



ELECTION DAY GUIDE

the Essential Information to
Successfully Conduct an Election in

Lancaster County

*and Instructions for Operating the
Hart Intercivic Verity 2.3.4 Voting Equipment*



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TELEPHONE NUMBERS FOR ELECTION DAY EVE AND ELECTION DAY

Monday before election: If you do not have all your supplies or you have materials belonging to another district: 717-299-8293

Monday night before election, until 8pm: Polling Place problems, voting equipment problems: 717-299-8298

Election Day (6 am to 9:30 pm)

Our office will be staffed by the Registration & Elections work group and members of the telephone bank. 717-299-8293

Judges of Election ONLY

The following direct numbers are special lines available to the Judges of Election ONLY for quick response and will be staffed beginning at 6 am on Election Day. *Please do not give these numbers out to the public.*

The public should call 717-299-8293 with any questions.

717-299-8298	717-295-3557
717-299-8384	717-299-8295
717-299-8297	717-735-2108
717-295-3556	717-295-3558

If you are unable to get through to one or more of these phone numbers, please call 717-299-8293 and your call will be answered by the next available staff member.

ELECTION NIGHT, AFTER 9:30 PM - Call 717-598-4622 with questions

LOCAL ELECTION BOARD OFFICIALS

Judge of Election – 4 Year Term – Elected by Voters

Majority Inspector – 4 Year Term – Elected by Voters

Received *highest* number of votes cast. *Not determined by party.*

Minority Inspector – 4 Year Term – Elected by Voters

Received *second highest* number of votes cast. *Not determined by party.*

Clerks

Appointed by Majority Inspector and Minority Inspector, respectively

Machine Inspector

Appointed by County Board of Elections

Constable – 6 Year Term – Elected by Voters

Deputy Constable

Approved by Judge of Court of Common Pleas, upon petition filed by the Constable of the Municipality.

IDENTIFYING FLAGS IN THE POLL BOOK

Absentee – Ballot Cast/Not Eligible: Voter requested and was issued an absentee ballot and has returned the voted ballot to the Election Office.

Absentee – Remit/Spoil Ballot or Issue Provisional: Voter requested and was issued an absentee ballot and did not return the ballot to the Election Office, prior to poll book printing. The voter will need to surrender their absentee ballot, with return envelope, to the Judge of Election and complete the Elector's Declaration to Surrender Their Mail Ballot form. Voters without their ballots and return envelope may only vote provisionally. This field appears below the barcode, above the ID number.

Affirmation Required: Address Verification Notice was not returned by the voter or could not be delivered by the post office. Voter must fill out the Affirmation of Elector form prior to voting. This form is also used for changing a voter's address if the address is different from the one listed in the poll book.

ATV: Identifies the person marked as Assistance to Vote.

ID Required: Voter must show ID prior to voting.

Mail-in - Ballot Cast/Not Eligible: Voter requested and was issued a mail-in ballot and has returned the voted ballot to the Election Office.

Mail-in - Remit/Spoil Ballot or Issue Provisional: Voter requested and was issued a mail-in ballot and did not return the ballot to the Election Office, prior to poll book printing. The voter will need to surrender their mail-in ballot, with return envelope, to the Judge of Election and complete the Elector's Declaration to Surrender Their Mail Ballot form. Voters without their ballots and return envelope may only vote provisionally. This field appears below the barcode, above the ID number.

No Signature on File: Voter is lacking a signature. Please obtain by handing them a new registration form and having the voter fill it out.

Not Eligible: Voter is neither registered with the Democratic party, nor the Republican party and is not eligible to vote in the primary.

Question Only: Flag appears only in the primary, indicating a voter who is not registered as either Democratic or Republican and may only vote for the question(s) appearing on the ballot in their precinct.

IMPORTANT INFORMATION TO REMEMBER

If you are working in a polling place outside of your precinct, be sure to apply for an Absentee Ballot. The deadline to apply is 5 pm on the Tuesday before every election.

PRE-ELECTION SET-UP

Completed

- Ensure supplies are accounted for (supplies are picked up the Saturday or Monday before election).
- Put Alphabet Tabs on poll books.
- Locate the Ballot & Seal Certificate. Verify seals and sign.
- Print poll workers' names on the Election Officers' Oaths sheet on the appropriate line on **BOTH** copies. Place one copy in Envelope G and the other copy in Envelope H.
- Locate all four of General Return of Votes Cast sheets; verify the precinct information is accurate.
- Locate the Numbered List of Voters. **When writing down voters' names, be sure to use the cardboard separator sheet.**
- Locate "Affirmation of Elector" forms, complete the **top** portion only (County, District, Election Date) and keep them with the Affirmation Envelope.
- Locate "Declaration of Assistance to Vote".

Additional Suggestions

Locate "Challenges/Elector's Affidavit" forms and place in the bottom of the supply box for quick access.

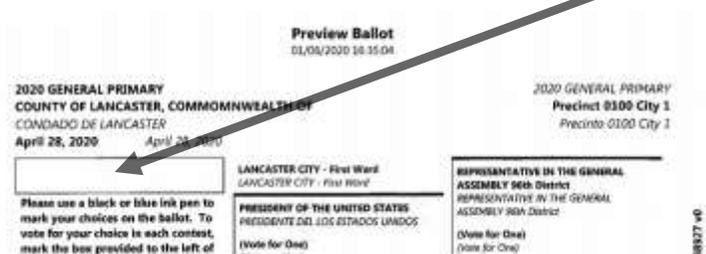
Locate the Spoiled Ballot Logs. Attach to Envelope Y.

