A to Z Guide – Scanner Precincts

ALASKA POLL WORKER MANUAL

learn about election fundamentals, polling place setup, opening the polls, processing voters & closing the polls

State of Alaska
DIVISION OF ELECTIONS

B07S (Rev 08/06/2025)

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About this manual

This manual explains how you can efficiently perform your duties while providing excellent service to voters visiting the polling place. You will find information about specific procedures along with step-by-step Job Card instructions for setting up a safe and accessible polling place, processing voters during voting hours, and securing and transferring materials after the polls close.

If you have a question that has not been addressed in this manual, please call your regional office (contact information is on the back of this manual). We are committed to supporting you throughout the election cycle and look forward to working with you on Election Day.

Thank you in advance for devoting your valuable time and energy to serving as a poll worker. Your decision to serve in this vital role, to help maintain the integrity of elections, and to instill confidence in its outcomes, is appreciated.

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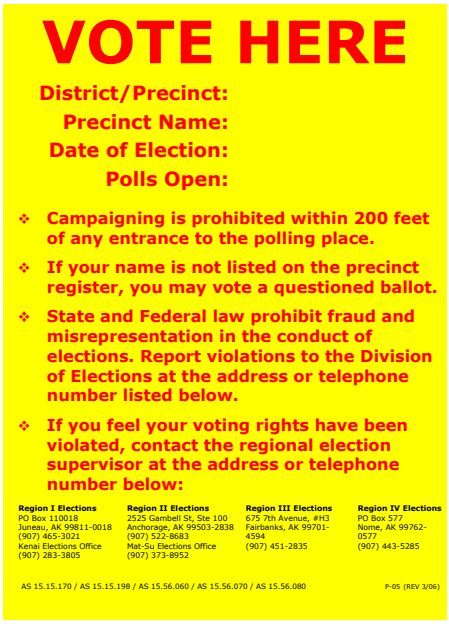
Fundamentals – Campaigning

Campaigning is not allowed within 200 feet of any entrance into the voting area during the hours the polls are open. These rules apply to voters, Poll Watchers, and Poll Workers. If you see a voter not following this rule, ask them to remove the campaigning material. If the voter will not comply, make a note of the event on the Precinct Incident Report, including the voter's name, and take a photo. Provide this to the election supervisor, who will refer the information to the Department of Law.

Poll Workers MUST:

- Post the "Vote Here" campaigning notice at the entrance to the polling place.
- Use the ball of string, if needed, to measure 200 ft. from the entrance.
- NOT allow campaigning within 200 ft. of any entrance.
- NOT allow discussions about candidates or issues on the ballot.
- NOT allow political buttons, hats, or clothing within 200 ft. of any entrance.
- NOT allow political signs or bumper stickers within 200 ft. of any entrance.



VOTE HERE

District/Precinct:
Precinct Name:
Date of Election:
Polls Open:

- **Campaigning is prohibited within 200 feet of any entrance to the polling place.**
- **If your name is not listed on the precinct register, you may vote a questioned ballot.**
- **State and Federal law prohibit fraud and misrepresentation in the conduct of elections. Report violations to the Division of Elections at the address or telephone number listed below.**
- **If you feel your voting rights have been violated, contact the regional election supervisor at the address or telephone number below:**

Region I Elections
PO Box 110018
Juneau, AK 99811-0018
(907) 465-3021
Kenai Elections Office
(907) 283-3805

Region II Elections
2525 Gambell St, Ste 100
Anchorage, AK 99503-2838
(907) 522-8683
Mat-Su Elections Office
(907) 373-8952

Region III Elections
675 7th Avenue, #H3
Fairbanks, AK 99701-4594
(907) 451-2835

Region IV Elections
PO Box 577
Nome, AK 99762-0577
(907) 443-5285

AS 15.15.170 / AS 15.15.198 / AS 15.56.060 / AS 15.56.070 / AS 15.56.080

P-05 (REV 3/06)

Voters may bring their own materials to help them vote, such as a sample ballot or voter pamphlet. The Official Election Pamphlet can be displayed in the polling place as this does not violate the 200 ft. rule (6 AAC 25.730).

Check voting booths regularly for campaign or voting materials left behind by the voters.

Removal or exhibition of a ballot is not allowed in a polling place. If voters exhibit ballots, the voter MUST spoil and be issued a replacement ballot. Only Special Needs ballots are allowed to be removed from the polling place.

Fundamentals – Poll Watchers

A Poll Watcher is a person assigned by a political party, candidate, organization, or organized group that sponsors or opposes a ballot measure to observe activities at the polling place, guarding against illegal voting, fraudulent counting of ballots, and other election law violations. If you encounter any issues with a poll watcher or have further questions regarding the conduct of a poll watcher, please contact your regional supervisor. The morning of Election Day, designate an area next to the precinct register for poll watchers to remain throughout the day. Identify this area to any poll watchers.

Poll Watchers MUST:

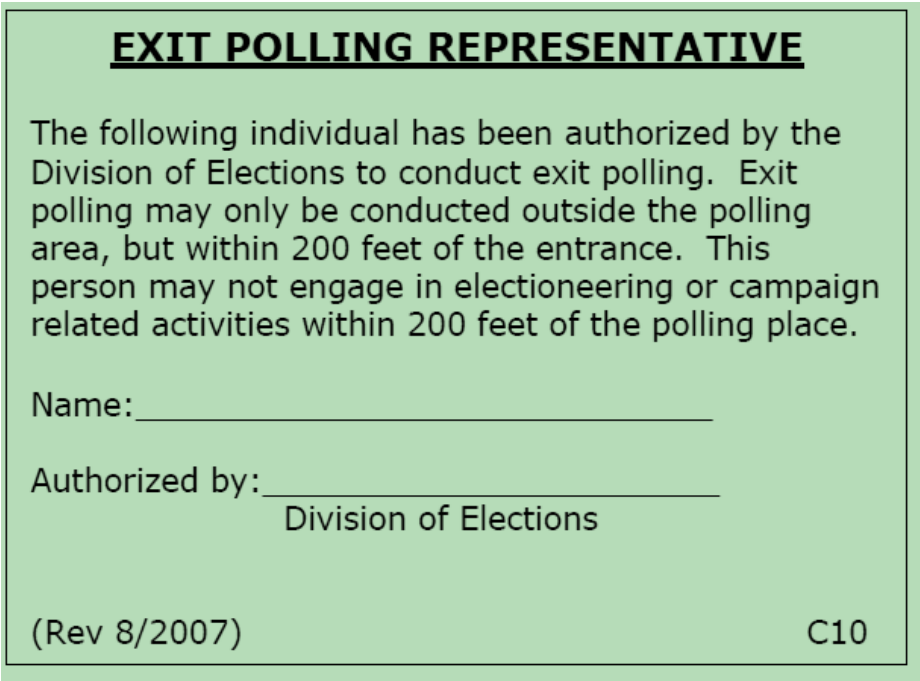
- Poll watchers must wear a Poll Watcher badge with their name on the front and who they represent on the back (party, candidate, organization, or group).

- Only one Poll Watcher from each political party, candidate, organization, or group is allowed in the polling place at a time.
- Poll Watchers may stand close enough to hear and record the name of the person voting while maintaining voter privacy. The official who is checking in voters on the precinct register must clearly say the voter's names out loud.
- Poll watchers must **NOT** handle any voting materials or sit behind the poll worker's table.
- Poll Watchers may challenge a voter's qualifications.
- Poll watchers may observe the set-up procedures and check that the ballot box is empty before the polls open. They may closely observe the election officials as official ballots are prepared for distribution.
- Poll watchers may remain in the polling place until all procedures are completed and in precincts where a scanner or tablet is used, a watcher may request an additional copy of the results tape.
- In those precincts where hand counting of the ballots is completed, a poll watcher may observe the counting of the ballots. For rank choice general elections, only the first choice will be counted by the election board on election night.

Fundamentals – Exit Pollsters

An Exit Pollster conducts a survey for news coverage or trends used to predict the outcome of an election.

Exit Pollsters MUST:
• Wear an Exit Pollster badge with the name of the person conducting the poll and the division staff authorization.
• Conduct exit polling outside the polling place entrance. The campaign rule does not apply to exit polling.
• NOT disrupt the voting.
• ONLY approach voters who have already voted and wish to participate in the exit survey.
• NOT block the entrance for voting.



EXIT POLLING REPRESENTATIVE

The following individual has been authorized by the Division of Elections to conduct exit polling. Exit polling may only be conducted outside the polling area, but within 200 feet of the entrance. This person may not engage in electioneering or campaign related activities within 200 feet of the polling place.

Name:_____

Authorized by:_____
Division of Elections

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Disability Awareness and Voter Assistance Information

General Awareness Tips

- Treat people with disabilities respectfully and as individuals first.
- Be sensitive and aware of their needs; they are often more independent than perceived.
- Limit inquiries about disabilities—focus on the business at hand.
- Avoid assumptions; what works for one may not work for another.
- Offer assistance, but wait for them to ask if they need help.
- Use respectful terminology: prefer “people with disabilities” and avoid outdated terms.
- Voters can have a chosen assistant unless they are their employer or a union agent.
- Service animals are permitted.
- Sample ballots can help voters prepare while waiting in line.
- Provide extra time for tasks and the opportunity to vote unassisted with accessible tools.
- Approach confused individuals courteously and ask specific questions to clarify assistance needed.
- Exercise patience and provide concise explanations; voting can be new for many.

Specific Needs

Hearing Impairments:

- Speak clearly and directly, avoiding exaggerated speech.
- Use paper and pen if needed for communication.
- If present with an interpreter, speak to the individual, not the interpreter.
- To get attention, gently tap their shoulder or wave.

Visual Impairments:

- Identify yourself and provide verbal descriptions of the environment.
- Describe surroundings using “clock” references if applicable.
- Offer to guide only after they accept. Let them hold your arm.
- Do not interact with service animals while they are working.
- Keep paths clear and inform others of any obstacles, such as snow or ice.

- Never leave someone blind in a space; provide a point of reference.

By following these guidelines, you can assist voters with disabilities effectively and respectfully.

