voting authority to the voter.

IMPORTANT: - **A voter must sign the poll pad first before signing the voting authority**.

- **A Power of Attorney can not sign for the voter.**

PROCESSING A VOTER ON THE MACHINE :

1. The Board Worker stationed at the machine collects the voting sleeve and voting authority ticket. The voter keeps the ballot activation card.
2. The Board Worker numbers all Voting Authorities received for that machine.
   - On the first voting authority, write the corresponding machine number.
   - Beginning with the number 1, each voting authority must be numbered in the order they are received.
   - Place the voting authority on the red spindle.
   - Alternate voters between machines during the day.
3. Listen for the tone and look for the light to go off, indicating the voter has completed casting the ballot.
4. The Board worker stationed at the machine needs to return the voting sleeves to the table.
5. If a voter in a wheel chair wishes to vote, the machine can be lowered to accommodate them.

PROCESSING VOTERS
SOLUTIONS TO PROBLEMS

IMPORTANT:

- **When problems arise, document what occurred on the <u>PROBLEM LOGS</u>.**

UNABLE TO LOCATE A VOTER'S NAME:

1. Use the <u>Advanced Search</u> (box on the top right of screen)
2. Use the voter's date of birth or address to locate their record.
3. Confirm the voter did not have a name change.
4. Call the Board of Elections to confirm if the voter is registered.

Only during a Primary Election,

A voter's name will not appear on the poll pad if they are affiliated with one of these parties:

- Conservative,
- Green,
- Libertarian,
- Natural Law Party
- Reform Party
- Socialist Party of NJ
- US Constitution Party

These individuals will need to obtain a court order to vote. Call the Board of Elections main office to confirm their party affiliation. If the voter would like to go before a judge, they will need to go to the Board of Election office at 129 Hooper Ave. *See Page 30 for information about the Primary Election and Page 32 about Court orders.*

VOTER WHO HAS A NAME CHANGE:

- The voter signs the poll pad with their new and old names.

- The voter completes a new registration form and leaves it with the board workers, indicating they have a name change on the form.

- The Board Worker places the completed registration form in the green clear envelope.

- The <u>Voter DOES NOT get a provisional ballot for just a name change.</u>

PROCESSING VOTERS
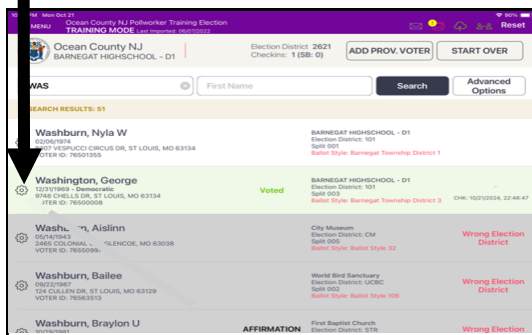## *SOLUTIONS TO PROBLEMS*

HOW TO CANCEL A VOTER CHECK-IN:

Use this process when:
- The wrong voter was chosen on the drop-down.
- The voter left without voting.
- The wrong party was selected.

Step 1:

Pull up the voter's name, which will be highlighted in green, select round <u>Gear Icon,</u> next to their name

Step 2:

Select "Cancel Voter Checkin" to the right of the voter's name.

(continue- next page)
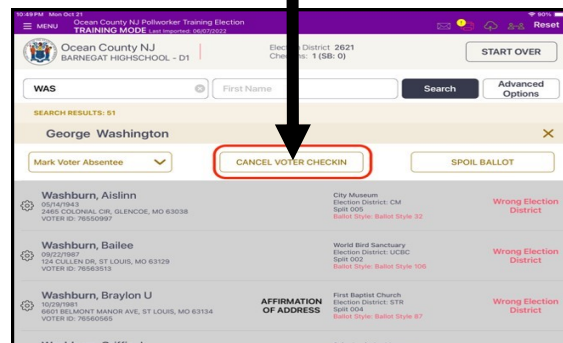
Step 3 :

Type your name in the "<u>Poll Worker Name</u>" section.

Step 4:

Go to the "<u>SELECT REASON</u>" choose a reason in the drop down for canceling the voter check-in.

Step 5:

Select "NEXT" in the light blue upper right corner box, then proceed to signature page. This completes cancelling the voter checkin.

PROCESSING VOTERS
SOLUTIONS TO PROBLEMS

HOW TO SPOIL A BALLOT:

Use this process when:

- There was a printer error.
- The ballot card ripped or was bent.
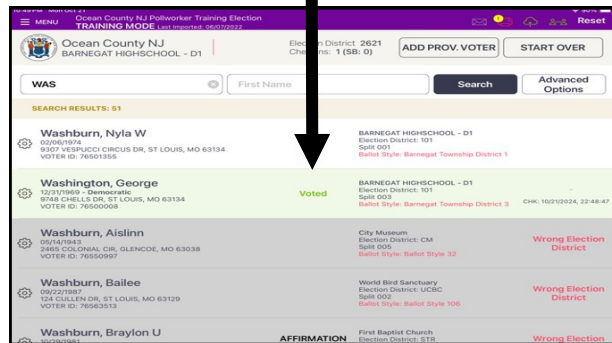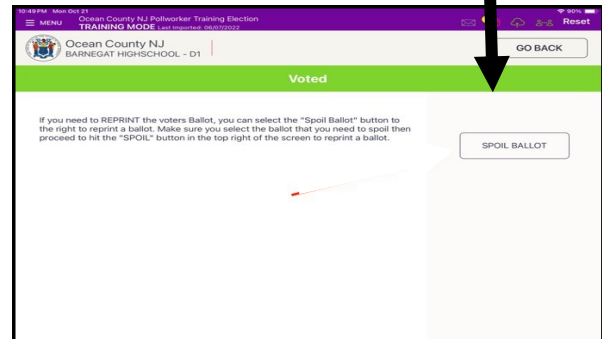- The voter made a wrong choice when voting.

Step 1:

Write the words "Spoiled Ballot" on the ballot not being used.

- Find the voter's name on the poll pad, then tap on voters name banner as you would a standard active voter.
- The name will be in highlighted green and the word **"Voted"** will appear.

Step 2:

- Insert the a new Ballot activation card.
- Read Spoil Ballot prompt instructions and select "**SPOIL BALLOT**" box on right side of screen.
- The next screen requires a password, enter the numbers 1234.

Step 4:

- On the right side of the screen, choose one of the boxes under **"Choose Reason"** to spoil the ballot.

