



Ulster County Board of Elections Inspector Training

Ashley Torres

John Quigley

Commissioners

A message from the Commissioners . . .

Dear Inspector:

Thank you for your willingness to serve as an Election Inspector in Ulster County. As an Election Inspector, you play an important part in the process that enables citizens to exercise their constitutional right to vote. The success or failure of the election process depends to a great extent on how well you carry out your responsibilities.

Remember that what voters experience at the polls is often the only part of the election system which they see first hand. We trust that you, as an employee of the Ulster County Board of Elections, will perform your duties in a way that gives voters confidence in the fairness and effectiveness of the election process.

The work of an Inspector can be difficult at times and tiring. However, when you have done the job well, you will know that the voters of your election district will feel that they have been well served.

Remember we are here to support you. We are confident that your training and this manual will prepare you to be an effective and accurate Election Inspector who will represent us proudly.

On behalf of the Board of Elections and the voters of Ulster County, we thank you for your service.

Sincerely,



John P. Quigley
Commissioner



Ashley Torres
Commissioner

Index

Topic	Pages	Topic	Pages
Employment information/voting	4-10	Closing polls	56-62
Primary Election Set up	11	Setting up Verity Touch Writer	63-75
Setting up the Poll site	12-13	Verity Touch Writer orientation	76-83
Poll site layout; Roadmap to opening	14-15	Touch Writer Open Polls	84-87
Folders; Responsibilities	16-17	Re-open Polls – EARLY VOTING ONLY	88-89
Security Pack	18-19	Voting on Verity Touch Writer	90-107
Getting Started with Verity	20-25	Suspending Polls – EARLY VOTING ONLY	108-114
Setting up Verity Scan	26-32	Closing Polls	115-122
Verity Scan Orientation	33-37	Poll Watcher Summary	123-125
Open Polls	38-43		
Voting with Verity Scan	44-49		
Troubleshooting	50		
Mismarked ballots	51		
Spoiled ballots	52		
Preparing Affidavit ballot	52-54		
Emergency Ballot Bag/Ballot slot	55		

To be an Election Inspector in Ulster County you...

- ▶ must be a registered voter in Ulster County
- ▶ cannot be an elected official
- ▶ cannot be a candidate in the election district where you serve as an inspector
- ▶ cannot be the spouse, parent or child of a candidate for public office in the election district where the candidate's name is on the ballot
- ▶ must be able to speak, read and write the English language
- ▶ must take the annual training class and pass the test

**And then you will be certified by the
Ulster County Board of Elections**

Qualities of an Ulster County Election Inspector

- Prepared to arrive on time and work the entire day or until your shift is complete.
- Administer the election impartially
- Behave courteously to voters and other poll workers
- Carry out each of the procedures in the Poll Workers Inspector Manual as instructed
- Follow directions of the Board of Election personnel
- Dress appropriately and professionally
- Study the handbook and supporting materials before election day

Your work makes the difference in fair, quality elections

How do I get paid?

Payment for all Inspectors

- ▶ Every Inspector is paid for their service as an Election Inspector by signing into the Poll Pad. Please refer to the instructions in your folder on how to log into the Poll Pad if you need assistance in signing in.
- ▶ You should sign in before the polls open in the morning and sign out at the end of the night before the poll pad is packed away.
- ▶ Your pay for training will be included in your paycheck. You will receive credit for the time before the polls close and for the time worked after the polls close, this will be automatically added to your time sheet.

Mileage Reimbursement

- ▶ If an inspector works at a poll site located in a municipality in which they do not reside the County will reimburse them for mileage. By signing in on the Poll Pad, your mileage will be reimbursed if you are eligible.
- ▶ Mileage is **not** reimbursed for in person training.
- ▶ Mileage reimbursement is included in your election day payment.

First Time Inspectors Only

- ▶ State and Federal employment laws require that ALL inspectors be classified as County Employees. Necessary paperwork will include: W-4, IT-2104, NYSLARS Application or Declination, all with appropriate I.D. **Required paperwork will be available on the Poll Inspector Portal where you access your training classes.** These forms, if necessary, must be completed before Election Day.

How Do I Vote?

There are more ways than ever to cast a ballot in New York State

Voting Options:

Vote Early

We encourage you to vote early at one of our early voting sites. Any Ulster County voter can cast their ballot at any of the sites that we establish for the election. Early voting is just like election day voting – you receive a paper ballot printed for your election district after you sign in, mark your selections and then scan your ballot through the voting system.

Absentee Vote

As inspectors you all qualify to receive an absentee aka “mail-in” ballot. In order to get your ballot, you must complete the Special Absentee Ballot Application, which we provide to you upon hiring. Remember when completing the application to:

- Check off the elections you are assigned to work (Primary in June, General in November, etc.)
- Include your mailing address and your home address
- Tell us if your name or address has changed
- Sign and date your application

Once you have submitted the application, we will mail a ballot to you. Return your absentee ballot through the mail or bring with you to your work shift and deposit into the maroon pouch at the poll site.

Election Day Voting

The option to vote in person on Election Day is only available to you if you are assigned to work at your hometown poll site.

Unfortunately, we are unable to place every inspector to work at their personal polling location and oftentimes we adjust the assignment schedule close to the election.

Therefore, it is important to take advantage of Early Voting or Absentee Voting to ensure you can cast a ballot in case of a last-minute change to your location assignment.

We are very busy on election day so if you forget to vote early or apply for an absentee ballot in advance, we cannot guarantee that you will be able to vote if you forget to do so before working. By doing so you are hindering the work of the BOE and your fellow inspectors.

You cannot leave your assigned site to go home or vote!

MAKE A PLAN TO VOTE!

RESPECT AND SAFETY AT THE POLL SITE

All Ulster County employees, including Election Inspectors, are required to receive training material on:

- ▶ Workplace Harassment & Violence Prevention
- ▶ Active Shooter & Emergency Response
- ▶ Cyber Security

Please review the training materials before Election Day

All materials available on Inspector Portal

Staying safe at work requires all of us to keep our eyes open and to be aware of our environment. The BOE has a good relationship with local law enforcement agencies and meets with leadership annually to discuss contingency plans. Use your judgment, most issues can be resolved by the BOE but if it rises to the level of an emergency, please call 9-1-1 and then call the Commissioners to make them aware of the situation.

De-escalate conflict and treat people the way you would want to be treated yourself. Be respectful to your fellow inspectors and to the voters.

When do I report to duty?



All Inspectors must arrive a minimum of 45 minutes early on all Election days

Primary & General Election Days: Primaries occur at the end of June, General Elections in the beginning of November. Polls are open for **both** elections from 6am – 9pm – **You must arrive no later than 5:15 am.**

Who Must Be Present to Open the Poll Site?

At least 1 Designated Democrat and 1 Designated Republican Inspector must be present to begin preparing the Polling Site. It doesn't matter what assignment (Key Master, Chair Master, Ballot Master, etc.) the inspector has been assigned to in order to open the site.

Depending on the site there will either be someone from the facility to let you in i.e. a school custodian, or you will have a key or code to open the site.

The priority is always to get inside and start the work of getting the poll site ready for voters!

Board of Elections Staff reports for duty even before you do. Please call us immediately if your Poll Site is locked, if you are missing a Voting System, or if there is a problem with the supplies – 845-334-5470.

Job Titles and Assignments

The Board of Elections divides up poll site job duties into three separate titles:

- **Chair Master** – There are always two Chair Masters in each site. Generally, they do not sit at a ballot table in a multi-district/multi-primary poll site
 - **Chair/Ballot Masters** – This hybrid version is assigned to single district/single primary poll sites
- **Key Master** – There are always two Key Masters in each site, they are stationed at the voting systems
- **Ballot Master** – These are the most numerous inspectors that are assigned, always working in pairs they are stationed at a specific ballot/party table

How do I know who I'm working with?

We assign each Inspector a partner to work with, one is designated as Democrat, the other a Republican. This doesn't necessarily mean that is what you are personally enrolled as and it has no bearing on how we conduct the election, it is simply a legal requirement in NY. Your Chair Masters will call roll and that roll will let you know who you are sitting with (i.e. at a table for Ballot Masters, or who you are working the voting system with for Key Masters). **If someone is missing call 845-334-5470 ASAP!**

About Primary Election Set up

Setting up by Party

Every June there is the chance for Primaries; every four years we also see Primaries occur for Presidential Candidates in April. When the UC BOE conducts a Primary we do not set up the poll site by district instead we set it up by Party.

Things to keep in mind if you work a Primary:

- ▶ **Primary = Party** – A Primary is fundamentally a choice between two or more candidates who want to be the candidate in November for a certain party
- ▶ **Closed to Enrolled Party Voters** – In New York State the only people who get to vote in the Primary are those who are registered in the party having the Primary to choose their November candidate, i.e. Democrats can only vote in a Democratic Primary, Republicans in a Republican Primary, etc.
- ▶ **Write in Only Primary** – These are called “Opportunity to Ballot” Primaries and happen when a candidate has been denied the approval of that party to run with their name printed on the ballot. They rarely occur but when they do, that candidate then files a petition to force a write in contest at the Primary. Voters in these Primaries will either see a candidate’s name listed and under that a write in box, or just a write in box under the title of office. **As inspectors, we can only point out where the write in goes; we cannot provide names of who the voter should write in.**

Setting up the Poll Site

Single/Multi District Sites

Ulster County is made up of 165 election districts; boundaries that are set within each town or city that assign voters into their regional political subdivision. This is how we know who votes for what office, what poll site they go to, etc. We currently have 80+ poll sites throughout the county, broken into two categories:

- ▶ **Single District Site** – These are poll sites that serve the voters of a one election district
- ▶ **Multi District Site** – These are poll sites that serve the voters of more than one election district, these types of poll sites are more difficult to manage and require more staff

Setting up the Poll Site

In order to set up the Poll Site you will need to work as a team to gather all your materials.

The ADA Accessible Cart, which gets delivered the day before the election, arrives with many of the materials you will need to get set up.

The Green Poll Pad cases, will arrive either in the ADA Accessible Cart or by a designated person.

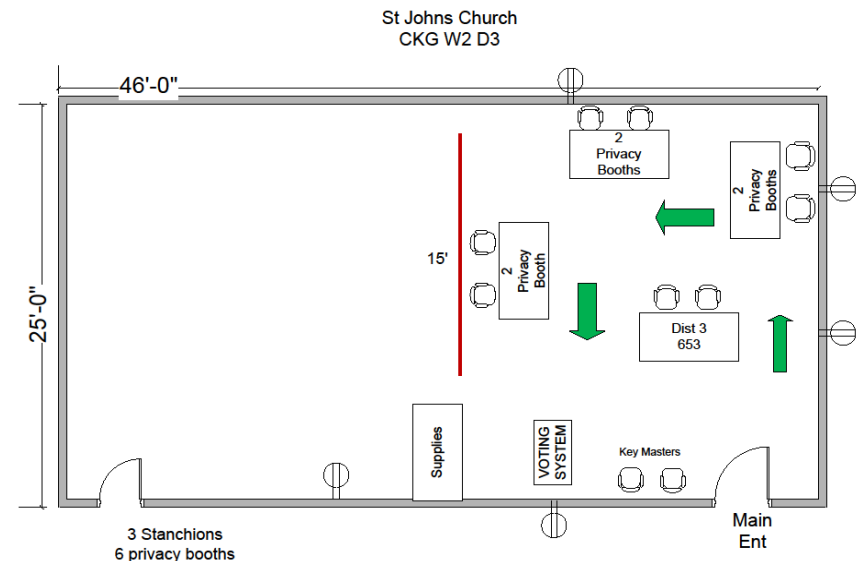
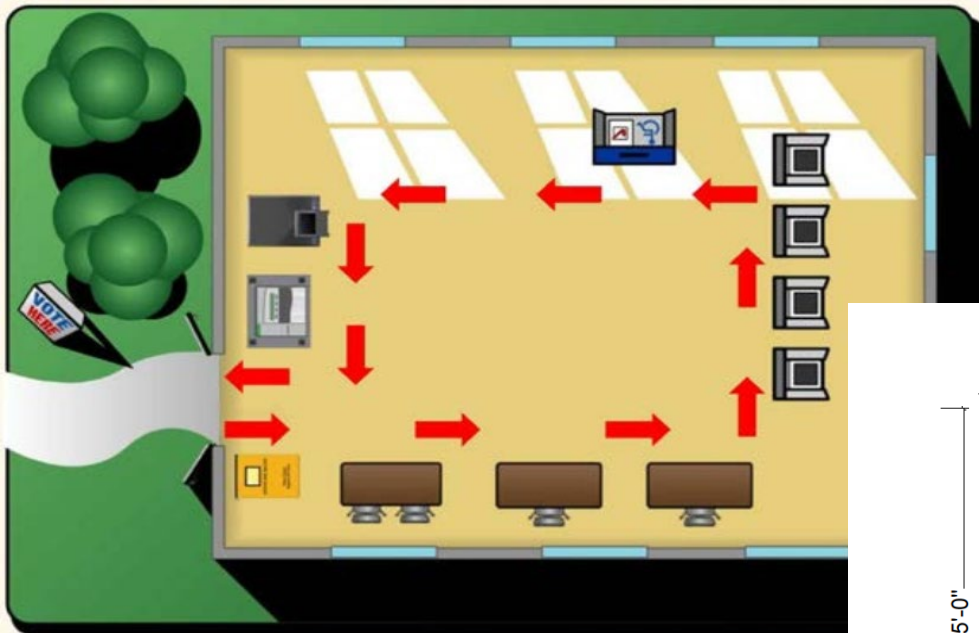
The Maroon Pouch, also known as the affidavit pouch, will be arriving Election Day morning, at least 45 minutes before the Poll Site opens by a designee of the BOE.