Locate the envelopes that will be returned to the County and to the Minority Inspector after the election. Label the envelopes respectively.

IDENTIFYING BALLOT COLORS

In a primary, the ballots are identified by the following:

DEMOCRATIC BALLOT
REPUBLICAN BALLOT
REFERENDUM BALLOT



PRE-ELECTION CHECK LIST

BLUE PRECINCT SUPPLY BAG

- Manilla envelopes - verify contents on label
 - (2) Envelopes 12 X 15 – Materials for Election Processing & Precinct Paperwork
 - (1) Envelope 9 X 12 – Election Materials
- Supplemental Poll Book sheets
- Poll Books
- Supply Box
 - Return envelopes: *Provisional, Affirmation of Electors, A, B, etc.*
 - Record of Assisted Voters
 - Oath
 - Voter Registration applications
 - Affirmation of Electors, Affidavit of Voter Identification, Declaration of Need for Assistance to Vote, Complaint Forms
 - Party ID cards (Primary)
 - “✓” Cards (November)
 - Plastic bag with pens, tape and string
 - Postings
 - Election Day Digest

ADVANCE PREPARATION

- Poll books
 - Attach alpha tabs (found taped to poll book cover)
 - Insert Supplemental Poll Book sheets
- Complete top section of Oath Sheet
DO NOT SIGN UNTIL ELECTION MORNING
- Complete top section of Affirmation of Elector
- Locate “Challenges/Elector’s Affidavit” forms
- Bundle Verity Scan Spoiled Ballot Log and Verity AW Spoiled Ballot Log with Spoiled Ballot Envelope Y
- Bundle envelopes along with available seal for Blue Bag
- Bundle envelopes for Minority Inspector

BLACK BAG

- Privacy screens
- Soft booths

CART DRAWER

- Extension cord, headphones, privacy folders, paper rolls, pens, printer cable, Provisional Ballot materials

ELECTION EVE PRECINCT SET-UP

- Verify black and white handle seals on the Scanner & AW. If broken, call the Election Office.
- Compare Ballot & Seal Certificate with seal and ID numbers on voting equipment
- Verify that the number of ballots is correct and for the right precinct
- Sign Ballot & Seal Certificate, located in the top flap of the Ballot Bag, and place into Envelope W
- Verify the Zero Reports on the Scanner and AW are for the correct precinct and election
- Arrange machines, tables and chairs. Set up equipment only if room will be locked.
- Do not turn on power the night before.***
- Do not remove any red tamper seals.***

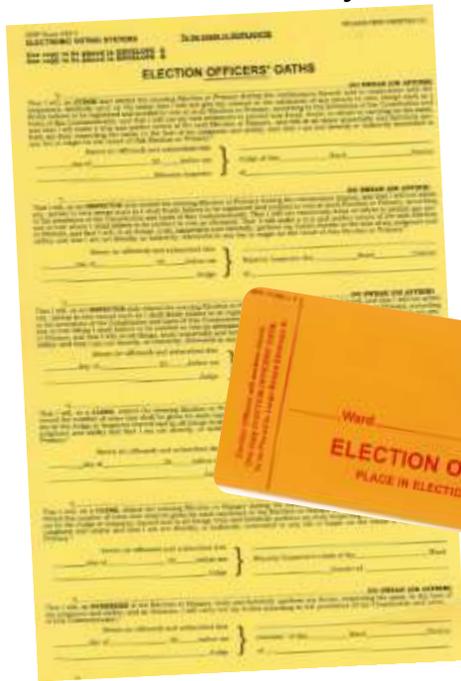
ELECTION MORNING CHECK LIST, PRIOR TO 7 AM

- Workers report for duty by 6:30 am.
- Administer Election Board Oaths
- Postings prominently displayed
- Supplies organized and ready
- Assemble and power-on equipment
- Write opening Lifetime Counter Totals on Return Sheets
- Print one Zero Report from AW and place in Envelope Z
- Print (2) Zero Reports from Scanner. Post one for public & place one in Envelope Z.
- Open polls on Scanner and AW

Doors open at 7:00 AM sharp!

OPENING POLLS CHECKLIST

Follow Pre-Election Day Checklist, if not previously done.



The Judge of Election should have:

- All keys in Envelope T
- Provisional ballot materials



- Election Day Digest
- Oath & Pay Voucher
- Poll book(s)
- Forms for voters
- Plastic bag (pens, tape)
- Spoiled Ballot Log
- (4) Return Sheets
- (5) Sample ballots

Envelopes W, X, Y and Z

W - Return Sheets, vDrives, Ballot & Seal Certificate, Tally Report, Summary Report	X - Voted not Scanned
Y - Spoiled Ballots & Surrendered Ballots	Z - Zero Reports

- **Minority Inspector swears in the Judge of Election.**
- **The Judge of Election swears in all other poll workers.**
- Call the Election Office at 717-299-8293 about any vacancies on the board. Refer to the “Filling Vacancies on the Election Board” section of the Election Day Digest.
- Review set-up in polling area and prepare voting equipment.