Step 3:

- A screen appears with the red "Spoiled Ballot" banner
- On the left, under the Voter's name and address, tap the grey box under **"Choose the ballot (s) to spoil:"**
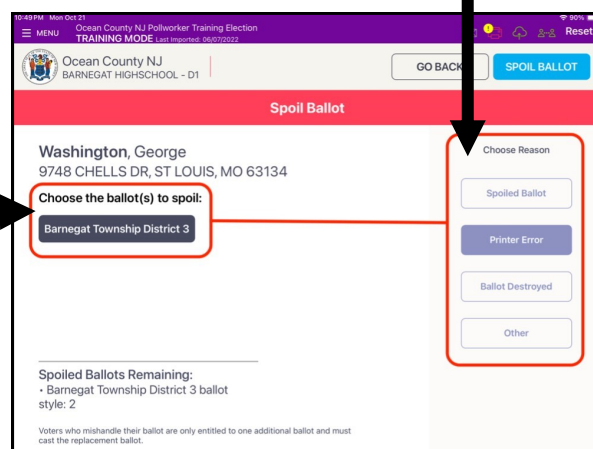
Step 5:

- Complete the process by selecting the blue box on the top right of the page **"SPOIL BALLOT".**
- A new ballot will print for the voter.
- Place the spoiled ballot in the "SPOILED BALLOT ENVELOPE" packed in the clear box.
- Use the same voting authority initially given the voter.
- The voter can then go vote on the machine.

PROCESSING VOTERS
SOLUTIONS TO PROBLEMS

<u>HOW TO PROCESS A PROVISIONAL VOTER:</u>

There are numerous instances when a voter needs a Provisional Ballot. Provisional ballots are not mixed in with the ballots on the voting machine. Provisional ballots ensure voter's are not disenfranchised and that eligible voter's do not vote more than once.

When a voter needs a provisional ballot, the board worker must make a determination how to process them. **<u>All Provisional Voters will need an envelope from the Orange Bag</u>**.

<u>There are 3 Scenarios:</u>

1. A Provisional Voter who:
   Is processed on the <u>POLL PAD</u> and
   <u>CAN</u> vote on the <u>VOTING MACHINE</u> with a ballot activation card. **See Pages 26-27**

2. A Provisional Voter who:
   Is processed on the <u>POLL PAD</u> and
   <u>CANNOT</u> vote on the <u>VOTING MACHINE</u>. **See Pages 27-29**

3. A Provisional Voter who:
   Is NOT processed on the <u>POLL PAD</u> and
   <u>CANNOT</u> vote on the <u>VOTING MACHINE</u>. **See page 30**

<u>OPENING THE ORANGE BAG:</u> (USED FOR ALL PROVISIONALS)

1. Open the ORANGE bag: Break the orange seal, place the broken seal inside the orange bag. Packed inside the bag are:
   - Envelopes
   - Ballots
   - Two Inventory Sheets
   - Instructions for Voters with No ID
   - One red seal
2. Count the ballots and envelopes when the bag is first opened and, again after polls close.
3. Record the counts on the inventory sheets.
4. Give the voter the envelope, instructions and either the pre printed ballot or ballot activation card. Keep the orange bag behind the check-in table.
5. The voter completes the envelope and the pre printed ballot behind the privacy screen.
6. Advise the voter to place the ballot inside the envelope, and to complete the affirmation on the outside of the envelope.
7. When the voter is done, review the affirmation (outside of envelope) for completion
   - If the affirmation is torn from the envelope, tape it together.
   - If the voter makes a mistake, give them a new ballot or envelope.
   - Write SPOILED on the mismarked ballot and/or envelope.
   - Place spoiled documents in the Spoiled Ballot Envelope, packed in the clear box.
8. Place the completed envelope with ballot, inside the orange provisional bag.
9. No one should leave the polling location with a provisional ballot.

**<u>CLOSING THE PROVISIONAL BAG AT THE END OF THE NIGHT - SEE PAGE 47.</u>**

PROCESSING VOTERS
SOLUTIONS TO PROBLEMS

PROCESSING A PROVISISIONAL VOTER ON THE POLL PAD WHO CAN ALSO VOTE ON THE MACHINE

Voters who choose to **Participate in Early Voting** or are voting in their **Correct District on Election Day,** but may have one of these problems, can vote a provisional ballot on the machine:

- The voter requested or sent in their mail in ballot.
- ID is required and they do not have their ID with them.
- Moved within Ocean County and did not notify the Board of Elections of their new address. Their old address is on the Poll Pad.
- The voter's information on the poll pad is deficient, like their signature is missing from the poll pad.
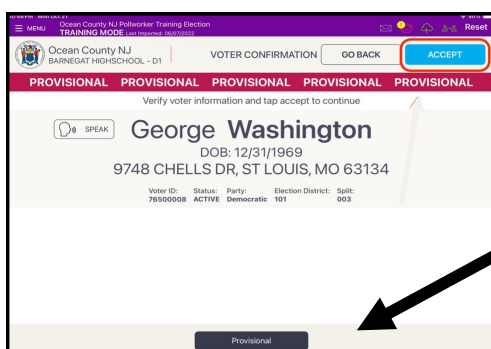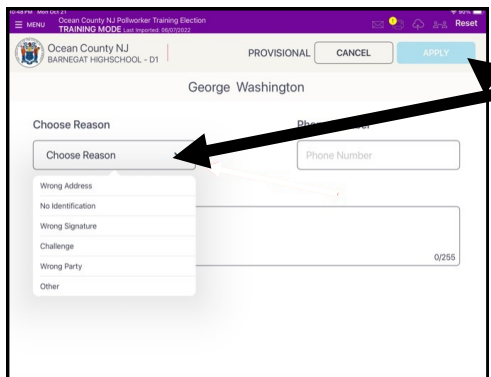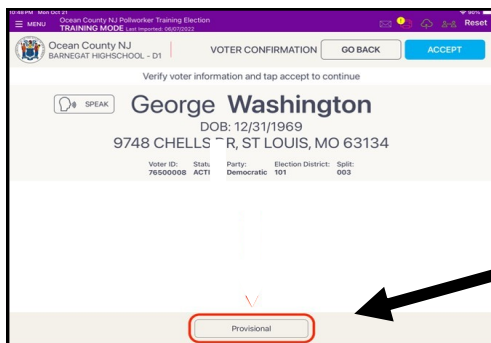
STEPS TO PROCESSING THE PROVISIONAL VOTER ON THE POLL PAD

Once you have located the voter's name, confirming their address and date of birth:

1. On the bottom of the screen, tap the box, "**Provisional**" and then tap the blue "ACCEPT" box on the top right of the screen.

2. Select "**CHOOSE REASON", on the left side of the screen,** then make a choice from the drop down.

3. Select **"APPLY"** in the blue box on the top right of the screen.

IMPORTANT :

- Note the red **"PROVISIONAL" BANNER** at the top of the screen. **When this banner is displayed, <u>DO NOT RE-SELECT</u> the dark gray "<u>PROVISIONAL</u>"** button on the bottom of the page.