Check that all items are labeled for your poll site by checking the ID tags on the outside of the items – if it is not the right tag do not proceed and call 845-334-5430 immediately. Complete Scan Seal & ADA Cart Seal Report by confirming seal numbers (check box).

Voting System(s), Tables, Chairs, District/Party tabletop signs, absentee ballot drop boxes, PPE, stanchions, and Privacy Booths will be set up by Election Coordinators and/or BOE personnel. A Poll Site Layout is provided to the Chair Master in their folder. If the Site is not set up properly, or you have a suggestion regarding the Site set up, call the Commissioners immediately 845.334.5470.

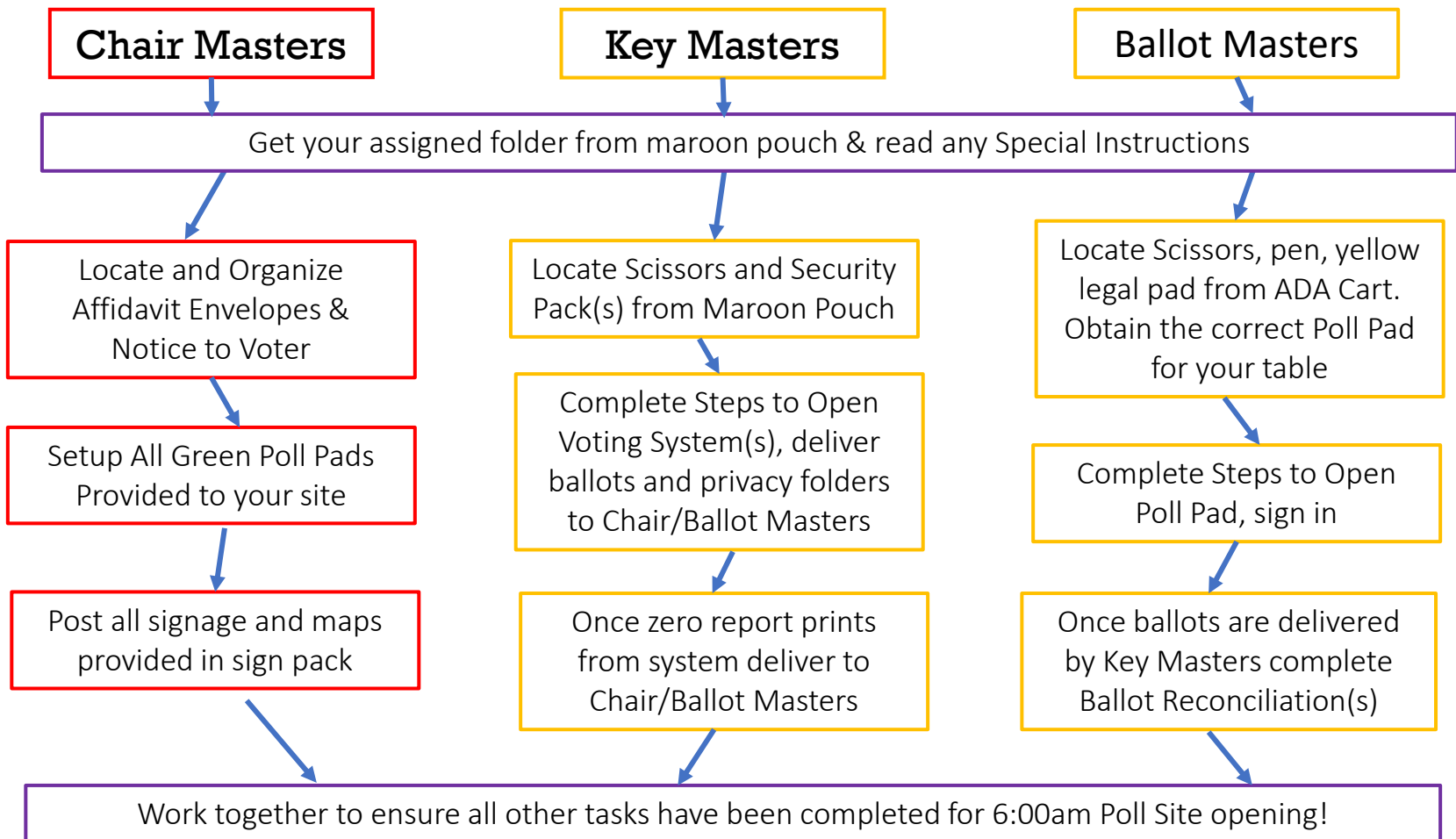
Get to know your poll site layout

- ▶ Establishes an easy flow of traffic
- ▶ Ensures voter privacy
- ▶ Arranged so that voters are progressed through the process
- ▶ Chair Masters will be checking that the layout was followed correctly



Setting up the poll site – Roadmap to Opening

Generally speaking the following roadmap describes the priorities of setting up the site in the morning:



Get to know your folder and check your supplies

The first thing inspectors should do is get their assigned folder. The folders will be labeled. Now that you know who you are working with and for what district, (or party for a primary) and where you are going to be stationed, you can grab the correct folder.

Open your folder and take the following steps:

- ▶ Read any “Special Instructions” that are included, these are tailor-made for each election and are directives, reminders and tips written for your specific job.
- ▶ Remove your morning check list from the folder and begin from the top of the page to check in your item. Complete each item in order until list is completed.

**If you have supplies for the wrong Poll Site or Election District(s), please call the Board of Elections IMMEDIATELY.
845.334.5470**

Key Master

Your responsibility is the Voting System including:

- Opening the System(s)
- Monitoring the System(s)
- Answering Voter questions
- Closing the System(s) and extracting results drive
- Completing assigned reports
- Monitoring the Privacy Booths
- Collecting Privacy Folders and Markers from Voters and PROMPTLY returning them to the District Table throughout the day

Once assigned as a Key Master, you must remain a Key Master for the entire day.

About the Security Pack

- **What is it?**
 - There will be **ONE Security Pack** for **each Voting System** at your Site.
 - Security Packs are delivered in your Maroon Pouch.
 - The Security Pack will be sealed when you receive it.
- **What is in it when you receive it?**
 - Security keys for Ballot Box and Emergency Ballot Slot.
 - Security Seals and Labels
 - Silver Memory Card Bag for the Poll Worker V Drive
 - Magnifier

Remove Seal and record number on Open Poll Report. **Save Everything.**



SENDING BACK SECURITY PACK

Early Voting:

- For Early Voting seal your Security Pack nightly and record the Seal number on the provided report.
- Store the Security Pack in the **Maroon Pouch**.
- **For EARLY VOTING ALL ELECTION RESULT V DRIVES will stay in the voting system**

NOTE – For the nine days of Early Voting the voting systems are not shut down, instead we “suspend the polls” at the close of each day and “reopen polls” when the polls open the next day of early voting. Both BMD Voting Systems remain on. You will cover both BMDs and seal the covers after each Early Voting session. You will record the cover seal daily on the provided report.

Primary and General Elections:

What is in the Security Pack when you send it back?

- Keys for Ballot Box & Emergency Ballot Slot
- Any Security Seals removed by the Key Masters
- Any unused Security Seals and Labels
- The Silver Foil Bag containing the Election Results V Drive.

How do you return it?

- Return the Security Pack in the Maroon Pouch
- BOE personnel will be picking up the Maroon Pouch and Poll Pads



Introduction

getting started with Verity



Verity Scan

- Digital scanner for casting paper ballots.
- Can be used with hand-marked or Touch Writer ballots.
- Configurable 'second-chance' voting options.
- Deposits scanned ballots into its ballot box for secure storage.



Scanning System Supplies

The following is a list of items that will be delivered in the Voting System

- **Ballot Bag containing:**
 - **Privacy Folders**
 - **Ballots (shrink-wrapped)**
- **Black Cart contains:**
- **Privacy Screen for the Scanner**
- **Privacy Screen for Display Monitor**
- **Extension Cord(s)**
- **Cardboard bankers box for the Ballot Masters' supplies**
- **In select smaller sites the Green Poll Pads for the Ballot Masters**

Early Voting Ballots will be BLANK for use in the On-Demand Printers – located in grey cabinet.



Verity Touch Writer

- Ballot marking device — voters mark digital ballots via a touch screen.
- Voter prints the marked ballot on attached printer.
- The voter then retrieves and casts their ballot on Verity Scan (or ballot box for scanning centrally).

Verity Access

- Equipped on Touch Writer
- Designed to allow disabled voters to vote independently
- Includes connections for headphones and other assistive devices.





vDrives

- Used to transfer digital ballot styles from the Verity election definition software to Verity Scan and Touch Writer, and to transfer voted ballots from Verity Scan to Verity software for tabulation.
- Inserted into a USB port located in a locked and sealed compartment; each Verity Scan or Touch Writer has its own vDrive.





Section 1, Module 1: **setting up Verity Scan**

Ballot Boxes for both the Scanning and ADA Device will come preassembled on wheels.

Each device will be loaded with the necessary supplies to get them started.



Accessing the ballot box

- 1) Set Verity Scan on top of ballot box, aligning footpads with the indentations. Handle on Scan must face the front.
- 2) Reach inside ballot box and pull cord down and away to lock lid and Verity Scan in place.
- 3) Close and lock the front ballot box door.





setting up the Verity Scan

- 5) Unlock/open case and remove power brick/cord.
- 6) Plug power cord into power brick. Plug power brick into back of Verity Scan (flat part up) and plug power cord into outlet. **DO NOT PLUG INTO WALL YET.**





setting up the Verity Scan

- 7) Open case and lock lid brace in place.

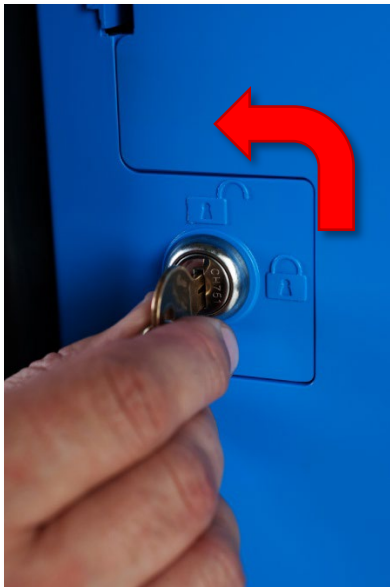




setting up the Verity Scan

8) Unlock, unlatch, and remove the tablet.

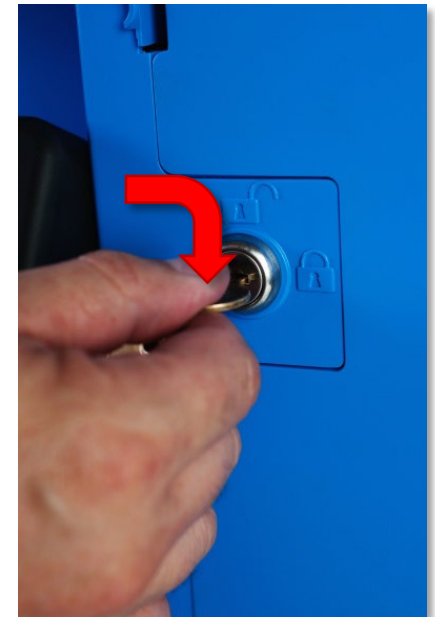
8





setting up the Verity Scan

- 9) Seat the tablet in the cradle, tilt it back, and lock in place. Tablet must be locked to operate.

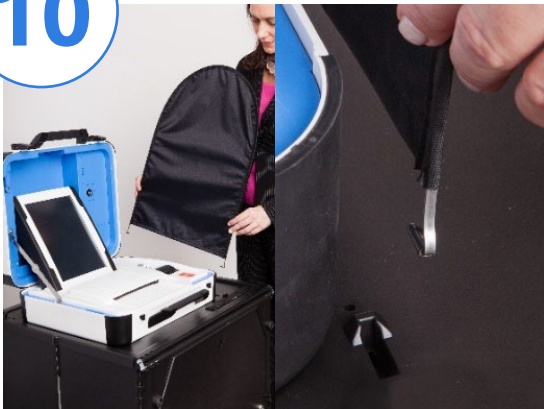




setting up the Verity Scan

- 10) Verify device seals and attach privacy shields.
- 11) Plug power cord into AC power.
- 12) Press red button on the back of Verity Scan to power on.

10



11



12





Section 1, Module 2:

Verity Scan orientation



screen orientation

When powered up, the Verity Scan should display the **Print Zero Report** screen.

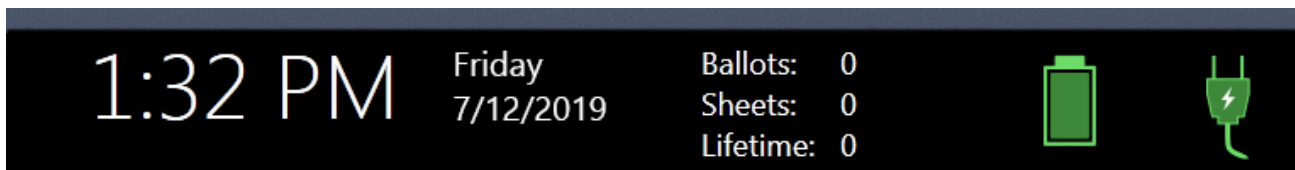




screen orientation

The bottom of the screen displays:

- Date/Time
- Ballots (for current election)
- Sheets (for current election)
- Lifetime (for all elections)
- Battery/AC Power indicators (specific power level on report)





poll worker button

The blue Poll Worker Button is located on the back of the Verity Scan. This button is used to access the Main Menu screen once polls are opened.





thermal report printer

- 1) The thermal report printer is located on the right side of the Verity Scan.
- 2) To open: pull the lever on the top of the printer cover towards you.