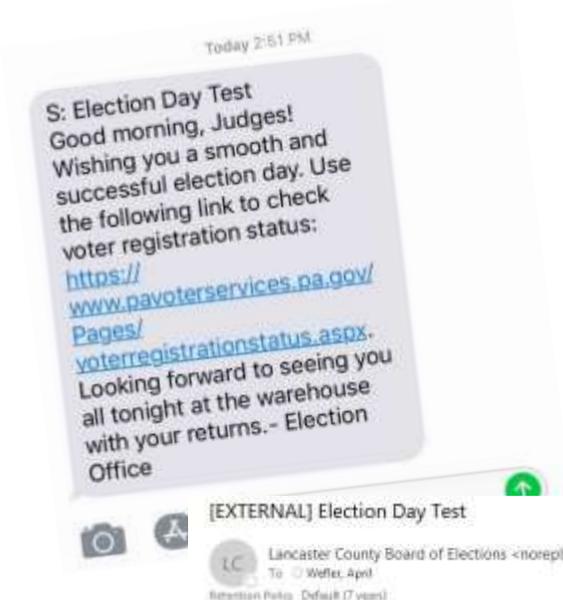
OPENING POLLS

Post the following in a conspicuous location in the polling place.

- ❖ Zero Report from Scanner
- ❖ (5) Sample Ballots
- ❖ (3) Notice of Voter's Rights
- ❖ Provisional Voting Instructions
- ❖ Election News (English & Spanish)
- ❖ (3) Notice of Prohibitions & Penalties
- ❖ Summary of Voter Registration and Voting Procedures
- ❖ Plain English & Spanish Statements for Ballot Questions, if applicable
- ❖ (3) Individual's Rights Under Federal Law (English and Spanish)
- ❖ (3) General Information Re: Voting Rights (English and Spanish)

Judges may receive additional materials in their Supply Bag prior to Election Day.

TEXT NOTIFICATION/PHONE CALL FROM OFFICE



Should there be an urgent need to reach out to the Judges during Election Day, the Office of Voter Registration will utilize Everbridge to send out a **mass text message and/or phone call.**

Good morning, Judges! Wishing you a smooth and successful election day. Use the following link to check voter registration status: <https://www.pavoterservices.pa.gov/Pages/voterregistrationstatus.aspx>. Looking forward to seeing you all tonight at the warehouse with your returns. - Election Office

OPENING POLLS: BALLOT & SEAL CERTIFICATE

Lancaster County Ballot & Seal Certificate Municipal Election November 5, 2019

The Ballot & Seal Certificate is prepared at the warehouse as voting equipment is being staged for the election. This document should accompany the equipment from the warehouse to the polling location and **be returned in the blue bag.**

Precinct Code:	0100	Precinct Name	0100 City 1		
Polling Place Name	Masonic Center Of Lancaster County				
Scan ID Number	1		JKO	Prepared By	do
				Audited by	
AW ID Number	1		DAM	Prepared By	ml
				Audited by	

SEAL INFORMATION

Seal Number placed on the Scan handle, Ballot Bag & vDrive cover prior to the election:

Handle Seal #:	0127103	Installer	I H		
vDrive Cover Seal #:	027402	Installer	DLC		
Ballot Bag Seal #:	027401	Installer	<i>[Signature]</i>		

Seal Number placed on the AW handle, Printer Port & vDrive cover prior to the election:

Handle Seal #:	0127102	Installer	I H		
vDrive Cover Seal #:	0127101	Installer	DLC		
Printer Port Seal #:	027403	Installer	JKO		

Pre-Printed Paper Ballots

Number of Ballots Issued:	560	Installer	<i>[Signature]</i>		
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The Election Office technician responsible for preparing the voting equipment and related supplies for this poll location shall sign and date this form. The presiding election official for the location must sign and date this form to acknowledge their review of this information.

[Signature] October 25, 2019

Equipment Prepared by Date Presiding Election Official Date

*The Judge of Election must sign and date the **Ballot & Seal Certificate.***

Ballot & Seal

The Ballot & Seal Certificate can be found in the *top flap of the Ballot Bag*. Remove this document from the flap prior to inserting the Ballot Bag in the Scanner.



Ensure the Ballot & Seal Certificate is returned in Envelope W.

OPENING POLLS: PAY VOUCHER

Judge of Elections PH#: WASHINGTON, GEORGE 444 W WALNUT ST LANCASTER, PA 17603 FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____	SUB Judge of Elections NAME _____ PH# _____ ADDR _____ CITY _____ PA ZIP _____ FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____
Majority Inspector PH#: ADAMS, JOHN 445 W WALNUT ST LANCASTER, PA 17603 FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____	SUB Majority Inspector NAME _____ PH# _____ ADDR _____ CITY _____ PA ZIP _____ FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____
Minority Inspector PH#: JEFFERSON, THOMAS 446 W WALNUT ST LANCASTER, PA 17603 FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____	SUB Minority Inspector NAME _____ PH# _____ ADDR _____ CITY _____ PA ZIP _____ FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____
Clerk (Majority) PH#: MADISON, JAMES 447 W WALNUT ST LANCASTER, PA 17603 FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____	SUB Clerk (Majority) NAME _____ PH# _____ ADDR _____ CITY _____ PA ZIP _____ FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____
Clerk (Minority) PH#: MONROE, JAMES 448 W WALNUT ST LANCASTER, PA 17603 FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____	SUB Clerk (Minority) NAME _____ PH# _____ ADDR _____ CITY _____ PA ZIP _____ FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____
Machine Inspector PH# _____ ADDR _____ LAN _____ PA ZIP _____ FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____	SUB Machine Inspector NAME _____ PH# _____ ADDR _____ CITY _____ PA ZIP _____ FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____
Constable ***** ***** ***** ***** *****	SUB Constable NAME _____ PH# _____ ADDR _____ CITY _____ PA ZIP _____ FULL DAY <input type="checkbox"/> HALF DAY <input type="checkbox"/> SIGNATURE _____

Please double-check the pay voucher to ensure your mailing address is correct. If it is not correct, strike through the wrong address and write the correct one.