  Go to next page for steps 4-13

PROCESSING VOTERS
SOLUTIONS TO PROBLEMS

Continued from previous page

PROCESSING A PROVISIONAL VOTER ON THE POLL PAD WHO CAN ALSO VOTE ON THE MACHINE
STEPS 4-13

4. Proceed to **Voter Check-in.**
5. Insert the ballot activation card into the printer.
6. Provisional Voters sign the poll pad.
7. On the "Poll Worker Confirmation Screen", in the first box, place the letter P and the corresponding number for the issued Provisional, (P-1, P-2, P-3).
8. Use a tally sheet to keep track of the number of issued provisional ballots.
9. Make sure there is a black box printed on the top right of the ballot activation card.
10. The voter uses the ballot activation card to vote on the machine. The machine will eject the ballot once the voter is done.
11. The voter places the completed ballot inside the Provisional (Affirmation) Envelope.
12. The voter completes the outside of the envelope, referred to as the AFFIRMATION.
13. The board worker places the completed envelope in the ORANGE PROVISIONAL BAG.

A PROVISIONAL VOTE WHO CAN BE PROCESSED ON THE POLL PAD, BUT *CAN NOT* VOTE ON THE VOTING MACHINE.

There are three scenarios when this occurs:

⇒ **On Election Day: the voter who has moved within the county,**
   but outside the election district;
   See page 28 for **VOTING IN THE WRONG DISTRICT.**

⇒ **On Election Day: The voter is in the wrong district and is**
   unable to get to their correct polling district.
   The voting machines are not programmed with all of the county ballots on Election Day. This problem does not occur during Early Voting when all   of the voting machines are programmed with all of the county elections.
   See page 28 for **VOTING IN THE WRONG DISTRICT.**

⇒ **A Voter whose name can not be located and whose information**
   you must add to the poll pad.
   See page 29 for **HOW TO ADD A VOTER .**
   (If the voter informs you they are not registered, advise them they need
    to go to the Board of Elections office to request a court order to vote)

IMPORTANT: These voters will receive the ballot activation card, which is necessary to process them on the poll pad. The board worker should fold the ballot activation card, write "spoiled" on the card, and then place the card inside the affirmation envelope. The voter will receive a pre-printed ballot.

PROCESSING VOTERS
SOLUTIONS TO PROBLEMS

VOTING IN THE WRONG DISTRICT:

- Offer the voter a provisional ballot or direct them to the correct polling district. .

- Directions to the correct polling location can be sent by text to the voter using the poll pad.

- It is important to give the voter the option, voters should not be disenfranchised if they show up to the wrong district.

If the voter wishes to vote a provisional ballot follow these instructions:
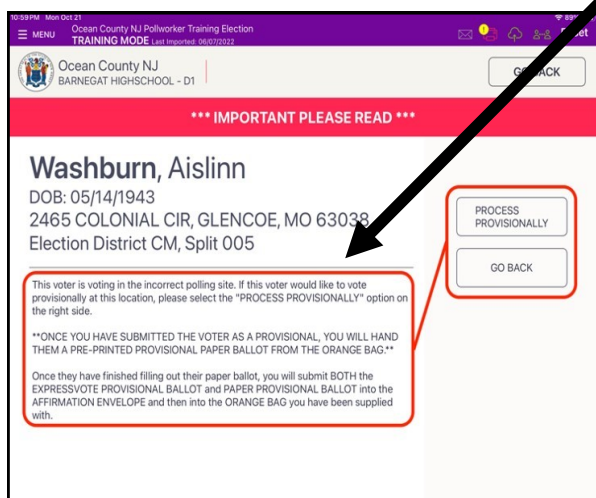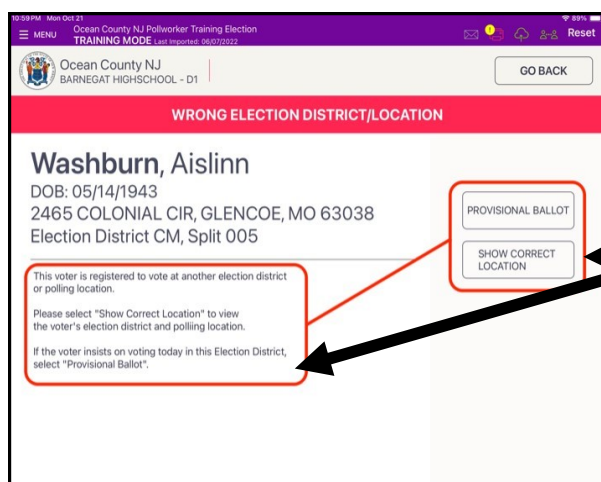
- The voter is processed on the poll pad.

- A Grey Banner labeled "WRONG ELECTION DISTRICT" will appear next to the voter's name. Tap the voter's name.

- Please read prompt and select the box depending on voter's answer.
  If the voter chooses to go to their correct polling place, choose box that says "SHARE CORRECT LOCATION" .

- If the voter chooses to vote the provisional ballot, read the prompt on the next screen and choose the box "PROCESS PROVISIONALLY".

- Place the ballot activation card in the printer   Continue to process the voter.

- The ballot activation card will print, but **can not be used** on the voting machine.

- The **board worker folds the ballot activation** card, writes ''SPOILED" on it, and places the ballot activation card inside the Provisional Envelope.

- The voter is given the pre-printed ballot from the orange bag with the provisional envelope and instructions.

- The Board worker instructs the voter to place their completed ballot inside the envelope, to complete the outside of the envelope (Affirmation) and then-give it back to the board worker.

- The Board worker checks the affirmation is complete and places inside the orange bag.

PROCESSING VOTERS
SOLUTIONS TO PROBLEMS

__HOW TO ADD A VOTER:__

This voter will get a pre-printed ballot from the Orange Provisional Bag

- On the top right of the Voter Search screen, select "**ADD PROV. VOTER".** Place ballot activation card in printer.

- Complete all of the required information fields marked with an asterisk *

- Complete the required fields on the next 3 pages. Move to the each page by pressing "Next" on the top right of the page.

- On the " **ELECTION DISTRICT DETAILS** " page, make sure the voter is in the correct district, then select "SUBMIT" and process the voter provisionally.

- The voter will get a pre printed provisional ballot and envelope. **The Ballot Activation card is folded, the board worker writes 'SPOILED" and places the card inside the envelope.**

- Instruct the voter to complete the pre-printed ballot and affirmation on the outside of the envelope.

- The board worker should check that the envelope is completed before placing it back in the orange bag.

