



**St. Johns County  
Supervisor of Elections**

# **POLLING PLACE MANUAL**



Effective June 29, 2022

**Public Service | Integrity | Transparency**



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St. Johns County Supervisor of Elections

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## Glossary

Action Ticket	Printed by an EViD for a voter who is at an incorrect polling place on election day. Can be handed to voter to provide directions to the correct polling location.
Activator (EViD)	EViD media which contains a database of St. Johns County voters. Each EViD contains media when it arrives at the precinct. Media is to be removed at the end of the night, given to the Clerk and placed into the Media Pouch.
Assistant Clerk (AC)	Provides support to the Clerk in their role as Supervisor of the precinct
Ballot Accounting Form (PF1)	Form to account for the number and style of ballots issued to a precinct. At opening, the form is in the Clerk Binder in the opening section. Provides for reconciliation at the end of the night and is placed in the Media Pouch along with one copy of the totals tape for each DS-200 and the Media Holder.
Ballot Box	Holds/contains voted ballots once they are placed into the DS-200 and tabulated
Ballot style	The style/type of ballot unique to each precinct created by the districts, offices and parties to appear on the ballot.
Ballot Transfer Case	A container for emptying and storing ballots from the DS-200 ballot boxes when the precinct closes. Used to transfer & secure ballots between the precinct and Elections Office. Transfer cases are sealed prior to being transported to the Elections Office.
BOD	Ballot on Demand printer used at Early Voting sites and some election day precincts to print ballots.
Chain of Custody Form (PF8)	Form used only on election day to record all seals placed on the voting equipment and record the public count and Lifetime printer count numbers. Also provides the oath for election workers and their signatures. Upon opening, the form is located in the Clerk binder with the opening forms. Upon closing, the form is placed into the Envelope for the SOE once the departure time is recorded by the Clerk before leaving the precinct.
Challenged Voter	A voter's right to vote may be challenged. The challenge must be made in writing. If the challenge is based only on the voter's address, the voter may make an address change and vote a regular ballot. Otherwise, a challenged voter must vote a Provisional Ballot.
Challenged Voter Forms	Located in the Clerk Binder. Oath of Person Entering Challenge, a 2 part form must be completed by the individual challenging the voter. The original form is kept with the voted Provisional Ballot. The yellow or copy of the Oath is given to the challenged voter.
Clerk	Supervisor of a precinct
Clerk Binder	Notebook for Clerks. Contains keys, wire cutters, contact phone numbers, paperwork, and forms for opening and closing the precinct on election day. Return to the Elections Office election night with other items.
Clerk Notes	Form for Clerk's notes regarding events of election day. Found with the opening materials in the Clerk Binder. Return in the Envelope for the SOE.
DS-200	Tabulator that counts ballots
DS-200 Totals Tape	Results totals tapes are printed when the polls close election night. Three copies print. One is to be placed on the door of the polling room for public viewing; one is placed in the supply tub, and one in the Media Pouch along with the Media Holder and the ballot accounting form (PF1).
Early Voting (EV)	A time period prior to election day which allows voters to cast their ballot in person. Each Supervisor of Elections sets the dates, times & locations for their county.
Election Board	Clerk, Asst. Clerk, and all Inspectors. Does not include the Poll Deputy
Election Central	The Supervisor of Elections Office
Election Support Bag	Used election day only. Contains envelopes for Spoiled Ballots, completed voter documents, surrendered Vote By Mail ballots, all EViD Voting Passes and express vote blank cards on return at the end of night. After poll closing, the Bag is repacked with the envelopes and placed into the Records Transfer Case.
Equipment Inspector (EI)	Worker trained to open and close all voting equipment, process voters and issue ballots, and troubleshoot when needed.

Envelope for the SOE	Black envelope for payroll sheet, Clerk Notes & Chain of Custody Form (PF8). Located in the front pocket of the Clerk Binder. Is hand delivered by the Clerk along with other election materials to a SOE Staff member upon arrival at Election Central.
ExpressVote	ADA device that allows a voter with disabilities to vote unassisted. May be used by all voters.
ExpressVote cards	ExpressVote cards are packed in the Supply Tub. Blank card issued to a voter which is inserted into the ExpressVote & used as a printed ballot which records their votes. Once printed, the ballot is placed into the DS-200 for tabulation. Blank unused cards are returned election night in the Clerks Supply Tub.
EViD	Electronic Voter Identification or electronic poll book used to check in voters during Early Voting or on Election Day. Contains database of active, eligible St. Johns County voters.
EViD Tapes	Printed by EViD for each voter processed. Also called a Voting Pass. Place in container at ballot issuing station after ballot is issued to voter. Upon closing, pack and return in blue envelope for all EViD tapes, then into the Elections support bag.
EViD Totals Tapes	Printed at opening & closing of the polls. After closing & balancing, place in the blue envelope with ALL EViD Voting Passes, into the Elections Support bag.
Flash Drives	Same as media. All equipment has media; the DS-200s, ExpressVotes & EViDS. Upon closing, all media is to be removed, given to the Clerk and place the Media Holder inside the Media Pouch, sealed and placed into the Records Transfer Case.
Lifetime Printer Count #	ExpressVote number which records the number of votes cast on the machine during its lifetime.
Media	Same as flash drives. All equipment has media. Upon closing, all media is to be removed, placed in the Media Holder, inside the Media Pouch, and then into the Records Transfer Case.
Media Holder	Clear sheet with multiple slots located inside the Media Pouch. Used at the close of the polls election night to secure media for transport to the Elections Office. All media is removed and placed in the Media Holder, then into the Media Pouch along with the DS-200 tapes, sealed and secured in the Records Transfer Case and transported to Election Central.
Media Pouch	Clear pouch located in the Records Transfer Case. Used at the close of the polls election night to secure the Media Holder, the ballot accounting form (PF1) and DS-200 totals tapes for transport to the Elections Office. After sealing, place into Records Transfer Case.
Overvote	Occurs when a voter marks a ballot for more choices than the number allowed in any contest.
Poll Deputy	Provides for security at voting location. Marks and maintains the 150' solicitation zone and signage.
Poll Watcher	Designated by a candidate or party to watch and observe the elections process. May only address the Clerk. By law, not allowed to interact with voters or interfere with the voting process. Must wear ID badge provided by SOE.
Precinct	Refers to geographic areas that local government has divided for election purposes. The boundaries then determine which issues and offices a voter can vote upon in an election.
Precinct Register	Used only on election day. Printed book(s) containing all eligible registered voters in any given precinct. Located in the emergency power failure bag. Used only when EViDs are unavailable for voter check in.
Protected Count	Number on a DS-200 that is the number of votes cast during its lifetime
Provisional Ballot (PB)	Cast by a person whose has no valid ID, registration is in question or challenged voter. A voted PB is placed into the orange PB envelope. At the close of the polls, it is placed into the Records Transfer Case and sent to the Elections Office.
Records Transfer Case	Used on election day to secure & return Media Pouch, unscanned & Provisional Ballots and the precinct's paperwork to the Elections Office.
Seals	Located in the Seal log envelope (PF6). Used to provide security for the Ballot Box during voting. Also for voting equipment, transfer cases and Media Pouch when the polls are closed.

Seal Log Envelope (PF6)	Contains all numbered seals for election day precinct to seal equipment, supplies and ballots during the day and at the end of the day for transport to Election Central. Used seals are also placed into the envelope.
Secrecy sleeve	Provided to each voter to assure privacy on their voted ballot. Located in the Supply tub.
Secure Ballot Intake Station	Available only at the Early Voting Sites during Early Voting hours for voters to place their voted Vote By Mail ballots. On Election Day Poll Workers may not accept voted Vote By Mail ballots at the precinct.
Solicitors	Representatives of a candidate or party passing out literature and asking for voters support. Must stay outside of the 150' marked zone at any voting location.
Five (5) Section Form	Contains voter registration application, voter assistance forms and the "when signature differs" form. Completed forms are placed in the blue envelope for Completed voter documents, and into the Elections Support Bag.
Split	Unique grouping of district within a precinct
Spoiled Ballot	Mismarked ballots. Voter is allowed up to a total of three ballots. Test ballots at BOD printer sites. Place Spoiled Ballots in blue Spoiled Ballot envelope after logging voter information on the log.
Spoiled Ballot Envelope	Blue envelope for Spoiled Ballots. Goes out and comes back in the Elections Support Bag which is located in the Records Transfer Case.
Surrendered Vote By Mail Ballot Envelope	Blue envelope for Vote By Mail ballots which are surrendered by voters who choose to vote in person. Write cancelled on the ballot envelope. Goes out and comes back in the Elections Support Bag which is located in the Records Transfer Case.
SOE	Supervisor of Elections: Chief elections official of the county
Undervote	Occurs when a voter does not mark the ballot to indicate as many choices as are allowed in any race.
Uncounted/Unscanned ballots & Envelope	A ballot which has not been counted in the DS-200. Place into the Red envelope for Unscanned ballots. Goes out and comes back in the Records Transfer Case
Voting Pass	Printed by EViD for each voter processed. Also called EViD tapes.
Voting Equipment Tech	Support staff provided for handling equipment issues during Early Voting and on Election Day.
Voter Registration & Completed Documents Envelope	Blue envelope to place all completed voter forms and completed documents. Goes out and comes back in the Elections Support bag which is located in the Records Transfer Case.
Write-in	General election ballots only; when a candidate qualifies as a write-in, a blank space is provided for their name to be written. The oval must also be completed in order for the vote to count.
Zero Tape	Results tape for the DS-200 which shows all races and candidates at zero vote totals prior to the opening of the polls.

## INTRODUCTION

Welcome to our TEAM! We have great elections in St. Johns County because we have a great TEAM made up of full and part time staff, volunteers, and dedicated Poll Workers. Our voters have come to respect and value the dedication and hard work of our Poll Workers, which has been earned by successful elections.

Our job as a TEAM is to ensure that elections are conducted in a fair, accurate, and secure manner.

Please study this manual carefully and take it with you to the polls. Your job requires you to learn proper election procedures, to be able to assist voters correctly, professionally, and efficiently. Should you have any questions or be unclear about a certain procedure feel free to call the Office. Help is a phone call away.

We must all remember that we are serving the public and therefore responsible for being patient and courteous to our voters and fellow Poll Workers. I hope you will find working at the polls an enjoyable and rewarding experience. I thank you for your commitment, hard work, and dedication to the election process.



## EMERGENCY PROCEDURES AND PHONE NUMBERS

### MEDICAL EMERGENCY

1. In the event of a medical emergency, call 911.
2. When the medical emergency is under control, please make a follow up call to Election Central.
3. Complete the required Accident/Incident forms: Citizen, Employee, and Supervisor (3 forms) located in the Clerk Binder. Return these forms to the office at the end of the day in the Envelope for the Supervisor of Elections.



### EVACUATION OF YOUR POLLING PLACE

If you must leave your Polling Place due to an emergency for any reason:

1. DO NOT PANIC –The safety of you and your co-workers is our primary concern.
2. If time allows, Poll Workers should take the following items:
  - a. Inspectors: Ballots (new and used) – place in Ballot Transfer Cases (use cart to haul, if available)
  - b. Equipment Inspectors: DS200 Tabulator - unplug, lower lids and wheel out
  - c. Equipment Inspectors: ExpressVote - unplug, grab and go
  - d. Assistant Clerk: Precinct Registers (in the backup supplies box)
  - e. Clerk: Provisional Ballot Bag – assist others
3. Go to a safe area, as instructed by your Clerk or administrator of facility.
4. As soon as you can, contact Election Central for further instructions.



### WHEN THE POLLING PLACE CAN BE REOPENED

1. Inspect your voting area.
2. Reset equipment to process voters.
3. Return ballots to proper place and prepare to issue new ballots to voters.
4. Continue processing voters.
5. Notify Election Central.

### IF YOU CANNOT GAIN ACCESS TO THE POLLING ROOM

If the person with the key to the facility does not show up at 6 AM to let your team into the polling room. Call Election Central immediately. Office staff will make calls to the contact persons of the facility to get someone there as quickly as possible.

### POLL WORKER OVERVIEW

Poll Workers are employees of the St. Johns County Supervisor of Elections. Poll Workers are appointed by the Supervisor of Elections and will be paid according to their assigned job position.

**ASSIGNMENTS:** The Supervisor of Elections assigns Poll Workers according to the needs and resources which best serve the voters. You may be assigned to a precinct which is not your home precinct. Know your precinct number and location where you are assigned to work prior to Election Day.