IF YOU DO NOT SIGN THE
 PAY VOUCHER, YOU WILL
 NOT RECEIVE YOUR CHECK.

Place a checkmark in either the *full* or *half-day* space.

If your name is not on the Pay Voucher, please add your information.



DURING VOTING HOURS

If an elector comes to your polling place to vote and you do not have him/her in your poll book or in your Supplemental Poll Book sheets, PLEASE call the Election Office at 717-299-8293 or if possible, look up the voter's polling location online.

1. Review "Voting Procedures" in front of poll books.
2. Review "Operating Voting Equipment" section of the manual.
3. NOTE ON PROVISIONAL BALLOTS: If a voter's name cannot be found in the poll book, first check the Supplemental Poll Book (depending on precinct.) Should the voter not appear in either, call the Election Office. If the voter does not have proper ID or it cannot be determined that the person is eligible, then the individual may vote by provisional ballot. **DO NOT ADD A PROVISIONAL BALLOT VOTER ON THE NUMBERED LIST OF VOTERS.** Do not include in vote count.
4. The Judge of Election may choose to allocate different roles to the poll workers:
 - a. Maintaining Numbered List, handing out paper ballots and folders
 - b. Handling poll books, specifically signatures and ID verification
 - c. Verity Accessible Writer attendant
 - d. Scanner attendant
 - e. Additional clerks, if applicable
5. Refer to the Election Day Digest, specifically "Polling Place Regulations".
6. Poll Watchers will carry a Watcher's Certificate signed by the County Board of Elections. Watchers shall always be required to show their certificate when requested and then retain said certificate throughout the day.
8. Inspect polling place for campaign material left behind in voting booths. This material should be removed. (Make periodic inspections throughout the day.)

Scanner attendant should be mindful of voter privacy and remain at a distance.

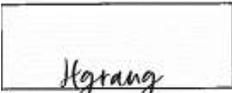
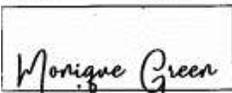
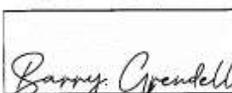
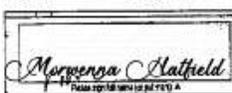
NO POLITICAL ACTIVITY within the polling place.

DURING VOTING HOURS

After the individual has been verified as eligible to vote:

- A. Place voter's name on the Numbered List of Voters and hand him or her a paper ballot.
- B. If the voter is unable to vote by paper ballot, direct him or her to the Verity Accessible Writer.

SAMPLE POLL BOOK PAGE

Digitized Signature	Voter Info	Assistance	Party	Voter Signature	2/5/2020 4:11 PM
Voter # _____ Insp. Init _____ 	GRANGER, HENRY 220 STONE MILL RD UNI D-73 LANCASTER, PA 17603 08/08/1980 5806-1		R	08/08/1980 GRANGER, HENRY ID REQUIRED X	 103509273-36
Voter # _____ Insp. Init _____ 	GREENE, MONIQUE 1640 COLONIAL MANOR DR LANCASTER, PA 17603 01/24/1958 5806-1		D	01/24/1958 GREENE, MONIQUE X	 011190267-3E
Voter # _____ Insp. Init _____ X 	GREENFIELD, HEATHER 103 PLAINFIELD CT LANCASTER, PA 17603 10/06/1950 5806-1		D	10/06/1950 GREENFIELD, HEATHER X	 021289887-36
Voter # _____ Insp. Init _____ 	GRENDALL, BARRY 206 BANYAN CIRCLE DR LANCASTER, PA 17603 07/28/1975 5806-1		D	07/28/1975 GRENDALL, BARRY X	 011263963-36
Voter # _____ Insp. Init _____ 	HATFIELD, MORWENNA 1789 HERITAGE AVE LANCASTER, PA 17603 03/28/1974 5806-1		D	03/28/1974 HATFIELD, MORWENNA X	 021798759-36

Election: 2020 GENERAL PRIMARY

Precinct: LANCASTER TOWNSHIP - 1ST WARD

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GRA - HAT

Lancaster County

FIRST TIME VOTER

First Time Voter Requirements

Federal & State laws require all voters who appear to vote in an **Election District for the FIRST TIME** to provide District Election Officials with proof of ID. Voters who fall into this category are:

New Voters - Individuals voting for the first time

Individuals who **have** voted before, but never in your district prior to this election

APPROVED FORMS OF VOTER IDENTIFICATION

Approved forms of Photo ID <i>(ID must be current/valid)</i>	Approved forms of Non-Photo ID <i>Must include voter's name & address</i>
PA driver's license/REAL ID card	Voter ID card issued by the Election Office
ID issued by Commonwealth	Non-photo ID issued by Commonwealth
ID issued by US Government	Non-photo ID issued by US Government
US Passport	Firearm Permit
US Armed Forces ID	Current Utility Bill <i>(Must show voter's name and address)</i>
Student ID	Current Bank Statement
Employee ID	Current Paycheck or Government Paycheck