Section 1, Module 3:

opening polls on Verity Scan



opening polls

the Zero Report

On Scan, select **Print Zero Report** to print the Zero Report.

- The Zero Report must be printed before Opening Polls.
- Indicates no votes have been cast on the device for the current election.
- Provide report to Chair/Ballot Master.

Zero Report Required

You must print a Zero Report to continue.

After the report has printed, verify that all vote totals on the report are zero.

Touch "Print Zero Report" to print the report.

Print Zero Report

1:32 PM Friday 7/12/20

VOTING MACHINE SURVEY
BALLOT
Election Date: 1/23/2014
County of Fairfax
Sample Polling Place
Early Voting
Verity Scan
SN: 345642
Version: 01.01.45
Ballot Counter: 0
Lifetime Counter: 5034
Precincts/Splits Included: 5

Zero Report
02/07/2014 1:43 PM
Tally Summary Report By
County

Mayor of Mount Rushmore 0
George Washington 0
Thomas Jefferson 0
Abraham Lincoln 0
Theodore Roosevelt 0
Write-ins 0
Undervotes 0
Overvotes 0
Proposed Change to Mount Rushmore 0
Yes 0
No 0
Undervotes 0
Overvotes 0
Total Ballots 0

All ZEROS
Official Signatures



opening polls

- 1) Set up and power on all devices.
- 2) On the Verity Scan, select **Print Zero Report**.*
- 3) On the Zero report, verify:
 - Ballot count total ZERO
 - Polling place is correct.
- 4) Verify that the clock displays the correct time.

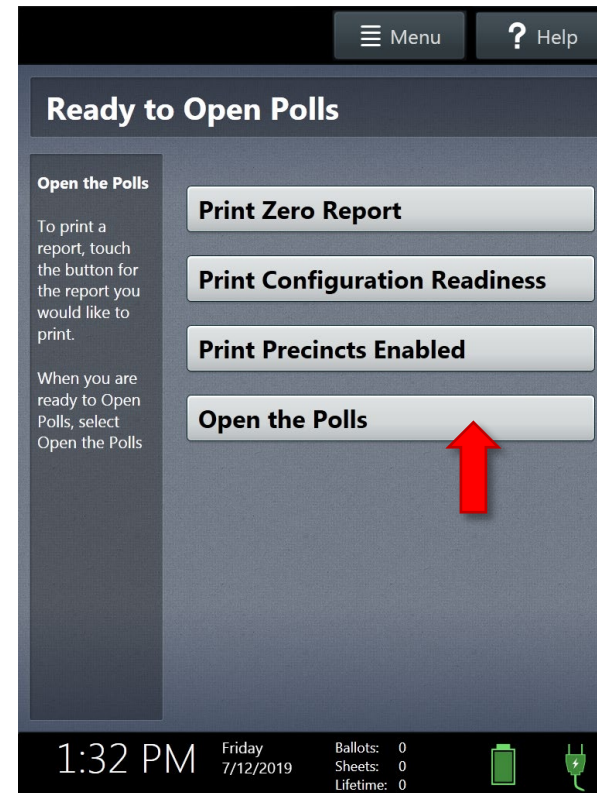
**NOTE: If you are reopening polls during Early Voting then you will not print a Zero report after Day 1.*





opening polls

5) Select **Open the Polls**.





opening polls

- 6) Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print.
- 7) File all open polls reports (along with zero report) with the Chair/Ballot Masters.

The screenshot shows a mobile application interface for entering an Open Polls Code. At the top, there are 'Menu' and 'Help' buttons. The main title is 'Enter Open Polls Code'. Below this, there is a section titled 'Enter Code' with instructions: 'Enter your 6 digit Open Polls Authorization Code using the number pad to the right.' and 'Select "Cancel" to return to the previous screen.' To the right of the instructions is a text input field containing six asterisks, and a yellow button with an 'X' icon. Below the input field is a numeric keypad with buttons for digits 1 through 9, 0, 'Cancel', and 'Accept'. At the bottom of the screen, there is a status bar showing the time '1:32 PM', the date 'Friday 7/12/2019', and statistics: 'Ballots: 0', 'Sheets: 0', and 'Lifetime: 0'. There are also icons for a battery and a USB connection.



reopening polls *(early voting)*

To reopen polls after polls have been suspended:

- 1) Power on the Verity Scan.
- 2) Enter the Open Polls Code, and then select **Accept**. The Open Polls Report will print.
- 3) File the Open Polls Report with the Chair/Ballot Master.

? Help

Enter Open Polls Code

Enter Code

Enter your 6 digit Open Polls Authorization Code using the number pad to the right.

Select "Cancel" to return to the previous screen.

* * * * *

X

1 2 3

4 5 6

7 8 9

Cancel 0 Accept

1:32 PM Friday 7/12/2019 Ballots: 0
Sheets: 0
Lifetime: 0

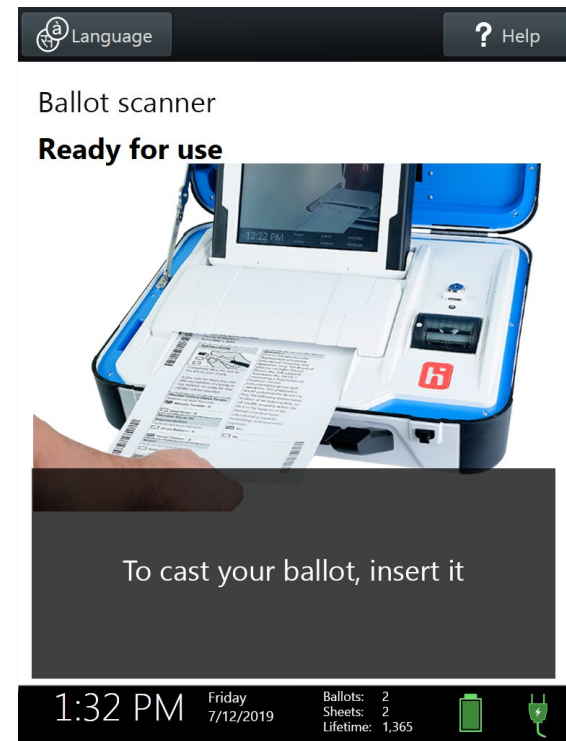


Section 1, Module 5:
voting with Verity Scan



voting with Verity Scan

- 1) Verity Scan is ready to scan when you see the **Ready for use** screen
 - Select the Language button to change the language (if available).





voting with Verity Scan

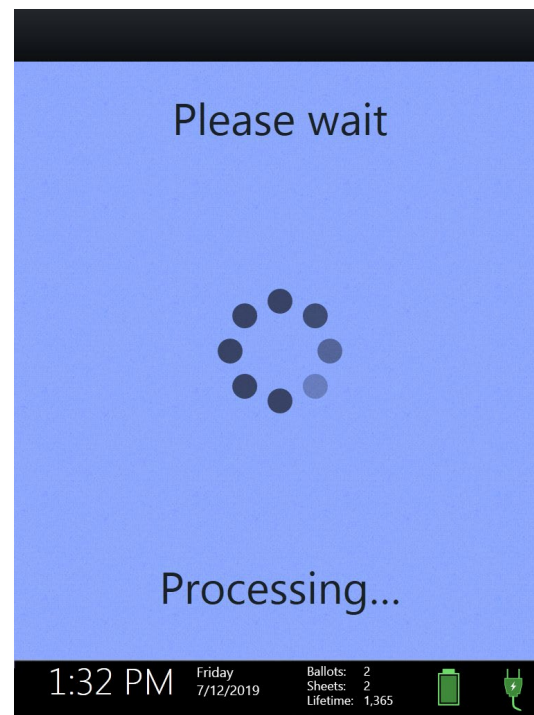
- 2) Voter removes privacy screen (if applicable) and inserts ballot into Verity Scan.
 - Ballots must be fed into the Verity Scan short edge first, but otherwise can be inserted in any orientation.





voting with Verity Scan

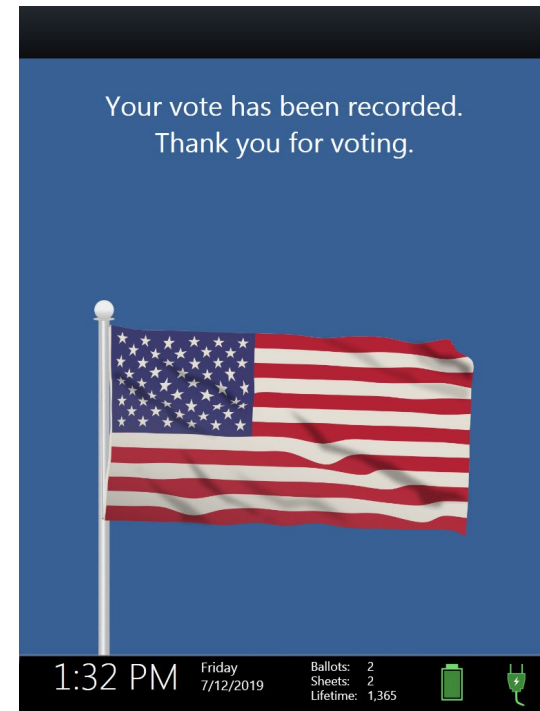
- 3) After scanning their ballot, the voter waits a moment while the ballot is processed.





voting with Verity Scan

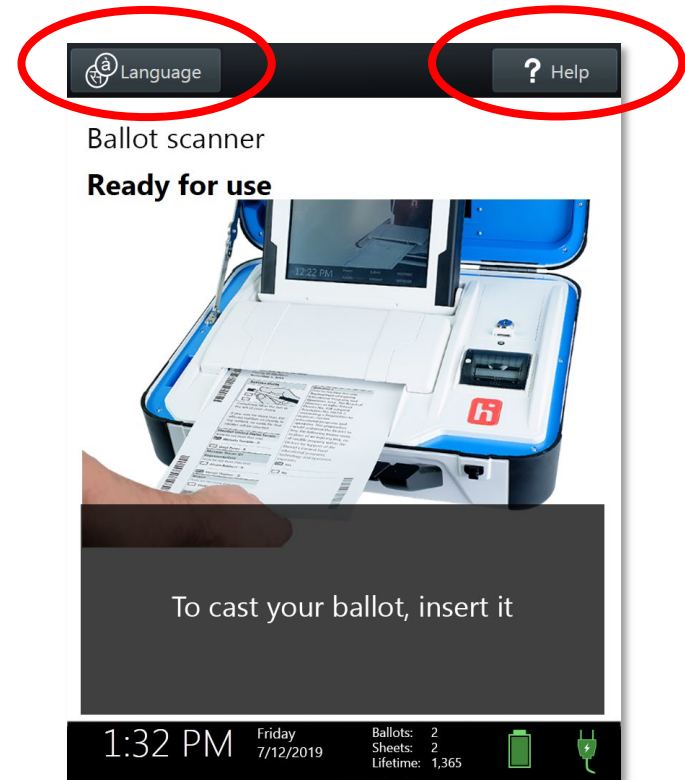
- 4) The voter's ballot has been cast when they see the American flag. If enabled, an audible chime will also sound.





Verity Scan help and features

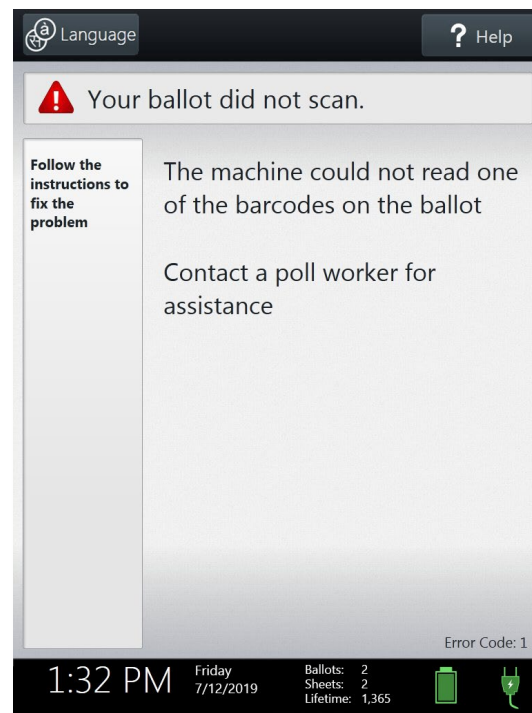
- Language button (if applicable)
- Help button





troubleshooting

If there is a problem with the Verity Scan, follow the error instructions on the screen (if applicable), and/or contact your elections office for assistance.