Chairperson Reminders

Prior to Election Day:

- Recruit 3-4 workers. Make sure they are politically balanced.
- Post notices if applicable.
- Contact the polling place before Election Day to arrange for building access.
- Verify that all equipment has been delivered (i.e., booths, ballot box, vote here signs, tables and chairs).
- Verify ballot stub numbers to the ballot receipt.
- Store ballots, and voting equipment in a safe, secure, and dry location.
- Verify the parking lot is accessible with no obstructions. Walk from the parking lot to the voting booths to ensure there are no obstructions. Contact your election supervisor with any concerns.
- Remind all workers to arrive at least 30 minutes before the polls open and set up as much as you can the day prior to avoid last-minute stress.

Election Day:

- By law, all equipment, materials, and notices must be ready for voters by 7:00 am for Primary and General Elections. For state conducted school board elections (REAA) and state conducted special local elections, polls open at 8:00 am.
- Assign the voting job tasks and roles. Usually, four poll workers work at the polling place and may rotate duties. Job roles are per person and opening and closing tasks can be given to one or more person depending on the number of workers working.

Final Checks at the End of the Night:

- At 7:45 pm, announce that the polls will close in 15 minutes.
- At 8:00 pm, declare the polls closed and proceed to close the door. If, due to the polling location, you can't close the door, have a poll worker stand in line to inform late arrivals that the polls are closed. Allow people still in line at 8:00 pm to vote.
- Review and sign:
    - Precinct Register Oath
    - Questioned Voter Register Oath
    - Special Needs Register
    - Language Assistance Log
    - Timesheets

- Voting Tablet Security Log
- Precinct Scanner Security Log
- Official Ballot Receiving List (If have not done already)

IMPORTANT NOTE:

Never leave the polling place or election equipment unattended unless in an emergency; physical security is the best security.

Do not allow loitering or disruptions in the polling place.

Always contact your election supervisor if you need assistance.

Assign the following tasks and roles to your workers. Usually, four poll workers work at the polling place and may rotate duties. More than one person can complete multiple roles and tasks; however, it is recommended that only one individual be assigned to assist with question voting and special needs voting as this can take some time to complete while you are assisting a voter.

Opening Tasks

Opening Task 1 – Election Table

- ❑ The American flag is displayed.
- ❑ All posters, sample ballots, and ballot measure information is displayed.
- ❑ Regular paper ballots are in numerical order with the lowest stub number first.
- ❑ Make sure a magnifying glass is also available for anyone who may need it.

Opening Task 2 – Scanner / Ballot Box

- ❑ Ballot box is set up.
- ❑ If using the blue supply bag as a ballot box for questioned ballots, special needs ballots and by-mail ballots turned in, ensure the security lock is in place and bag accessible for voters to put envelopes into.
- ❑ Security seal locks are in place.
- ❑ Unit is on and ready, the STATUS REPORT has been signed.

Opening Task 3 – Voting Tablet

- ❑ Security seal locks are in place.
- ❑ Printer is connected, on and ready.
- ❑ Unit is on and ready.
- ❑ Screen is not facing the public.

Opening Task 4 – Voting Booth

- ❑ Both regular and accessible voting booths are set up.
- ❑ A “How to Vote” poster and pen is in each booth.

Election Day Roles

Election Day Role 1 – Greeter & Crowd Control

- ❑ Manages voter flow

Election Day Role 2 – Check-In Clerk

- ❑ Verifies voter info

Election Day Role 3 – Ballot Issuer

- ❑ Distributes correct ballot

Election Day Role 4 – Voting Booth Guide

- ❑ Helps with voting process

Election Role 5 – Scanner & Ballot Box Monitor

- ❑ Supervises ballot box

Election Day Role 6 – Tech Expert

- ❑ Troubleshooting + support

Election Day Role 7 – Question Voting & Special Needs Voting

- ❑ Assist voters with question voting and special needs voting as necessary

Closing Tasks

Closing Task 1 – Unused Ballots and Stubs.

- ❑ *Before opening the ballot box,* make sure that the remaining unused ballot are secured.

Closing Task 2 – Spoiled Ballot Log and Precinct Register

- ❑ The number of spoiled ballots and number of signatures are provided to the Poll Worker assigned to Closing Card 7 Ballot Accountability.

Closing Task 3 – Precinct Equipment and Secure Voted Tablets

- ❑ Scanner - Results have printed and transmitted.
- ❑ Voting Tablet - *Before powering off*, the number of "Total Ballots Cast" using the Voting Tablet is recorded on line 6 of the Ballot Accountability on the back of the precinct register cover.
- ❑ All voted ballots are inside the sealed, signed, and numbered envelope(s).

Closing Task 4 – Questioned Ballots

- ❑ Questioned ballot total is entered on line 2 of the Ballot Accountability.

Closing Task 5 – Special Needs Ballots

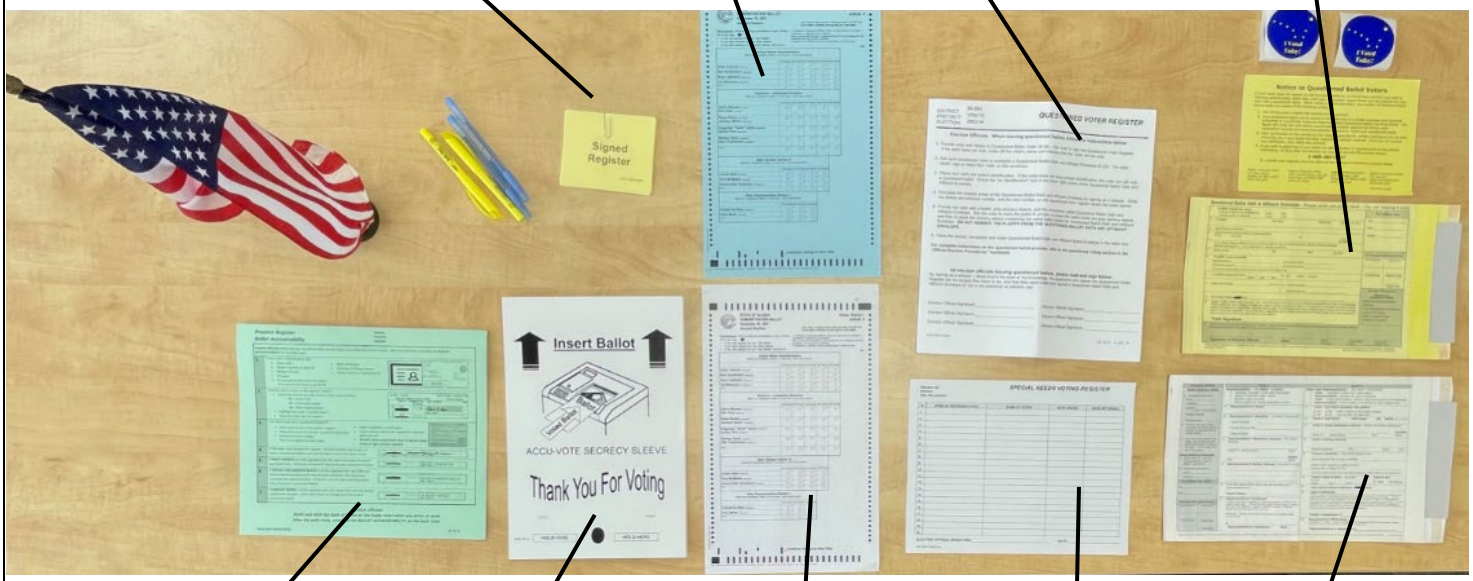
- ❑ Special Needs ballot total is entered on line 3 of the Ballot Accountability.

Closing Task 6 – Ballot Accountability.

- ❑ The accountability is completed and balanced.

Opening Task 1 – Election Table

- ❑ The American flag is displayed.
- ❑ All posters, sample ballots, and ballot measure information are displayed.
- ❑ Regular paper ballots are in numerical order with the lowest stub number first.
- ❑ Make sure a magnifying glass is also available for anyone who may need it.



Ballot Issuing Cards

Sample Ballots

Question Ballot Register

Question Ballot Envelope

Precinct Register

Ballot Secrecy Sleeves

Official Ballots

Special Needs Register

Special Needs Envelope

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Opening Task 2 – Scanner & Ballot Box

For **scanning precincts,** assign the Equipment Worker to set up the scanner using the separate *Precinct Scanner Guide*.

If you have a blue supply bag and you use it as a ballot box for questioned, by mail and special needs ballots envelopes, assign a Poll Worker to convert the blue supply bag into a ballot box by inserting a Security tab on the bag. (Instructions on back)

HOW TO INSERT THE SECURITY TABS FOR BOTH THE BLUE BALLOT BOX AND RED BAGS

Step 1: Zip the bag completely closed.

Step 2: Put the zipper handle into the locking base and snap into place.

Step 3: Inset the prongs of the security tab into the lip of the zipper handle.

NOTE: If a tab breaks when you are securing the lock, please place it in the plastic bags and return it with your supplies.

Opening Task 3 – Voting Tablet

Assign the Equipment Worker to set up the Voting Tablet using the separate V*oting Tablet Guide*.

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Opening Task 4 – Voting Booths

Step 1: Lift the legs, straighten the diagonal brace and set the booth upright.

Step 2: Open the booth by inserting a pen or similar object and slide the metal locks towards the center of the case.

Step 3: Raise and straighten the metal curtain supports and extend the curtain arm on each support.

Step 4: Place the lid of the case upside down on the front support and hook the holes along the back edge of the lid.

Step 5: Hang the white curtain around the sides and fix the striped curtain to the front with the metal rods.

Opening Task 4 – Accessible Voting Booths

Step 1: Lift the legs, straighten the diagonal brace, and set the booth upright.

Step 2: Open the booth by inserting a pen or similar object and sliding the metal locks towards the center of the case.

Step 3: There should be two metal feet for each accessible -voting booth. ***The feet are left and right specific***. One at a time, place the short metal stubs on a foot inside the tubing that forms a leg of the booth. Rotate the flat metal end pieces and hook them to the metal stops attached to the booth's leg. Extend the curtain arms on each support to the front and straighten the diagonal braces.