**HOURS OF WORK:** You must report to your assigned polling place by 6 AM. If you are late without notice, you may be replaced by another worker.

The polls open promptly at 7 AM. All preparation work should be completed as soon as possible.

Poll Workers remain until the work is completed, which is usually about 8 PM, but can be longer. Wait for the Clerk to dismiss you.

Poll Workers are scheduled to work the entire day and may not leave the polls for any reason. In the event of an emergency, the poll worker who leaves may not return to work.

**NON-PARTISAN:** When working at the polls, all Poll Workers must be non-partisan. Poll Workers do not discuss candidates or issues and cannot wear any clothing or paraphernalia which would indicate a candidate, party, or issue preference.

**WHEN DO POLL WORKERS VOTE?** If you are working outside your home precinct, you are responsible for voting early or voting by mail prior to Election Day. If working at your home precinct, you may vote during a slow period on Election Day.

**CANCELLING:** If you find that you are unable to work immediately notify Election Central so that a replacement can be appointed.

**LUNCH BREAKS:** There are no scheduled lunch hours or breaks. The Clerk will arrange all breaks for workers. Let the Clerk know if you have special needs. Poll Workers, who are on break, should return to their duties if the voter lines build or voter service is required. A Poll Worker should never leave their post until the Clerk has assigned someone to cover their position.

Poll Workers should be prepared for a minimum 14-hour day. Bring plenty of food, drink, snacks and any medication you may require. The Clerk can answer questions about facilities available at the precinct. Remember, to leave your polling location better than you found it – keep it clean.

**DRESS:** Casual and comfortable attire is acceptable, but dress professionally to meet the public.

**RESTRICTIONS:** NO SMOKING or VAPING rules are enforced. Please respect the rules of the facility. No smoking or vaping inside or outside of the building as set by the landlord.

**CELL PHONES:** Phone calls are not allowed inside the polling room except for the Clerk on election business. Personal calls can be made outside the polling room when coordinated with the Clerk.

**MOBILE DEVICES:** Poll Workers and voters may use mobile devices such as iPads, smart phones and electronic readers under these conditions:

1. The device must be set on silent.
2. The device may not be used to take photographs or to record conversations unlawfully inside the polling room.
3. Poll Workers may only use devices when it does not interfere with their work and/or when voter presence is extremely low. The Clerk will be responsible for oversight.

If voters with cell phones inside the polling room receive a call they must be advised to silence or disregard the call. The Poll Deputy stops voters from using cell phones prior to entering the polling room.

Cell phone calls are not allowed in the voting booth (Section 101.51 (1) and 104.19 (1) (a) Florida Statutes).

**NO PHOTOGRAPHY** is allowed inside the polling place **except** a voter may photograph his or her own ballot (102.031 (5) Florida Statutes).

CANDIDATES are only allowed in the polling room to vote. After voting they must leave and adhere to the 150-foot solicitation law. Campaigning is **not** allowed in the polling room.

**IMPORTANT:** Equipment Inspectors, Inspectors and Deputies are NOT authorized to tell a voter he/she may NOT vote. Send voter to the Clerk. Any voter who claims eligibility must be allowed to vote a Provisional Ballot. The Clerk may consult with Election Central.



## POLL WORKER JOB DESCRIPTIONS

### CLERK

Chapter 102.014 F.S. requires Clerks attend a minimum of 3 hours of training prior to each election.

**\*\*VERY IMPORTANT\*\* CLERKS: TURN ON YOUR CELL PHONE BY 6 A.M.!**

Election Central must be able to contact you during the day.

1. Responsible for opening and closing the facility and understanding voting procedures.
2. Pick up election supplies on the Monday before Election Day at Election Central. After notifying Election Central the Clerk may designate another poll worker to pick up the supplies.
3. The Clerk is in charge of the polling place, makes duty assignments, and assures that all work is completed. The Clerk will assist the Inspectors where necessary and further the training of new workers in accordance with this manual and the policies of the Supervisor of Elections.
4. The Clerk is responsible for all paperwork and telephone calls to Election Central. Some duties may be assigned to an Assistant Clerk.
5. If Poll Watchers are present the Clerk will oversee their activity and ensure that both Poll Workers and Poll Watchers fulfill their duties.
6. At poll closing time the Clerk is responsible for:
  - a. Completion of the Ballot Accounting (PF1) and Chain of Custody Forms (PF8).
  - b. Verifying all Poll Workers have signed all documents (payroll sheet, oaths, results tapes, accounting form, etc.) that require signatures.
  - c. Making sure the polling place is being left clean.
7. The Clerk is responsible for choosing a Poll Worker of a different political party from the team (except the Poll Deputy) to accompany them for the delivery of ballots and all materials to Election Central on Election Night.

### ASSISTANT CLERK

The Asst. Clerk attends the same 3 hour training class as the Clerk.

1. The role of the Asst. Clerk is to provide assistance and support to the Clerk and be ready to take on the full responsibilities of the Clerk if he or she is unable to work on Election Day.
2. The Asst. Clerk is considered a Clerk in-training and receives the same training as the Clerk.
3. On Election Day the Asst. Clerk performs all tasks associated with processing voters, issuing ballots, and assists the Clerk as needed in processing spoiled and Provisional Ballots.
4. Assists with set-up and clean-up of the polling area.

## EQUIPMENT INSPECTOR

Equipment Inspectors attend a 3 hour training class prior to each election.

1. The Equipment Inspector has been trained to provide support to the Clerk in processing voters and in the operation of the DS200, EVIDs, and the ExpressVote. The Equipment Inspector operates and troubleshoots the equipment, including start-up and close-down procedures.
2. Processes voters, making name/address changes, accepting surrendered Vote By Mail ballots, setting up a voter through the EVID to receive a Provisional Ballot and issues ballots.
3. Equipment Inspectors are responsible for issuing Voting Passes, instructing the voter on how to properly mark the ballot, and assisting with set-up and clean-up of the polling area.

## POLL DEPUTY

Poll Deputies attend a 2 hour training class prior to each election.

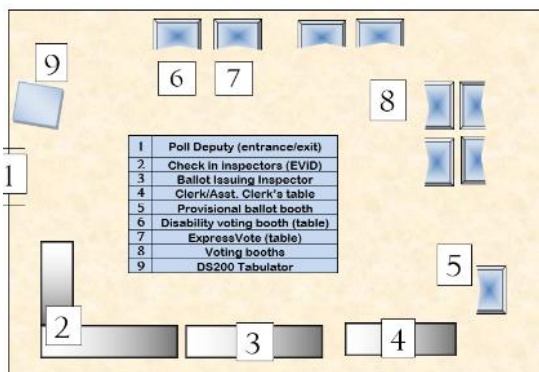
1. The Deputy is responsible for activities taking place outside of the polling room, including:
  - a. Creating and monitoring a 150-foot “No Solicitation Zone” with cones and signage.
  - b. Posting election signs according to the precinct sign map to direct voters to the polling place.
  - c. Removing illegal campaign signs from within the marked solicitation zone.
  - d. Monitoring the parking area and assisting with traffic control when necessary.
  - e. Reminding voters to have their identification ready and that calls on cell phones are not allowed inside the polling room.
  - f. Helping with the set-up and clean-up of the polling area, if time allows.
2. The Deputy **cannot** be the designated person returning the results with the Clerk after the polls close.
3. At 7 PM the Deputy stands at the end of the line of persons waiting to vote. Anyone arriving after this is not permitted to vote.

## ELECTION DAY SOLUTIONS

### POLL WORKER DOES NOT SHOW UP

If an assigned worker is unable to work or fails to report at 6 AM the Clerk must notify Election Central immediately so that an alternate may be assigned.

## VOTING ROOM LAYOUT



1. Deputy should remain near the outside entrance to the polling room where he or she can direct voters to the voting area and offer assistance to voters when needed.
2. Check-in table for voters should be as close to the entrance as practical.
3. Ballots should be at a separate table from the processing table, if possible.
4. The Clerk and Assistant Clerk should be set up at a separate table with forms, applications, voter assistance forms, Provisional Ballot Envelopes, and other election materials available for easy access when required.

5. Set up a voting booth (without the legs) or a portable voting booth and the ExpressVote on a table for use for persons with disabilities. Provide chairs and an open space for wheelchairs. Set up and designate a voting booth near the Clerk station for Provisional Ballot voting. The Clerk must not allow the voter to insert the Provisional Ballot into the DS200.
6. The voting booths must be in plain view of the Poll Workers.
7. The DS200 Tabulators should be near the exit and in full view of the Election Board.

## BALLOTS AND BALLOT VERIFICATION

Ballots are located in the DS200 ballot boxes, which are locked and sealed. Seal numbers are recorded on the Chain of Custody Form (PF8). The Ballot Accounting Form (PF1) and Chain of Custody Form (PF8) are located in the Clerks Binder. Quantities for each ballot style are listed on the Ballot Accounting Form.

**Several of the Early Voting sites transition to Election Day polling places. In this case, Do NOT open ballots. Set aside in a secure location as they are for emergency back-up use only.**

1. During the opening steps of the DS200s, the EI will verify all seal numbers on each DS200, including the seal numbers on the ballot box door with the seal numbers recorded on the Chain of Custody Form (PF8). If seal numbers do not match, Election Central must be notified immediately.
2. After verification, cut and remove seals, unlock the ballot box, then remove the ballots and place them on a table for Clerk verification.
3. Clerk verifies that the correct ballot style(s), the correct quantities, and correct precinct numbers are printed on the ballots. Do not open the security bag packages at this time. Verify total ballot count for each ballot style matches the Ballot Accounting Form (PF1). Repeat the process for all DS200s.
4. ExpressVote cards are packed in the Supply Tub.
5. If ballot styles or quantities do not match immediately call Election Central.
6. The ballots are shipped in a secure transfer bag in pads of 50 attached to a stub with the exception of one or two ballots from each style removed. Place a pad of each ballot style on the ballot issuing table.



## SEALS

1. Broken . . . . . Notify Election Central.
2. Do Not Match Recorded Numbers . . . . . Notify Election Central.
3. Used Seals. . . . . Place in Seal Log Envelope (PF6)
4. New Seals . . . . . Located in Seal Log Envelope (PF6)  
On the log sheet, initial each used seal.

## DURING VOTING HOURS

1. The Polls open at 7 AM. **No one votes before 7 AM**, not even Poll Workers who are working in their assigned precinct.
2. At 7 AM the Clerk will read the time on a cell phone (for accuracy) and announce, "It is seven o'clock, the Polls are officially open." The Deputy will unlock and/or open the polling room door for voter access.
3. The Clerk must keep the DS200 Tabulator keys in his/her possession at all times, except when opening and closing of polls or when Equipment Inspectors need them. The keys are attached to an expandable wrist band for carrying ease.
4. VOTING EQUIPMENT TECHNICIANS are employed on Election Day to assist with any problems.

**Contact Election Central with your requests for assistance and/or additional supplies and a technician will be immediately dispatched.**

5. During the day, check the voting booths to be sure bulbs (if plugged in) and ballot marking pens are working.
6. During the day, check to be sure that no campaign literature has been left in the voting booths.

### EMERGENCY BIN IS FULL

1. If you find it necessary to empty the emergency bin during the day remove the ballots and place them in a Ballot Transfer Case until after the polls close.
2. Mark Ballot Transfer Case as “Emergency Bin Ballots” and write the appropriate DS200 (A or B).
3. Retrieve a seal from Seal Log Envelope (PF6) and seal the Ballot Transfer Case. Place the case in a secure location. Record the seal number on the envelope and Initial.
4. After the polls close, break the seal and place the seal in the Seal Log Envelope (PF6).
5. The Clerk and a Poll Worker of a different political party will remove the ballots and insert them into the DS200 to be counted.
6. If a ballot is not being accepted for any reason the Clerk shall override the DS200 screen message to allow the ballot to be read by the tabulator. If the tabulator returns the ballot for any other reason, such as a damaged ballot or is incorrectly aligned, the Clerk shall place the ballot into the “Unscanned Ballots” envelope.

### BALLOT BOX IS FULL

1. Notify Election Central if you need to perform this procedure during Election Day.
2. Upon approval from an Election Central staff member remove the seal from the Ballot Box and unlock.
3. Remove ballots and place in a Ballot Transfer Case.
4. Close and lock the Ballot Box door.
5. Retrieve two seals from Seal Log Envelope (PF6). Record the seal numbers on the envelope and Initial.
6. Use one to reseal the Ballot Box. Use one to seal the Ballot Transfer Case.
7. **IMPORTANT:** Place a label (provided) on EACH END of the Ballot Transfer Case(s) and mark as “Voted Ballots” along with the date and the precinct number. If more than one DS200 is used at your precinct indicate DS200 A or B on the transfer case label. Ballots from different tabulators **MUST** be kept separate.
8. Place in a secure location.