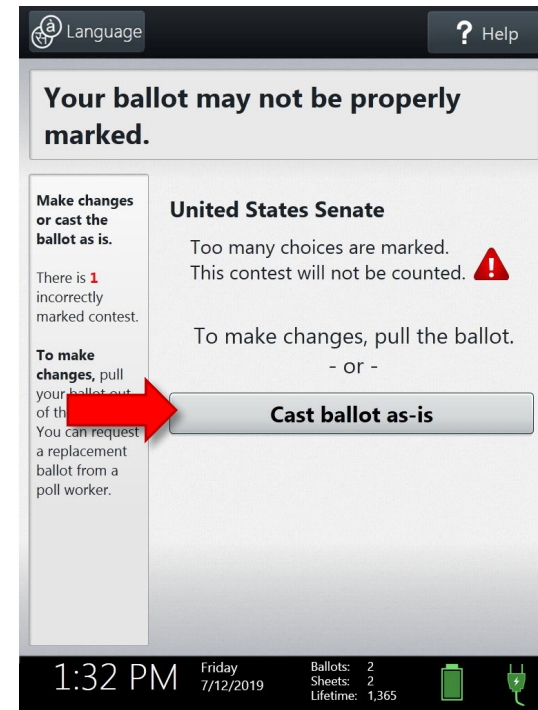




mismarked ballots

Scan is configured to:

- Warn voters of improperly marked contests/blank ballots.
- Provide voter option(s) to correct the mismatch(s) (pull the ballot).
- Allow voter to cast the ballot as-is using the touch screen.
- Prompt voter to contact a poll worker to cast the ballot as-is (poll worker uses the poll worker button).



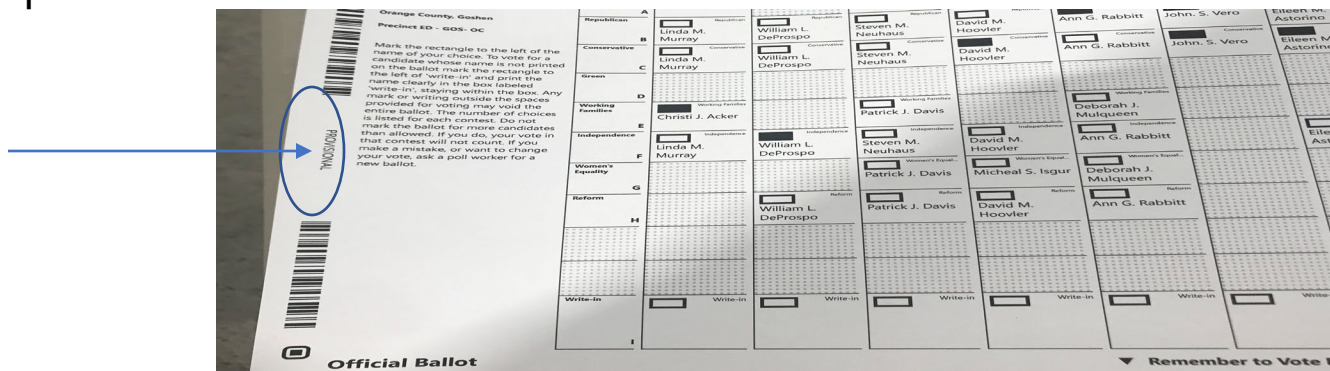


spoiling printed paper ballots

To spoil a paper ballot, please redirect the voter the front of the check-in line to receive another ballot from the ballot master who will spoil the ballot using the Poll Pad.

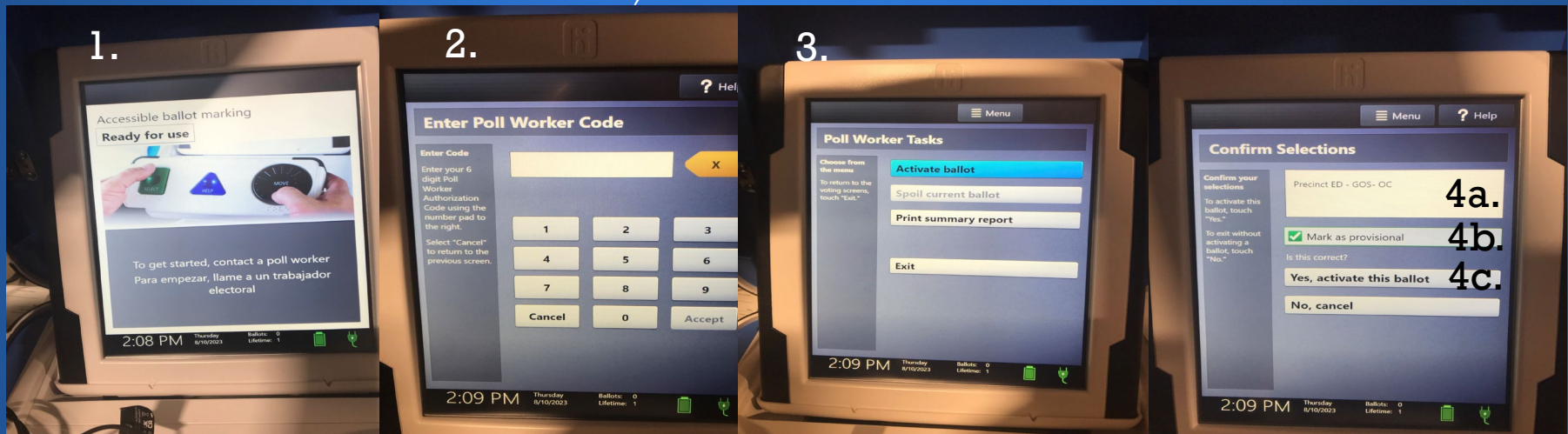
Affidavit ballots

- Affidavit Ballots are no longer pre-printed and will be created using the BMD Verity Touch Writer. You *may* be asked to prepare the system for voting an Affidavit Ballot. Refer to step-by-step handout.
- Affidavit ballots printed from Touch Writer cannot be scanned on Verity Scan and are placed in a Affidavit envelope. Each will be marked on the left panel as "PROVISIONAL."



Affidavit Ballots are Generated from the Verity Touch Writer BMD

1. Your BMD will be set up in the morning by the Keymasters. Click the “ready for use” button on the welcome screen.
2. Enter Poll Worker code.
3. Click Activate ballot.
- 4a. Select Ballot.
- 4b. Mark as Provisional.
- 4c. Click Yes, activate the ballot.



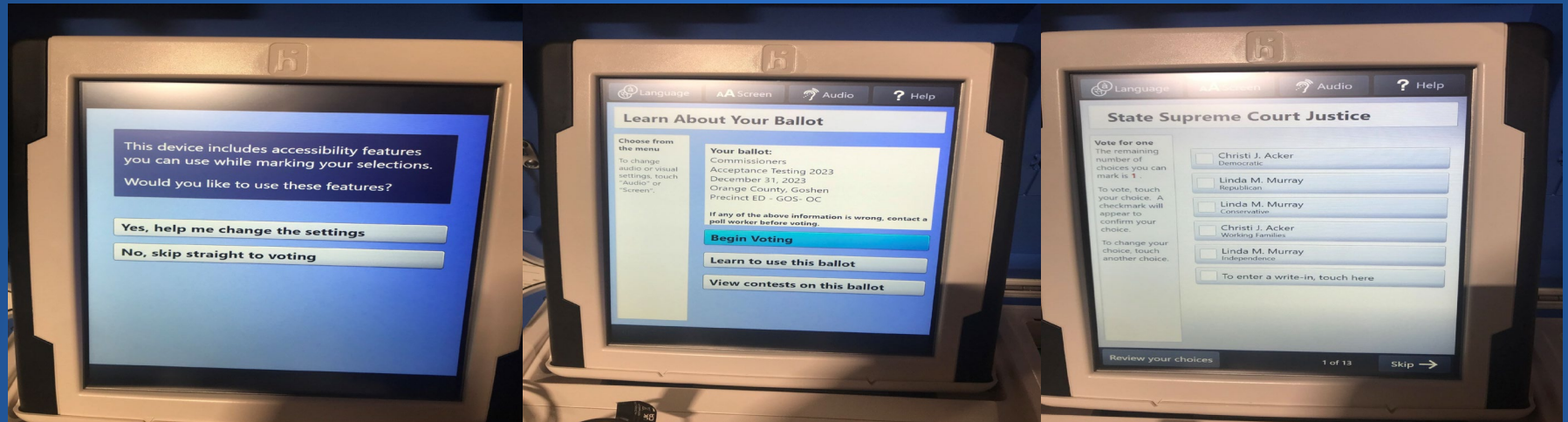
Note that **all** available ballot styles will appear in in 4a.

In section 4b you **MUST** check **mark as Provisional**; the completed ballot will not be scanned on a voting system and instead be inserted in affidavit envelope. Additionally, “PROVISIONAL” will appear on the side of the ballot. Everything **BUT** clicking Provisional is the SAME process used to queue up a BMD Accessible Voting Ballot. A receipt will print which will be saved and placed in the maroon pouch.

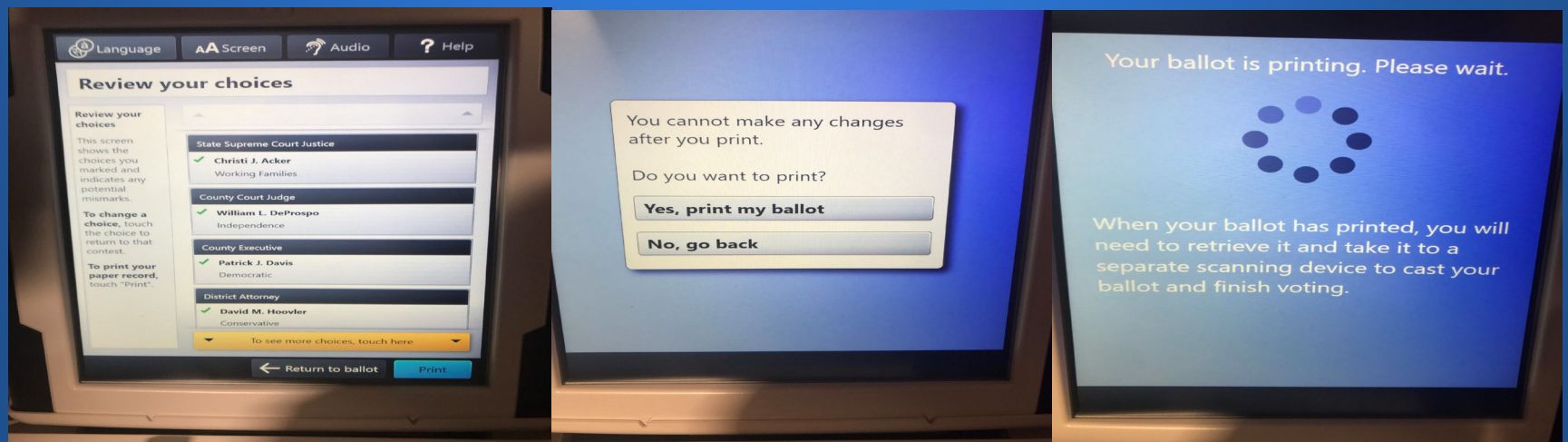
Section 4c brings you to the “Get Started” screen and the voter will take over.

What the voter sees next...

53



The system has many features that allow the voter to use accessibility features, go back and review. Remember to provide privacy to the voter once the live ballot is on the screen. The printed ballot is placed in an Affidavit Envelope.





the emergency ballot bag/ballot slot

A separate, secure bag for unscanned ballots is included inside the ballot box.

- Accessible through an additional locking door on the back of the Verity Scan ballot box.
- The emergency ballot slot on the top of the ballot box also feeds into this bag.
- Emergency ballot slot should remain sealed unless the Verity Scan device cannot accept ballots.
- Contact the BOE 845.334.5470 before breaking the red seal and recording the number on your seal report.





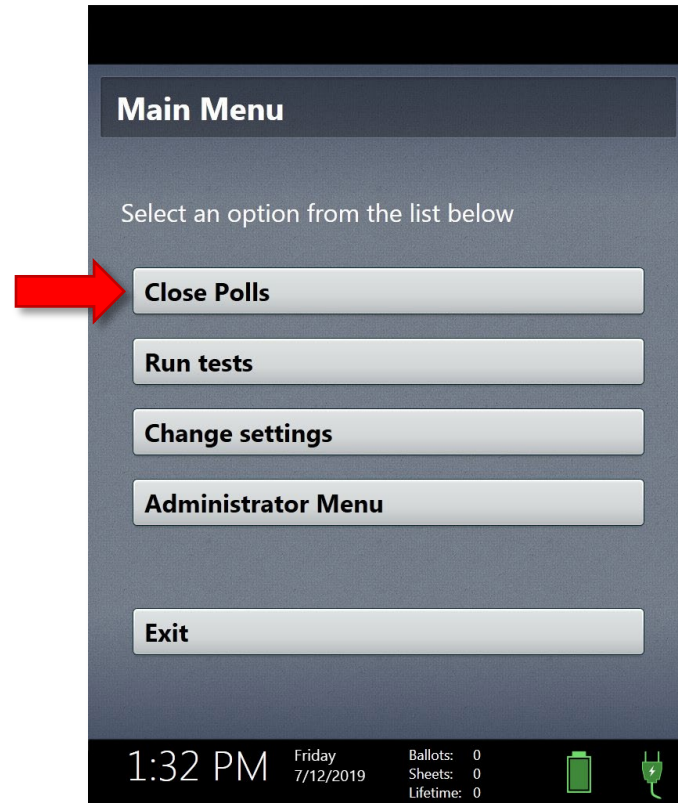
Section 1, Module 7:

closing polls on Verity Scan



closing polls on Verity Scan

- 1) Press the blue poll worker button on the back of Verity Scan.
- 2) Choose **Close Polls**.