Step 4: Position the lid of the case so that the end of the booth's upright curtain supports first through the holes in the short side of the lid. The long side of the lid will hang down the back of the booth. There are 1 ½-inch screws protruding from the long side of the lid. Push these screws through small holes in the upright curtain supports.

Step 5: Hang the white curtain around the sides and back of the booth. Fasten the curtain to the extended curtain arms using the spring clips attached to the top of the curtain.

Step 6: The door curtain has a metal rod with ends that are bent at right angles. Insert the ends of the curtain rod into the small openings at the end of each curtain arm at the front of the booth.

Opening Task 4 – United American Supply Co. Voting Booths

Step 1: Set the case on the floor or solid surface and open by unlatching the 2 fasteners on the case and open.

Step 2: Remove metal legs from the top compartment. You will have 1 connected set with labels A and B, and four single legs.

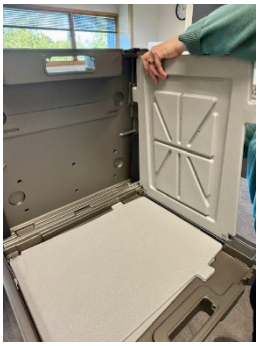
Step 3: After removal of legs, close the case and flip it over to insert the legs. General instructions for assembly are also printed on the bottom of the case.

Step 4: First insert legs labeled A and B by putting the black end of the legs into the corresponding A and B areas on the bottom of the case.

Step 5: After A and B legs are inserted, lock into place by inserting the pin in the center of the legs. Add each single leg extension and lock into place. Stand up booth by grabbing the handle and flipping upright. Open the case.

Note: The A & B legs do not securely attach to the case, but are more nestled in. Use care when turning the booth right side up after legs are inserted.

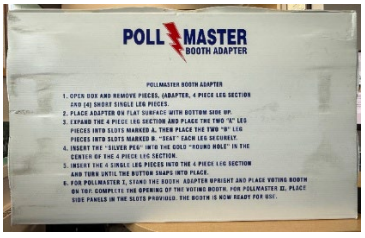
Step 5: Lift the right and then left booth cover and lock into place by inserting into the notch on the top of the case.



Opening Task 4 – ADA Accessible United American Supply Co. Voting Booths

Step 1: Open the accessible voting booth by undoing the Velcro at the top of the booth.

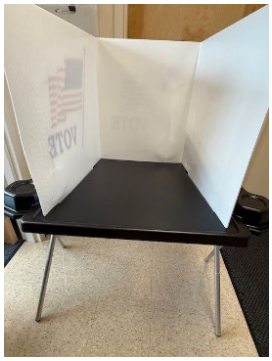
Step 2: Follow assembly instructions written on the outside case of the booth. Alternatively, the same instructions are written on the inside bottom of the booth once opened



Step 3: Remove the connected set of A and B legs, and the 4 single legs. Place the booth on a flat surface, bottom side up and insert A and B legs.

Step 4: Insert single legs into the A and B legs.

Step 5: After legs are inserted, lock into place by inserting the pin in the center of the legs. Flip booth upright. Insert privacy panel in the slots provided. Add “How to Vote” instructions and a pen.



Election Day Role 1 – Greeter & Crowd Control

Goal: Welcome voters and manage the line. Ensure smooth voter flow, prevent congestion, and maintain a safe, respectful environment in and around the polling location. Some locations may not need this role.

You Will:

- ✅ Smile and say hello
- ✅ Direct voters to the check-in station
- ✅ Keep entryways and exits clear and safe
- ✅ Communicate estimated wait times
- ✅ Assist with accessibility accommodations

💬 **Common Voter Questions & Answers:**

Q: “How long is the wait?”
A: “Right now, it’s about [estimate]. We’re moving quickly!”

Q: “Can I skip the line?”
A: “We’re helping everyone in the order they arrived. If you have an accessibility need, I can assist you.”

Common Questions:

- 💬 “Where do I go?” → "Right over to the check-in table."
- 💬 “Is this the right polling place?” → Use street lookup sheet

If Line Gets Long:

- ⚠️ **Inform supervisor**
- ⚠️ **Offer water, shade and seating for those with an accessibility need if available.**

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Election Day Role 2 – Check-In Clerk

Goal: Confirm eligibility and check in voters

You Will:

✅ Greet the voter
✅ Ask for ID
✅ Look them up on the precinct register
✅ Mark the corresponding type of ID
✅ Have the voter sign in the correct line on the register
✅ Send them to Ballot Issuer

Common Issues:

💬 "I'm not on the list." → Issue questioned ballot
💬 "I moved recently." → Confirm if eligible here and issue a questioned ballot if this is their new voting location

Step 1: Check the voter's identification.

- Acceptable forms of ID are listed on the "Have Identification Ready" poster.
- Do you personally know the voter? If so, you do not need to ask for ID, unless MUST SHOW ID appears on the voter's signature line.

Step 2: Locate the voter's name on the precinct register.

- If the voter's name cannot be located or has changed, the voter MUST vote a questioned ballot.
- If MUST SHOW ID appears on the signature line, the voter must show ID even if you know them. If they do not have an ID, the voter must vote a questioned ballot.
- Questioned or special needs voters DO NOT sign the precinct register.

Step 3: Mark the type of ID presented by the voter with an X in the appropriate column or if personally known, mark PK.

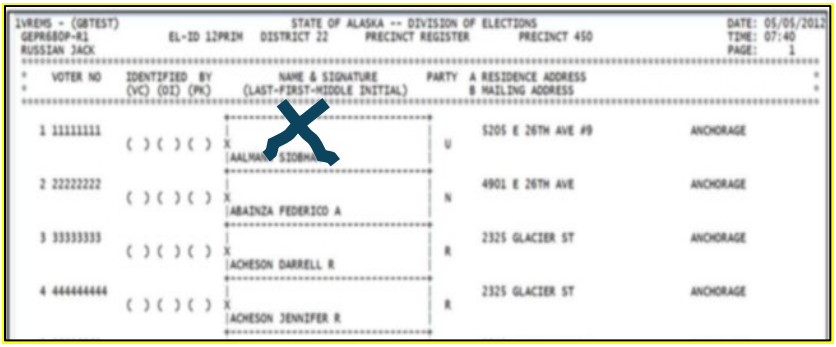
(VC) = Voter ID Card (OI) = Other ID (PK) = Personally Known

Step 4: Have the voter sign the precinct register.

- Highlight the voter's name on the precinct register.
- Voter signs or makes a mark on the precinct register above their printed name.
- Give the voter a "Signed Register" card.

NOTE: If there are poll watchers present in your precinct, please allow the poll watchers to sit close enough so that they may hear the election worker say the voter's name. The Chairperson at the beginning of the day should designate an area for poll watchers Please contact your local elections supervisor if any issues arise.

VOTE CANNOT SIGN?



This works! The voter can make a mark.

Step 5: The voter MUST vote a questioned ballot if:

- Voter's name is not in the register
- Voter's name changed
- Voter's residence changed
- Voter does NOT have ID and is not personally known
- Already Voted is on signature line
- MUST SHOW ID is on signature line and voter still does not have acceptable identification
- Voter's eligibility was challenged
- Voter arrived after 8:00pm and demands to vote

Step 6: Direct voter to the ballot issuing worker to receive their ballot.

REMINDER

If the voter has signed the precinct register and leaves without voting or votes via a questioned ballot instead, cross out the voter's signature and make a note on the precinct register.

Election Day Role 3 – Ballot Issuer

Goal: Hand voters the correct ballot

You Will:

✅ Confirm voter signed the precinct register
✅ Hand the voter a ballot and give brief instructions
✅ Direct the voter to a booth

Important:

⚠️ Track ballots issued (log or device)
⚠️ Never pre-mark a ballot

Collect the SIGNED REGISTER card from the voter.

Step 1: Issue the voter a paper ballot unless the voter needs or would benefit using the voting tablet. If the voter is going to use the voting tablet, direct them to the Voting Tablet Worker for assistance.

Step 2: For regular paper ballots, you will issue them in numerical order, starting with the lowest stub number first. Provide the ballot to the voter inside a secrecy sleeve folder.

Step 3: Provide instructions to the voter:

- Vote both sides of the ballot, if applicable.
- Completely fill in the ovals.

Ranked Choice Voting General Election Only: Voter ranks as many or as few candidates as they like by completely filling in the oval in the (1st Choice, 2nd Choice, 3rd Choice, etc.) column for each candidate. The voter can only fill in one oval for each candidate or column.

Step 4: Have a voter deposit the ballot into the precinct scanner or ballot box.

WRITE-IN NOTE & REMINDER
(GENERAL ELECTION and REAA ELECTION ONLY)

Voter must write the name of the write-in candidate on the space provided AND completely fill in the oval to rank their choice. A list of write-in candidates will be included in supplies for poll workers to assist voters. Do NOT post the write-in list or discuss write-in candidates. Alaska does not allow presidential write-in candidates.

SPOILED BALLOTS

If a voter makes an error on their ballot, the voter may receive a replacement ballot. A voter may only be issued up to two replacement ballots of any combination (paper or voting tablet).

If the voter spoils all three ballots (original plus the two replacement ballots), the voter may receive a fourth and final ballot and cast it as a Questioned Ballot.

On the fourth and final ballot, if the voter makes another error and needs to make a final correction, inform the voter that they cannot receive any more replacement ballots but can make the correction directly on the final ballot.

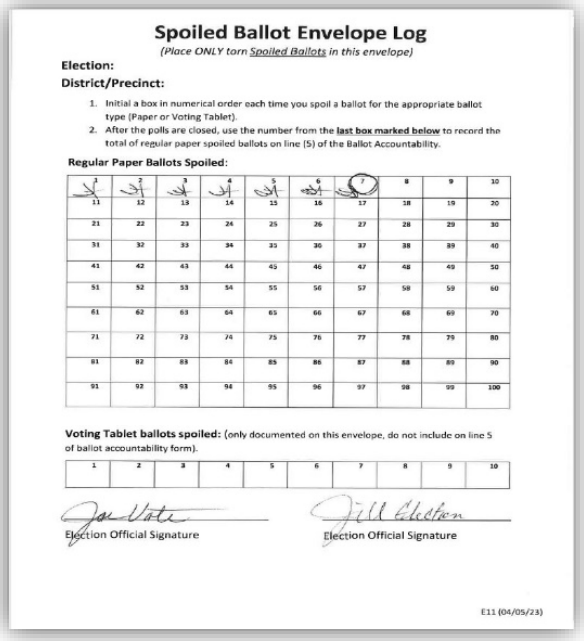
To correct the error(s) on the final ballot, the voter will cross off their error(s) and write "No" next to the error(s), then fill in the desired oval and write "Yes" next to it.