PROCESSING VOTERS
SOLUTIONS TO PROBLEMS

VOTERS WHO CAN NOT BE PROCESSED ON THE POLL PAD AND NEEDS A PRE-PRINTED PROVISIONAL BALLOT:
(These voters DO NOT vote on the machine)

There are several instances when a pre-printed ballot is necessary:

- On Election Day, when a polling place is not opened on time.
- When the board worker is unable to add a voter to the poll pad.
- If the voting machine does accept the ballot, and the board worker is unable to spoil a ballot on the poll pad and reissue another ballot activation card.
- If all of the poll pads become inoperable and board workers are unable to verify that voter's are eligible to vote and to check the voter into the poll pad.

PRIMARY ELECTION VOTER:

The Primary Election in June. The Democratic and Republican party members vote for candidates to represent their respective parties for the November General Election.

- Voters must belong to either the Democratic or Republican parties to vote in Primary Elections.
- Unaffiliated voters must declare either Democratic or Republican party.
  (There is no "Independent" party in New Jersey.)
- Voters affiliated with another party can not vote. These parties include:
  - ◊ Conservative
  - ◊ Green
  - ◊ Libertarian
  - ◊ Natural Law Party
  - ◊ Reform Party
  - ◊ Socialist Party of New Jersey
  - ◊ US Constitution Party
- Voters cannot change their party affiliation at the polling places.
  Any party change must be done prior to 55 days before the Primary Election.)
- A voter has the option of going before a Superior Court Judge to request a party affiliation change. The voter needs to go to the Ocean County Board of Elections at 129 Hooper Ave, Toms River, with their ID, to meet with a Judge.

PROCESSING VOTERS
SOLUTIONS TO PROBLEMS

VOTER APPLIED FOR or
RETURNED THEIR MAIL-IN BALLOT:

- **This voter MUST use a Provisional Ballot**.

  ⇒ **See Page 26 -27** if they are in the correct district or they are voting at an Early Voting Site.

  ⇒ **See the bottom of Page 27** if they are in the wrong district.

- **If a voter arrives at the polling place with their Mail in Ballot, the board workers CANNOT ACCEPT the mail-in ballot.** The board workers must advise the voter that they have 4 options to vote:

  1. The voter can deliver the mail-in ballot directly to the Board of Election's Office at 129 Hooper Ave, Toms River, before the close of polls at 8:00 PM.

  2. The voter can use one of the 20 drop boxes located in Ocean County by the close of polls at 8:00PM. The board worker should also show the voter the list of the drop box locations.

  3. The voter can drop off the ballot at the Post Office by their close of business. They should request that the mail-in ballot be post marked. This ensures the ballot is marked on time and is accepted by the Board of Elections if received within 6 days after Election Day.

  4. The voter can use a provisional ballot at the polling place. The mail-in ballot should be destroyed by the voter (ripped).

"AFFIRM ADDRESS" APPEARS IN THE SIGNATURE BOX:

- The voter will need to complete an AFFIRMATION form, packed in the yellow folder.
- The voter checks off one of the following:
  - ⇒ Voter has not moved
  - ⇒ Voter has moved within the last 28 days
  - ⇒ Voter has moved within the district.
- After the voter completes the form, they will be processed on the poll pad and will vote on the machine

  IMPORTANT:
  - ⇒ If the VOTER HAS MOVED outside their current voting district, BUT STILL LIVES IN OCEAN COUNTY, the Board Worker needs to issue a Provisional Ballot
  - ⇒ If the VOTER MOVED OUSIDE OF OCEAN COUNTY MORE THAN 28 DAYS PRIOR TO THE ELECTION, then they must go to their new county and get a court order to vote.

PROCESSING VOTERS
SOLUTIONS TO PROBLEMS

ID REQUIRED APPEARS IN SIGNATURE BOX

There are only two occasions when a board worker can request ID - when "ID required" appears in a signature box.

- When ID Required appears in the signature box, request the voter to provide ID.
- **Examples of ID include but are not limited to:** sample ballot, driver's license, car registration, any photo identification, any government document with the voter's name and address, a current utility bill, or a tax bill or rent receipt.
- The board worker then checks off that ID was shown.
- If the voter has no ID, the board worker checks that no ID was shown and gives the voter a provisional ballot, with the ID letter and envelope. ***See page 26***.

VOTER IS NOT REGISTERED IN OCEAN COUNTY or IS PROHIBITED FROM VOTING IN THE PRIMARY DUE TO THEIR PARTY AFFILIATION:

Someone who resides in Ocean County, but is not registered, is able to appear before an Ocean County Superior Court Judge in Toms River.

- The voter will need to go to the Board of Election at 129 Hooper Ave, Toms River.
- They will need to provide a driver's license or other form of identification.
- The voter will have an opportunity to explain their circumstances.
- A Superior Court Judge has the option of granting the voter a court order to vote,

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VOTER HAS A COURT ORDER TO VOTE (READ THE ORDER)

A. **If the court order states the voter must vote on the machine:**
- Search for the voter's name on the poll pad - it may have already been added.
- If the voter's name cannot be located, then the board worker should add the voter's name.
- The board workers will compare the voter's signature to the signature on the court order.
- The voter is processed on the poll pad just like any other voter.
- The voter will be issued a voting authority and ballot activation card and votes on the machine.
- The board worker keeps the court order and places it in the clear green envelope.

B. If the court order states the voter must vote by a provisional ballot
- The voter is processed on the poll pad like other provisional voters.
- The voter is **not** issued the voting authority and ballot activation card.
- The voter is issued a provisional ballot and envelope.
- The court order should go in the clear green envelope.

PROCESSING VOTERS
SOLUTIONS FOR PROBLEMS

VOTER NEEDS ASSISTANCE:

In New Jersey, no one can be denied the right to vote because of a disability,
- The disability could be intellectual, developmental, physical or psychiatric.
- The voter has a legal guardian.
- The voter could lives in **an institution, group home, supported apartment or other residential facility.**
- **If a voter cannot speak or read English, the voter can get assistance from someone of their choosing.**
- **Voters should not be asked for proof of their disability.**
- **IMPORTANT: A Power of Attorney CAN NOT sign for a voter.**

ETIQUETTE WHEN ASSISTING VOTERS:

- Speak to the voter directly, not to a companion or personal assistant .
- Do not assume the voter need's your help, ask before helping.
- Please ask before pushing someone in a wheelchair.
- A person's wheelchair, scooter or other assistive device is considered a continuation of their personal space. Do not touch the device without the voter's permission.
- If you are assisting someone who has a visual impairment by reading something aloud for them, you do no need to raise your voice.
- Speak slowly and directly to a person who is hard of hearing.
- Animals that assist people with disabilities must be allowed to accompany their owners into the building and into the voting machine. You should NOT touch or pet these animals.
- The height or angle of the voting machine may need to be adjusted.
- The voter may need to use a chair.