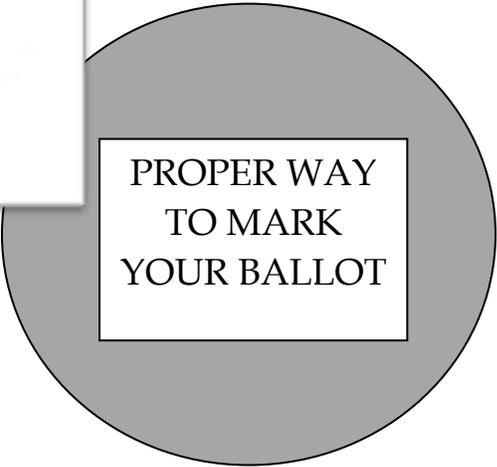
"ID Required" will appear in the poll book alongside the voter's name to alert you to anyone who is required to show ID, prior to voting.

MARKING A PAPER BALLOT

PROPER WAY TO VOTE & COMPLETE A PAPER BALLOT

RECOMMENDED (Fill in entire box - Stay within lines)	
ACCEPTABLE (X in box - Stay within lines)	
ACCEPTABLE (✓ in box - Stay within lines)	
NOT RECOMMENDED (X in box - Outside of lines)	
NOT RECOMMENDED (✓ in box - Outside of lines)	

STAY WITHIN THE LINES OF THE BLOCK AT ALL TIMES



SETTING UP THE VOTING EQUIPMENT

PART I: CONNECTING THE UPS

1. Plug the Uninterruptible Power Supply (UPS) into an electrical wall outlet. Power on the UPS by



holding in the power button until a green

wave light appears above the display.



2. Verify that the printer power cord is attached to a black electrical outlet on the back of the UPS.

Power on the printer by holding in the power button on the front bottom right.



3. Plug in the square end of the USB printer cable into the back of the printer.

4. **Do not** remove the UPS from its cart.

5. **Do not** remove the printer from its cart.



Privacy screens and soft voting booths can be found inside the Black Bag.

SETTING UP THE VOTING EQUIPMENT: VERITY ACCESSIBLE WRITER

The Ballot-Marking **Verity Accessible Writer** allows a voter to print a ballot in similar appearance to paper ballots. Once the ballot is printed, the voter takes the ballot to be scanned.

To set up the Verity Accessible Writer (AW)

1. Unhook the silver notches from the black string. Turn the booth over and push out legs. Stand upright. Make sure the silver tabs are pushed forward.



2. Place the AW on the stand and secure in place by pushing the silver tabs away from you. Remove the tamper seal from the AW handle.

3. Unlatch the case. Open the case and remove the power brick and power cord from the blue compartment. (This does not require a key.) Snap compartment shut. Close case.

4. Plug the power cord into the power brick. Plug power brick into the back of the AW (flat side up). **Do not plug the power cord into an electrical wall outlet, yet.** Plug the flat end of the USB cable from the ballot printer into the back of the AW, with the notch facing up.



5. Plug into an electrical wall outlet.

Never tilt a device by the handle while cords are connected, as this will damage the cord where it connects to the device or the device itself.

6. Open the AW case and lock the lid brace in place.

SETTING UP THE VOTING EQUIPMENT: VERITY ACCESSIBLE WRITER

7. Turn the blue key counterclockwise to unlock (A). Unlatch (B) and remove the tablet (C). *There is a small pin that fits into the tablet to hold it into place.*



8. Seat the tablet in the cradle, tilt it back, and lock it in place by turning the blue key clockwise. A green light next to the vDrive compartment will illuminate.



9. Verify AW device seals. Attach black privacy screens, found in black bag, into the sides of the booth.

10. Power on the AW by pressing the red button on the back. Remove headphones from the drawer and plug into the back of the AW Access. Power on the ballot printer by pressing the bottom right button.

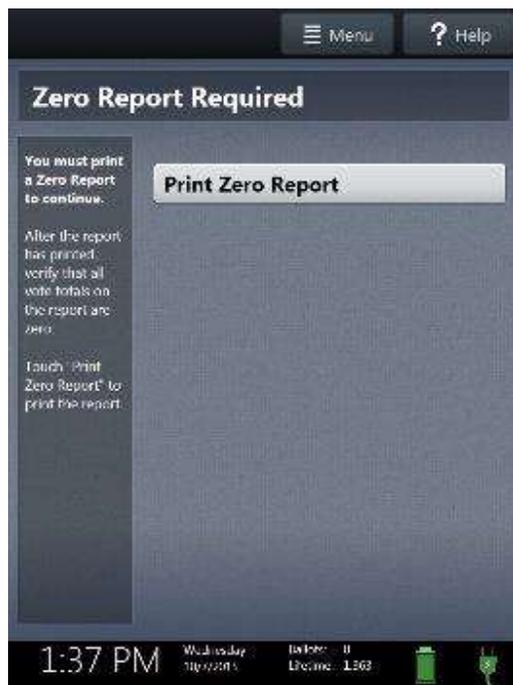
- *During the power on process, a Power-On Self Test report will print on AW's built-in report printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and power off the printer and the AW.*



SETTING UP THE VOTING EQUIPMENT: VERITY ACCESSIBLE WRITER

The AW should display the Print Zero Report screen.