### NO POWER? PROCEDURE FOR USING BACK-UP VOTING SUPPLIES

In case of a power failure during Election Day at your polling site or if the EViDs cannot be used to process voters call Election Central immediately, then follow these procedures:

1. Retrieve the Power Failure Back Up Supplies Bag. Process voters using the printed Precinct Registers. An instruction sheet is included in the bag for using the enclosed materials.



**EMERGENCY POWER FAILURE**

2. After processing in the Precinct Registers, including having the voter sign the register, write the voter's ballot style and party affiliation on a Ballot Style Slip and give it to the voter. Send the voter to the ballot issuer to receive his or her ballot.
3. Clerks: Use the blank pages in the back of the Precinct Registers to process voters with name and/or address changes. **Do not use this register to process Provisional Ballot voters.**
4. Send voter to the Clerk with eligibility questions.
5. After marking his or her ballot the voter will insert their ballot into the DS200.
6. The DS200 will continue to run on battery power for up to six hours.
7. If the DS200 battery fails open the emergency bin and lower the silver door. Obtain a seal from the Seal Log Envelope (PF6), then close, lock, and seal the emergency bin. Have voters deposit their voted ballots in the emergency bin.
8. Once power has been restored break the seal, open the emergency bin door, and close the silver door. Obtain a seal from the Seal Log Envelope (PF6), then close, lock, and seal the emergency bin.
9. Instruct new voters to insert their ballots into the DS200. All ballots placed in the emergency bin will be inserted into the DS200 by the Clerk after the polls close for the day.
10. The ExpressVote will continue to run on battery power for up to six hours. If the battery power fails, call Election Central immediately.
11. When power has been restored to the polling room, return to using the EViDs and pack the backup voting supplies away.

**Clerks:** Make a notation on the Clerk Notes of the Precinct Register page numbers used.

When power is restored to the polling place the Clerk or Asst. Clerk is responsible for inputting the voter information into an EViD for those voters who were processed during the power outage, as time allows.

1. Using the scratch piece of paper with the page numbers marked; find a voter that was processed in the Precinct Register. In the EViD, search for the voter by using the Voter ID# or birthdate from the Precinct Register.
2. On the EViD Voter Information screen, select OK (that the information is correct – which was already verified when the voter was processed). The signature pad appears.
3. Select "Accept Blank Signature." The EViD will ask if you want to accept a blank signature, select YES. A Voting Pass will print. The voter has now been processed in the EViD and the information will upload to Election Central.
4. Place the Voting Pass in the Voting Pass box on the ballot issuing table.
5. Return this scratch piece of paper to Election Central. Place it with the Precinct Register(s) that were used.

**NOTE:** If address or name changes were performed update the voter information in the EViD.

## OPENING THE POLLS – CLERK INSTRUCTIONS

- *Remove the Payroll Sheet, the Ballot Accounting Form (PF1), and the Chain of Custody Form (PF8) from the Clerk Binder.*
- *After signing the Payroll Sheet release the Deputy who can retrieve their supplies and proceed outside to place signage and create the “No Solicitation Zone”.*
- *Large precincts with more than one DS200 tabulator use the same procedures for opening each DS200.*
- *Clerks/Equipment Inspectors: Use the “Check-Off Sheets for Opening the Polls.”*

1. The Clerk will administer the Oath of Clerk and Inspectors to all Inspectors from the Chain of Custody Form (PF8). One Equipment Inspector will administer the oath to the Clerk. The Clerk and all Inspectors will sign the Oath of Clerk and Inspectors. The Deputy does not take this oath or sign this sheet.
2. Assign your team to specific jobs: equipment, voting booths, signs, ballots, and forms. Tables and chairs must be in place and ready to receive voters by 7 AM.
3. Give the DS200/ExpressVote keys, wire cutters, and Open/Close Procedures checklist to the Equipment Inspectors who will begin opening all equipment.
4. Seals numbers must be verified on all equipment with the numbers listed on the Chain of Custody Form (PF8). Once all seal numbers are verified they can be removed and the equipment setup process can begin.
5. Verify the quantity of ballots issued for your precinct(s). Quantities for each ballot style are listed on the Ballot Accounting Form (PF1). If there are any discrepancies contact Election Central immediately. Continue using the Clerk open/close procedures to open the polls.

## OPENING OF THE POLLS WITH BALLOT ON DEMAND PRINTERS

### BALLOT ON DEMAND PRINTER OPERATION

Prior to Election Day all voting equipment will have been delivered. Some Early Voting sites transition to Election Day polling places and use Ballot on Demand Printers for printing ballots. The EVIDs and Ballot on Demand printers will already be set up, operational, and connected. Each site will have several Ballot on Demand printers. The laptop for the printers is powered on and ready for the password.

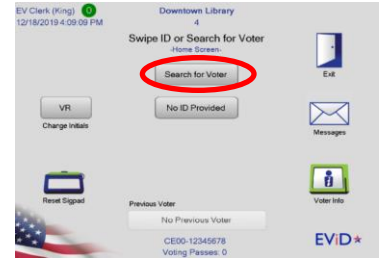


1. Ensure both printer paper trays are full
2. Obtain keys from the Clerk and unlock the printer cart cabinet and retrieve paper and load in the paper tray
3. Start with Laptop on the BOD printer
  - On the screen, the “User Login” screen appears.
  - Enter the password and click on “Sign In”
  - Double click on “Jobs”
  - Right click on “EV/Counter”
  - Left click on “Run Job.” The printers are ready to print ballots.



A test ballot must be processed through each EViD to ensure that communication is established between all EViDs and each BOD printer and to verify that the ballots are properly aligned.

1. Power on EViD A first (when facing the screen, power switch is on the middle right side “power symbol”). Power on the printer (power button).
2. The EViD startup ticket will now print. The Clerk will tear off the ticket, verify the date, time and location, and then sign it. Place this ticket in the Voting Certificate Box located on the ballot issuing table.
3. When prompted on the screen, have Clerk scan security card.
4. Once EViD A is fully operational then power up B, C and D. Wait at least 1 minute before proceeding.
5. Next screen reads “Enter Initials.” The Equipment Inspector who printed the test ballot will enter his or her initials.



- Print a **TEST** ballot for each EViD and check alignment. Use the Equipment Inspectors Election Day B.O.D. check off sheet for step-by-step instructions.
- Select “**Search for Voter**”. Place the cursor in the birth date box and type the number “9” eight times (completely fill in the box), then press the “**Search**” button.
  - Select “**Ballot Printer**”.
  - Choose Print Regular Ballot. Make Precinct selection (e.g. 101.0).
  - Select a Party (if Primary Election).
  - Print test ballot and reprint on each EViD.
  - Check to make sure the ballot prints and is properly aligned.
    - If the test ballot is **properly** aligned, spoil the test ballot by recording on the “Spoiled Ballot Log” (OFC2).
    - If the test ballot is **improperly** aligned or does not print, call Election Central immediately and a Voting Technician will be dispatched to your site. After the issue is resolved, the test ballot must be spoiled.
- Repeat test ballot printing on all EViDs.
- Write TEST on all Ballot on Demand reprint tickets and place them in the Voting Pass box. Write spoiled on the TEST printed ballots and place them in the Spoiled Ballot Envelope.

Next, when processing a voter on the Ballot on Demand Printer

6. A Voting Pass is printed on the EViD, the EViD will send a signal to the Ballot on Demand printer and the voters’ ballot will be printed.
7. Hand the Voting Pass to the voter and direct the voter to the ballot issuing table.
8. The EI at the ballot issuing table will take the Voting Pass to retrieve the ballot from the printer and issue to the voter.
9. Keep an eye on the paper level and load as needed.
10. Be aware of the toner levels as shown on the printer display screen; if the screen displays Near End of Life you may continue to print ballots – when the display screen changes to End of Life the printer will stop printing and you must replace the designated (black) toner cartridge.

#### Printer jams

- If the printer jams, you must clear the jam by following the instructions on the printer display screen. You may need to remove the 4 toner cartridges to clear the jam, ensure they are reinserted in their correct slots. When clearing a jam, do not touch the nylon transfer belt or let jewelry scrape it. Doing so will place marks on all future ballots.

- After clearing the jam – if the printer display screen says Data Present then the ballot that jammed should automatically be reprinted. If the printer display screen doesn't say Data Present, the system assumes the ballot was printed and you must mark that ballot as Bad. Find the ballot style of the voter in the list that is "On Hold", right click select change status, then select Reprint.
- Place the ballot that jammed into the Spoiled Ballots Envelope and log it as a jammed ballot
- If the printer jam is severe and unable to be easily cleared, call Election Central immediately.

## DS200 TABULATOR (OPEN)

1. Retrieve DS200 keys, Chain of Custody Form, and wire cutters from Clerk.
2. Verify that the precinct number on the Ballot Box is the same as your precinct number. If different stop and immediately call Election Central.
3. Verify ALL Seal #s on DS200s to the Chain of Custody Form (PF8), including the seal on the ballot box door. If the seals are broken or do not match call Election Central.
4. Cut and remove only the seals on the front and give to Clerk.
5. **DO NOT** remove blue side seals **ONLY** Verify the seal #s.
6. With DS200 key, unlock ballot box door and remove all ballots from DS200. Repeat steps for all DS200s.
7. Place on ballot issuing table for Clerk verification.

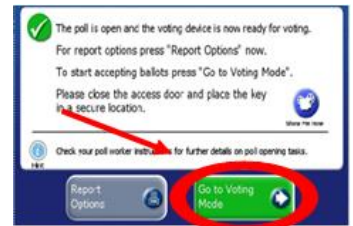


Several of the Early Voting sites transition to Election Day polling places. In this case, Do **NOT** open ballots. Set aside in a secure location as they are for emergency back-up use only.

8. Ensure the Ballot Box is empty.
9. Close and lock the Ballot Box door and attach a new seal from the Seal Log Envelope (PF6). Record the seal number on the envelope and initial.
10. Unlock Emergency Bin and verify it is empty, make sure the silver door is up, then relock. Do not seal Emergency Bin.
11. Position the DS200 near the exit door, visible to the Clerk, and lock the wheels.
12. Unlock and open the rear access panel and unravel the power cord. Make sure the silver bar is in the down, locked position for ballots to drop into the box. If the silver bar is not in the locked position ballots will jam. Lock the wheels.
13. Plug cord into power strip and then into a wall outlet for power. Turn on strip. Leave panel door open. Power cord prevents it from closing.
14. Unlock the lid and unlatch the two latches on the front of the carrying case then carefully lift the lid.

15. Unlock and gently lift the screen on the DS200. Within 10 seconds, the DS200 will beep and automatically begin to power on. If it does not power on unlock and open the access door and press the power button. The button should light up and a beep should sound within 10 seconds. The DS200 will power on. Allow 3-4 minutes for program to load.
16. If the access door was opened or not, open now and verify the Flash Drive seal number with the number listed on the Chain of Custody Form (PF8). Close and lock the access door.
17. A keyboard will appear on the screen. Type in the election code and press “**ACCEPT**”.
18. Press “**OPEN POLLS**”.
19. After the election loads, press the open poll button on the screen. A ballot status tape and a Zero Tape will automatically print. Leave the tape attached to the printer. Notify the Clerk that the tape is ready to view. Clerk and the Equipment Inspector will then initial the tape.
20. Once the tape has printed and is signed roll up and secure the tape with a paper clip and tuck it down on the left side of the machine so voters will not be tempted to remove it. If torn, reattach with scotch tape and the EI and Clerk will sign it.
21. If the Zero Tape did not print or there were any problems with the printer contact Elections Central immediately.

22. On the following screen press “**Go to Voting Mode**”. The screen will change to a Welcome page.
23. Inform the Clerk of the Public Count number. It should be zero. If it is not zero, contact Election Central immediately.



24. Verify the Protected Count number on the screen with the number listed on the Chain of Custody Form (PF8). If it does not match contact Election Central immediately.
25. Return the keys to the Clerk. This tabulator is ready for ballots.
26. At 7 AM the Clerk will make an announcement that the Polls are officially open. Ballots may now be processed through the DS200 Tabulator. After the first ballot has been inserted into the DS200 a printout on the tape will read **First Ballot Read**. The tape will not print again until the Close Polls button is pressed. Do not remove tape.