ASSISTING THE VOTER IN THE VOTING MACHINE:

- **Voters have the option of bringing someone of their choosing or a board worker into the voting machine.**
- **The board worker and the person assisting them must first complete the Assistance Form, packed in the YELLOW FOLDER.**
- The completed form goes in the clear green folder,
- The voter will need to be processed as all other voters.
- The voter can also view the ballot in a larger font by touching TEXT SIZE, LARGE TEXT, and then touch "Return to Ballot".

VOTER USES THE UNIVERSAL VOTING CONSOLE (UVC):

- The voter can utilize a headphone and the UVC, hand held control to vote. This is particularly helpful for people with visual impairments.

- The headphone and the UNIVERSAL VOTING CONSOLE are accessed from the back of the voting machine.
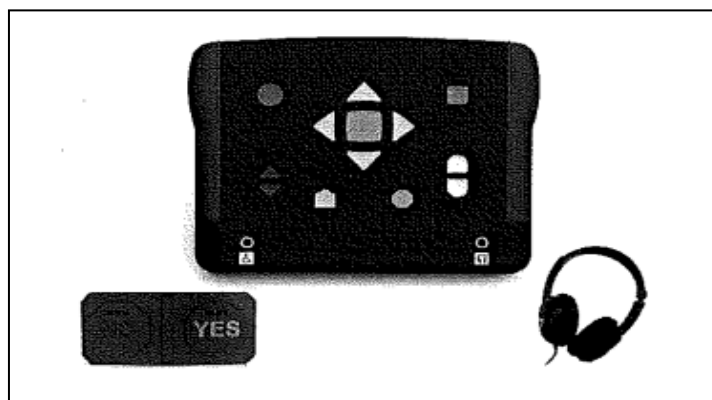
- The UVC features large color coded keys, labeled with both visible text and braille characters. The keys enable the voter to adjust the audio volume and tempo, navigate the ballot and make selections.

- Allow the voter to sit inside the machine with the curtain closed. Once the voter is seated, hand them the UVC and head phones. Make sure the UVC is plugged into the USB port in the back of the machine. The audio will be automatic once the voter begins using the Universal Voting Console.

- The voter may need assistance inserting the ballot activation card.

- UNLESS THE VOTER REQUESTS additional assistance, the board worker should then leave the voter alone.

- A Voting Assistance Form is NOT necessary unless the board worker or a person of the voter's choosing remains with them behind the curtain.

PROCESSING A VOTER
SOLUTIONS TO PROBLEMS

<u>VOTER WHO HAS BEEN CHALLENGED:</u>

If a voter is challenged, the board workers need to pull out a set of challenger forms. There are 4 documents stapled together and are packed in the blue folder.

- The first page is the CHALLENGER'S AFFIDAVIT, which the challenger must complete. All challenges need to be in writing.

- The voter then has an opportunity to respond to the challenge and provide identification. The voter completes the second document, the CHALLENGED VOTER AFFIDAVIT.

- All of the board workers then vote to accept or deny the challenge. They record their results on the last page (not in triplicate) of the packet.

- The third page is to be completed by board workers if a voter is challenged prior to the election and appears at the polling place.

Challenger Information Sheet

1. All challengers must have **proper credentials** from the Ocean County Board of Elections

2. **Permits to challengers** issued by the County Board must be filed by the Challenger with the District Board on Election Day prior to challenging. (19:7-4). Permits can be revoked and another issued up to and including the day of the Election.

3. **Challengers** do not have to be registered to vote in the district they are challenging in, but **must be registered in the County.**

4. **Members of the District Boards have full powers of challengers** without special designation as such.

5. A **Candidate may act as a Challenger without appointment.** (19:7-2) They will have a ribbon badge from the Election Board.

6. A Challenger can not serve in any district other that that to which appointed. (19:7-3)

7. **Power of Challengers:** Legal Challengers as well as Board Members may challenge anyone they believe not entitled to vote. They have the powers and the right to ask all necessary questions to determine the challenged person's right to vote. **All remarks must be directed to Board Members, <u>NOT TO VOTERS</u>.** (19:15-22)
   Challengers also have the right to be present at the counting of votes provided they do not interfere with the progress. (19:7-5)

8. **Only Board Members in charge of the poll books may ask a voter's name.** The Board Members <u>**MUST**</u> repeat the name and address loud enough for the Challenger's to hear.

9. **Challengers must be positioned away from the voters but within hearing distance of the board members.** They may not walk about the polling place and must never come into contact with the voter.

10. **Not more than one Challenger appointed for a party, candidate, or public question shall be present at any time during the hours when the polls are open.** (19:7-6.1)

11. Majority decisions of the District Board on any questions are final. However a voter has the right to appear before a County Judge if their right to vote is denied.

PROCESSING A VOTER -
SOLUTIONS TO PROBLEMS

CHALLENGERS CAN:

Challenge a voter if the challenger believes the voter is not qualified to vote
In order to vote a person must be

- A United States Citizen
- 18 years or older by the General Election
- A resident of the county for at least 30 days before the election.
- Registered to vote

A challenger must sign an affidavit state the reason for the challenge

CHALLENGERS CANNNOT

- Challenge a voter for any of these reasons (It is a criminal offense for a challenger to challenge voter for any of these three reasons)
  1. They think they know how the voter is going to vote.
  2. The race, ethnic origin of the voter
  3. Where the voter lives in the Town or County

- Sit with the district board workers or touch the election materials.
- Go the voting machine during voting hours
- Challenge the voter directly. Only the district board can ask the voter questions
- Wear any campaign buttons, signs or wear any campaign clothing
- Harass or intimidate any voters; or cause any disturbances in the polling place.
- Challenge a voter because the district board asks the voter to affirm his or her residence or asks a fist time registrant by mail to show identification.

VOTER'S SIGNATURE DOES NOT MATCH:

- After the voter has signed the poll pad, the board worker must compare the signature with the signature displayed on the poll pad.
- If the signatures do not match, then all of the present board workers must review the signatures. The board workers complete a challenger affidavit and state their reasons for the challenge.
- ONLY board workers can challenge a signature.
- The board workers then vote to accept or to deny the signature. In the event of a tie, it is in favor of the voter.
- The board workers and voter must complete and sign two forms:
  ◊ The Challenger's Affidavit,
  ◊ The Board Worker vote determination, the half page at the back of the challenger packet
- If the voter is not allowed to vote the voter is given a copy of the challenger's affidavit and instructed that they can appear before Superior Court Judge.