When done voting, instruct the voter to place and seal their final (fourth) ballot inside their completed Question Oath and Affidavit ballot envelope. The voter MUST also complete and sign the Questioned Register. You will need to cross off the voter's signature on the precinct register and make a note next to the voter's signature "voted a question ballot" since they are now a questioned voter.

Step 1: Record the spoiled ballot, by marking "your initials" in the appropriate numbered box. (Mark the boxes in numerical order) on the "Spoiled Ballot Envelope Log".

Step 2: Instruct the voter to tear in half the spoiled ballot and place it into the Spoiled Ballot Envelope.

Step 3: Issue the voter a new ballot. Only issue one replacement ballot at a time.



Spoiled Ballot Envelope Log

(Place ONLY torn Spoiled Ballots in this envelope)

Election:

District/Precinct:

1. Initial a box in numerical order each time you spoil a ballot for the appropriate ballot type (Paper or Voting Tablet).
2. After the polls are closed, use the number from the **last box marked below** to record the total of regular paper spoiled ballots on line (5) of the Ballot Accountability.

Regular Paper Ballots Spoiled:

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Voting Tablet ballots spoiled: (only documented on this envelope, do not include on line 5 of ballot accountability form).

1	2	3	4	5	6	7	8	9	10

Election Official Signature

Election Official Signature

E11 (04/05/23)

Election Day Role 4 – Voting Booth Guide

Goal: Support voter experience

You Will:
- ✅ Direct the voter to an available booth
- ✅ Check booths are clean and stocked
- ✅ Offer assistance only if asked
- ✅ Watch for signs of confusion or distress

Note:
- 🕵️ Do not look at ballots
- 💬 Offer clear, neutral guidance only

Who can assist a voter?

Anyone can aid a voter except for a candidate for office in the election, the voter's employer or an agent of that employer, or an officer or agent of the voter's union. The person helping may go into the voting booth to assist the voter.

Can I Help?

For detailed tips on assisting voters, refer to the Disability Awareness and Voter Assistance Information on pages 7 through 9.

Language Assistance

Refer to the Election Procedures for Bilingual Election Workers handbook. Use the Language Assistance Requests Log to record the type of assistance provided and in what language. Do not list voter's name.

Sign and return the Language Assistance Log even if you did not have any voters who requested language assistance.

Need a translator?

Contact your election supervisor. In many rural areas, at least one member of the election board is bilingual.

When providing an oral translation of the ballot information, the translator may not voice their own opinion on candidates or issues appearing on the ballot.

Language assistance is available by calling our toll-free number: 1-866-954-8683

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Election Day Role 5 – Scanner Monitor

Goal: Ensure ballots are cast into scanner

You Will:

✅ Instruct voter to insert ballot
✅ Offer help if scanner rejects ballot
✅ Monitor scanner jams or misfeeds

Error Protocol:

⚠️ Notify supervisor immediately
⚠️ Follow jam/rejection instructions

Step 1: Instruct voters to insert their voted ballot into the designated ballot box, either by feeding the ballot through the precinct scanner or by dropping it directly into the ballot box, depending on your location.

- Please be aware that there is about a TEN-second delay before the ballot will be accepted by the scanner.
- Once ballot is in ballot box, voters may NOT be issued a new ballot. DO NOT retrieve ballot from ballot box. If the voter demands a new ballot, they must vote a questioned ballot.
- Questioned and Special Needs ballots must be sealed in their ballot envelope then placed in the emergency bin or other ballot box. Make sure voters are not attempting to place their questioned or special needs ballot (without an envelope) into the ballot box.

Step 2: Thank the voter for participating and provide them with an “I Voted” sticker.

REMINDER

To ensure voter privacy, stand to the side of the ballot box where the display screen of the precinct scanner is located. Poll workers may assist voters if requested. If possible when assisting, cover the ballot using the secrecy sleeve. Again, please be mindful of privacy.

IF A BALLOT IS REJECTED, SEE THE CHART BELOW:

Message on Scanner	Action
• Blank Ballot • Over Voted Ballot	Ask voter to confirm choices and if okay, press green **CAST** button.
• Invalid Ballot • Ranked Choice Problem	Ask the voter to re-insert the ballot in a different direction. If the ballot continues to be rejected, read the ballot error message on screen. As you approach the ballot box, cover the voter's ballot with a secrecy sleeve while reading the message on the screen. If the ballot still will NOT scan, voter may spoil their ballot and receive a replacement ballot or if voter does NOT want a replacement, voter inserts ballot into emergency bin.

Election Day Role 6 – Tech Expert

Goal: Assist with voters who request use of the voting tablet. Provide other support for the use of the election equipment.

You Will:

✅ Monitor equipment
✅ Assist any role with tech issues
✅ Manage battery/power issues
✅ Call regional office for support, if needed

Equipment:

🛠️ Ballot scanner
🛠️ Voting tablet

Voting Tablet Request

Say, “Hello, I will activate your ballot and get you set up on the voting tablet. Would you like to use the hand controller with audio to navigate through the voting session and mark your ballot? Or would you like to use the screen and make your selection by touching the screen? (If language options are available in your precinct, a list of available languages will appear on the screen, select the requested language.)

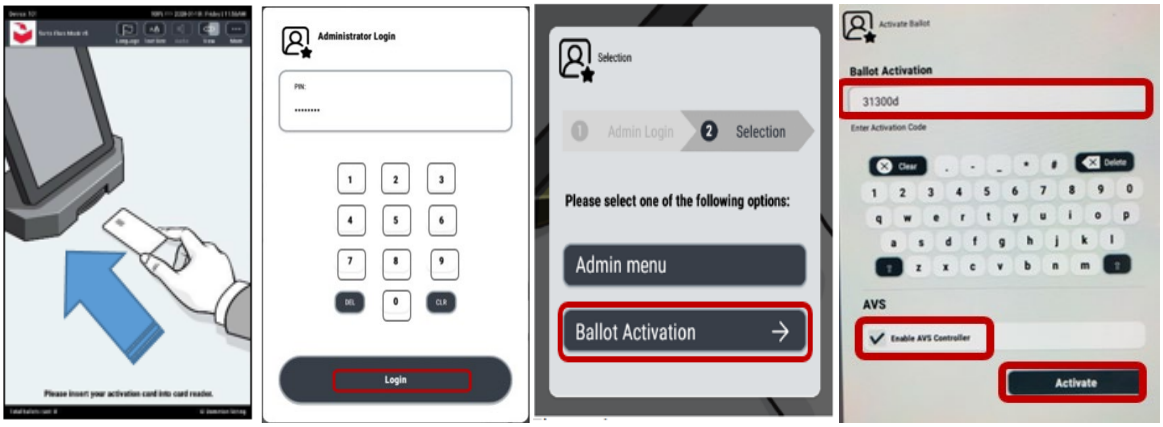
Step 1: Before the voting session begins:

Connect any equipment the voter will use, double checking that all equipment is securely connected.

(Depending on voter’s needs, a personal voting device (i.e. Sip & Puff) may be plugged into the front left side port of the ATI controller labeled SIP/PUFF.)

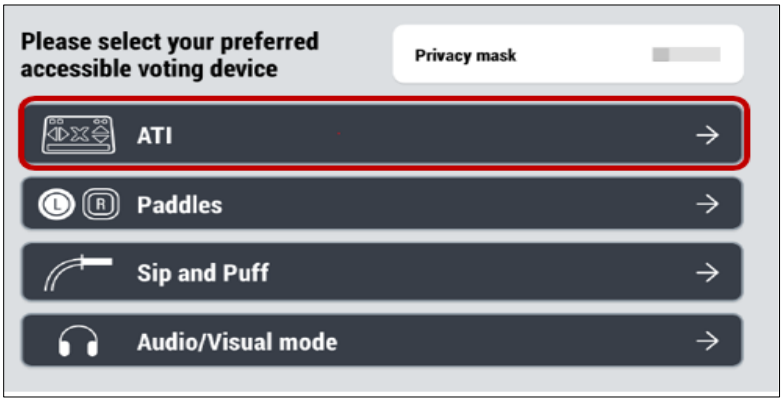
Step 2: Begin Voting Session

- Insert the Poll Worker card.
- At the Login screen enter the PIN number then touch Login.
- At the **Selection** screen touch **Ballot Activation.**
- Enter the Ballot Activation Code provided by your election supervisor and check the Enable AVS Controller box to activate the ATI device if the voter chooses to use it.



Note: Do NOT check ENABLE AVS device if the voter is NOT using the ATI device, headphones, or other personal device.

Select Accessible Voting Device



(This step is only needed if voters are using an accessible device.)

- If a voter is using the ATI device, select the ATI button.
- If a voter is using a personal voting device select the appropriate button.
- Let the voter know you are leaving them to let them vote privately, and if they need anything, just ask.

Voting Tablet Assistance Tips

If a voter asks for your help using the voting tablet, here are some tips. No matter what the issue, be sure to ask the voter's permission before approaching or touching a device in session.

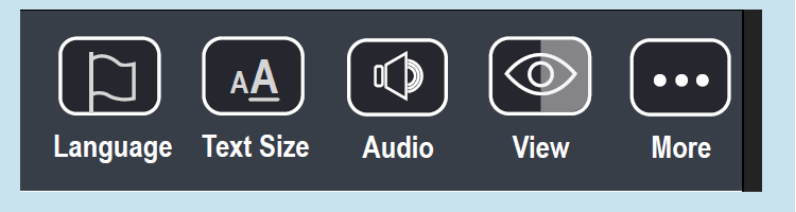


Image of the menu setting located at the top of the voting tablet, right hand side.