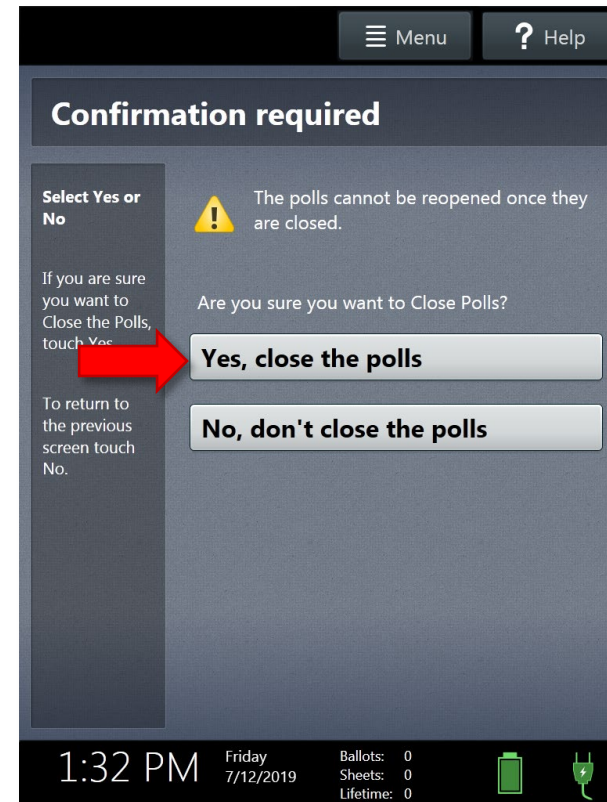




closing polls on Verity Scan

3) Select **Yes, close the polls.**

IMPORTANT: Once polls have been closed, they cannot be reopened on that Verity Scan.





closing polls on Verity Scan

- 4) Enter the Close Polls code and select **Accept**.

? Help

Enter Close Polls Code

Enter

Enter your 6 digit Polls Close Authorization Code using the number pad to the right.

Select "Cancel" to return to the previous screen.

* * * * *

X

1	2	3
4	5	6
7	8	9
Cancel	0	Accept

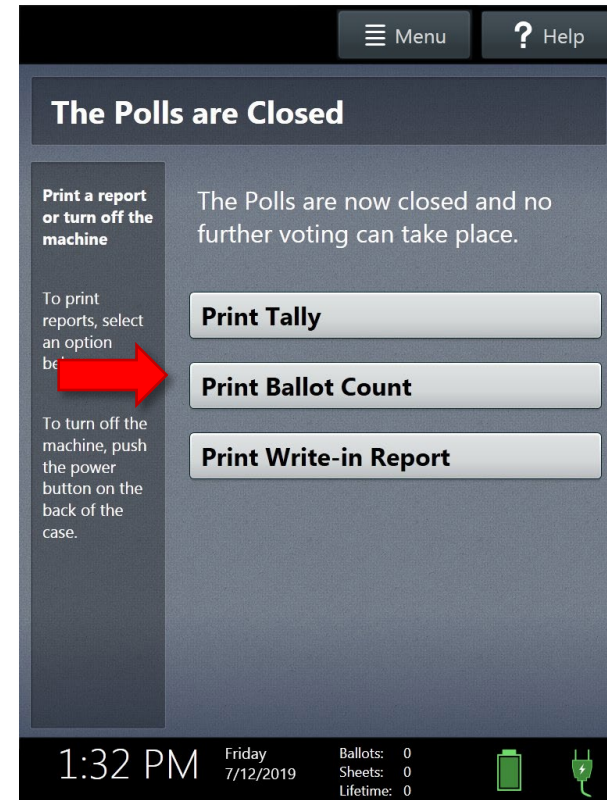
1:32 PM Friday 7/12/2019 Ballots: 0 Sheets: 0 Lifetime: 0



closing polls on Verity Scan

- 5) Print and file reports as required by your jurisdiction.

The available reports may vary and are configured by the election officials in your jurisdiction.





closing polls on Verity Scan

- 6) **Wait 10 seconds**, and then press the *red* power button on the back of the Verity Scan to power it down.



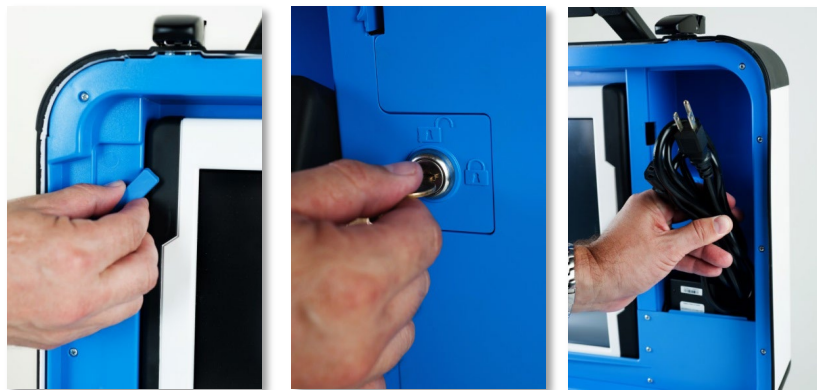


packing up equipment

Wait for the device to be completely powered down and showing a black screen before removing the tablet. Remember to properly latch and lock the tablet within the storage compartment.

Follow local procedures in determining whether you need to completely break down equipment at the end of the day.

Follow chain-of-custody procedures, when transferring voting devices, vDrives, and/or ballots back to the BOE. Place drives in your silvery memory card package in the black security pack. Seal and place security pack in the maroon pouch which will be transported back to the BOE on election night.





Section 2, Module 1:

setting up Verity Touch Writer



setting up the ballot printer

- 1) Set up ballot printer table and place ballot printer on the table.
- 2) Plug the square end of the USB printer cable into to the back of the printer. (The other end will be plugged into the Touch Writer).
- 3) Insert the printer power cord into the printer and the other end into an outlet or UPS.



Brother HLL2400



OKI B432



setting up the ballot printer

- 4) Load the ballot printer with appropriate ballot paper.*
- 5) Do not power on the printer at this time.





setting up the ballot printer *(continued)*

- Paper size may vary by election.
- The printer tray configuration may vary depending on the type of printer used.
- On most printers, ballot sizes up to 14" can be loaded into the stock main printer tray (Tray 1).
- For ballot sizes of 8.5" x 17" or larger, a tray extension kit must be installed.



setting up Verity Touch Writer booths

- 1) Remove booth parts from the transport bag.
- 2) Release bungee cords and unfold legs from booth table. Pull up on handle to lock in place.





setting up Verity Touch Writer booths

- 3) Attach the rear leg assembly.
- 4) Attach the front leg extensions.
- 5) Turn the booth over to set up the Verity Touch Writer.





setting up Verity Touch Writer

- 1) Set Verity Touch Writer on top of booth, aligning footpads with the indentations; handle on booth must face the same direction as the handle on the Verity Touch Writer.
- 2) Reach under front of booth table and push the latch to lock in place.
- 3) Open the case and remove the power brick/cord.





setting up Verity Touch Writer

- 4) Plug the power cord into the power brick. Plug the power brick into the back of Verity Touch Writer (flat part up). **DO NOT PLUG INTO WALL YET.**



4





setting up Verity Touch Writer

- 5) Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity Touch Writer, with the notch facing up.





setting up Verity Touch Writer

- 6) Open the case and lock the lid brace in place.





setting up Verity Touch Writer

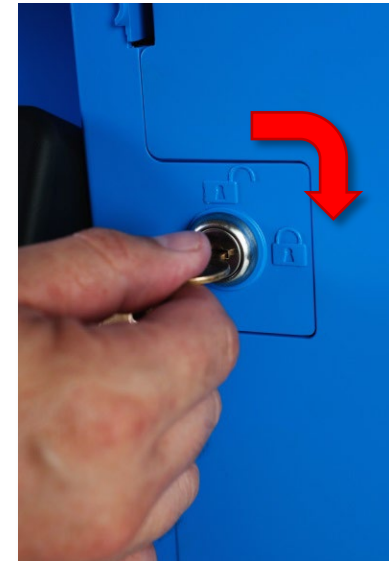
- 7) Unlock, unlatch, and remove the tablet from the storage compartment.





setting up Verity Touch Writer

- 8) Seat the tablet in cradle, tilt it back, and lock it in place. **Tablet must be locked to operate.**





setting up Verity Touch Writer

- 9) Verify the device seals. Attach privacy screens.
- 10) Plug the power cord into power strip/outlet.
- 11) Power on the ballot printer.
- 12) Press the red button on the back of Touch Writer to power on.

9



10



11



12





Section 2, Module 2:

Verity Touch Writer orientation



screen orientation

When powered up, the Verity Touch Writer should display the **Print Zero Report** screen.

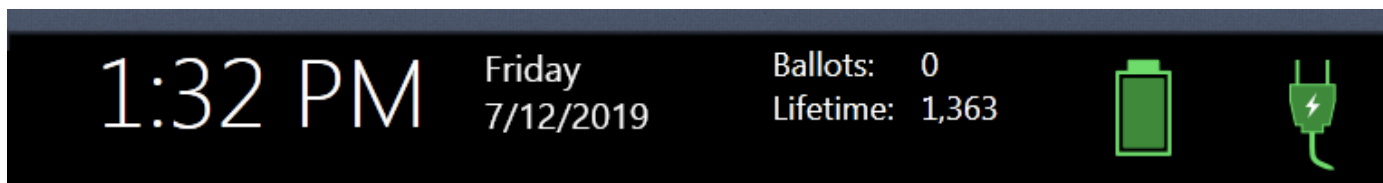




screen orientation

The bottom of the screen displays:

- Date/Time
- Ballots (for current election)
- Lifetime (for all elections)
- Battery/AC Power indicators





poll worker button

The blue Poll Worker Button is located on the back of the Verity Touch Writer. This button is used actions such as printing reports and activating ballots.





about Verity Access

Verity Access is intended for voters that cannot, or prefer not to, use the touch screen.

- Supports headphones
- Supports Tactile Switches, Sip-and-puff, or other dual-switch input
- Navigate through a ballot with the Move wheel
- Make selections on a ballot with the Select button
- Activate help text with the Help button





installing headphones & tactile switches

- Headphones can be plugged into the top left side of the Verity Access.
- Tactile Switches or Sip-and-Puff devices can be plugged into the top right side.





thermal report printer

- 1) The thermal report printer is located on the right side of the Verity Touch Writer.
- 2) To open: pull the lever on the top of the printer cover towards you.



thermal report printer

- 3) Place new paper roll into the printer as shown – paper rolls from the bottom.
- 4) Close the printer cover. The button can be used to feed the paper.



3



4



Section 2, Module 3:

opening polls on Verity Touch Writer



opening polls

- 1) Set up and power on all devices.
- 2) On the Verity Touch Writer, select **Print Zero Report**.*
- 3) On the Zero report, verify:
 - Ballot count total ZERO
 - Polling place is correct.
- 4) Verify that the clock displays the correct time.

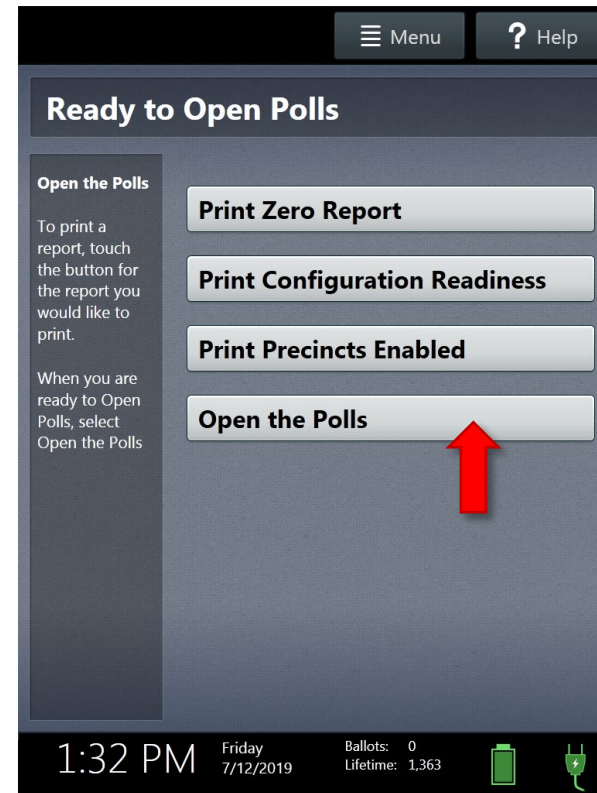
**NOTE: If you are reopening polls during subsequent days Early Voting, then you will not print a Zero report.*





opening polls

5) Select **Open the Polls**.





opening polls

- 6) Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print.
- 7) File all reports with the Ballot/Chair Master.

The screenshot shows a mobile application interface for entering an Open Polls Code. At the top, there are 'Menu' and 'Help' buttons. The main title is 'Enter Open Polls Code'. Below this, there is a section titled 'Enter Code' with instructions: 'Enter your 6 digit Open Polls Authorization Code using the number pad to the right.' and 'Select "Cancel" to return to the previous screen.' To the right of the instructions is a numeric keypad with buttons for digits 1-9, 0, 'Cancel', and 'Accept'. Above the keypad is a display area showing six asterisks (*****) and a yellow button with an 'X' icon. At the bottom of the screen, there is a status bar showing the time '1:32 PM', the date 'Friday 7/12/2019', and battery status 'Ballots: 0' and 'Lifetime: 1,363'.



Section 2, Module 4:

reopening polls on Verity Touch Writer



reopening polls *(early voting)*

To reopen polls after polls have been suspended:

- 1) Power on the Verity Touch Writer.
- 2) Enter the Open Polls Code, and then select **Accept**. The Open Polls Report will print.
- 3) File the Open Polls Report with the Ballot/Chair Master.