PROCESSING A VOTER
SOLUTIONS TO PROBLEMS

EMERGENCY BALLOTS

Emergency ballots are ONLY used when both Express Vote XL Machines are inoperable. **It is important to contact the Voting Technology Center if a machine is not working.** Ideally, the machine will be repaired or replaced before emergency ballots are used.

Before removing the emergency ballots from the back of the machine, make sure to contact the Ocean County Board Of Elections at 732-929-2167.

- The emergency ballots with envelopes, string and a tally sheet, are located, in the back of one of the voting machines.
- Take note of the time the machines stopped working and the last voting authority used on each machine.
- Advise voters that they have the following options:
    1. They can vote using a paper- Emergency ballot
    2. They may wait while the machines are repaired or replaced.
    3. They may return later in the day.

- Voters are checked in on the poll pad and given a voting authority. When they go to the voting machine, they will be given an emergency ballot and envelope.

- The Board worker will need to open the back of the machine and then take one screw off and remove the metal plate that covers the slot. The board worker should then close and lock the back of the machine.

- When the voter completes the ballot, it is placed in an envelope and placed in a slot in the back right side of the machine.

- At the end of the night, the board worker will need to tally the results using the tally sheets that are packed with the ballots.

MAINTAINING ORDER IN THE POLLING PLACE

PEOPLE ALLOWED
IN THE POLLING PLACE:

NJ State Election Law provides that only certain people are authorized to be in the polling place. They are as follows:

- District board workers
- Voters and their dependent children
- Credentialed challengers
- Candidates
- Election officials
- Federal or state observers
- Media and non partisan interest group representatives with **credentials** are permitted to conduct **exit** polling.

IMPORTANT: Board members should not permit unauthorized persons to remain in the polling place and should ask them to leave. **Rememeber, there is NO LOITERING**.

ELECTIONEERING:

Electioneering is not permitted within 100 feet of the entrance of the polling location. Electioneering is defined as the distribution, display of circular or printed matter, or offering any suggestion or solicitation of support for any candidate, party or public question. This includes wearing clothing, hat, pin or displaying written material in support or opposition of a candidate, party or public question.

Candidates, challengers, and Media cannot speak with voter in the polling place or the 100 feet of the polling place entrance.

EXIT POLLING:

Exit Polling inside the 100 foot "NO ELECTIONEERING" zone is permitted by the media and non-partisan interest group representatives. Exit polling is not considered to be electioneering. **Representatives of the media and non partisan interest groups must have credentials from the Board of Elections**.

The pollster cannot interfere with the orderly conduct of the election. **They cannot approach voters entering the polling place.** Pollsters may question voters leaving the polling place. Voter participation in exit polling is strictly voluntary.

MEDIA REPORTERS AND PHOTOGRAPHERS:

The media must obtain permission from the Board of Elections to be present in the polling place, otherwise they can not be present. They can not interferes with the conduct of the election and the privacy of voters.

MAINTAINING ORDER IN THE POLLING PLACE

CELL PHONES:

Generally, cell phones are not permitted in the polling place. If a vote or challenger needs to use their phone, they should do so outside of the polling place. A voter cannot use a cell phone in the voting machine and they should not show anyone what is displayed on their phone. A board worker can use a phone to contact the Ocean County Board of Elections.

LAPTOP COMPUTERS:

The use of a laptop computer by a challenger to track voters or to record polling place observations is generally acceptable. If it causes a disturbance, the board worker should ask the challenger to stop using it. Board workers should not use a laptop computer while working at the polling place.

FUNDRAISING:

No fundraising or social events are permitted inside or within 100 feet of the polling place. This includes but is not limited to bake or food sales, book sales, and art or craft exhibits.

LOW SUPPLIES:

Contact the Ocean County Board of Elections to arrange for more ballots, envelopes or other supplies to be delivered to the polling place.

PROBLEM LOGS:

The board workers should use the Problem/ Incident Log to record voting irregularities, mistakes, or unusual events that occur at the polling place. Place the logs in the clear green folder at the end of the night.

HOW TO RESPOND TO AN EMERGENCY

During any election, there is always a possibility that there could be an emergency. From a national pandemic to a serous weather event, like Super Storm Sandy, a gas leak at a polling place or a wildfire that closes off access roads, these challenges force the Board of Elections to ensure the safety of board workers and the public while also carrying out an election, so voters are not disenfranchised.

The Ocean County Board of Elections works closely with the County Office of Emergency Management to address many emergencies, but in some situations, board workers and voters may need to evacuate the polling location.

EVACUATION PROCEDURES

- **If Possible, collect personal property such as coats, purses, car keys and phones. Do not jeopardize yourself.**
- **Board workers should prepare for the occasional situation when they will not be permitted back in to the building.**
- **If time permits, take the provisional bag and disconnect electrical office devices.**
- **If the situation is <u>critically dangerous</u>, the board workers <u>must leave the building immediately.</u>**

Gas Leak/Fire

Leave the building as quickly as possible, and stay within a safe distance. Call 911 and the Board of Elections at 732-929-2167. If possible, take the provisional bag.

Hazardous Material and Bomb Threat

DO NOT TOUCH the substance, package or device. Immediately leave the building, call 911 and then call the Board of Elections at 732-929-.2167. If possible take the Orange Provisional Bag.

Active Threat/Civil Unrest (Including Active Shooter)

Leave the building as quickly as possible. Take your personal possessions if possible.
Once out of the building, call 911, then call the Board of Elections at 732-929-2167.
If unable to leave, hide and block entrance using tables or other movable furniture.

Medical Emergency

When a voter or board worker is injured or seriously ill, call 911 immediately. Another board worker should contact the Board of Elections at 732-929-2167 when able.

CLOSING THE POLLS
SHUTTING DOWN THE ROUTER AND VOTING MACHINES

END OF NIGHT PROCEDURES

- Polls close at 8:00 pm for the Primary and General Elections. One of the board workers should announce that polls are closed.

- Voters who are on line at the close of polls must be allowed to vote. A board worker should stand behind this last voter and advise anyone else who approaches the polling place that the polls are closed. The board workers can not take any steps to close the poll pads, the machine, or seal the provisional ballot bag, until the last person in line has voted

- Challengers, candidates and members of the media as well as the general public are permitted to be present at this time, as long as they do not interfere with the closing pro-cedures.

SHUTTING DOWN THE ROUTER- WIFI

Turn off and then unplug the router. Place the cords inside the box and make sure it is securely closed. Place the Router near the voting machines.

VOTING MACHINES

Follow Instructions to close the machine on page 42.