Adjust Settings:

- "Language": choose the desired language from the language drop down menu.
- "Text Size": increase or decrease the font size of displayed text.
- "Audio": adjust reading speed and headphone volume (in AVS controller mode only).
- "View": adjust screen contrast (colors, light or dark backgrounds).

Cancellation:

- Tap "More" in the top right-hand corner of the screen.
- Tap "Quit Voting." Then "Yes, quit voting."
- This is not considered a "spoiled ballot" for the voter did not cast and print their ballot.
- Initiate a new session in audio or touchscreen mode.
- If appropriate, ask the Ballot Issuing Official to issue a paper ballot.

Ballot-Marking:

- To choose a candidate or measure, tap the gray square to the right of that option.
- To change a selection, tap the marked gray square to deselect, and then tap another.
- To review all currently marked selections, tap "Review" at any time.
- To modify selections, tap "Back to Ballot" from the "review" screen.

Ballot Navigation:

- Some contest pages are long, so voting tablet voters may need to scroll down, using the arrow at the bottom of the screen.
- Selecting "Next" in the lower right will take the voter to the next contest.
- Selecting "Previous" in the lower left will take the voter to the previous contest.
- Selecting a contest tab at the top will take the voter directly to that contest.

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Election Day Role 7 – Questioned & Special Needs

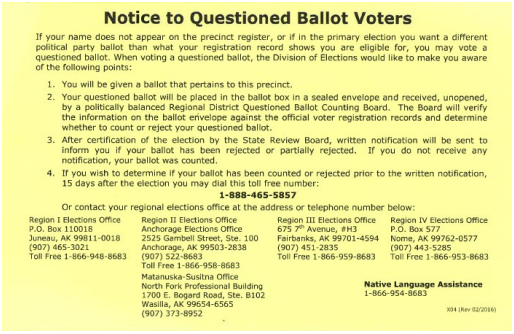
Questioned Voting

EVERY POLL WORKER MUST SIGN THE QUESTIONED VOTER REGISTER

Why a questioned ballot?

- Not on the precinct register
- No identification and is NOT personally known
- MUST SHOW ID is on signature line and voter still does not have acceptable identification
- Residence address or name change
- Voter's qualifications are challenged
- The voter has already voted

Step 1: Give this notice to the voter.



Notice to Questioned Ballot Voters

If your name does not appear on the precinct register, or if in the primary election you want a different political party ballot than what your registration record shows you are eligible for, you may vote a questioned ballot. When voting a questioned ballot, the Division of Elections would like to make you aware of the following points:

1. You will be given a ballot that pertains to this precinct.
2. Your questioned ballot will be placed in the ballot box in a sealed envelope and received, unopened, by a politically balanced Regional District Questioned Ballot Counting Board. The Board will verify the information on the ballot envelope against the official voter registration records and determine whether to count or reject your questioned ballot.
3. After certification of the election by the State Review Board, written notification will be sent to inform you if your ballot has been rejected or partially rejected. If you do not receive any notification, your ballot was counted.
4. If you wish to determine if your ballot has been counted or rejected prior to the written notification, 15 days after the election you may dial this toll free number:
   1-888-465-5857

Or contact your regional elections office at the address or telephone number below:

Region I Elections Office
P.O. Box 110018
Juneau, AK 99811-0018
(907) 465-3021
Toll Free 1-866-948-8683

Region II Elections Office
Anchorage Elections Office
2525 Gambell Street, Ste. 100
Anchorage, AK 99503-2838
(907) 522-8683
Toll Free 1-866-958-8683

Matanuska-Susitna Office
North Fork Professional Building
1700 E. Bogard Road, Ste. B102
Wasilla, AK 99654-6565
(907) 373-8952

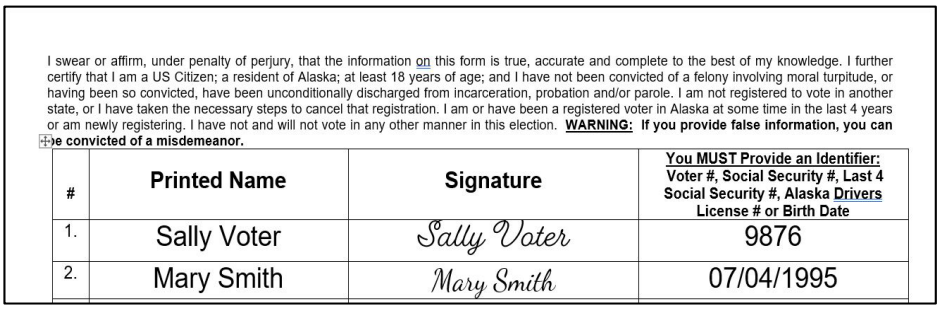
Region III Elections Office
675 7th Avenue, #H3
Fairbanks, AK 99701-4594
(907) 451-2835
Toll Free 1-866-959-8683

Region IV Elections Office
P.O. Box 577
Nome, AK 99762-0577
(907) 443-5285
Toll Free 1-866-953-8683

Native Language Assistance
1-866-954-8683

XIII (Rev 02/2016)

Step 2: Voter **MUST** complete the questioned register.



I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a US Citizen; a resident of Alaska; at least 18 years of age; and I have not been convicted of a felony involving moral turpitude, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election. **WARNING: If you provide false information, you can be convicted of a misdemeanor.**

#	Printed Name	Signature	You MUST Provide an Identifier: Voter #, Social Security #, Last 4 Social Security #, Alaska Drivers License # or Birth Date
1.	Sally Voter	Sally Voter	9876
2.	Mary Smith	Mary Smith	07/04/1995

Step 3: Voter Identification

Check the identification of the voter. If the voter does not have identification, mark "no identification and unknown" in the lower right-hand corner of the envelope. The voter may still vote using the questioned ballot.

Step 3: Voter votes

The voter should then be guided to a voting booth or other location that provides enough privacy for the voter to cast their vote. Once the voter has made their selections on their ballot, they will insert the ballot into the question ballot envelope, seal the envelope shut and will place their completed ballot package into the auxiliary bin of a ballot box, blue ballot bag or other secured location.

Special Needs Voting

Special needs voting is for any voter who is unable to go to the polling place due to age, illness, or a disability. Special needs voters **DO NOT** sign the precinct register. **DO NOT open special needs envelopes.**

Step 1: The poll worker completes 1-3 on the left side column of the envelope, under *"When Issuing a Ballot".*

Step 2: The representative completes the Special Needs Voting Register.

Step 3: The representative completes Step 1 of the envelope and signs under Step 1.

Step 4: Instruct the representative to the ballot issuer who will place a ballot inside a grey secrecy sleeve, then place inside the completed special needs envelope. Do NOT seal. Give ballot package to the personal representative.

Step 5: Instruct the representative that the voter completes 1-9 under Step 2, the representative signs on line 10 under Step 2, and returns the ballot to any precinct by 8:00 pm.

(If a voter's disability prevents the voter from completing Step 2 on their own, the representative may complete Step 2 and sign the envelope on behalf of the voter but cannot make any voting decisions on the voter's behalf [AS 15.20.072(f)].)

Step 6: When an envelope is returned to your location, verify all information is complete. Complete 1-2 on the left side column under "*Poll Worker, When Ballot is Returned*", write the date returned on the special needs register.

Reminders: (1) The voter's residence address should be where they reside and not a temporary location, as this can invalidate portions of the ballot. (2) If a special needs ballot is returned that you did not issue, this will not affect your ballot accountability, and do not record it on any register. Accept the ballot as usual and deliver it with all election materials. *Make a note on the Special Needs Register if the ballot is not returned by 8:00 pm on election night.*

"DO NOT REMOVE TOP COPY" - Special Needs Ballot Oath & Affidavit Envelope – Print clearly and press hard – You are making a copy

Election Official

When Issuing a Ballot

1. Complete lines below:
Date: 8-19-14
Location: Wasilla
District: 29-435

2. Have the Representative complete the Special Needs Register:
1
Special Needs Register Line #

3. Give the Representative the ballot, gray secrecy sleeve and this envelope to take to the voter. (Voter does not sign the register.)

When Ballot is Returned

1. Verify STEP 1 and STEP 2 are complete and signed by the Representative and Voter as required.

2. Document the return of the ballot on the Special Needs Register line if ballot was issued from your location.

For Review Board Use

VN
(write in if address from line 3, Step 1)
District Registered | Sequence No.
Court Code | Reject Code
Initials | Purge Date

*Items are not confidential by the Division and are not available for public inspection except that confidential addresses may be released to government agencies or during election processes as set out in state law. (15 AAC 05.165(a))

STEP 1 – Representative Completes

Representative – You MUST Complete:
- Sections 1 through 4 with your information
- Section 5 with the voter's name
- Section 6 sign and date
- Deliver ballot and voting materials to the voter

1. Representative's Name:
Joe Vote

2. Representative's Identifier – You MUST provide ONE:
* Voter Number: 123456
* Social Security No.:
* Date of Birth:

3. Representative's Residence Address – You Must Provide:
123 Main Street
House # Street Name Apt #
Wasilla Alaska
City State

4. Representative's Mailing Address – You MUST Provide:
Same as above

5. Print the name of the voter you are serving as a representative for:
Voter's Name: Jane Vote

6. Representative's Certificate:
I certify I have been requested to obtain and deliver a ballot to the above-named voter. I will not reveal the ballot, or the voter, or coerce the voter into voting for a specific candidate or issue. I will not divulge the way the voter votes the ballot.

WARNING: Unlawful interference with voting is punishable under AS 15.56.030

X Joe Vote 8-19-14
Representative's Signature Date

STEP 2 – Voter and Representative Complete

Voter and Representative – YOU MUST COMPLETE
- Voter – Sections 1-9 with your information
- Representative – Section 10, sign as witness
- Voter – Place voted ballot in secrecy sleeve and seal in this envelope
- Representative – Return ballot in envelope by 8pm election day

1. Voter – You MUST complete this section
☒ Yes ☐ No I am a citizen of the United States.
☒ Yes ☐ No I am at least 18 years old.