Repeat instructions for any additional DS200s.

## EXPRESSVOTE (OPEN)

The ExpressVote is available for all voters to use, however it specifically allows persons with disabilities to vote unassisted and offers a touch screen with larger text and an audio ballot. See the EXPRESSVOTE Operation section in this manual for instructions.



1. Verify precinct number on the case and seal number with the Chain of Custody Form (PF8). If incorrect immediately call Election Central. Remove the seal.
2. Cut and remove the seal from the ExpressVote case.

3. Remove the ExpressVote machine, power supply and laminated instructions sheet from the case and place on the designated table.
4. Lay machine face down on the table. Pop out the stand.
5. Plug the power cord in the rear of the machine. The cord should feed through the stand.
6. Raise the ExpressVote.
7. Plug the power cord into the surge protector, plug surge protector into wall outlet, then turn on.
8. Verify the seal number on the left side panel door with the Chain of Custody Form (PF8).
9. Cut and remove the seal and place both seals in the Seal Log Envelope (PF6).
10. Unlock and open the left side panel door.
11. Flip power switch to "On." Do not close the side panel door at this time.
12. Allow approximately three minutes for the machine to power on. DO NOT PRESS THE SCREEN for calibration.
13. The screen will change to a keyboard layout. Enter the Election Code and press Accept.
14. The machine will load the election. A ready for voting status screen will appear. Press OK.
15. Inside left side panel door flip "Voter" switch to "Official." Near the left bottom of the next screen verify the "Lifetime Print Counter" number with the number listed on the Chain of Custody Form (PF8).
16. Flip the switch back to "Voter." Close and lock the side door.
17. This machine is ready for voting. Give key to the Clerk.
18. Place the 3-wall privacy screen around the ExpressVote and a chair nearby.
19. Place a headset and laminated instruction sheets near the ExpressVote. Headset is located in the large Supply Tub and laminated instruction sheet is located in the ExpressVote case.
20. ExpressVote ballot paper is in the supply tub.

## EVID (OPEN)

**NOTE: EVID A** must be set up, turned on, and completely logged on first. Repeat these steps for all remaining EVIDs. Complete ALL steps on one EVID before continuing to next EVID (Open in order EVID A, B, C & D).

1. Retrieve wire cutters and Chain of Custody Form from the Clerk.



2. Verify the precinct number on each EViD case tag. Verify the seal numbers on all EViD cases with the Chain of Custody Form (PF8), then cut and remove. If the precinct or seal numbers are not the same call Election Central immediately.
3. Place EViD A as the first EViD in line to process voters. Open latches and remove lid. Leave all items inside the case.
4. In the EViD A case, retrieve the JetPack, power cord, and extra antenna if included. Turn on the JetPack unit, attach power cord, and plug into a wall outlet. Attach the additional antenna, if supplied.
5. Remove foam from under EViD. Verify power cord is connected to power block.
6. Connect power cord to power strip and into wall.
7. Remove signature pad and place it in front of EViD.
8. Power on the EViD. When facing the screen the power switch is on the middle right side and has a power symbol.
9. Power on the printer.
10. After 3 to 4 minutes the EViD will print a start-up tape and ask for a security card. Call the Clerk. The Clerk will scan the security card and remove the printed tape.
11. Enter your initials. The Equipment Inspector will continue to set up each EViD.
12. *Continue to set up your polling room.*



**IMPORTANT STARTUP PROCEDURE:** Once DS200 A, EViD A, and the ExpressVote are operational, the Clerk will perform the “Status Update - Ready for Voters” procedure on EViD A only. This procedure notifies Election Central that your polling site is ready to process voters and it eliminates the need for the Clerk to call the office.

## VOTING BOOTHS

- Voting booths must be plugged in if overhead lighting is poor.
- One voting booth must be placed on a table for accessibility. It may share the same table as the ExpressVote.
- Additional portable voting booths are available for voters who need to sit. Please provide chairs or table space where available.
- Make sure clear, clean copies of voting instructions are in voting booths at all times.
- Check booths regularly to make sure no campaign literature or other papers have been left in booth.
- Each booth must have a ballot marking pen, secured to the booth by a chain.
- Throughout the day, check pens to be sure they still work and replace as necessary.

## OPEN WITH BALLOT ON DEMAND PRINTERS

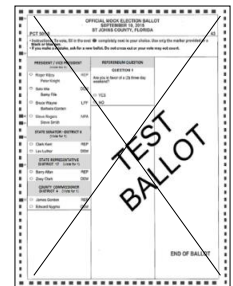
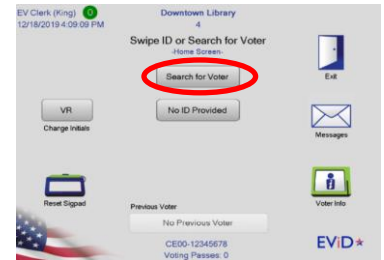
Several of the Early Voting sites transition to Election Day polling places. When you enter your polling room on Election Day the EViDs and BOD Printers are already in place and setup.

Follow these steps

1. Power on EViD A first. Once A is fully operational then power up B, C and D. Wait at least 1 minute before proceeding.
2. Power on the BOD Printers. Ensure both printer paper trays are full
3. Log on the laptop. Once the laptop completes the login process, a user login screen will appear.
  - a. Enter the password and press enter
  - b. Left click on jobs
  - c. Right click on EV/Counter – Select Run Job
  - d. BOD printers are ready for use

A test ballot needs to be printed the EI will now enter their initials and print a test ballot.

4. Select “Search for Voter”. Place the cursor in the birth date box and type the number “9” eight times (completely fill in the box), then press the “search” button.
5. Select “Ballot Printer”. Choose Print Regular Ballot.
  - a. Make Precinct selection (e.g. 101.0).
  - b. Select a Party (if Primary Election).
  - c. Print test ballot and reprint on each EViD.
6. Check to make sure the ballot prints and is properly aligned.
  - a. If the test ballot is properly aligned, spoil the test ballot by recording on the “Early Voting Spoiled Ballot Log” (EVF 6).
  - b. If the test ballot is improperly aligned or does not print, call Election Central immediately and a Voting Technician will be sent to the Early Voting Site. After the issue is resolved, the test ballot must be spoiled.
7. After the issue is resolved the test ballot must be spoiled. Repeat test ballot printing on all EViDs.
  - Write TEST on all Ballot on Demand reprint tickets and place them in the Voting Pass box. Write spoiled on the TEST printed ballots and place them in the Spoiled Ballot Envelope.



## EQUIPMENT OPERATION DURING THE DAY

### DS200 TABULATOR

An Equipment Inspector must be with the tabulators until the last voter has inserted their ballot into the tabulator. **NOTE: Do not touch** voter's ballots.

Never tear off or discard any of the tape printout. If torn or the tape starts to show red ink stains reattach torn edges with clear tape and sign across the attached edges with the Clerk.

**After marking a ballot in the voting booth, the voter inserts their ballot into the DS200.**

One of the following will occur:



1. If the ballot was marked correctly the DS200 will display the message: Thank you for voting, your ballot has been counted.
2. If the ballot was marked incorrectly due to an overvote in one or more contests, the DS200 will display the messages You filled in too many ovals in contests. These votes will not count. The screen will display the contests in which overvotes occur. The voter may press Return Your Ballot in order to spoil it and receive another (maximum is three per voter), or the voter may press Cast Your Ballot and allow the ballot with overvoted contests to be accepted by the tabulator. The EI monitoring the tabulator will explain to the voter the choices and encourage the voter to have their ballot returned so that it may be spoiled, and a replacement ballot issued.

**NOTE: The voter, and only the voter, shall make their selection by touching the appropriate button on the screen.**

3. If the ballot was marked incorrectly or the voter casts a completely blank ballot the DS200 will display the message: Blank Ballot. You have made no selections on this ballot. To correct your ballot, press Return and see a poll worker for help. To cast your ballot without any selections, press Cast Blank Ballot. The EI monitoring the tabulator will thoroughly explain the choices to the voter and will encourage the voter to spoil the ballot and receive a replacement ballot. If the ballot is completely blank the voter may elect to mark the ballot instead of being issued a new one.
4. At all times the voter, and only the voter, shall make their selection by touching the appropriate button on the screen. The EI should never touch the screen to make a selection for the voter or touch the ballot for any reason. Refer to the section on Spoiled Ballots for the procedure to spoil a ballot on page 32.
5. If for any reason the DS200 is unable to read the ballot the Tabulator will automatically return the ballot to the voter with no options for the voter to select. This ballot must be spoiled and a new one issued to the voter.

Language options are available, and voters may choose their preference: English or Spanish.

## DS200 TABULATOR OPERATIONS

- If there is a power failure at your precinct the DS200 is equipped with a backup battery that will operate for 4 to 6 hours. Continue to use the DS200 Tabulator. If the DS200 malfunctions the Equipment Inspector will open the emergency bin for use and will notify the Clerk. The Clerk will immediately call Election Central for assistance from a technician. The DS200 will beep 3 times every minute.
- In the event that one of the DS200 Tabulators malfunctions notify the Clerk immediately. The EI may instruct voters to insert their ballots into the second DS200 Tabulator, if available. If it is necessary to open the emergency bin slot on the malfunctioning DS200 then the EI will do so. Unlock the emergency bin door with the key and lower the silver door. Ballots can now be fed through the open slot. Obtain a seal from the Seal Log Envelope (PF6), then close, lock, and seal the emergency bin. Have voters deposit their voted ballots in the emergency bin. Instruct voters to insert their ballots through the drop slot. This will eliminate any delay in the voting process.
- Once the problem with the DS200 has been corrected the EI will break the seal from the emergency bin door and close the silver bar so that the slot is closed and no ballots can be fed into it. Instruct the voters to insert their ballots into the DS200 tabulator.

Obtain a new seal from the Clerk and reseal the emergency bin door. All ballots placed in the emergency bin shall be left there until the end of the day. These ballots will be processed through the DS200 after voting has ended and prior to the closing of the polls.

- If a voter leaves the polling room and leaves a ballot in the voting booth the Clerk and Poll Worker of a different political party shall place the ballot in the DS200 Tabulator. If the ballot is not accepted for any reason the Clerk shall override the message to allow the ballot to be read by the tabulator. If the tabulator returns the ballot for any other reason such as the ballot is damaged the Clerk shall place the ballot into an envelope marked "Unscanned Ballots". Any unscanned ballots shall be recorded on the Ballot Accounting Form (PF1) and sent to Election Central after the close of the polls.

## EXPRESSVOTE

ExpressVote is available for all voters to use; however, it specifically allows persons with disabilities to vote unassisted and offers a touch screen with larger text and an audio ballot.



For BOD printer sites, instead of printing a ballot select **DO NOT PRINT BALLOT**. Send the voter to the Clerk to obtain their ExpressVote blank card which becomes a paper ballot when printed from the ExpressVote. The ballot will then be inserted into the DS200 for tabulation.

The Clerk will designate an Equipment Inspector to assist in the set up of a ballot on the ExpressVote. The Clerk will give the EI the voter's Voting Pass, a secrecy sleeve, and an ExpressVote blank card. A headset for an audio ballot is located next to the ExpressVote.

1. The EI will insert the blank card in the slot. The card activates the ballot screen. Information on the voter's Voting Pass will prompt you to choose the correct precinct and the ballot style.
2. Depending on the needs of the voter the EI may need to offer the audio headset and remote control to the voter. If a headset is used plug the headset into the audio slot. Always allow the voter to adjust the volume level which is located on the remote control.
3. When the first contest appears on the screen explain to the voter the button functions at the bottom of the screen.
4. If audio is used explain the functions of the remote control. A voice on the headset will also explain the functions.
5. Language options are available, and voters may choose their preference, English or Spanish.
6. Once the voter is comfortable with the screen the EI will step away to place the Voting Pass in the Voting Pass box and to give the voter privacy as he or she votes. Stay close by in case the voter has additional questions.
7. The voter will see or hear their selections on a summary page and can make changes from this page. To print the ballot the voter will press Print Card on the screen or will use the Select button on the remote.
8. The printed ballot will be returned to the voter. Have the voter place the printed ballot into the secrecy sleeve and then instruct the voter to take the ballot to the DS200 for tabulation. Offer to assist them.