- **Machine Keys:** Once the machines are closed, the **keys goes in the key envelope** which then goes inside the large brown envelope marked **"Result Tapes and Machine Keys".**

- **USB Stick:** Goes in the small yellow bag, marked Thumb Drive with the correct district number.

- **Machine Tapes:** The morning zero tape and the first three sets of the result apes are placed in the brown envelope marked "**Result Tapes and Machine Keys".**

- **Extra Result Tapes:** The voting machine is programed to print 3 result tapes. Two extra set of tapes can be printed, one can be distributed to each political party. However, if more people would like tapes, lay them on the table so they can record the results or take a picture of the tapes.
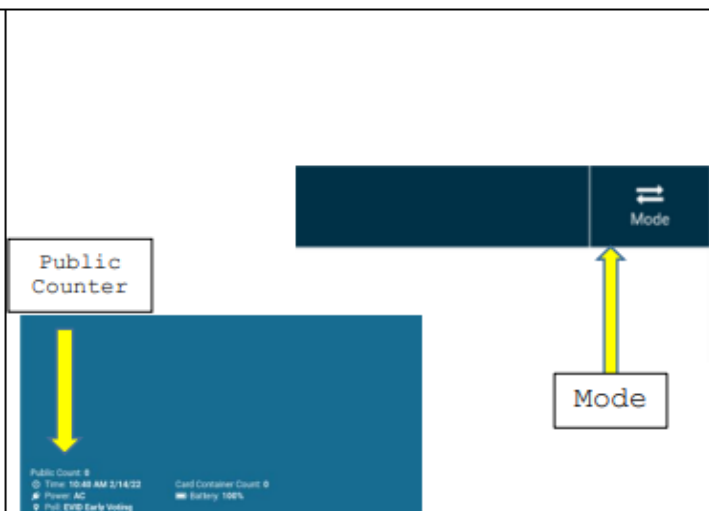
Closing Procedures
for the ExpressVote XL

1.
- Touch the Public Counter text on the bottom left of the touchscreen.
- The **Poll and Device Status** page will display.
- Select "**Mode**" on the top right corner of the touchscreen.
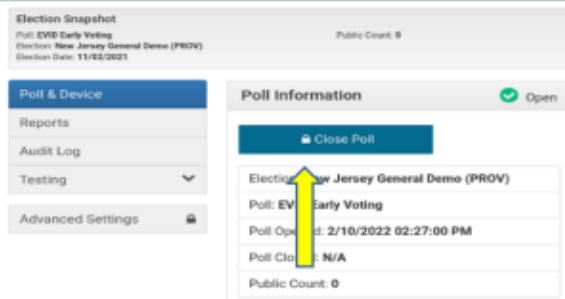- Enter the Election Code found on index card in the Machine Key Envelope.
- Press "**Accept.**"

The Election Code is case sensitive.

Public Counter

Mode

Public Count: 0
⊘ Time: 10:40 AM 2/14/22   Card Container Count: 0
⚡ Power: AC   🔋 Battery 100%
⊙ Poll: EVID Early Voting

2.
- Select "**Close Poll.**"
- Three (3) copies of the Results Report will print automatically, they will not be pre-cut.

Supervisor Menu

Election Snapshot
Poll: EVID Early Voting   Public Count: 0
Election: New Jersey General Demo (PROV)
Election Date: 11/02/2021

Poll & Device   Poll Information   ✅ Open
Reports
Audit Log   🔒 Close Poll
Testing   ⌄   Election: New Jersey General Demo (PROV)
Advanced Settings   🔒   Poll: EVID Early Voting
                           Poll Opened: 2/10/2022 02:27:00 PM
                           Poll Closed: N/A
                           Public Count: 0

3.
- If you need more reports, select the **"Print Report"** button in the bottom right corner.

RESULTS REPORT MUST NOT TOUCH THE SCREEN WHILE PRINTING

Poll and Device Status

✅

Device Closed and Collected
Safe to remove collection media.
ⓘ To print a consolidated results report, touch Print Report.

Synched Devices Collected to Inserted Media

✅ XL01 190660576

Print Report
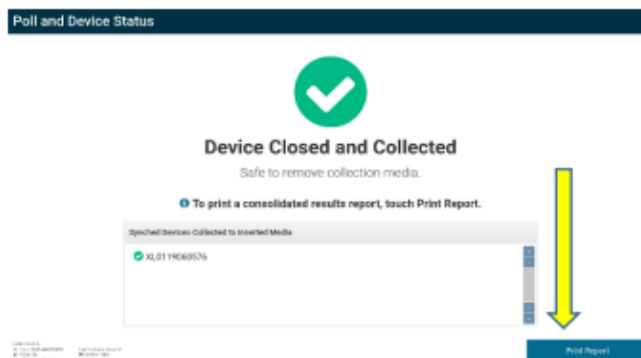
CLOSING THE POLLS
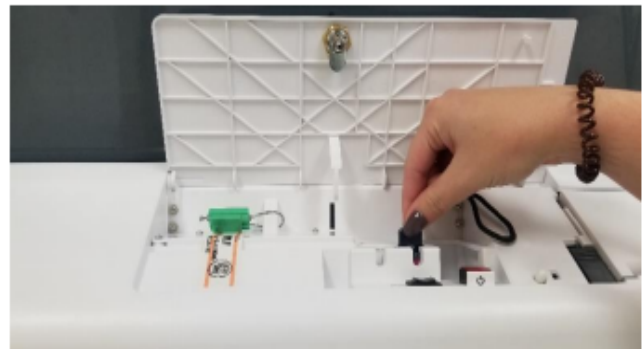## *SHUTTING DOWN THE MACHINES*

4.	• Use two hands to gently push the bottom of the screen to the original vertical position. • Use the barrel key to unlock and open the USB Compartment on top of touchscreen. • Do **NOT** remove the key until you get to Step 7.	
5.	• Remove the <mark>Yellow Sticker Seal</mark> securing the USB Stick and place on the index card in the Machine Key Envelope. • Remove USB stick by pulling straight up on loop. • Place the USB Stick in the <mark>Yellow Pouch.</mark> • Place any other removed sticker seals on index card.	
6.	• The Power Off icon will display on the bottom of touchscreen. • Select **"Power Off."** • Select **"Shut Down."**	
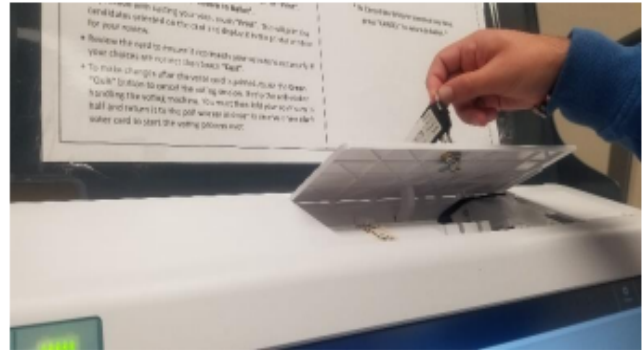
7.	• Close and lock the USB Compartment.	
8.	• Close the screen cover. • Place **Red Pull Tite Seal** on USB Compartment Bar.	
9.	• Place a **Red Sticker Seal** on the Back of Ballot Bin. • Half of seal should be placed on ballot bin and other half should be placed on voting machine.	
10.	• Place **Red Sticker Seal** on Ballot Path door **IF** the yellow seal was removed for troubleshooting purposes.	