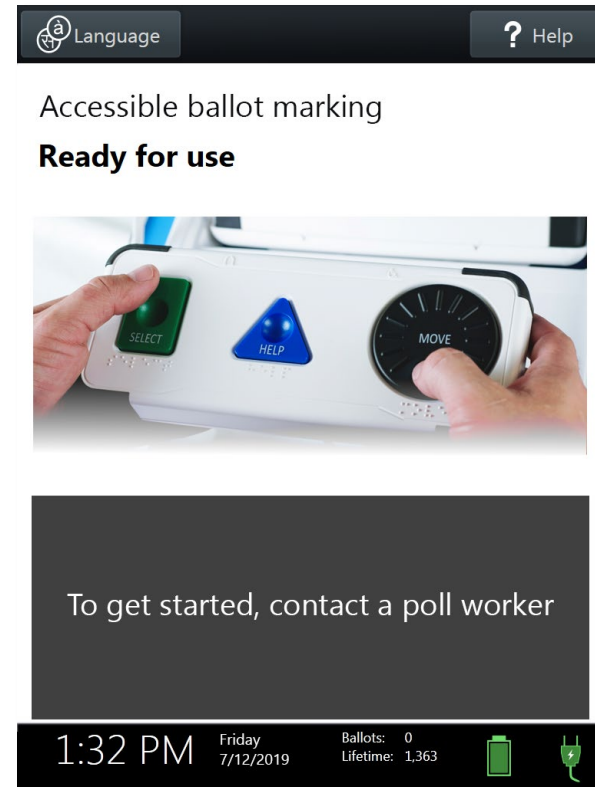
Section 2, Module 5:

voting with Verity Touch Writer



voting with Touch Writer

- 1) Touch Writer is ready to use when you see the **Ready for use** screen.





activating a ballot

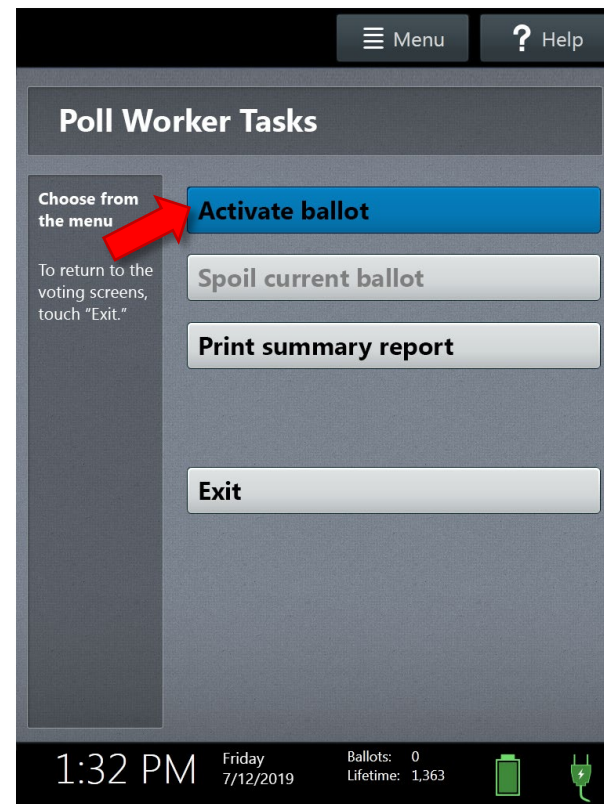
- 2) Press and hold your finger on the **Ready for use** text (or alternately, press the blue poll worker button on the back of the Verity Touch Writer).
- 3) Enter the Poll Worker Code and select **Accept**.

The screenshot shows the 'Enter Poll Worker Code' screen. At the top, there are 'Menu' and 'Help' buttons. The title 'Enter Poll Worker Code' is displayed. Below the title, there is a section labeled 'Enter Code' with instructions: 'Enter your 6 digit Poll Worker Authorization Code using the number pad to the right.' and 'Select "Cancel" to return to the previous screen.' To the right of the instructions is a text input field containing six asterisks, with a red arrow pointing to it. To the right of the input field is a yellow button with an 'X'. Below the input field is a numeric keypad with buttons for digits 1-9, 0, 'Cancel', and 'Accept'. At the bottom of the screen, there is a status bar showing the time '1:32 PM', the date 'Friday 7/12/2019', and system information: 'Ballots: 0' and 'Lifetime: 1,363'. There are also icons for a battery and a USB connection.



activating a ballot

4) Select **Activate ballot**.

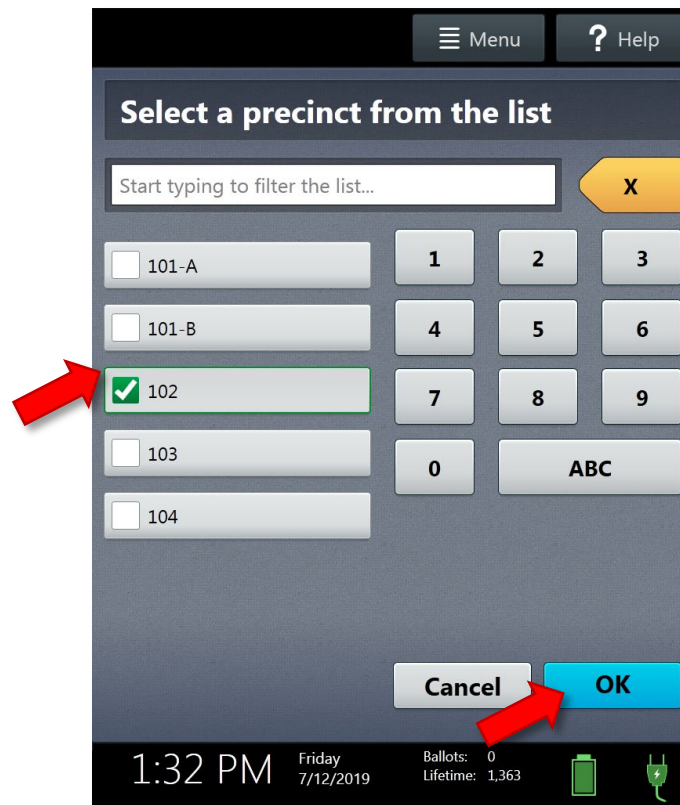




activating a ballot

- 5) Choose the correct precinct from the list, and then select **OK**.*

**NOTE: For primary elections, you will select the Party next.*





activating a ballot

- 6) Confirm the precinct information, then select **Yes, activate this ballot**.
- To activate a provisional ballot, select **Mark as provisional**. Provisional ballots cannot be scanned on Verity Scan.

Menu ? Help

Confirm Selections

Confirm your selections

Precinct 1251

☐ Mark as provisional

To activate this ballot, touch "Yes."

To exit without activating a ballot, touch "No."

Is this correct?

Yes, activate this ballot

No, cancel

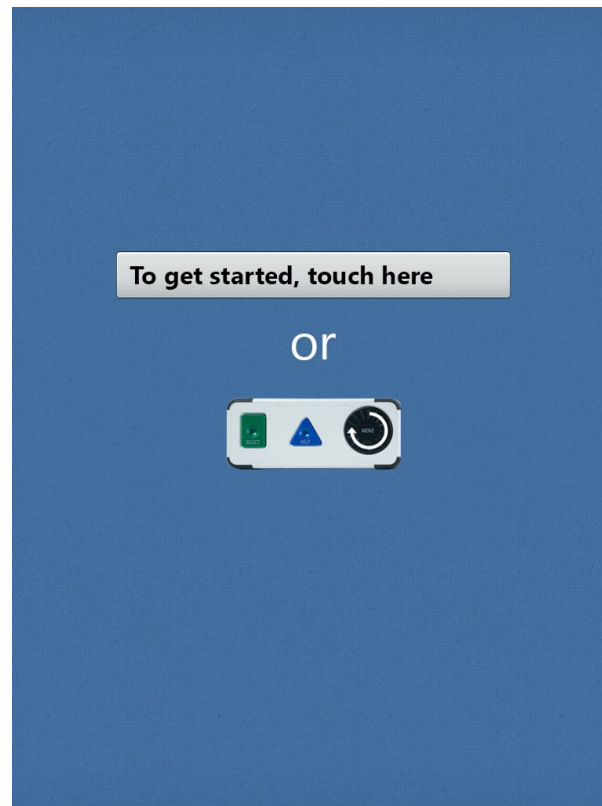
1:32 PM Friday 7/12/2019 Ballots: 0 Lifetime: 1,363



marking ballots with Verity Touch Writer

- 1) The voter selects To get started, touch here, touch here (or turns the Move wheel on Verity Access).

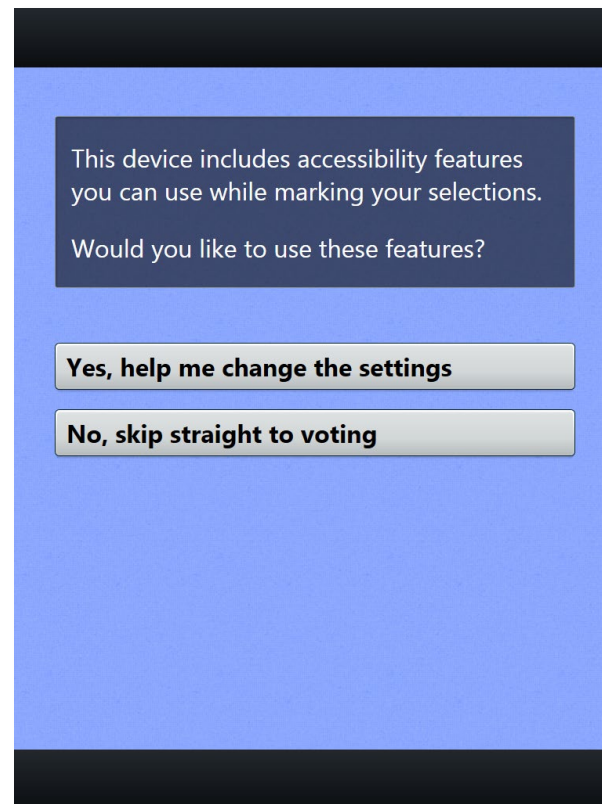
NOTE: If multiple languages are available, a "get started" button will appear in multiple languages.





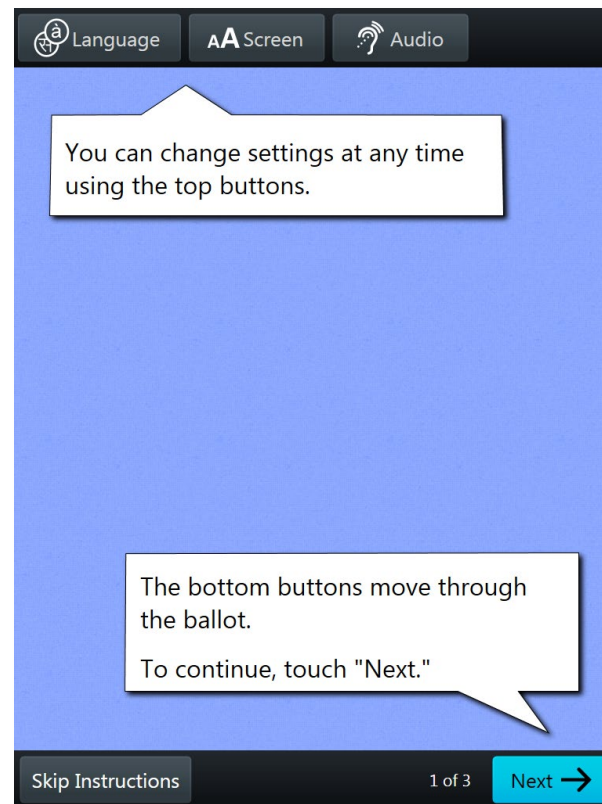
marking ballots with Verity Touch Writer

- 2) The voter selects whether to use the screen, audio, or both to complete their ballot, and then adjusts their audio and/or screen settings.



marking ballots with Verity Touch Writer

- 3) The voter is presented with three screens of instructions that orient them to the Touch Writer device.
- The voter can select **Next** to view each instructional page, or select **Skip Instructions** to go to their ballot.
 - On the last page of instructions, the voter selects **Start** in the bottom right to begin marking their ballot.





marking ballots with Verity Touch Writer

4) The voter can then:

- Select **Begin Voting** to start voting.
- Learn how to use the ballot.
- View a list of contests on the ballot.

The screenshot shows the 'About Your Ballot' screen of the Verity Touch Writer interface. At the top, there is a dark blue header bar with four icons and labels: 'Language' (with a speech bubble icon), 'AA Screen' (with a magnifying glass icon), 'Audio' (with a speaker icon), and '? Help' (with a question mark icon). Below this header, the main content area has a light blue background. The title 'About Your Ballot' is centered at the top of this area. On the left side, there is a section titled 'Choose from the menu' with a subtext: 'To change audio or visual settings, touch "Audio" or "Screen"'. On the right side, there is a white box titled 'Your ballot:' containing the following text: 'Sample County, USA', 'Election', '6/15/2016', 'Sample County', and 'Precinct 103'. Below this box, a message states: 'If any of the above information is wrong, contact a poll worker before voting.' At the bottom of the screen, there are three buttons: a blue 'Begin Voting' button, a grey 'Learn to use this ballot' button, and a grey 'View contests on this ballot' button.

Language AA Screen Audio ? Help

About Your Ballot

Choose from the menu

To change audio or visual settings, touch "Audio" or "Screen"

Your ballot:
Sample County, USA
Election
6/15/2016
Sample County
Precinct 103

If any of the above information is wrong, contact a poll worker before voting.