2. Voter's Last Name: Vote | First Name: Jane | MI | Suffix

3. Voter's Alaska Residence Address – Where You Claim Residency
123 Main St Wasila ALASKA
House # Street Name Apt # City State

4. Voter's Mailing Address
P O Box 123 Wasilla AK 99654
Mailing Address City State Zip

5. *Voter's Identifier – You MUST Provide One
Social Security No. or Last 4 of SSN: / /
Alaska Voter Number, Alaska Driver's License No., or State ID No.: 654321
☐ Check here if you have not been issued an SSN, AKDL, or AK State ID.

6. *Voter's Date of Birth – You MUST Provide: Month 01 Day 01 Year 1960 | 7. Voter's Sex: ☐ Male ☒ Female

8. Voter Write Political Affiliation Here:

9. Voter's Certificate
I swear (or affirm) under penalty of perjury, that I am unable to go to the polls due to a disability or age. The information on this Vote is accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony involving voting, or, having been so convicted, have been unconditionally discharged from incarceration, probation, and parole. I am not claiming residency in Alaska to vote and am not registered to vote in any other state. I have not registered to vote in Alaska at any time in the last 4 years or am legally registered. I have not and will not vote in any other election in this election.
*Voter's Signature: X Jane Vote

10. Representative Witnessing:
By signing as a witness, I attest to the best of my knowledge, the voter is the person he/she claims to be, and this certification was made in my presence.
*Representative's Signature X Joe Vote

Voter and representative must sign. The representative MUST sign as a witness in both Step 1 and Step 2, and it **MUST BE THE SAME REPRESENTATIVE.** DO NOT remove the top copy.

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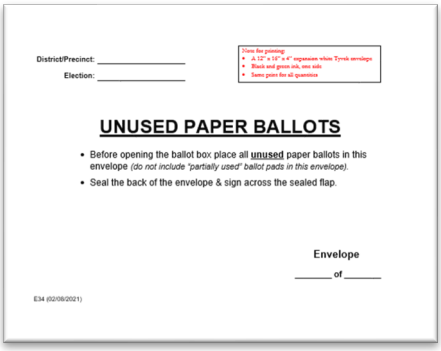
Closing Task 1 – Secure Unused Ballots & Stubs

Step 1: At the end of the day, when voting has finished, provide the first unused ballot stub number and the last ballot stub number to the poll worker who is completing the accountability portion of the precinct register.

Step 2: Completely Unused Ballot Pads


District/Precinct: _____
Election: _____

UNUSED PAPER BALLOTS

- Before opening the ballot box place all **unused** paper ballots in this envelope *(do not include "partially used" ballot pads in this envelope).*
- Seal the back of the envelope & sign across the sealed flap.

Envelope
_____ of _____

E34 (02/09/2021)

Precincts that return materials by mail: For the pads of ballots that have not had any ballots removed, seal these into the E34 Unused Ballot Envelope (return in the **RED** bag). For large quantities, place unused ballots back in the box they were shipped in and place a postage paid return label on the box, tape shut and mail.

Precincts that return materials in person: Tape the box closed and secure with a tamper proof seal and return to the election supervisor.

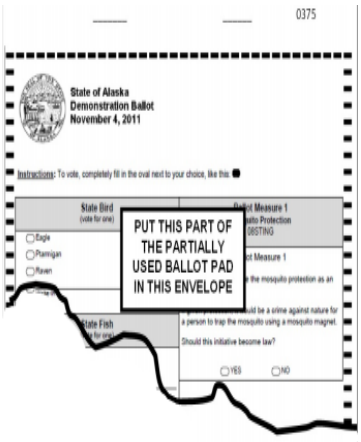
Step 3: Preparing Ballot Stubs

Completely Used Ballot Pads:

Return the top narrow stub from the pads where all ballots were used by placing them inside the Ballot Stub envelope.

Partially Used Ballot Pads:

Return the stubs from partially used ballot pads. Keep the partially used pad available for completing the Ballot Accountability. Tear the bottom half of the ballots off the pad and discard the bottom half. Put the top half of the ballots, still attached to the narrow stub, in the Ballot Stub envelope.



Seal the envelope and sign across the flap.

Precincts that return materials by mail: Place sealed Ballot Stub envelope into the GREEN bag if you mail back your supplies.

Precincts that return materials in person: Place the sealed Ballot Stub envelope into the RED or BLUE supply bag if your precinct returns your materials in person to the election supervisor.

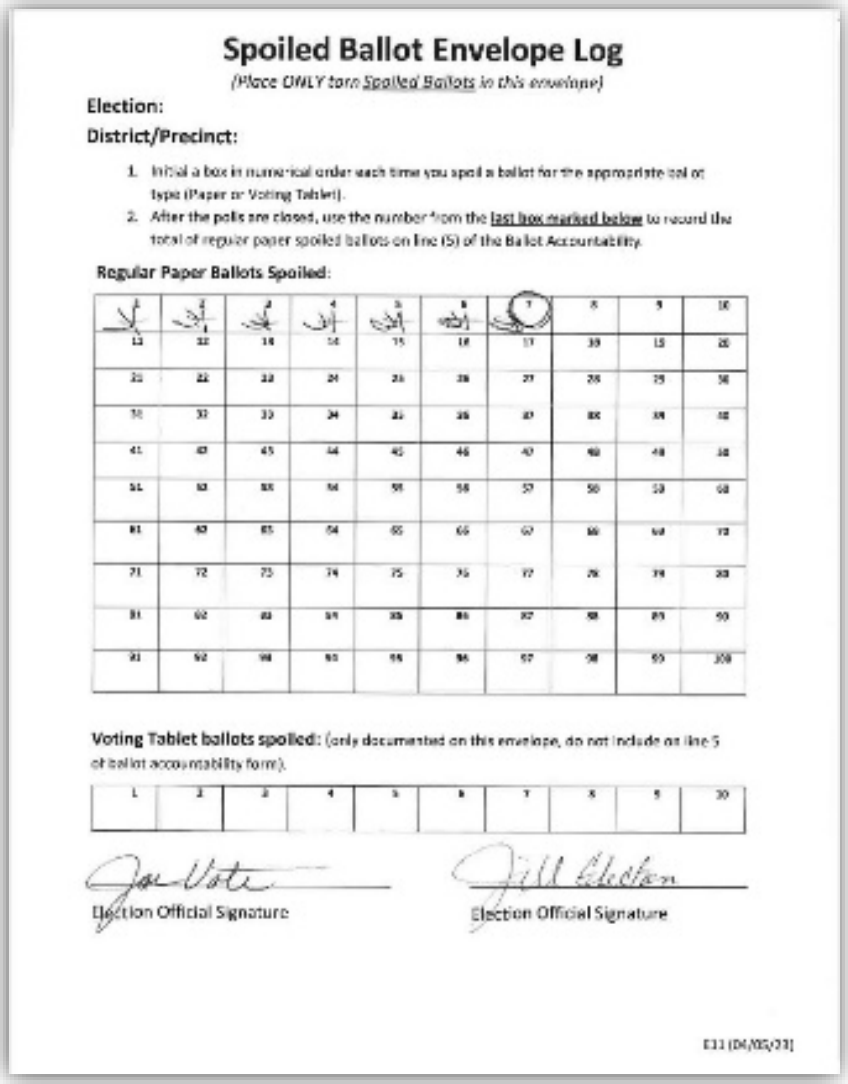
Closing Task 2 – Spoiled Ballot & Register Accountability

Spoiled Ballot Accountability

Step 1: Use the number from the last box that has initials on the spoiled ballot log to record the total number of spoiled regular stubbed paper ballots.

Step 2: Give this number to the poll worker who is completing the accountability portion of the precinct register.

EXAMPLE



Spoiled Ballot Envelope Log

(Place ONLY torn Spoiled Ballots in this envelope)

Election:

District/Precinct:

1. Initial a box in numerical order each time you spoil a ballot for the appropriate cat or type (Paper or Voting Tablet).
2. After the polls are closed, use the number from the last box marked below to record the total of regular paper spoiled ballots on line (5) of the Ballot Accountability.

Regular Paper Ballots Spoiled:

						7			

Voting Tablet ballots spoiled: (only documented on this envelope, do not include on line 5 of ballot accountability form).

Election Official Signature

Election Official Signature

E11 (04/05/23)

Precinct Register Accountability

Step 1: Starting on page one, count the number of signatures on each page (even if it is zero) and fill in the "# OF SIGNATURES:" line at the bottom of the register.

Step 2: Continue to add up the number of signatures per page and add to the previous page subtotal so that you have an increasing subtotal.

Step 3: On the last page, give the final total number of signatures in the precinct register to the poll worker who is completing the accountability portion of the precinct register.

OF SIGNATURES: 3 SUB TOTAL: 3 PAGE 1 OF 4

OF SIGNATURES: 2 SUB TOTAL: 5 PAGE 2 OF 4

OF SIGNATURES: 0 SUB TOTAL: 5 PAGE 3 OF 4

OF SIGNATURES: 4 SUB TOTAL: 9 PAGE 4 OF 4

Closing Task 3 – Scanning Precinct Accountability

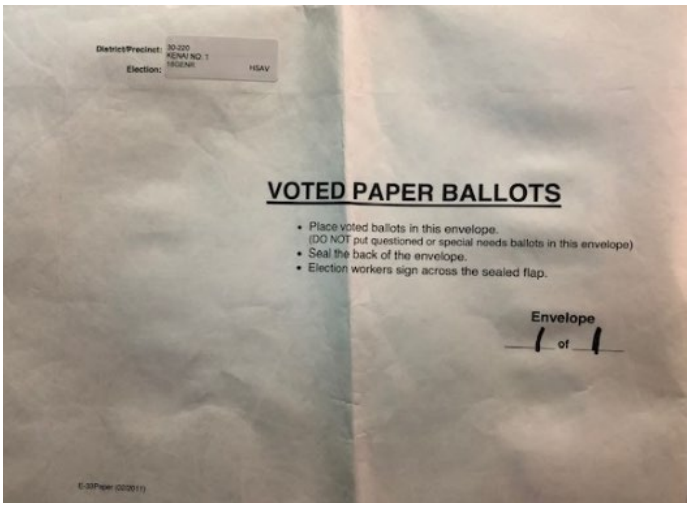
Assign an election worker to close out the scanner using the Precinct Scanner Guide and Voting Tablet Guide.