The following appears at the bottom of the screen:



- *Date and Time*
- *Ballots*: The number of ballots printed using the AW for the current election.
- *Lifetime*: The number of ballots printed using the AW since it was placed into service.
- *AC and battery power indicators*: A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the AW Power-On Self Test report.

If AC power is not available, the device will automatically switch over to backup battery power and a warning message will display. To dismiss the message and continue operating on battery power, touch **“If the power is out, touch here to use battery.”** If a voting session is in progress, this message will not appear until the individual voting session is completed.

When battery power is low and AC power is disconnected, a warning message will appear on the screen. Reconnect the device to AC power.



BEFORE OPENING THE POLLS, VERIFY BALLOT COUNT IS SET AT ZERO.

NOW YOU'RE READY TO OPEN POLLS ON THE AW

OPENING POLLS ON THE VERITY ACCESSIBLE WRITER



1. Set up and power on the AW. Confirm that you are running on AC power. The **Secure Boot** will take approximately five minutes.
2. Select Print Zero Report.
3. Wait while the Zero Report prints (on the AW's built-in report printer).
 - Verify that the polling place indicated on the report is correct.
4. Verify that the clock in the bottom left corner of the screen displays the correct time.

If anything is incorrect, contact the Election Office.

5. Select **Open the Polls**.

Once you open polls, you can no longer print a Zero Report.

6. Enter the AW Open Polls Code and then select **Accept**. The Open Polls report will print.
7. Wait while the Open Polls report prints. File the Zero and Open Polls Reports with the county master copy of the Return Sheets.

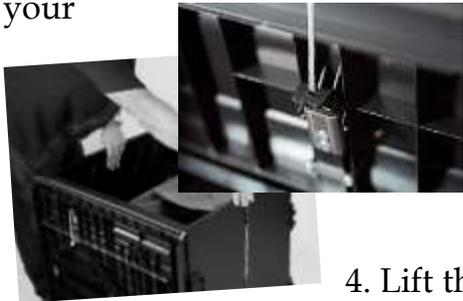


SETTING UP THE VOTING EQUIPMENT: VERITY SCAN

PART I: THE BALLOT BOX

Position the folded ballot box as shown.

1. Unlatch the four clips (two on each side).
2. Pull open the ballot box. Press the side panels outward until they are flat, being careful not to pinch your



3. Lower the bottom panel, but do not press down. Release the lid by unhooking the 3 bottom black straps around the silver hooks.

4. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Pull the string on the underside of the lid upward to unlock the lid latch. Ensure the three silver notches are slid toward the big front door.

5. Lay lid across the top of the ballot box and press down. Do not force it.
6. Unlock the front door with the silver ballot box key (this key will also open the rear emergency ballot box door and either vDrive compartment.)
7. Remove seal and then remove boxed ballots from ballot bag, ensuring that the ballot bag is empty. Leave it unzipped.

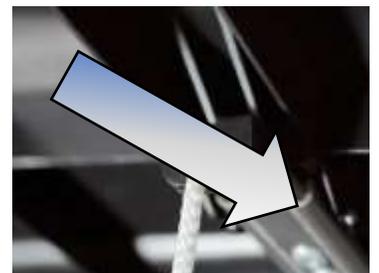
8. Press firmly on bottom panel to lock it in place. Place unzipped empty ballot bag inside with precinct label facing front and flap to the outside left.



SETTING UP THE VOTING EQUIPMENT: VERITY SCAN

PART II: THE VERITY SCAN

1. Place the Verity Scan on the ballot box, aligning footpads with the indentations. The handle on the Scanner must face the front of the ballot box.
2. Reach inside the ballot box and pull the cord down and away from you to lock the lid and the Scanner into place.
3. Close and lock the front ballot box door.
4. Remove the tamper seal from the Scanner handle. Unlatch and open the case. Remove the power brick and power cord from the blue compartment (this does not require a key). Close compartment and case.
5. Plug the power cord into the power brick and then plug the power brick into the back of the Scanner (flat side up). **Do not plug the power cord into the wall, yet.**
6. Open the Scanner case and lock the lid brace in place. **Do not plug the power cord into an electrical wall outlet, yet.**



SETTING UP THE VOTING EQUIPMENT: VERITY SCAN

7. Turn the blue key counterclockwise to unlock (A).

Unlatch (B).

Remove (C).



8. Seat the tablet in the cradle (A), tilt it back (B) and turn the key clockwise to lock it in place (C). A light near the vDrive compartment will confirm the tablet has been properly seated.

9. Verify the Verity Scan device seals. Attach privacy screens to each side of the ballot box.

10. Plug power cord into AC power. A green light should illuminate on the power brick when AC power is present. Lock door with the silver key.