Begin Voting

Learn to use this ballot

View contests on this ballot



marking ballots with Verity Touch Writer

- 5) The voter makes their choices using the touch screen (or Verity Access, if available).
- A selected choice displays a green box with check mark to the left of the choice.
 - The voter can review ballot choices by selecting **Review your choices**.
 - The Next/Skip button advances to the next contest on the ballot.

The screenshot shows the Verity Touch Writer interface for the "President and Vice-President of the United States" contest. At the top, there is a navigation bar with icons for Language, Screen, Audio, and Help. The main title "President and Vice-President of the United States" is displayed in a grey box. Below this, the "Vote for One Pair" section indicates that the voter has 0 choices left. Instructions state that a green box with a checkmark will appear to confirm the choice, and that touching another choice will change the selection. Three candidate pairs are listed: Joseph Barachi and Joseph Hallaren (Whig), Adam Cramer and Greg Vuocolo (Historical), and Daniel Court and Amy Blumhardt. The first pair is selected, indicated by a green box and a checkmark. At the bottom, there are buttons for "Review your choices", "Back", "2 of 6", and "Next".

Language AA Screen Audio ? Help

President and Vice-President of the United States

Vote for One Pair
You have 0 choices left.

To vote, touch your choice. A checkmark will appear to confirm your choice.

To change your choice, touch another choice.

☒ Joseph Barachi and Joseph Hallaren Whig

☐ Adam Cramer and Greg Vuocolo Historical

☐ Daniel Court and Amy Blumhardt

Review your choices ← Back 2 of 6 Next →



marking ballots with Verity Touch Writer

- 6) When the voter has reached the end of the ballot, the **Review your ballot** screen appears.
 - The voter can select a specific contest to return to that contest, or select **Return to ballot** to go to the last contest visited.
- 7) After reviewing and confirming their choices, the voter selects **Print** to print the ballot.

The screenshot shows the 'Review your ballot' screen. At the top, there is a navigation bar with icons for Language, Screen, Audio, and Help. The main title is 'Review your ballot'. Below this, there are three sections of contests, each with a list of choices marked with a green checkmark:

- For U.S. Representative, District 2**
 - ✓ Abraham Lincoln
- For School Board, at large**
 - ✓ Alexander Hamilton
 - ✓ Harriet Tubman
 - ✓ Theodore "Teddy" Roosevelt
- For Proposition 1**
 - ✓ Against

On the left side of the screen, there is a sidebar with instructions:

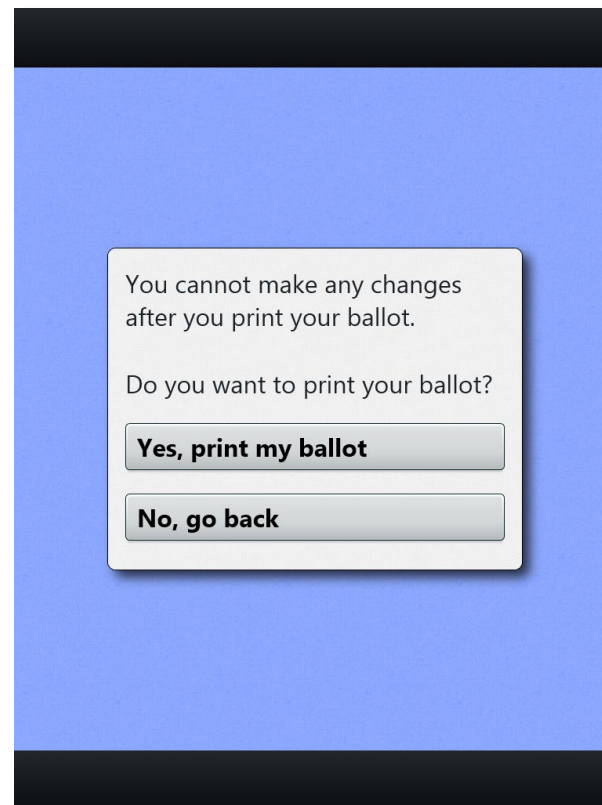
- Review your ballot**
This screen shows everything you voted for. Review it carefully.
- To change a choice**, touch the choice to return to that contest
- To print your marked ballot**, touch "Print."

At the bottom of the screen, there are two buttons: a blue button with a left arrow and the text 'Return to ballot', and a red button with the text 'Print'.



marking ballots with Verity Touch Writer

- 8) The voter selects **Yes, print my ballot** to confirm.





marking ballots with Verity Touch Writer

- 9) The voter retrieves the printed ballot from the laser printer next to their Verity Touch Writer.
- If your polling place is equipped with Verity Scan, the voter will take their printed ballot to the Verity Scan device to cast their ballot.



write-in voting

- 1) Select the write-in option.
- 2) Type the name of the desired write-in candidate, then select **Accept**.
- 3) The write-in option will appear with a green check mark to the left of the choice, along with the candidate name entered.

U.S. Representative, District 3

Vote for One
You have **1** choice left.

To vote, touch your choice. A checkmark will appear to confirm your choice.

To change your choice, touch another choice.

- ☐ John Quincy Adams
- ☐ Martha Washington
- ☐ Alexander Hamilton
- ☐ Martin van Buren
- ☐ To enter a write-in, touch here

Review your choices ← Back 3 of 6 Skip →

U.S. Representative, District 3

Enter a write-in candidate
To type the name of a person who is not on the ballot, touch the letters to spell out the name. To confirm your choice and return to the ballot, touch "Accept."

THOMAS JEFFERSON X

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

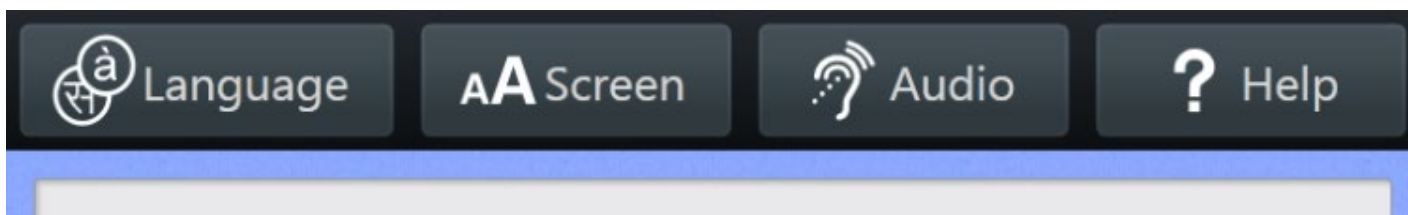
Space

← Cancel Accept



Verity Touch Writer help & features

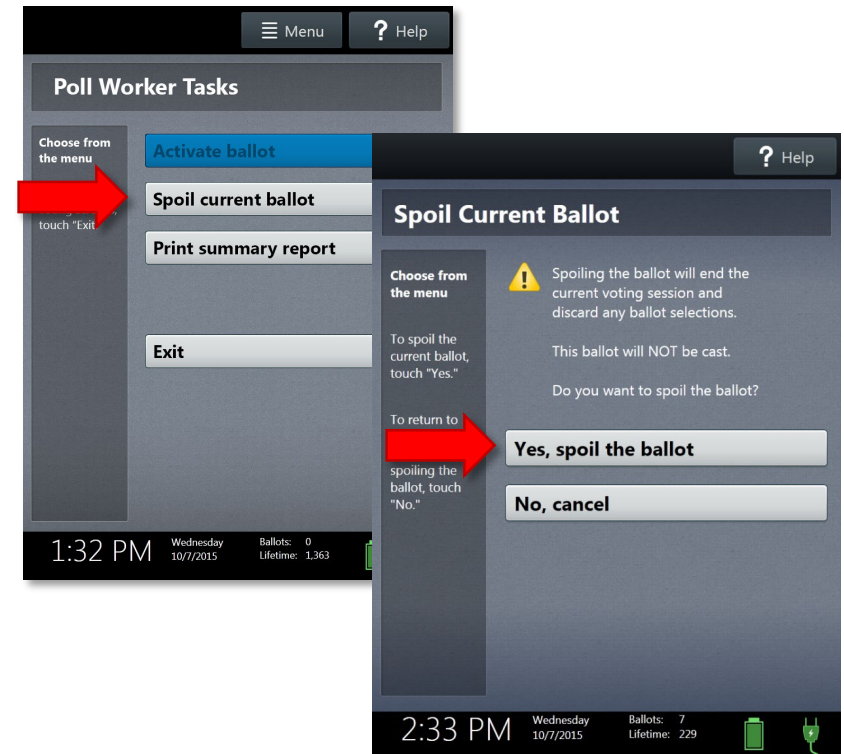
- **Language** – select to change language at any time
- **Screen** – select to change contrast, text size, or turn screen off
- **Audio** – select to change volume, speed of audio
- **Help** – select to see/hear help text for current step





spoiling a ballot on Verity Touch Writer

- 1) Press the poll worker button on the back of Verity Touch Writer.
- 2) Enter the Poll Worker code and select **Accept**.
- 3) Select **Spoil Current Ballot**.
- 4) Select **Yes, spoil the ballot**, then select **OK**.
- 5) Fill out required paperwork (for example, a spoiled ballot log).

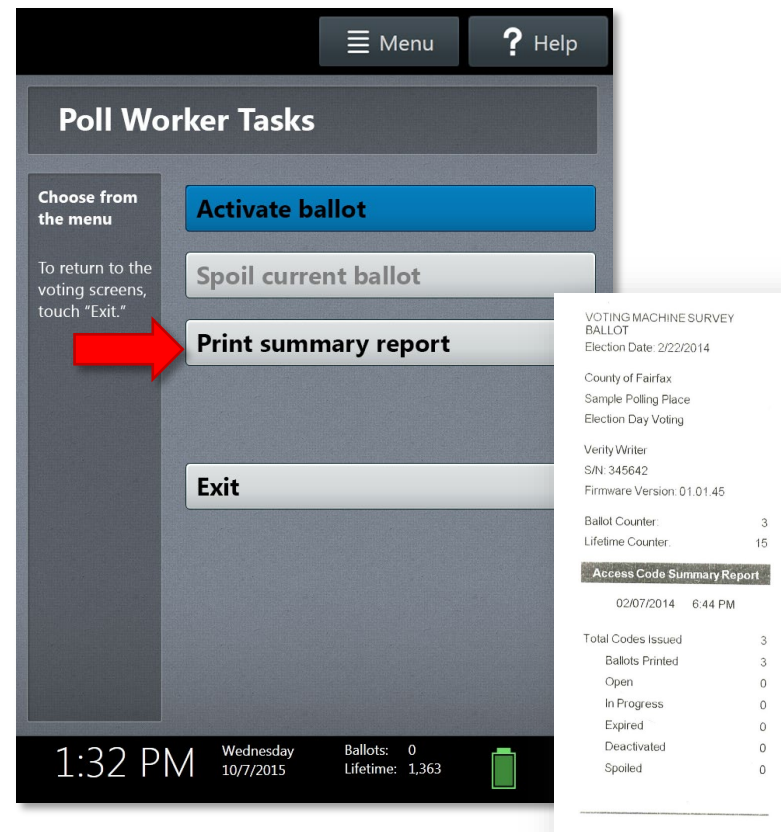




printing a summary report

You can print a ballot marking session summary report at any time while polls are open, listing the number of access codes issued and ballots printed.

- 1) Press and hold your finger on the **Ready for use** text (or alternately, press the blue poll worker button on the back of the Verity Touch Writer).
- 2) Enter the Poll Worker code and select **Accept**.
- 3) Select **Print access code summary**.





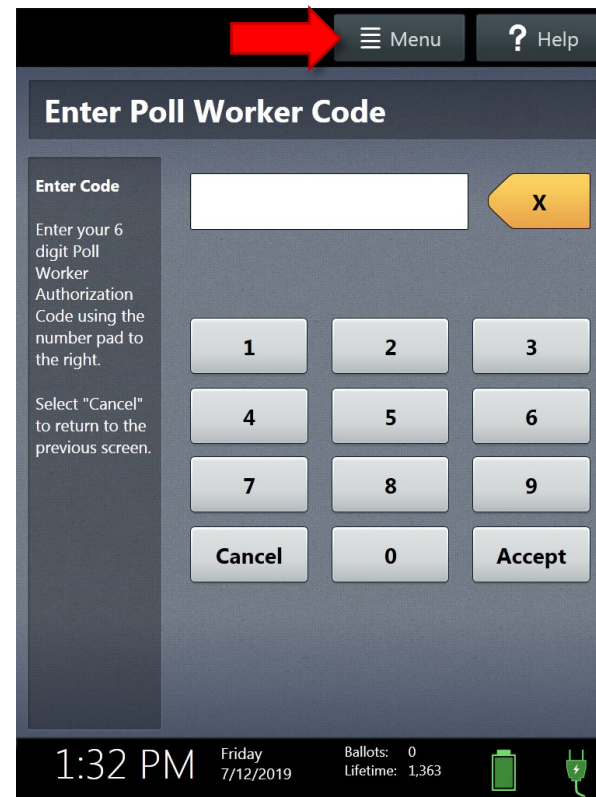
Section 2, Module 6:

suspending polls on Verity Touch Writer



suspending polls on Verity Touch Writer

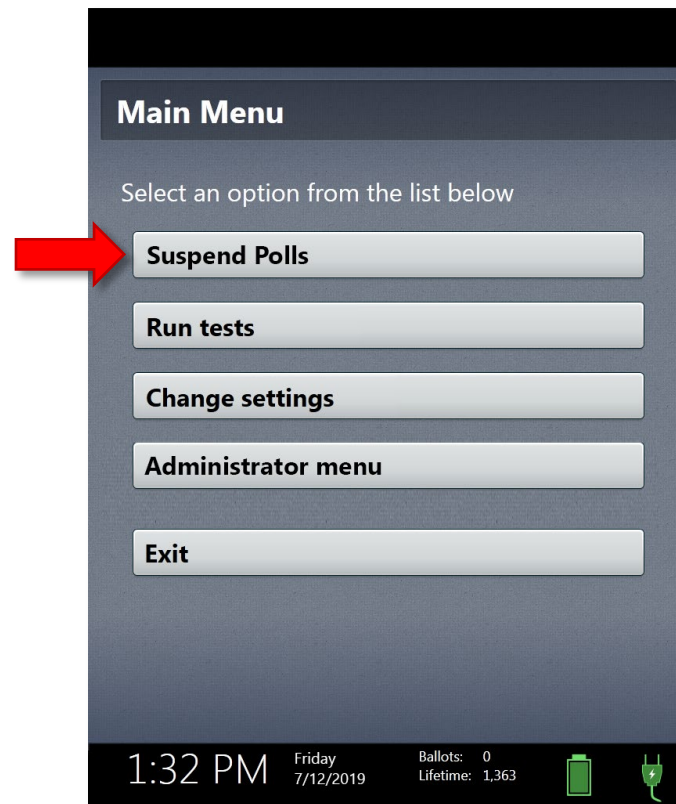
- 1) Press and hold your finger on the **Ready for use** text (or alternately, press the blue poll worker button on the back of the Verity Touch Writer).
- 2) Select **Menu** at the top of the screen.





suspending polls on Verity Touch Writer

3) Choose **Suspend Polls**.





suspending polls on Verity Touch Writer

- 4) Enter the Suspend Polls code and select **Accept**.