9. If the voter leaves without casting (printing) the ballot, after five minutes the ExpressVote screen will change to a No Activity screen, after 10 minutes, the screen will read Alert, the ExpressVote requires attention, and will ask for an election official. In this situation, the ExpressVote will not print a ballot. Whatever choices the voter had intended will be lost.
10. By pressing Clear or Exit the blank card will eject from the ExpressVote.
11. Place the blank card in the Unscanned Ballots Envelope. Do not write on the blank card. The Clerk will write an explanation on the Unscanned Ballot Log. This uncounted ballot will offset the ballot count at the end of the night.

## LANGUAGE ASSISTANCE

Some voters may need language assistance due to limited proficiency. A voter needing language assistance may:

- Bring along a person to interpret, as long as that person is not an employer, an agent of the employer, or union representative
- Request language assistance from a bilingual poll worker or translator services by phone from bilingual staff at the Elections Office who speak Spanish
- Request voting and registration information that is available in Spanish.



Additionally:

- All ballots and sample ballots are printed in English and Spanish.
- Bilingual poll workers wear ID stating they speak Spanish.
- Voting equipment displays are in English; however, displayed prominently is the option which allows a voter to choose Spanish if that is their language preference.
- Election Phrases at a Glance – English to Spanish is provided at all voting locations

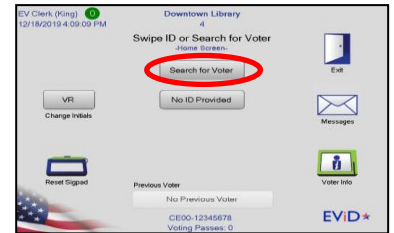
## PROCESSING VOTERS

Voters must provide current and valid picture and signature identification as follows  
F.S.101.043(1)(a):

- a) Florida driver's license
- b) Florida ID card, issued by Dept. of Highway Safety and Motor Vehicles
- c) United States passport
- d) Debit or credit card
- a) Military ID
- b) Student ID
- g) Retirement Center ID
- h) Neighborhood Association ID
- i) Public Assistance ID
- j) Veteran Health ID card issued by U.S. Dept. of Veterans Affairs
- k) License to carry a concealed weapon or firearm issued pursuant to section 790.05, FS
- l) Employee ID card issued by any branch, department, agency, or entity of the Federal Government, the state, county or a municipality



A list of acceptable forms of ID is available at each EViD station. Two forms may be provided for a photo and signature identification. Voters who do not have a valid picture and signature identification must vote a Provisional Ballot.



**Signatures:** If the picture identification does not contain the signature of the elector, an additional identification that provides the elector's signature shall be required and the signature does not need to come from the list of acceptable items listed above. All forms of ID with the voter's signature can be accepted. If the voter has provided the required ID, continue to process.

All voters will be processed through an EViD. **NO EXCEPTIONS.** Any poll worker may process name and/or address changes and issue an Early Voting Certificate for Provisional Ballot voters.

Searches for voters can be accomplished by searching the voter's date of birth and verifying the correct voters name is chosen.



Search for the voter in the EViD:

- a. Once a poll worker receives the ID from the voter, ask "Would you like to make any changes to your information today?" Continue to process the voter accordingly.
- b. Ask the voter for his or her current address.



1. Ask the voter to verify their information on the EViD signature pad and sign.
2. If the voter indicates their information does not match and needs to be updated, follow the steps in the next section Name and Address Changes within the County.
3. When the voter signs the signature pad compare the signature from the EViD signature pad to the signature on the voter's ID:
  - a. If the signatures match touch the Accept Signature button. The EViD prints an Early Voting Certificate. Hand it to the voter and direct the voter to the ballot issuing table.
  - b. If the signatures do not match clear the signature pad and ask the voter to re-sign after requesting to match the signature on the ID provided.
  - c. If signature still does not match have the voter complete the When Signature Differs Section on the 5 Part form and the Florida Voter Registration application. **MAKE SURE THE FORM is COMPLETED PROPERLY AND SIGNED BY THE VOTER!**
  - d. Once received, accept signature. An Early Voting Certificate will print.
  - e. If the voter refuses to complete the When Signature is Different form they must vote a Provisional Ballot.



For voters who will be voting on an ExpressVote select **DO NOT PRINT BALLOT.** Send the voter to the Clerk to obtain their ExpressVote blank card.

## NAME & ADDRESS CHANGES WITHIN COUNTY

If voter affirms that their information needs to be changed the EI must update the voter's address in the EViD. This ensures that the voter is in the correct precinct. If the voter wishes to make a Name or Address Change follow these instructions:

- For a name change, have them complete a Florida Voter Registration Application. If they want to change **BOTH** their name and address. The Florida Voter Registration Application will suffice.

- For an address change, have them complete an Address Change Affirmation on the 5 section form and process the address change in the EViD.
- If the voter is in the correct precinct a Voting Pass will print and the voter will receive a ballot.
- If the voter is in the wrong precinct an Action Ticket will print with directions to the correct polling place. Give the action ticket to the voter. The voters address will already be updated when they arrive at the correct location.
- Hand the voter the Voting Pass and direct them to the ballot issuing table to obtain their ballot.
- The Address Change Affirmation or Application is given to the Clerk to place in the Records Transfer Case with other daily paperwork at the end of the day.

## COUNTY TO COUNTY ADDRESS CHANGES WITHIN FLORIDA

EViDs at all polling place locations contain the database of only St. Johns County voters; however, a registered voter's record containing a Florida Driver license may be matched within the Statewide system.

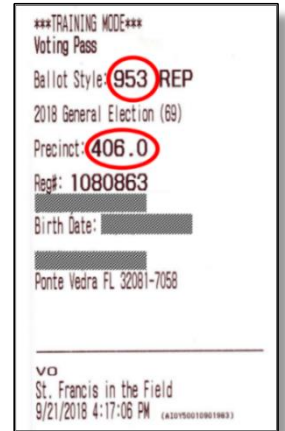
When performing a driver's license search, if a voter record cannot be found in St. Johns County an alert appears which will allow for a statewide search. Follow the process to perform the search to locate the voter.

1. If a voter advises they have moved to St. Johns County from another county in Florida and need to update their address, have the voter complete an Address Change Affirmation on the 5 section form listing their St. Johns County address.
2. If the statewide search confirmed they were registered in another county, print the statewide lookup ticket and hand it to the voter.
3. Have the voter step to the side, and notify the Clerk of the needed change and hand the application and statewide lookup ticket, if applicable to the Clerk.
4. The Clerk will call Election Central so the voter's address may be updated to St. Johns County.
5. Election Central will obtain the voter's information from the Clerk, and update the address of the voter in the VR system.
6. Within two to four minutes the EViD at your location will receive the new address information and the voter may now be processed in the EViD.
7. The address change may:
  - Allow the voter to remain in the current precinct to vote
  - Move the voter to another precinct location to vote
8. If the voter is in the correct precinct a Voting Pass will print and the voter will be sent to the ballot issuing table to receive a ballot.
9. If the voter is in the wrong precinct an action ticket will print with directions to the correct polling place.
10. Give the action ticket to the voter and direct them to their correct polling location. The voter's address will already be updated when they arrive at their correct location.
11. The completed Address Change Affirmation on the 5 section form is placed in the Blue Envelope for Completed Voters Documents.

## HOW TO ISSUE BALLOTS

An Equipment Inspector will process the voter on an EViD. A Voting Pass will print and be given to the voter who is directed to the ballot issuing table to receive their ballot.

1. The Equipment Inspector issuing the ballots accepts the Voting Pass from the voter and issues the correct ballot. Place the Voting Pass in the Voting Pass holder on the table.
  - a. Ballots are issued by ballot style. The ballot style number is shown on the Voting Pass and on the corresponding ballot.
  - b. Pre-printed paper ballots are stubbed in pads of 50. Make sure at least one pad of each ballot style is placed on the ballot issuing table.
2. The correct ballot is removed from the stub and handed to the voter in a secrecy sleeve. The Equipment Inspector issuing ballots reminds voters:
  - a. To verify that the ballot style matches the ballot style number on the Voting Pass
  - b. If the ballot is two-sided, to vote both sides
  - c. To COMPLETELY FILL-IN-THE-OVAL next to each of their choices.
  - d. After marking the ballot, to place their voted ballot into the DS200 Tabulator
3. If a Ballot on Demand Printer is used, the Equipment Inspector issuing ballots will retrieve the ballot from the printer. Use the Voting Pass to verify ballot style.
4. If the voter decides to spoil the ballot the EI will direct the voter to the Clerk to receive a replacement ballot. See Spoiled Ballots section for instructions.



### **IMPORTANT: The voter is the only person allowed to touch the ballot or the DS200 screen.**

If the voter has received the wrong ballot style, the Clerk MUST verify party affiliation and the precinct number from the Voting Pass before issuing the correct ballot style. If the voter was issued the incorrect ballot and it must be reissued, do not count it as one of the voter's three ballots.

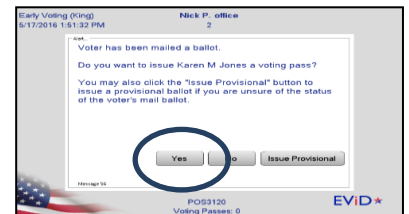
5. **After the polls close:** ALL EViD Voting Passes and including the EViD total tapes are packed in the EViD Voting Pass Envelope. Pack the envelope in the Blue Election Support Bag.

## PROCESSING A VOTE BY MAIL VOTER

A voter who has been mailed a Vote By Mail ballot will be coded in the EViD as a Vote By Mail voter.

These voters can be processed on any EViD. After verifying the voter in the EViD the following screen will appear:

- ✓ Select the **Yes** button on this screen and the electronic signature pad screen appears.
- ✓ Have the voter sign the signature pad.
- ✓ Give the voter the Voting Pass and direct the voter to the ballot issuing table.



If a voter has a Vote By Mail ballot to surrender, accept it, write Cancelled on the envelope, and give it to the Clerk. If the Vote By Mail voter has already returned their voted ballot to Election Central the EViD will alert you that the voter has ALREADY VOTED.

If the voter disputes this, then the voter must vote a Provisional Ballot.

## PROCESSING A VOTER WHO NEEDS ASSISTANCE

Process the voter in the EViD. Hand the voter the Voting Pass and direct them to the Clerk. If the voter is already coded as needing assistance no further action is required by the voter.

If the voter is not coded as needing assistance:

The image shows three forms stacked vertically. The top form is 'DECLARATION TO SECURE ASSISTANCE' with fields for name, date, precinct, voter registration #, and a signature line. The middle form is 'DECLARATION TO PROVIDE ASSISTANCE' with fields for name, date, precinct, and a signature line. The bottom form is 'AFFIDAVIT OF ELECTOR WHEN SIGNATURE IS DIFFERENT' with fields for name, date, precinct, and a signature line.

- The voter must complete the Declaration to Secure Assistance section on the 5 Part Form.
- If the voter brought a person to assist them that person must complete the Declaration to Provide Assistance Section on the 5 Part Form.
- If the voter did not bring a person to assist them the Clerk will assign two election officials of different party affiliations to assist the voter. If Poll Workers provide the assistance the Declaration to Provide Assistance form is NOT required to be filled out by the Poll Workers.

The Clerk will then accept the completed forms and direct the voter to the ballot issuing table to receive his or her ballot. The voter and person assisting will then be directed to the voting booth area to vote.

The completed forms will be placed in the Blue Envelope for Completed Voters Documents.

## PROVISIONAL BALLOTS

Voters who are entitled to vote a Provisional Ballot are:

- Voters whose name does not appear in the EViD and whose eligibility cannot be determined.
- Voters who dispute the Supervisor's Office confirmation that he/she is not registered or eligible.
- There is an indication in the EViD that the voter has already voted, but the voter maintains that he/she has not voted, even after a call to Election Central.
- Voter did not provide valid and current picture and signature identification (No ID Provided).
- There is an indication in the EViD that the voter has been challenged in this election. If the challenge is based on residence address the voter may update their address and vote a regular ballot.
- Voter is challenged while at the polling location.
- Voter's ID signature and signature provided do not match and voter refuses to sign affidavit.
- Indication in the EViD that the voter's FL DL#, FL ID card #, or SSN is not yet verified by the Department of State in conjunction with DHSMV.