Before securing all voted ballots, make sure that all unused ballots are secured and ballot stubs are placed in the ballot stub envelope. Once this is complete, open the ballot box and secure the voted ballots.

Step 1: Check the auxiliary bin and scan those ballots. If any ballot won't scan, place it in the Uncounted Ballot Envelope.

Step 2: Remove all voted scanned ballots from the main ballot box compartment and place them into the envelope labeled "VOTED PAPER BALLOTS."

- Seal the Voted Ballot Envelope – Two election workers MUST SIGN across the SEALED FLAP.
- Number the Voted Ballot Envelope(s)
  - Example: (1 of 1) or (1 of 2 and 2 of 2).



Step 3: Place all sealed Voted Ballot envelope(s) into the appropriate canvas bag.

- Precincts that return supplies by mail secure the Voted Ballot envelopes in the GREEN bag and return.
- Precincts that return supplies to a HUB Site or Regional Office location secure their Voted Ballots in the BLACK duffle bag.

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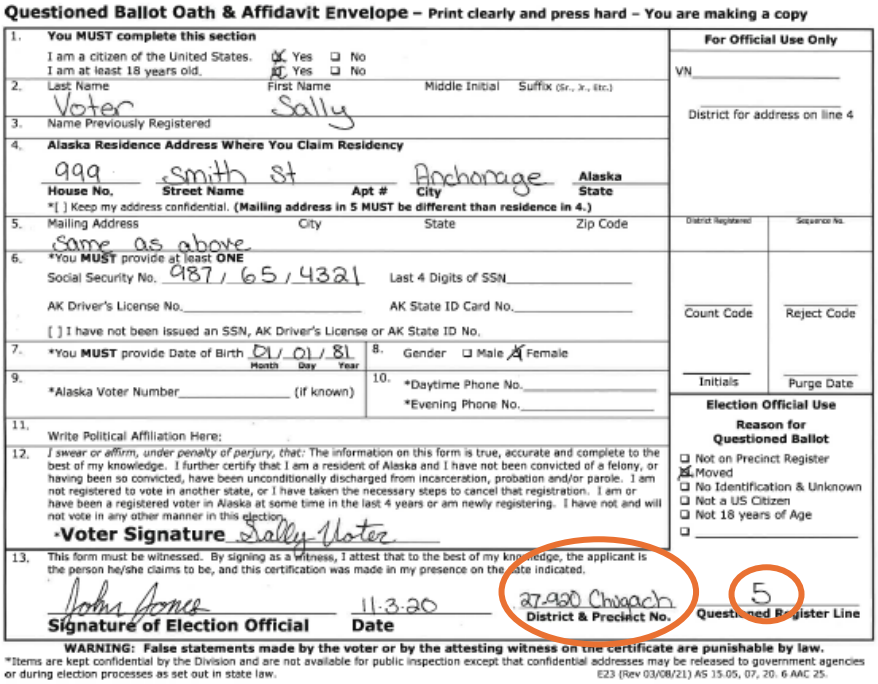
Closing Task 4 – Questioned Ballot Accountability

Step 1: Count the number of questioned ballot envelopes and give the number to the poll worker who is completing the accountability on the precinct register.

Step 2: Arrange the envelopes in the same order as the names appear on the questioned register.



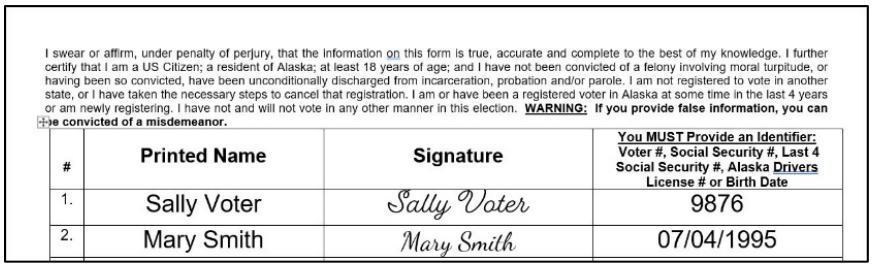
Questioned Ballot Oath & Affidavit Envelope – Print clearly and press hard – You are making a copy

1. **You MUST complete this section**
   I am a citizen of the United States. ☒ Yes ☐ No
   I am at least 18 years old. ☒ Yes ☐ No
2. Last Name: Voter — First Name: Sally — Middle Initial — Suffix (Sr., Jr., Etc.)
3. Name Previously Registered
4. **Alaska Residence Address Where You Claim Residency**
   999 (House No.) Smith St (Street Name) — Apt # — Anchorage (City) — Alaska (State)
   *[ ] Keep my address confidential. **(Mailing address in 5 MUST be different than residence in 4.)**
5. Mailing Address: same as above — City — State — Zip Code
6. *You **MUST** provide at least **ONE**
   Social Security No. 987 / 65 / 4321 — Last 4 Digits of SSN
   AK Driver's License No. — AK State ID Card No.
   [ ] I have not been issued an SSN, AK Driver's License or AK State ID No.
7. *You **MUST** provide Date of Birth 01 / 01 / 81 (Month / Day / Year)
8. Gender ☐ Male ☒ Female
9. *Alaska Voter Number (if known)
10. *Daytime Phone No. *Evening Phone No.
11. Write Political Affiliation Here:
12. *I swear or affirm, under penalty of perjury, that:* The information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a resident of Alaska and I have not been convicted of a felony, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election.
    Voter Signature Sally Voter
13. This form must be witnessed. By signing as a witness, I attest that to the best of my knowledge, the applicant is the person he/she claims to be, and this certification was made in my presence on the date indicated.
    John Jones — **Signature of Election Official**
    11.3.20 — **Date**
    27-920 Chugach — **District & Precinct No.**
    5 — **Questioned Register Line**

For Official Use Only
VN
District for address on line 4
District Registered | Sequence No.
Count Code | Reject Code
Initials | Purge Date

Election Official Use
Reason for Questioned Ballot
☐ Not on Precinct Register
☒ Moved
☐ No Identification & Unknown
☐ Not a US Citizen
☐ Not 18 years of Age
☐ _____

WARNING: False statements made by the voter or by the attesting witness on the certificate are punishable by law.
*Items are kept confidential by the Division and are not available for public inspection except that confidential addresses may be released to government agencies or during election processes as set out in state law.
E23 (Rev 03/08/21) AS 15.05, 07, 20. 6 AAC 25.



I swear or affirm, under penalty of perjury, that the information on this form is true, accurate and complete to the best of my knowledge. I further certify that I am a US Citizen; a resident of Alaska; at least 18 years of age; and I have not been convicted of a felony involving moral turpitude, or having been so convicted, have been unconditionally discharged from incarceration, probation and/or parole. I am not registered to vote in another state, or I have taken the necessary steps to cancel that registration. I am or have been a registered voter in Alaska at some time in the last 4 years or am newly registering. I have not and will not vote in any other manner in this election. **WARNING:** If you provide false information, you can be convicted of a misdemeanor.

#	Printed Name	Signature	You MUST Provide an Identifier: Voter #, Social Security #, Last 4 Social Security #, Alaska Drivers License # or Birth Date
1.	Sally Voter	Sally Voter	9876
2.	Mary Smith	Mary Smith	07/04/1995

Step 3: Place voted questioned ballots and questioned ballot register in the appropriate white Tyvek envelope included in your supplies for voted questioned ballot materials.

DO NOT OPEN OR TALLY QUESTION BALLOTS AND DO NOT REMOVE THE TOP COPY FROM ENVELOPES.

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Closing Task 5 – Special Needs Ballot Accountability

Step 1: Count the number of special needs ballot envelopes that you issued and were returned by 8:00 pm and provide to the poll worker who is completing the accountability portion of the precinct register.

Ballot Accountability

District:
Precinct:
Election:

Paper Ballots Received		
Total Ballots Received: *Enter this total in line (8) below.*	**First Ballot Stub Number**	**Last Ballot Stub Number**

Paper Ballots Used				
First Unused Ballot Stub Number		**First Ballot Stub Number**		**Total Number of Ballots Used** *Must match line (7) below.*
	-		=	

Unused Paper Ballots				
Last Ballot Stub Number		**Last Ballot Stub Number Used**		**Total Number of Unused Ballots** *Must match line (9) below.*
	-		=	

Read each question below to complete the ballot accountability		**Precinct Chair Enter Numbers Below:**	**Official Use**
(1)	**How many people signed the precinct register?** DO NOT include any questioned or special needs ballots in this number.		
(2)	**How many people voted a questioned ballot?** Count the number of voted questioned ballot envelopes.	+	
(3)	**How many special needs ballots issued and returned by 8:00pm?** The number of envelopes returned with a voted ballot that match the special needs register.	+	
(4)	**How many special needs ballots were issued but not returned at the end of the night?** The number of special needs ballots not returned according to the special needs register. DO NOT include special needs ballots returned to your location that WERE NOT issued from your location.	+	

Step 2: If you issued special needs ballots that were not returned, record this number on the ballot accountability as well as on line 4. The voted special needs ballots are returned to the election supervisor.

Step 3: Place the voted special needs ballots and special needs register in the appropriate white Tyvek envelope included in your supplies for voted special needs ballot envelopes.

Special needs ballots that are returned to your precinct but that were not issued by your precinct, should not be included in the ballot accountability.

DO NOT OPEN OR TALLY SPECIAL NEEDS BALLOTS AND DO NOT REMOVE THE TOP COPY FROM ENVELOPES.

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Closing Task 6 – Physical Ballot Accountability

It is recommended that only one worker complete the ballot accountability. You will need to gather numbers from other workers that are completing end of night tasks. The ballot accountability is a record of how your precinct used the ballots and it MUST be completed.

Step 1: Fill out the top part of the ballot accountability and verify that ballot stub numbers are accurate for all ballots received and used. The total quantity, starting and last ballot stub number will be pre-filled.