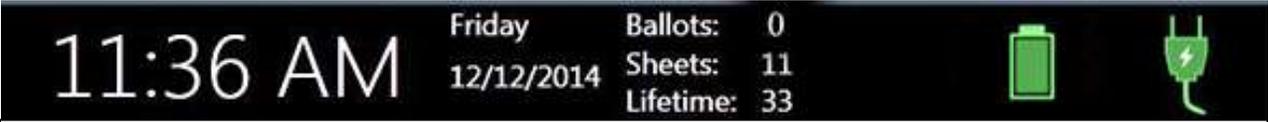
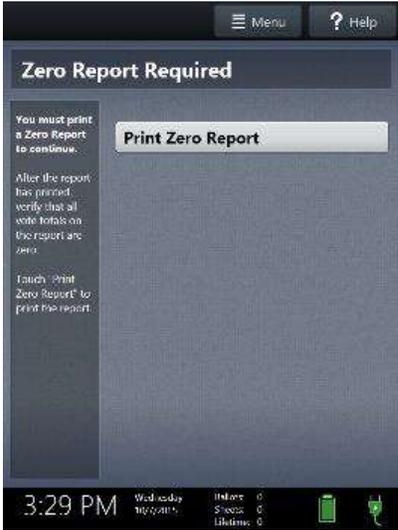
Press the red button on the back of the Scanner to power it on. A Power-On Self Test report will print, indicating any hardware or connection issues.

SETTING UP THE VOTING EQUIPMENT: VERITY SCAN

PRINT ZERO REPORT SCREEN

The following appears on the screen:

- **Date and Time**
- **Ballots:** The number of ballots scanned and cast on the Scanner for the current election.
- **Sheets:** The number of ballot sheets scanned on the Scanner for the current election.



BEFORE OPENING THE POLLS, VERIFY BALLOT COUNT IS SET AT ZERO.

- **Lifetime:** The number of ballots printed using the AW since it was placed into service.
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Scanner Power-On Self Test report. **If AC power is not available, the device will automatically switch over to battery power and a warning message will display.** To dismiss the message and continue operating on backup battery power, touch the choice for **If the power is out, touch here to use battery.** If a voting session is in progress, this message will not appear until the individual voting session is completed. When battery power is low and AC power is disconnected, a warning message will appear on the device screen. Reconnect the device to AC power.

NOW YOU'RE READY TO OPEN POLLS ON THE SCANNER

OPENING POLLS ON THE VERITY SCAN

1. Set up and power on the Scanner. Confirm that you are running on AC power. The **Secure Boot** will take approximately five minutes.

2. Select Print Zero Report.

3. Wait while the Zero Report prints (on the built-in report printer). Using the Zero Report, check the following:

- **Verify that the polling place on the report is correct.**

4. *Verify that the clock in the bottom left corner of the screen displays the correct time.*



5. Print a second **Zero Report**.

6. Select **Open the Polls**.

Once you open polls, you can no longer print a Zero Report.

7. Enter the Scanner Open Polls Code and then select



Accept. The Open Polls report will print.

8. Wait while the Open Polls report prints. File the Zero and Open Polls reports, with one placed in Envelope B and the other displayed publicly in the polling place while voting is occurring (it will be moved to Envelope Z at the end of the day.)

If anything is incorrect, contact the Election Office.

THE VOTER AND THE VERITY SCAN

Once the voter has filled out the ballot:

1. The voter takes his or her ballot to the Scanner.
2. The Scanner is ready when the **Ready to Use** screen appears.
3. The voter inserts the voted ballot into the Scanner. Flashing green arrows indicate the location and direction of the scanner feed. Ballots must be fed short-edge first, but may otherwise be scanned in any orientation.



indicate the location and direction of the scanner feed. Ballots must be fed short-edge first, but may otherwise be scanned in any orientation.



4. After scanning the ballot, have the voter wait while the ballot is being processed.

5. The voter's ballot has been cast when the Scanner displays the American flag. An audible chime will sound.

In elections with multi-sheet ballots, voters must receive all sheets for their ballot. Voters should be instructed to scan all sheets of their ballot, even if they haven't made any choices on a sheet.



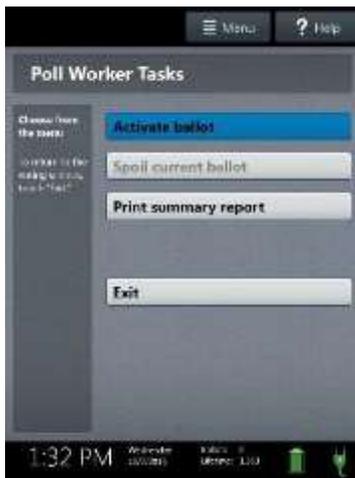
THE VOTER AND THE VERITY ACCESSIBLE WRITER

The Accessible Writer is our ADA-compliant voting system and it may be used by any voter who is unable to mark a paper ballot with a pen. If a voter indicates that he/she is unable to mark a paper ballot with a pen, that voter should be directed to the Accessible Writer to mark their ballot. After the marked ballot is printed, the voter will scan the ballot, just like hand-marked paper ballots.

Poll workers activate the ballot and then allow the voter to begin voting.

Activating a ballot

1. When the device is ready to be used for marking ballots, the **Ready for Use** screen will display.



2. Press and hold your finger on the Ready for Use button or the blue poll worker button on the back to continue.

3. Enter the Poll Worker Code and select **Accept**.

Select **Activate ballot**. Select the correct precinct.

- **In a primary:** After choosing the precinct, select the **party**.

4. Confirm the selections you have made and select **Yes** to activate ballot.

- If the precinct and/or party are incorrect, select **No**. Cancel to return to the main menu.



Marking ballots with the AW

Once a poll worker has activated a ballot:

1. The voter selects **To get started, touch here** (or turns the **Move** wheel in a clockwise direction).

If multiple languages are available, a “get started” button will appear in multiple languages. The voter selects their preferred language. The language selected applies to the device instructions and the ballot. Language settings can be changed at any time by accessing the language menu.