**IF YOU ARE UNABLE TO CONTACT ELECTION CENTRAL TO DETERMINE THE ELIGIBILITY OF A PERSON ALLOW THE PERSON TO VOTE A PROVISIONAL BALLOT.**

## ISSUING A PROVISIONAL BALLOT

When a voter is required to vote a Provisional Ballot the EI must see the Clerk before processing the voter in the EViD. It is the Clerk's discretion to call the Office prior to a Provisional Ballot being issued.

Not all circumstances require a call to the Office, such as a voter who has not provided ID.

When a voter's registration is in question, the voter cannot be found, or other unusual circumstances, the Clerk should call the Office to have the voter's record checked or for clarification.

If the Clerk determines a Provisional Ballot is required the Clerk will issue to the EI a 5 digit code from a Provisional Ballot envelope or Notice of Rights to Provisional Ballot Voters (Pink slip) which will allow the voter to be processed in the EViD. After processing the voter the EI will take the Voting Pass and the voter to the Clerk to complete the Provisional Ballot paperwork. Provisional Ballot voters may be processed on any EViD by any poll worker.

**1. To process the provisional voter in the EViD (no exceptions):**

- Print the Voting Pass with the 5-digit Provisional Ballot code and take to the Clerk. Refer the voter to the Clerk station. The Clerk will retrieve the voter’s correct ballot.
- If a voter will be using the ExpressVote, voter will obtain their ExpressVote Ballot card from the Clerk. Direct voter and EI to the ExpressVote to set up their ballot at the appropriate time.
- If you are at a precinct with a BOD printer select **DO NOT PRINT** BALLOT. If you do not find out until after a voter was processed and the ballot was printed the Clerk will spoil the ballot and place it into the Spoiled Ballot Envelope.
- The Clerk will complete all the information on the Provisional Ballot Certificate and Affirmation envelope in the presence of the voter. The Clerk and voter must sign the envelope to be valid.
- **The voter also completes a Florida Voter Registration Application.**  
Clerks - please review the registration application and confirm that items 1-7 have been completed **AND the voter has signed the application.**
  - a) The voter will take their ballot and the Provisional Ballot Secrecy Sleeve to the Provisional Ballot voting booth or the ExpressVote to mark their ballot.
  - b) The voter marks his or her choices on the ballot, places the ballot inside the secrecy sleeve, and returns to the Clerk.
  - c) The voter places the secrecy sleeve with the ballot enclosed into the Provisional Ballot Voter’s Certificate and Affirmation Envelope. Voter signs and seals the envelope.

CAUTION THE VOTER TO WRITE CLEARLY AND TO PROVIDE ENOUGH INFORMATION TO ASSIST IN VERIFYING THEIR ELIGIBILITY.

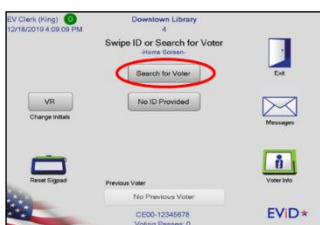
- d) The Clerk signs as witnessing the voter’s signature, and then enters the precinct number and codes the reason for voting the Provisional Ballot. **Attach the completed Florida Voter Registration Application to the outside of the envelope with a paper clip.**
- e) The Clerk places the sealed and completed Provisional Ballot Voter’s Certificate and Affirmation envelope into the orange Provisional Ballot Bag.

Give the voter the Notice of Rights to Provisional Ballot Voters to the voter.

Instruct the voter that he or she may provide written evidence to the Supervisor of Elections within two days supporting their eligibility to vote. They may also call the number on the slip to determine the status of their ballot. F.S. 101.048(1)

### CANNOT FIND VOTER

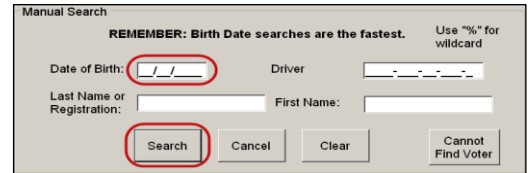
If the voter’s name does not appear on the EViD screen, follow these procedures:



- Obtain voter ID and compare photo ID to voter
- Search for voter in the EViD by:
  - FL Driver’s License or FL ID Card
  - Birth date search
  - Perform a name search by typing a partial last name, then select search

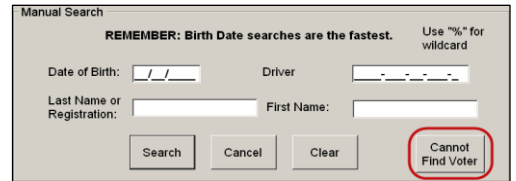
Note: Double check the correct birth date and/or spelling of the voter's name with the voter. The voter's ID may show an incorrect birth date.

- If voter cannot be found ask the Clerk for help. The Clerk will call Election Central to perform a local and statewide search for the voter.
- If Voter is found: Election staff member will give the Clerk the voter's registration number. Process the voter in the EViD. If voter's address has changed, have the voter complete an Address Change Affirmation.
- If the Voter is not found OR if the Clerk Could not make contact with Election Central, the voter must vote a Provisional Ballot.



To process in the EViD:

- Have the voter complete a Florida Voter Registration Application
- Select "Search" on the EViD screen and type in the name of the voter
- Select "Cannot Find Voter"
- Select "Yes" to issue a Provisional Ballot
- Type in the name and address of the voter from the registration application and select OK. The address must be valid.
- If the voter is at the incorrect precinct for his/her address the EViD will alert you. Inform the voter that they must go to their correct precinct to vote.
- **VERY IMPORTANT** \*A Provisional Ballot must be cast in the correct precinct or it will not count!
- Give the completed registration application to the Clerk.
- Give the action ticket to the voter. It provides the correct precinct and directions.
- If the voter is in the correct precinct process the provisional voter by selecting "**OTHER**" on the EViD drop down menu as the reason for the Provisional Ballot.
- Process the provisional voter with the 5-digit code and by selecting "**OTHER**" on the EViD drop down menu as the reason for the Provisional Ballot and follow the steps for issuing a Provisional Ballot.

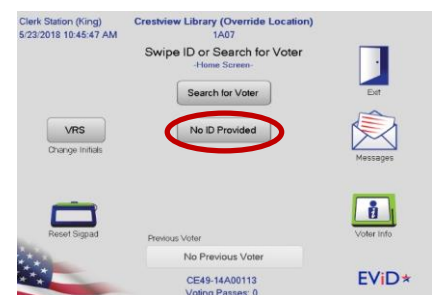


## PROCESSING A VOTER WITH "NO ID" OR "INVALID ID"

Voters who cannot provide identification at the polls or whose photo and signature identification is not current and valid must vote a Provisional Ballot.

To process these voters the Equipment Inspector will select the "No ID Provided" button on the EViD search screen which will open a voter information page.

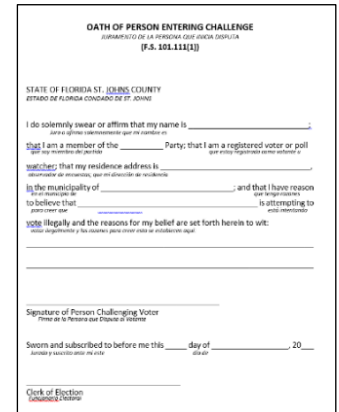
Obtain the 5 digit code from the Clerk to allow the voter to be processed in the EViD. Type in the voter information and select OK.



Once you find the voter the next screen will allow you to process a Provisional Ballot. Process the voter and send the voter to the Clerk with their Voting Pass when finished.

## CHALLENGED VOTERS

1. Any voter's ballot may be challenged at the polling place in accordance with F.S. 101.111.
2. A challenged voter must be sent to the Clerk for Processing.
3. If the basis for the challenge is the voter's address the voter shall first be given the opportunity to change their address. If the voter insists that they are registered to vote in the proper precinct they shall be allowed to vote a Provisional Ballot.
4. The voter or Poll Watcher making the challenge must complete the Oath of Person Entering Challenge and state the reason they believe the person is attempting to vote illegally. The original copy of this oath shall be attached to the Provisional Ballot Voter's Certificate Envelope. The yellow copy of the oath is given to the voter being challenged.
5. If the voter is challenged prior to Election Day the EViD will display a challenged voter message. If the challenged voter contact Election Central. Copies will be delivered to the Clerk who will furnish a copy to the voter.



The image shows a form titled "OATH OF PERSON ENTERING CHALLENGE" with the Florida Statute reference (F.S. 101.111(1)). The form is for St. Johns County, Florida. It contains several sections with lines for handwritten information: 1. A declaration of name and address. 2. A declaration of party affiliation and voter status. 3. A declaration of residence address and municipality. 4. A declaration of the reason for the challenge, including whether the voter is attempting to vote illegally. 5. A signature line for the person challenging the voter. 6. A date line for when the oath was sworn to. 7. A line for the Clerk of Election.

## SPOILED BALLOTS

Any voter who makes an error may return the ballot to the Clerk and obtain another ballot. A voter may not be furnished more than three ballots under any circumstances. If the DS200 alerts the voter their ballot is not being read the voter is encouraged to spoil their ballot and receive a new ballot in accordance with F.S.101.5608(2)(b).

1. A voter who requires a replacement ballot is directed to the Clerk for processing:
  - a. Have the voter fold the ballot to be spoiled in half and partially tear across the fold.
  - b. Place the Spoiled Ballot into the Spoiled Ballot Envelope.
  - c. Complete the information on the Spoiled Ballot Log.
  - d. Find the Voting Pass for the voter in the Voting Pass Holder and locate the ballot style on the pass.
  - e. Retrieve the ballot from the correct ballot style pad.
  - f. For BOD printer sites: Perform a reprint of the ballot with the correct style on any EViD.
  - g. Issue the replacement ballot to the voter.
2. Spoiled Ballots will be accounted for on the Ballot Accounting Form (PF1) at the end of the day.

## OUT OF PAPER BALLOTS

1. If ballot supplies run low call Election Central immediately.
2. BOD printers are available at Elections Central to print ballots for use on Election Day.
3. Additional ballots will be printed for the precinct to handle voting for the remainder of the day.
4. A new Ballot Accounting Form (PF1) will be completed for the precinct listing the quantity of additional ballots printed and issued to the precinct.
5. Ballots will be placed into a Ballot Transfer Case and sealed. Seal numbers of the Ballot Transfer Case will be recorded on the new Ballot Accounting Form (PF1) and in the Seal Log.



6. A Voting Technician will take the ballots and accompanying form to the precinct. Custody of the additional ballots will be transferred to the Clerk upon arrival.
7. These additional ballots will be added to the overall ballot totals during closing procedures.

### DO NOT ACCEPT “VOTED” VOTE BY MAIL BALLOTS ON ELECTION DAY

Voted Vote By Mail ballots cannot be accepted at a polling place on Election Day. A voter may surrender the ballot and be processed to receive a ballot and vote in person. Voters may choose to deliver the marked Vote By Mail ballot to the Supervisor of Elections office by 7 PM.

### EXTENDED HOURS

In the event that the polling hours are extended by a court or other order you will be immediately notified by the Supervisor of Elections.

- Any person who votes in an election after the regular poll-closing time pursuant to a court or other order extending the statutory polling hours must vote a Provisional Ballot (101.049).
- At the designated time for normal closing of the polls the Deputy shall stand at the end of the line of voters. All voters in line ahead of the Deputy shall vote in the usual manner.
- Any voter who arrives in line behind the Deputy shall vote a Provisional Ballot.
- Follow regular procedures for issuing Provisional Ballots.
- Keep the Provisional Ballots voted during regular hours and the Provisional Ballots voted during extended hours **separate**.
- Use the Provisional Ballot Envelope containing supplies to pack and return Provisional Ballots cast during Extended Hours. This envelope is specifically for this purpose and is labeled as such.

### CLOSING THE POLLS

**Clerks: The Clerk check-off list for closing of the polls is located in the Clerk Binder.**

At 7 PM, the Clerk will verify the time on their cell phone (for accuracy) and make an announcement that the “Polls are Closed.” Check to make sure that all voters in line at 7 PM have voted and their ballots have been inserted into the DS200 before you begin the closing process. Once all voters have voted you may begin to close the voting equipment.

This process is open to the public. The Deputy will maintain order and will keep the public separate from the Poll Workers. The public may observe the proceedings but must not interfere with the close down procedures. Do not give anyone a copy of the voting equipment print-out “Totals” tapes. The Clerk may explain closing procedures to the public if time allows.

## DS200 – CLOSING DOWN

*Precincts with more than one DS200 will close each DS200 using the same instructions. Keep ballots separate for each DS200. Use labels provided and place one on each end of the transfer cases. Mark each label with date, Pct. #, DS200 A or B, and “Voted” or “Unvoted” ballots, or mixed.*

The EI will utilize the equipment check-off sheets for closing down all voting equipment.