CLOSING THE POLLS
SHUTTING DOWN THE VOTING MACHINES

11.	• Unplug the machine and wrap up the power cord.	
12.	• Remove red spindle with the Authority Slips, seal it and place them in the Manila Envelope.	
13.	• Remove the curtain rods, and insert them back into the tube. • Replace the cap. • Un-latch the white clamps and lower the curtain rods to the minimum height. Re-latch to secure the white clamps.	
14.	• Unlock and open the Rear Door of the machine. • Refer to supply checklist on Rear Door & place the following items back into the correct machine: **(1) Ballot Activation Cards Box** **(1) Pollpad Extension Cord** **(1) Pollpad Power Strip** **(2) Ballot Path Lights** **(2) ExpressVote Printers** • Close & lock rear door.	

CLOSING THE POLLS
SHUTTING DOWN THE MACHINES

15.	• Return the barrel key to the Key Envelope and place in the Red Bag. • ***Verify the Machine Key Envelope contains BOTH barrel keys & passcode index card with the used seals***	
16.	• Cover the machine with the covers located on back shelf.	
17.	• Lower the Voter Light stick to the horizontal position. • Unlock the swivel casters and return the machine to a secured location.	

CLOSING THE POLLS
SHUTTING DOWN THE POLL PADS
CLOSING PROVISIONAL BAG

SHUTTING DOWN THE POLL PADS:

1. **Synchronize the poll pad:** On the top right of the screen, touch the green cloud and wait 2 minutes.

2. **Turn off the poll pads:** Press the power button which on the upper, left side of the poll pad. Hold the button down until the words **"Power off"** appear on the screen. Swipe "**Power Off"** and the poll pad will shut down.

3. **Printer:** Unplug the cables, wrap them around the printer. The printers and cords go in the back of the voting machine.

4. **Pack the poll pad in the correct green box:** Make sure the bar code, which appears on the back of the screen, matches the bar code printed on the blue label on the outside of the box. Remove the arm and base from the poll pad and place in the green box. Secure the screen with Velcro on the inside of the lid. Make sure the box is securely closed.

5. **Leave the poll pad at the polling place near the machines.**

CLOSING THE PROVISIONAL BAG AT THE END OF THE NIGHT:

1. The provisional bag must be secured **after** polls have closed.
2. Count the used and unused envelopes and ballots, then record the totals on the inventory sheets.
3. Remove the red seal (zip tie) from the bag and record the number on both inventtory sheets.
4. All of the board workers must sign both inventory sheets.
5. One inventory sheet goes inside the bag, the other is placed in the clear window on the outside of the bag.
6. Secure the bag with the red seal.
    - Thread the seal through the two grommets, and then through the zipper.
    - Insert the tie into the flat side of the seal and pull tight so the zipper cannot be opened.
7. All Board workers should check that the red seal is secure.

8. The Provisional Bag goes back to the Municipal Clerk's office at the end of the night.

CLOSING THE POLLS
PACKING THE RED BAG, CLEARING THE ROOM
RETURNING SUPPLIES

WHAT TO PACK IN THE RED BAG

- **Unused Voting Authorities:** Place all unused voting authorities in the bottom of the red bag.
- **Privacy Screen:** Fold the screen, place in red bag.
- **Pens, styluses, extra red seals, and board worker ribbons:** Place them back in the plastic bags and place in the red bag.
- **Ballot sleeves:** Rubber band them together an place them in the red bag.
- **All used paperwork goes in the Clear Green Folder:** This includes voting assistance forms, problem logs, voter registration forms, court orders, voter complaints etc.
- **Unused paperwork:** Remains in the same folders and place in the red bag.
- **USB Stick; goes in the yellow pouch**. The pouch is placed inside the large brown envelope with the result tapes and keys.
- **Brown Envelopes: There are four brown envelopes,** all three go in the red bag:

    Payroll

    Used Voting Authorities

    Result Tapes with the Keys and USB pouch.

    Spoiled Ballots

CLEARING THE ROOM

- Remove all of the signs from the walls. If they are ripped and in poor condition, throw them out.
- Remove the 2 hour reporting sheet from the wall, pack in the clear green envelope.
- Any ADA Equipment at your site, (door bells, cones, etc.,) place by the machines.
- Check that personal items and garbage are not left at the polling place.

FOR THE BOARD WORKER RETURNING SUPPLIES

When you arrive at the Municipal Building (Town Hall), you may have to wait in line. You will be asked to show the following:

- Payroll envelope
- Result tapes and zero tapes
- Machine keys
- Yellow bag with BOTH machine USB sticks.
- A sealed provisional ballot bag.

You will also sign a chain of custody for the provisional bag. Once you have completed handing over your supplies, you will be able to leave.

CONTACT INFORMATION

Polling place problems and Voter Registration issues:
Call 732-929-2167

- ⇒ Polling place is not open or there are problems setting up in the morning.
- ⇒ Cannot locate a person in the poll pad after trying their name, address or date of birth.
- ⇒ Special messages not addressed in the manual.
- ⇒ Problems with challengers or loitering voters.

Voting Machine issues
Call 732-363-2961

- ⇒ Paper jam on voting machine. (Not poll pad printer)
- ⇒ Frozen screen.
- ⇒ Any questions regarding the voting machine.

Poll Pad and Printer issues
Call 732-831-3737

- ⇒ Ballot card will not print- Make sure the ballot cut tab is to the top right and the Pre-printed side of the ballot is facing down.
- ⇒ Having problems adding a voter.
- ⇒ Poll pad printer jam.
- ⇒ Wi-Fi (Red Cloud) Problems processing a provisional ballot. (Make sure you Cradlepoint is turned on.)
- ⇒ Problems processing a spoiled ballot, or reprinting a ballot card.

Finally....

The Commissioners and Staff at Ocean County Board of Elections appreciate your time, effort and service as Board Workers.

Your knowledge and skills are important so that voters receive a seamless experience and have faith in the voting process.

Thank you for all that you do!!!