? Help

Enter Suspend Polls Code

Enter

Enter your 6 digit Polls Suspend Authorization Code using the number pad to the right.



Select "Cancel" to return to the previous screen.

* * * * *

X

1	2	3
4	5	6
7	8	9
Cancel	0	Accept

1:32 PM Friday 7/12/2019 Ballots: 0 Lifetime: 1,363

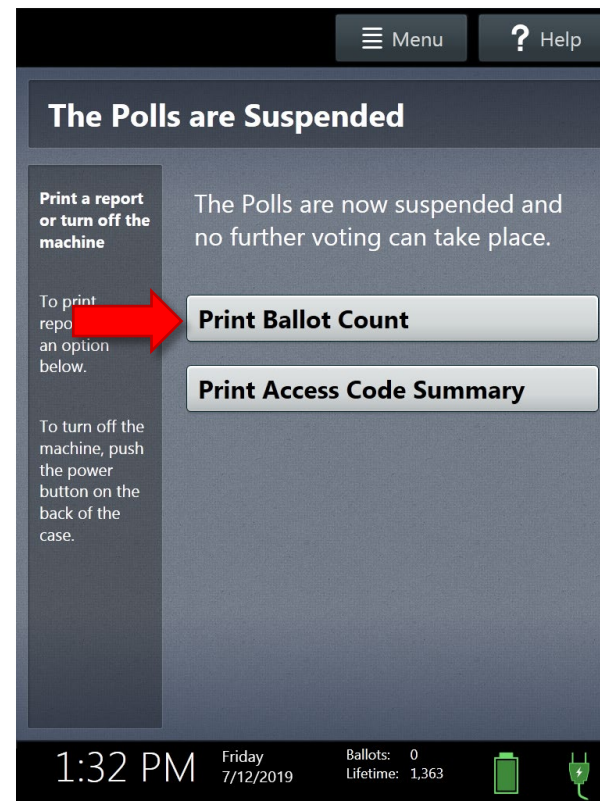




suspending polls on Verity Touch Writer

- 5) Print and file reports as required by your jurisdiction.

The available reports may vary and are configured by the election officials in your jurisdiction.





suspending polls on Verity Touch Writer

- 6) **Wait 10 seconds**, and then press the *red* power button on the back of the Verity Touch Writer to power it down.





packing up equipment

Wait for the device to be completely powered down and showing a black screen before removing the tablet. Remember to properly latch and lock the tablet within the storage compartment.

Follow local procedures in determining whether you need to completely break down equipment at the end of the day.





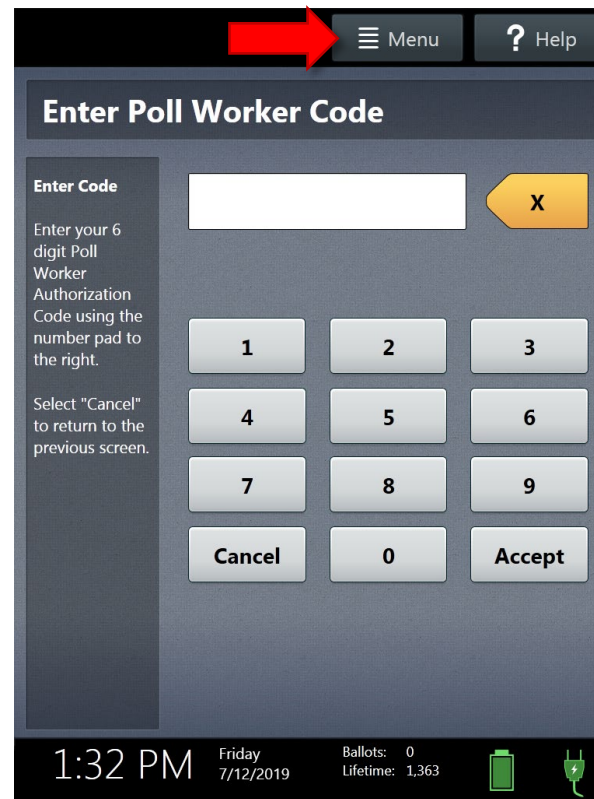
Section 2, Module 7:

closing polls on Verity Touch Writer



closing polls on Verity Touch Writer

- 1) Press and hold your finger on the **Ready for use** text (or alternately, press the blue poll worker button on the back of the Verity Touch Writer).
- 2) Select **Menu** at the top of the screen.

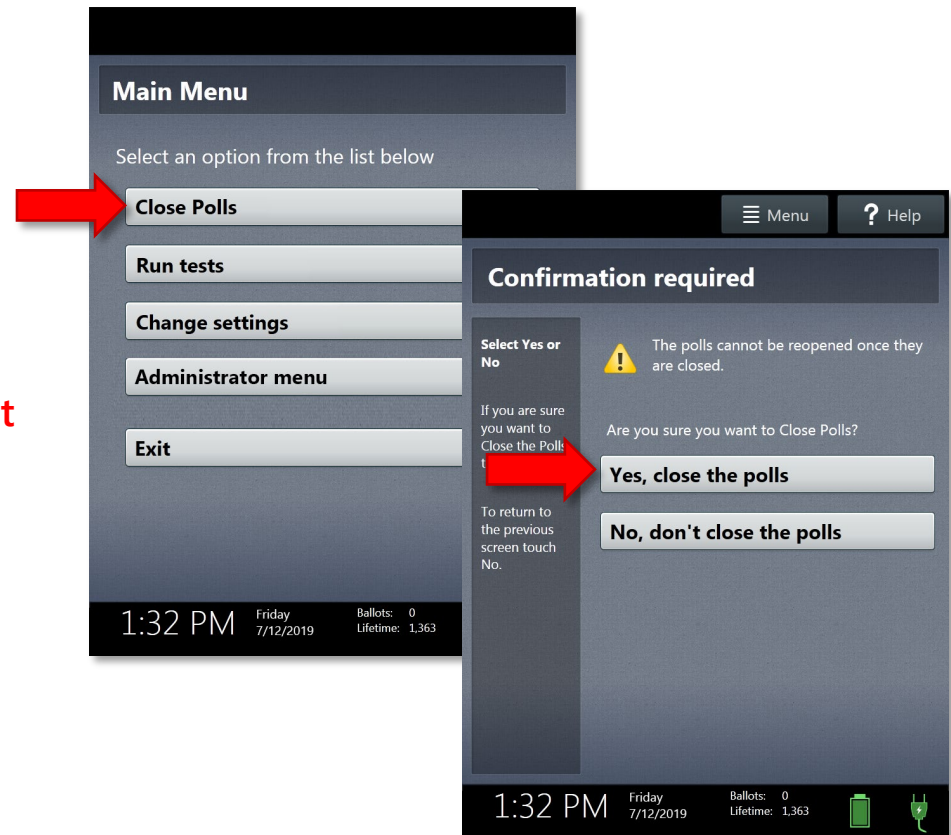




closing polls on Verity Touch Writer

- 3) Choose **Close Polls**.
- 4) Select **Yes, close the polls**.

IMPORTANT: Once polls have been closed, they cannot be reopened on that Touch Writer.





closing polls on Verity Touch Writer

- 5) Enter the Close Polls code and select **Accept**.

? Help

Enter Close Polls Code

Enter

Enter your 6 digit Polls Close Authorization Code using the number pad to the right.

Select "Cancel" to return to the previous screen.

* * * * *

X

1	2	3
4	5	6
7	8	9
Cancel	0	Accept

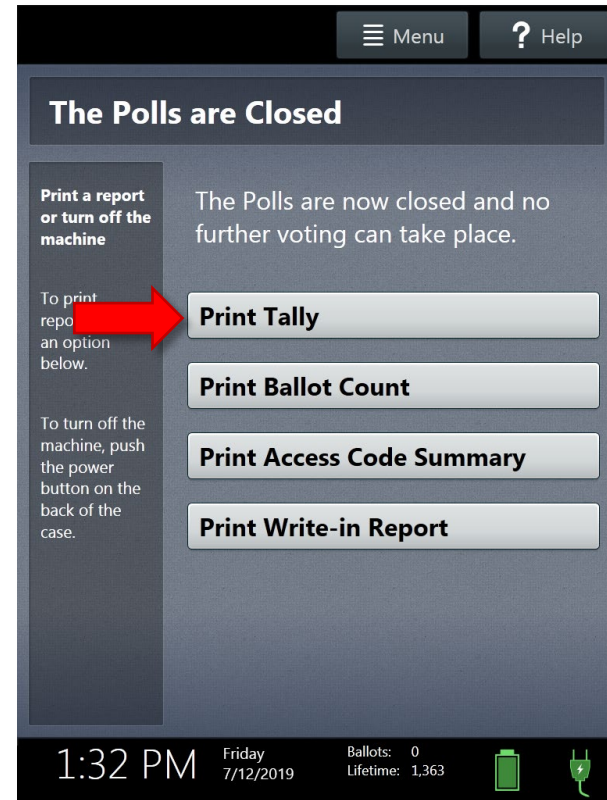
1:32 PM Friday 7/12/2019 Ballots: 0 Lifetime: 1,363



closing polls on Verity Touch Writer

- 6) Print and file report with the Ballot/Chair Master.

The available reports may vary and are configured by the election officials in your jurisdiction.





closing polls on Verity Touch Writer

- 7) **Wait 10 seconds**, and then press the *red* power button on the back of the Verity Touch Writer to power it down.



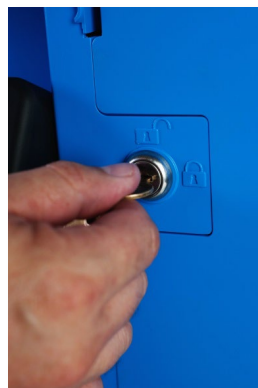


packing up equipment

Wait for the device to be completely powered down and showing a black screen before removing the tablet. Remember to properly latch and lock the tablet within the storage compartment.

Follow chain-of-custody procedures used to close and secure Verity Scan and associated removable drives. Remember to collect vDrive and store in your black security pouch.

Complete and sign Scan Seal & ADA Cart Seal Report.





questions?

Poll Watcher Summary

Additional Key Master Responsibilities

What is A Poll Watcher?

A Poll Watcher may be present at the polling site from 15 minutes before opening the polls until the results are called in.

A Watcher is present to **observe only**. Poll Watchers **may not “assist” in any manner**, electioneer within the Polling Site, handle any of the official documents or interfere with the Board of Inspectors’ duties.

A Poll Watcher must have a “Watchers’ Certificate” the Poll Watcher will file their respective Certificates with the Ballot Masters. Poll Watchers must remain seated at the Registration table.

A Candidate cannot be a Poll Watcher

If you are having a problem with a Poll Watcher call a Commissioner on their cell phone immediately.

WATCHER CERTIFICATE
FOR USE ON ELECTION DAY
Section 8-500, Election Law

I/We, the undersigned, being _____ of the _____ (political party/independent body) _____ party, do hereby appoint _____ (watcher's name) _____ county of _____ election district, in the _____ (date of election) in the _____ city, or village of _____ ward (if applicable) of the town, in _____ County or the City of New York, or the _____ Assembly District.

Signature _____ Title _____

GUIDELINES

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates names appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guard rail at any one time.

(3/94 c111edform/watcher2)

(Sample prepared by the State Board of Elections)



NO ELECTIONEERING ALLOWED!

Key Masters are also responsible to look out for campaigning at the poll site.

By LAW,

- **No One** (including Inspectors, Poll Watchers or Voters) can campaign inside the Poll Site or **anywhere within the 100' Distance Marker**
- **No One** may wear campaign buttons, stickers, tee shirts or other campaign material in the Poll Site or anywhere within the 100' Distance Marker (You **MUST** ask the individual to remove it.)
- **No One** may discuss Candidates or Ballot Propositions within the Poll Site or anywhere within the 100' Distance Marker
- **No Vehicle** with election material (bumper stickers, signs, etc.) may be parked within the 100' Distance Marker.

The End