1. The EI will retrieve the DS200 keys, Chain of Custody Form (PF8), and Media Holder from the Clerk. Remove seals from the emergency bin (if sealed). Unlock the emergency bin door. If there are any ballots in the emergency bin the Clerk shall feed the ballots into the DS200.
2. If a ballot is not read by the DS200 the Clerk shall override the message to allow the ballot to be read by the tabulator. If the tabulator returns the ballot for any other reason the Clerk shall place the ballot into an envelope marked “Unscanned Ballots.”
3. Record Public and Protected Count numbers on the screen on the Chain of Custody Form (PF8).
4. After approval from the Clerk open the access door and press the Close Poll button. The screen will change.
5. On the screen, press Close Poll button. Three totals tapes will automatically print.
6. Once the tapes have printed the screen will automatically change to the modem page.
7. Press Begin Modem. The modem should automatically connect to the SOE server and send the election data. This should take 1-2 minutes. You can follow the progress on the screen.
  - a. If the modem is successful, the screen will change to the Report Options Screen. Press Finished – Turn Off. The machine will power down.
  - b. If the modem fails, press the “Ignore and Continue” button and then the “Retry—Send Results” button. If the modem fails a second time, STOP and notify the Clerk. The Clerk must call Tech Support for instructions. When fully closed remove flash drive. Call Election Central to advise that your precinct will not modem.
8. While you wait for the machine to power down tear off all tapes, including the Zero Tape. Label DS200 A, B or C and give to the Clerk. Make sure the power light is off.
9. Verify the flash drive seal number with the number listed on the Chain of Custody Form (PF8). Cut and remove the seal, pull out the DS200 Flash Drive and place in the Media Holder.
10. Close and lock the access door.
11. Gently lower the DS200 display screen and lock it.
12. Close the carrying case lid. Latch both of the front latches. Lock the carrying case lid. Do not seal.
13. Unplug the DS200 power cord from the surge protector. Unlock and raise the Silver Bar. Pack the cord in the rear compartment and lock the door.
14. Verify seal on the ballot box door recorded on the Seal Log Envelope (PF6).
15. Cut and remove seal, then unlock the Ballot Box door. Follow instructions for emptying Ballot Box. Close, lock but **do not** seal the Ballot Box.
16. Place voted ballots neatly into a ballot transfer case. If more than one DS200 pack ballots **separately** and label Transfer Case with the letter of the specific DS200.
17. Do not seal Transfer Cases until instructed by the Clerk. Return maroon bag with cords to the Deputy Supply Tub.
18. Return keys, Media Holder, Chain of Custody Form, and wire cutters to the Clerk.
19. Place DS200 in center of the room for the movers.
20. Follow same procedures for additional DS200s



## EVID: CLOSING DOWN

Once the last voter has been processed the Clerk will perform the following procedure BEFORE closing down any EVID. This procedure can be performed on any EVID:

- a) On the main search screen, press Search for Voter.
- b) Place the cursor in the birth date box and type the number 9 eight times (completely fill in the box) then press Search. A Clerk Utilities window is displayed. Press Status and Wait Times.
- c) Press Last Voter Processed.
- d) Press OK to return to the Clerk Utilities window.
- e) Press Exit to return to the main search screen.
- f) You are finished with this EVID. The EI may begin close down procedures.

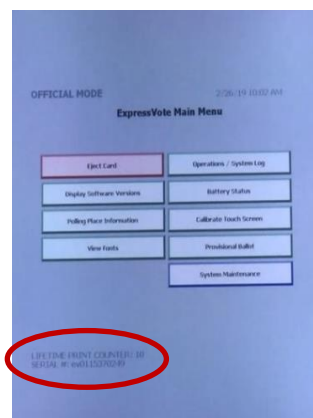
**In closing down, always close EVID “A” last.** Close EVIDs in this order: EVID D, then EVID C, then EVID B, and then EVID A last.

1. Select Exit on the main search screen and you will be asked how many tapes you would like to print. Only print one tape, select OK. The tape will print. Write the letter of the EVID from which they were printed (A, B, C, etc.) Give the tapes to the Clerk.
2. Power OFF the printer. Press and hold the power button until it beeps.
3. Allow the EVID to power off completely. Unplug the power cord.
4. Remove the EVID Flashdrive and place into the Media Holder.
5. Place EVID into the EVID Case along with the signature pad and power cord. **DO NOT SEAL THE EVID CASE!** Repeat steps for each EVID.
6. Before closing the EVID A case, retrieve the Verizon JetPack and power cord from the wall, power it off, then place it inside the EVID A case. Place one zip-tie on each side of every EVID case.
7. Place EVID cases in the center of the room for mover pickup.

## EXPRESSVOTE - CLOSING DOWN

Once the polls are closed and with the Clerk’s permission, you may shut down the ExpressVote.

1. Obtain keys from Clerk.
2. Remove the privacy wall and give to the Clerk for return.
3. Open the left side panel with the key.
4. Flip the right switch from “Voter” to “Official.” The screen will change. Write down the “Lifetime Print Counter” number and give to the Clerk to record on the Chain of Custody Form (PF8)
5. Flip the “Official” switch to “Voter.”
6. Flip the power switch to “Off.” Allow time for the screen to power off and go blank.
7. Remove ExpressVote Flash Drive and place into Media Holder.
8. Close and lock the panel door. Make sure to pass cord through the notch in the door.
9. Pack the headset in its bag and place in the Precinct Supply tub.
10. Unplug the power cord from the surge protector.
11. Lay the machine face-down on the table.
12. Unplug the power cord from the rear of the machine.
13. Reset the stand by pressing it into its slot.
14. Retrieve the ExpressVote case. Place both parts of the power supply in the outside pocket. Place **only** the ExpressVote machine and the laminated guide into the case itself.
15. Return headset to the Clerk Supply Tub.
16. Place the case with the other voting equipment in the center of the room.



## BALLOT ON DEMAND PRINTER - CLOSING DOWN

For those precincts using Ballot on Demand Printers follow these steps to obtain the printer totals and close down:

1. On the laptop click on the Close button at the bottom of the “Single Request Run Screen”.
2. Right click “Reports” and select “EV Daily Totals.” The date defaults to the current date.
3. Left click on “Get”. Ensure both from and to dates are today.
4. All team members must view the number of ballots printed for the day on the laptop.
5. Scroll down to the bottom and to the far right of the screen to view the total number of ballots printed. The Clerk will print this number on the Ballot Accounting Form (PF1).
6. Now click the red Xs (top right of each box) to close all windows on the BOD Printer laptop.
7. On the laptop, at the bottom of the left hand corner, Click Start and select Shut Down.
8. Locate the power switch on right hand side of printer. Power off the printer.
9. Power OFF the UPS.
10. Unplug power cord and wrap cord on cart. Disconnect cables and place cart with the other voting equipment for pickup.

## PACKING THE BALLOT TRANSFER CASES

**All ballots are returned to Election Central on Election Night.**

**Remove all ballots** from the DS200 Ballot Box and place directly into the Ballot Transfer Cases. If more than one DS200 pack ballots **separately** and label Transfer Case as DS200 A, B or C.

Election: _____	Date: _____
<b>PRCT #</b> _____	Place on <b>EACH</b> end of Case
(Circle one) → <b>DS200 A or B</b>	
<b>BALLOTS: VOTED or UNVOTED</b>	

Labels are located in the back of the Clerk Binder.

**VERY IMPORTANT:** Place a label on both ends of each transfer case and complete all information.

1. Seal the **VOTED** Ballot Transfer Cases with the security tape provided in the Clerk Binder. Use a pre-cut security tape and tape across the box lid closure.
2. Place a seal through openings in the case and lid.
3. Write the seal number used for each Ballot Transfer Case on the Seal Log Envelope (PF6) and on the Chain of Custody Form (PF8).
4. For the **Unvoted ballots:** Put all pads and partial pads **with stubs attached** the Ballot Transfer Cases. Tape the box lid closed with tape across the box lid closure. **No seal or security tape is required.**
5. Pack all used **STUBS** into the Ballot Transfer Cases.
6. **All ballots: voted and unvoted, and ballot stubs are returned by the Clerk on Election Night.**



## THE DS200 BALLOT BOX

Once all ballots have been removed from the DS200s Ballot Box and with the Clerk’s approval.

- Make sure the DS200 Ballot Box is empty.
- Close, latch, and lock, but do not seal, the Ballot Box.
- Place the DS200 in the center of the room for the movers
- Return the DS200 keys to the Clerk

## ACCOUNTING – END OF DAY

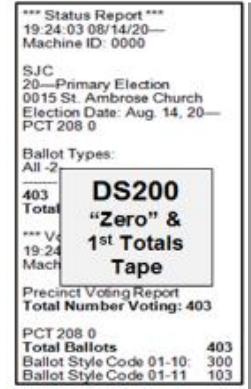
Consider assigning the Assistant Clerk to oversee the packing of return items. The Assistant Clerk can place checkmarks on the photo packing lists as each item is packed in the appropriate container. Confirm all items with the Clerk before sealing and leaving the polls.

### SEPARATING AND PACKING THE PRINTED TAPES AND VOTING PASSS

This is the complete breakdown of where to pack the printed zero and totals tapes:

#### DS200 (A and B)

- Zero and Totals Tape #1: pack in the Election Day Media Pouch
- Totals Tape #2: Tape to outside polling room door or window for public viewing
- Totals Tape #3: Place in the Precinct Supply Tub for movers



#### EViD (1 Totals tapes from each machine)

Mark tapes as A, B, C, etc., according to machine

- Totals Tape: Place in the EViD Voting Pass Envelope (along with ALL EViD passes)

#### EViD Voting Passes

Empty the EViD Voting Passes from the black box. Place them into the EViD Voting Pass Envelope and pack the envelope in the Election Support Bag for return to Election Central.

## BALLOT ACCOUNTING FORM

Before the polls opened each ballot style and quantity for each style was verified on the Ballot Accounting Form (PF1).

### STEP 1: Ballot Reconciliation

#### Totals from the DS200(s)

- Under Ballot Reconciliation item A, enter the Public Count total located on the DS200 display screen.
- If you have more than one DS200, take the number from each, add them together, and list under item A DS200 totals.
- Enter the total number of voted Provisional Ballots in item B
- Enter the number of unscanned ballots in item C.
- Add items A through C and enter the total in item D.

#### EViD Reconciliation Totals (Voting Passes)

- Enter the TOTAL number of Voting Passes issued from each EViD, add EViDs together, and then enter in the EViD total.

This overall total equals the total Voting Passes issued from all EViDs, which includes provisional totals.

### STEP 2: Ballot Accounting

**For closing at the end of day for each ballot style perform the following steps:**

1. Multiply the number of unused ballot packs by 50.
2. Count number of ballots remaining on partial packs.
3. Add together and enter that number under the unused ballots column B.

4. Obtain the number of Spoiled Ballots (by style) from the Spoiled Ballots Log. Enter in column C.  
**DO NOT REMOVE BALLOTS FROM SPOILED BALLOT LOG ENVELOPE!**

**If properly marked, all Spoiled Ballots will appear on the front of the envelope.**

5. Add the numbers in columns B and C and enter the sum in column D.
6. Subtract the number in column D from the number in column A and enter under Total Used Ballots.
7. Repeat these steps for each ballot style, including ExpressVote cards.
8. Add all the numbers in the Total Used Ballots column and enter the total in the Grand Total Line.

**For Ballot on Demand Printer Sites:**

1. Retrieve the number of ballots printed on the BOD and record in Column A.
2. In column C record number of Spoiled Ballots.
3. Add the numbers in columns B and C and enter the sum in column D.
4. Subtract the number in column D from the number in column A and enter under "Total B.O.D. Used Ballots".

**CLERKS:** If totals do not match after two attempts to balance, STOP! Please write your explanation for the error on the CLERK NOTES. Place it in the Envelope for Supervisor of Elections. It is important that you explain all discrepancies. Continue to close operations.

- The Clerk and the Assistant Clerk will sign the Ballot Accounting Form (PF1). This completes the Ballot Accounting Form (PF1). Pack in the Election Day Media Pouch.
- The Clerk will record on the Chain of Custody Form (PF8) the seals placed on the Records Transfer Case, the Election Day Media Pouch, and the Ballot Transfer Case(s) used to return all ballots, voted and unvoted.
- Also noted are the protected counts for the DS200s and the ExpressVote "Lifetime Printer Count". The Clerk and the Poll Worker of a different party affiliation who are returning the results to Election Central will sign and record the time when leaving the polls.