- Paper Ballots Used - Record the first unused ballot stub number and the first ballot stub number to get the total number of ballots used.
- Unused Paper Ballots - Record the last ballot stub number AND the last ballot stub number used to get the total number of unused ballots.

Step 2: Fill out the bottom part of the ballot accountability.

- Read and complete each line on the ballot accountability.
- Lines 7, 8, and 9 must match the totals in the top part.
- Record the spoiled regular paper ballot totals on line 5.

When completing the ballot accountability - Only count the number of special needs and question ballot envelopes. **DO NOT** open the envelopes and **DO NOT** remove top copies from envelopes.

EXAMPLE

Ballot Accountability

District: 01-446
Precinct: AURORA
Election: 20PRIM

Paper Ballots Received		
Total Ballots Received: *Enter this total in line (8) below.*	**First Ballot Stub Number**	**Last Ballot Stub Number**
300	001	300

Paper Ballots Used				
First Unused Ballot Stub Number		**First Ballot Stub Number**		**Total Number of Ballots Used** *Must match line (7) below.*
133	-	001	=	132

Unused Paper Ballots				
Last Ballot Stub Number		**Last Ballot Stub Number Used**		**Total Number of Unused Ballots** *Must match line (9) below.*
300	-	132	=	168

Read each question below to complete the ballot accountability		Precinct Chair Enter Numbers Below:	Official Use
(1)	**How many people signed the precinct register?** DO NOT include any questioned or special needs ballots in this number.	**104**	
(2)	**How many people voted a questioned ballot?** Count the number of voted questioned ballot envelopes.	**+10**	
(3)	**How many special needs ballots issued and returned by 8:00pm?** The number of envelopes returned with a voted ballot that matches the voters on the special needs register.	**+10**	
(4)	**How many special needs ballots were issued but not returned at the end of the night?** The number of special needs ballots not returned according to the special needs register. DO NOT include special needs ballots returned to your location that WERE NOT issued from your location.	**+5**	
(5)	**How many ballots were spoiled or mismarked?** The total number of spoiled ballots from the Spoiled Ballot Log.	**+5**	
(6)	**How many ballots were cast using the Voting Tablet?** This number is located on the voting tablet in the bottom left-hand corner where it says "Total ballots cast: __"	**-2**	
(7)	**Add lines (1) through (5), then subtract (6) for a total number of *stubbed* ballots used.**	**=132**	
(8)	**Total ballots received from the election office.**	**300**	
(9)	**Subtract line (7) from line (8) for the total number of *unused stubbed* ballots.**	**=168**	

Finalize and Return Election Materials

Securing The Bags

How to insert the security tabs for the blue ballot box and red bags:

Step 1: Zip the bag completely closed.

Step 2: Put the zipper handle into the locking base and snap into place.

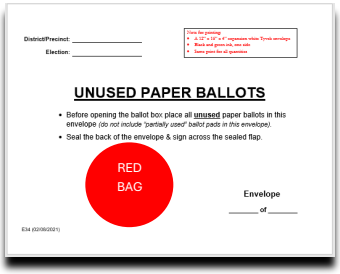
Step 3: Inset the prongs of the security tab into the lip of the zipper handle.

NOTE: If a tab breaks when you are securing the lock, please place it in the plastic bags and return it with your supplies.

Return By Mail

Red Bag Must Contain:

- ❑ E16 envelope containing items listed on front of envelope
- ❑ E34 Unused Ballot Envelope
- ❑ Election materials supply folder/binder
- ❑ Voting tablet supply folder
- ❑ Remaining materials/supplies



Green Bag Must Contain:

- ❑ Precinct register and cover
- ❑ E11 spoiled ballot envelope
- ❑ E26 ballot stub envelope
- ❑ E33P paper voted ballot envelope.
- ❑ E33VT voting tablet voted ballot tape envelope.
- ❑ Original summary sheet (if applicable)
- ❑ E38 memory card envelope

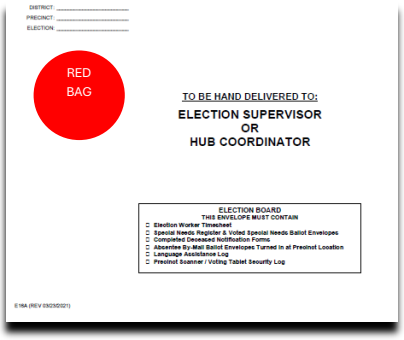
- ❑ Turn the address card in the window of the bags over so it shows the outgoing address.
- ❑ Zip both bags completely closed. Take a red security tab and push it into the two holes at the end of the black clip on the closed zipper.

Both bags are ready for mailing.

Ballot Return In Person

Blue or Red Bag Must Contain:

- ❑ E11 spoiled ballot envelope
- ❑ E16A envelope containing items listed on front of envelope
- ❑ Unused ballots in the original box with security seal applied, or E34 Unused Ballot Envelope
- ❑ Precinct register & cover
- ❑ E30 questioned ballot envelope
- ❑ E26 ballot stub envelope
- ❑ E38 memory card envelope
- ❑ Election materials supply folder/binder
- ❑ Voting tablet supply folder
- ❑ Remaining materials/supplies



Black Ballot Transport Bag Must Contain:

- ❑ E33P paper voted ballot envelope

Close the bag and secure zipper with numbered security seal.

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Emergency Procedures

Paper Ballot Supply: Not Enough or Missing

What if the precinct does not have enough paper ballots or if ballots are missing?

Contact the regional election supervisor immediately. If there are not enough ballots or ballots are missing on Election Day, use sample ballots, ballots removed from an official election pamphlet, or sheets of paper on which the names of candidates and issues are written, which can also be used until new ballots are delivered. Complete the certificate on the precinct register. (*Keep in mind that you may also have the voter vote on the voting tablet unit until paper ballots are supplied.)*

Precinct Register Missing

What should the poll workers do if the precinct register is missing?

Contact the election supervisor immediately. Do not turn voters away from the polls. Have all voters vote a questioned ballot until a precinct register can be provided.

- Ask each voter to sign in on the questioned voter register. If all lines are filled, have voters sign in on a separate sheet of paper. Voters must print and sign their names and provide identification.

- Ask each voter to complete a questioned ballot envelope.

If a precinct runs out of questioned ballot envelopes, voters may still vote. A plain envelope may be used. Ask voters to print their name, residence, mailing address, and an identifier, such as a social security number, date of birth, or voter number, on the envelope. The voter must sign the envelope, and a poll worker must sign the envelope as a witness.

- Ask the voter for identification. If the voter does not have identification, write “no ID” on the envelope.

- Issue the voter a ballot and a secrecy sleeve or a piece of paper to return the ballot. The voter should be instructed to return the ballot to the poll worker in the sleeve or wrapped in paper after voting.

- When the voter returns the voted ballot, it should be placed in the questioned ballot envelope or a plain envelope that has been written on and signed by the voter and a poll worker. Seal the envelope and have the voter drop the envelope in the ballot box.

- When the election workers open the ballot box after the polls close, **DO NOT** open these envelopes. Rubber band the ballot envelopes together. Put them in the envelope for questioned ballots and mail or return to the election supervisor.

Polling Place Not Available

What should the poll workers do if the polling place is unavailable?

Find another polling place. If a school, public building, church or even a private home is nearby, ask permission to set up the polling place. Post signs at both the original and new polling places so that voters can find the new location.

As soon as possible, contact the election supervisor. The election supervisor will notify the voters and the news media of the change.

Ballot Box Missing or Unusable

What should the poll workers do if the ballot box is missing or unusable?

A cardboard box or a similar empty box can be used as a temporary ballot box. Tape the box closed. Cut a slot in the top to make an opening large enough for ballots to be inserted.

Fire Alarm

What should the poll workers do if a fire alarm goes off?

Assess the situation; remember the safety of the poll workers comes first. If possible, secure the ballots and lock the door as you leave. However, do not take any risk that may jeopardize the safety of your election workers.

Tsunami Warning

What should the poll workers do if a Tsunami Warning is issued?

Follow evacuation instructions for your community provided by the public safety advisory for tsunami warnings. Assess the situation. Safety of your poll workers comes first. If possible, secure the ballots and lock the door as you leave. However, do not take any risk that may jeopardize the safety of your poll workers.

DE-ESCALATION

Be aware of your non-verbal communications. Ensure your tone, facial expressions, body language, and gestures relay calm and empathy.

RULES OF BODY LANGUAGE

GOOD BODY LANGUAGE

#1 Keep a relaxed and alert stance off to the side of the person.

#2 Keep your hands down, open, and visible at all times.

#3 Use slow, deliberate movements.

#4 Maintain a neutral and attentive facial expression.

BAD BODY LANGUAGE

#1 Standing rigidly directly in front of the person.

#2 Pointing your finger.

#3 Excessive gesturing or pacing.

#4 Faking a smile.

DE-ESCALATION

Responses, tips and reminders to help stabilize tense situations.
Another sentence here and it carries on and on until it's over.

FIVE PURPOSEFUL ACTIONS

REMAIN CALM

Responses, tips and reminders to help stabilize tense or stressful situations.

CHANGE THE SETTING

If possible, remove people from the area. This could involve parties to the conflict and onlookers.

RESPECT PERSONAL SPACE

Maintain a safe distance and avoid touching the other person.

LISTEN

Give your full attention, nod and ask questions, and avoid changing the subject or interrupting.

EMPATHIZE

Present genuine concern and a willingness to understand without judging.

DE-ESCALATION

Remain respectful and courteous. Address the individual with civility and use phrases such as "please"and "thank you."

VERBAL COMMUNICATION

TONE
+
VOLUME
+
RATE OF SPEECH
+
INFLECTION
=
VERBAL DE-ESCALATION

TONE
Speak calmly to demonstrate empathy.

VOLUME
Monitor your volume and avoid raising your voice.

RATE OF SPEECH
Speak slowly - though not too slowly - because it is soothing.

INFLECTION
Be aware of emphasizing words or syllables as that can negatively affect the situation.

INSTEAD OF SAYING:	TRY:
"Calm down"	"I can see that you are upset..."
"I can't help you"	"I want to help. What can I do?"
"I know how you feel"	"I understand that you feel..."
"Come with me"	"May I speak with you?"

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