## PACKING THE ELECTION SUPPORT BAG

Pack the following items in the blue **ELECTION SUPPORT BAG** and pack into Records Transfer Case.

- Spoiled Ballot Envelope (with the Spoiled Ballot Log)
- Voter Registration and Completed Voter Documents Envelope
- ExpressVote Card Envelope (with blank cards)
- Surrendered Vote By Mail Ballot Envelope
- EViD Voting Passes Envelope



## PACKING THE ENVELOPE FOR THE SUPERVISOR OF ELECTIONS

Retrieve the Envelope for SOE from the Clerk Binder. Pack these items in the Envelope:

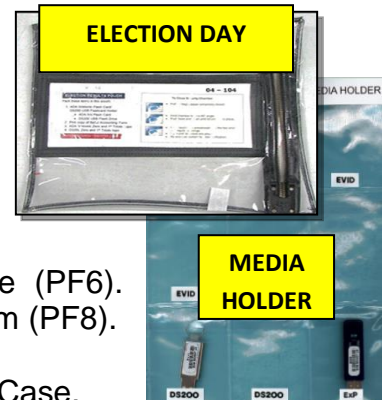
- Payroll Sheet
- Clerk Notes
- Chain of Custody Form (PF8)
- The envelope will be hand delivered to a SOE staff member upon arrival at Election Central.



## PACKING THE ELECTION DAY MEDIA POUCH

Pack the **Election Day Media Pouch** (clear pouch) with the following inside:

- Ballot Accounting Form (PF1)
- DS200s Zero Tape and 1st Totals Tape
- Media Holder with ALL FLASH Drives - DS200s, EViDs, and ExpressVote Flash Drives. Please place each flash drive in its designated slot.



Once all items are packed, obtain a seal from the Seal Log Envelope (PF6). Record the seal number on the envelope and on the Chain of Custody Form (PF8).

Seal the Election Day Media Pouch and place it into the Records Transfer Case.

## PACKING THE RECORDS TRANSFER CASE

Follow all photo-packing lists. Pack these items in the **RECORDS TRANSFER CASE** and return Election Night:

1. Election Support Bag
2. Provisional Ballot Bag (ONLY contains voted Provisional Ballots with completed envelopes).
3. Sealed Election Day Media Pouch
4. Unscanned Ballot Envelope (even if empty).
  - Once all items are packed, obtain a seal from the Seal Log Envelope (PF6).
  - Record the seal number on the Seal Log Envelope (PF6) and on the Chain of Custody Form (PF8).
  - Seal the Records Transfer Case.



## FINAL STEP - TRANSPORTATION OF ELECTION MATERIAL

Place the Chain of Custody Form (PF8) inside the Envelope for the Supervisor of Elections once all verification is complete, all documents are signed, and departure time is recorded.

The following items will be placed into the Clerk's vehicle for transported to Election Central.

The Clerk will be accompanied by a Poll Worker with a different party affiliation.

- Records Transfer Case
- Emergency Power Failure Bag
- Ballot Transfer Cases
- Clerk Binder
- Envelope for the Supervisor of Elections, cell phones, and all keys to the facility

Upon return to Election Central, custody of these items will be transferred to a SOE staff member and arrival time noted. Verification will be made of all items prior to releasing the Clerk.



**RECORDS TRANSFER CASE**



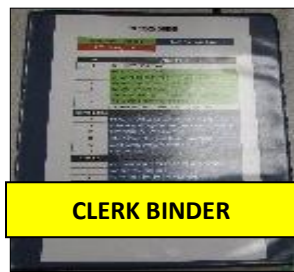
**EMERGENCY POWER FAILURE BAG**



**ALL BALLOTS**

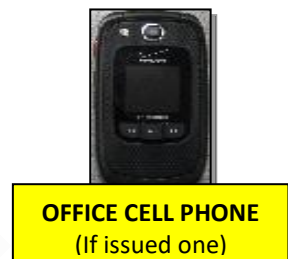


**ENVELOPE FOR SOE**



**CLERK BINDER**

**POLLING PLACE KEYS**  
(if you have them)



**OFFICE CELL PHONE**  
(If issued one)



# ELECTION DAY FORMS

## BALLOT ACCOUNTING FORM - PF1

### ST. JOHNS COUNTY BALLOT ACCOUNTING FORM

PRECINCT: \_\_\_\_\_ ELECTION DATE: \_\_\_\_\_

We have verified the number of ballots issued to this precinct.

\_\_\_\_\_  
Clerk Signature

BALLOTS ISSUED TO CLERK (BEFORE POLLS OPEN)			BALLOT COUNT AT CLOSING OF POLLS			
Qty # Boxes	STYLE	QTY ISSUED A	UNUSED BALLOTS B	SPOILED BALLOTS C	SUB-TOTAL (B + C) D	TOTAL USED BALLOTS (A - D)
	<b>99999</b>	<b>599</b>	<b>109</b>	<b>3</b>	<b>= 112</b>	<b>487</b>
				+	=	
				+	=	
				+	=	
				+	=	
				+	=	
				+	=	
				+	=	
				+	=	
				+	=	
				+	=	
				+	=	
				+	=	
				+	=	
	Express Vote Cards			+	=	
<b>FOR BALLOT ON DEMAND PRINTER SITES ONLY</b>		NUMBER OF B.O.D. BALLOTS PRINTED A	NUMBER OF B.O.D. UNUSED PRINTED B	NUMBER OF B.O.D. SPOILED PRINTED C	B.O.D. SUB-TOTAL (B + C) D	TOTAL B.O.D. USED BALLOTS (A - D)
			0	+	=	
<b>GRAND TOTAL:</b>						

BALLOT RECONCILIATION	
Enter the Public Count from DS200	A: _____ (+) B: _____ (+) C: _____ = A. _____ <span style="font-size: small;">DS200 A                      DS200 B                      DS200 C                      DS200 Total</span>
Enter the number of Provisional Ballots	B. _____ <span style="font-size: small;">Provisionals</span>
Enter the total unscanned ballots	C. _____ <span style="font-size: small;">Unscanned</span>
Add A, B, and C together	<b>BALLOT TOTAL:</b> D. _____ <span style="font-size: small;">Total</span>
<b><u>EVID RECONCILIATION TOTALS (VOTING PASSES)</u></b>	
EVID A	EVID B
+ _____	+ _____
+ _____	+ _____
+ _____	= EVID TOTAL: _____
<b>NOTE:</b> If the Ballot and EVIDs Totals do <b><u>NOT</u></b> match please note the discrepancy in the CLERK NOTES.	

\_\_\_\_\_  
Clerk
\_\_\_\_\_  
Assistant Clerk/Inspector

## SEAL LOG ENVELOPE – PF6

### SEAL LOG ENVELOPE

**ELECTION:** \_\_\_\_\_ **PRECINCT:** \_\_\_\_\_

1. All Seals required for your precinct are in this envelope.
2. Attach the seals and record the number.
3. Poll worker attaching seals will initial the log.
4. Place all broken seals in this envelope.
5. You have been assigned extra seals so you may have unused seals. Leave them in the envelope.
6. When finished, place this envelope in the Precinct Supply Tub.

SEALS USED AT OPENING OF POLLS			
RECORD THE SEAL NUMBER USED	SEAL USED FOR	POLL WORKER INITIALS	REMARKS
	DS200 "A" Ballot Box Door		
	DS200 "B" Ballot Box Door		
	DS200 "C" Ballot Box Door		
	DS200 Ballot Box Door (extra)		
	DS200 Ballot Box Door (extra)		

Extra seals enclosed for breakage: write in numbers, if necessary

SEALS USED FOR CLOSING OF POLLS			
RECORD THE SEAL NUMBER USED	SEAL USED FOR	POLL WORKER INITIALS	REMARKS
<b>RETURN THE FOLLOWING TO THE ELECTIONS OFFICE, as required</b>			
	<b>Election Day Media Pouch</b> (Small, red seal)		
	<b>Records Transfer Case</b> (Small, red seal)		
	Ballot Transfer Case		
	Ballot Transfer Case		
	Ballot Transfer Case		
	Ballot Transfer Case		
	Ballot Transfer Case		
	Ballot Transfer Case		
	Ballot Transfer Case		
	Ballot Transfer Case		
	Misc Seal		
	Misc Seal		
	Misc Seal		
	Misc Seal		
	Misc Seal		
	Misc Seal		

## CHAIN OF CUSTODY FORM – PF8 (FRONT)

### ST. JOHNS COUNTY CHAIN OF CUSTODY FORM

PRECINCT: \_\_\_\_\_ ELECTION DATE: \_\_\_\_\_

We, the undersigned Clerk and Inspectors of Elections for the above numbered precinct(s), affirm that we will perform our respective duties according to the law and will endeavor to prevent fraud, deceit, or abuse in conducting same without favor or prejudice to any political party. We further certify that upon inspection we found the DS200, EVID, the USB Flash Drive(s), and the ExpressVote seals for said precinct(s) are intact with the seal numbers indicated below.

#### POLL OPENING SEAL INFORMATION

DO NOT REMOVE SIDE SEALS		
DS200 "A"	DS200 "B"	DS200 "C"
Side Seal #	Side Seal #	Side Seal #
Side Seal #	Side Seal #	Side Seal #

EVID "A"	EVID "B"
Lid Seal #	Lid Seal #
Lid Seal #	Lid Seal #

DS200 "A"	DS200 "B"	DS200 "C"
Lid Seal #	Lid Seal #	Lid Seal #
Lid Seal #	Lid Seal #	Lid Seal #
Ballot Box Seal #	Ballot Box Seal #	Ballot Box Seal #
Flash Drive Seal #	Flash Drive Seal #	Flash Drive Seal #
Protected Count #	Protected Count #	Protected Count #

EVID "C"	EVID "D"
Lid Seal #	Lid Seal #
Lid Seal #	Lid Seal #

ExpressVote	
Case Seal#	Door Seal #
Lifetime Print Counter #	

<i>Clerk</i>	<i>Assistant Clerk/Inspector</i>	<i>Assistant Clerk/Inspector</i>	<i>Inspector</i>

<i>Inspector</i>	<i>Inspector</i>	<i>Inspector</i>	<i>Inspector</i>

<i>Inspector</i>	<i>Inspector</i>	<i>Inspector</i>	<i>Inspector</i>

**ST. JOHNS COUNTY CHAIN OF CUSTODY FORM**

**POLL CLOSING SEAL INFORMATION**

We, the undersigned, do hereby certify that all voted ballots have been placed in the transfer cases and sealed. Supporting documents have been placed in the sealed records transfer cases as recorded below.

DS200 "A"		DS200 "B"		DS200 "C"	
Public Count #	Protected Count #	Public Count #	Protected Count #	Public Count #	Protected Count #

<b>EXPRESS VOTE</b>
Lifetime Print Counter #

<b>RED RECORDS TRANSFER CASE</b>	<b>MEDIA POUCH</b>
Seal #	Seal #

<b>BALLOT TRANSFER CASE</b>	<b>BALLOT TRANSFER CASE</b>	<b>BALLOT TRANSFER CASE</b>	<b>BALLOT TRANSFER CASE</b>
Seal #	Seal #	Seal #	Seal #

<b>BALLOT TRANSFER CASE</b>	<b>BALLOT TRANSFER CASE</b>	<b>BALLOT TRANSFER CASE</b>	<b>BALLOT TRANSFER CASE</b>
Seal #	Seal #	Seal #	Seal #

<b>BALLOT TRANSFER CASE</b>	<b>BALLOT TRANSFER CASE</b>	<b>BALLOT TRANSFER CASE</b>	<b>BALLOT TRANSFER CASE</b>
Seal #	Seal #	Seal #	Seal #

<b>BALLOT TRANSFER CASE</b>	<b>BALLOT TRANSFER CASE</b>	<b>BALLOT TRANSFER CASE</b>	<b>BALLOT TRANSFER CASE</b>
Seal #	Seal #	Seal #	Seal #

**TO BE COMPLETED BY THE CLERK AND INSPECTOR OF DIFFERENT PARTIES  
RETURNING THE BALLOTS AND RECORDS TRANSFER CASE**

SIGNATURE	PARTY	DEPARTURE TIME
SIGNATURE	PARTY	DEPARTURE TIME