In order to activate audio, the hand controls on the Access must be used.

Revised September 2020

THE VOTER AND THE VERITY ACCESSIBLE WRITER

The voter chooses whether they would like to use the AW accessibility features. If the voter chooses **Yes, help me change the settings**, they will proceed to the next step. If the voter chooses **No, skip straight to voting**, they will be taken to the About Your Ballot screen.

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

- If the voter chooses to use both the screen and audio, they will then be



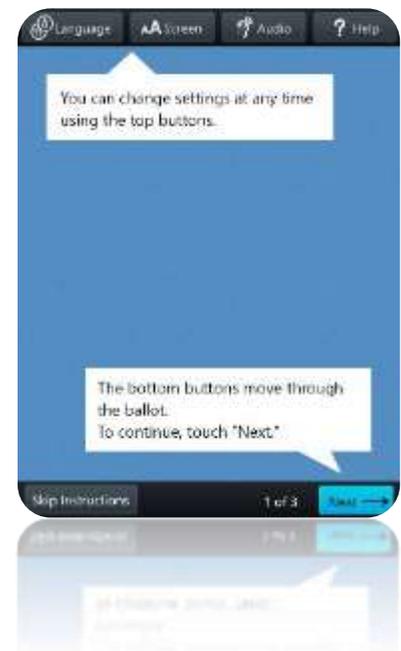
walked through the audio settings and screen settings before proceeding. The voter selects a choice in the bottom right to proceed.

- If the voter chooses to use the screen only and turn off the audio, they will be asked to confirm before proceeding by selecting **Yes, turn it off**. The voter will then be walked through the screen settings. The voter selects **OK, it**

looks good in the bottom right to proceed.

- If the voter chooses to use the audio only, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will proceed through their ballot using the Access device with headphones. The voter can select **Touch here** to turn the screen display on at any time.

2. The voter is presented with three screens of instructions that orient them to the AW. The voter can select **Next** to view each instructional page or select **Skip Instructions** to go to their ballot.



THE VOTER AND THE VERITY ACCESSIBLE WRITER

On the last page of instructions, the voter selects **Start** in the bottom right to begin marking their ballot.



3. The voter can start voting (by selecting **Begin Voting**), learn how to use the ballot, or view a list of contests on the ballot.

4. The voter makes their choices by using the touchscreen or the **Move** wheel and **Select** button on the Verity Access.

- A green box with a checkmark will display on the left of a selected choice.
- The voter can review ballot choices by selecting **Review your choices**.
- The **Next** or **Skip** button advances to

the next contest on the ballot.

5. At the end of the ballot, the **Review your ballot screen** appears.

The voter can select a specific contest to return to that contest, or select **Return to ballot** to go to the last contest visited.

6. After reviewing and confirming their choices, the voter selects **Print** to print the ballot. The voter selects **Yes, print my ballot**.

7. The voter retrieves the printed ballot from the printer next to their AW and takes it to be scanned at the Scanner.

Spoiling an active ballot

1. Press the blue poll worker button on the back of the AW.

2. Enter the Poll Worker Code and select **Accept**. Select **Spoil current ballot**. Select **Yes, spoil the ballot**. Select **OK**.

NAVIGATING THE VERITY SCAN

THE POLL WORKER BUTTON

The blue poll worker button is located on the back of the Scanner. This button is used when suspending or closing polls. This button may be used when scanning ballots with undervoted or overvoted contests.



CHANGING THE PAPER ROLL

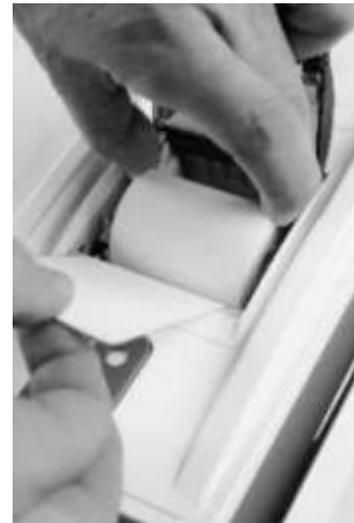


1. The built-in thermal report printer is located on the right-hand side of Verity Scan.

2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you and lift to open the paper compartment.

3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom.

4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.



The **Help** button is located at the top right of the Scanner screen. Select Exit Help on the bottom right of the Help screen to return to scanning ballots. If multiple languages are available, the Scanner will display a **Language** button in the upper left. Selecting the language button will allow the voter to choose from a list of available languages in which to display any instructions or messages. If there is a problem with the Scanner, follow the error instructions on the screen and/or contact the Election Office for assistance.

NAVIGATING THE VERITY SCAN

Undervotes, overvotes, and blank ballots

If a voter has overvoted, the Scanner will prompt the voter to:

- Remove the ballot and request a new ballot from the poll worker OR
- Cast their ballot as-is (overvoted contests will not be counted)

If the voter has left a ballot blank, he or she will be prompted to:

- Remove their ballot and make changes OR
- Cast their ballot as-is (blank contests will not be counted)

The emergency ballot bag and emergency ballot slot



A separate, secure bag for unscanned ballots is included inside the ballot box. The emergency ballot slot on the top of the ballot box feeds into this bag. The slot should remain sealed, unless the Scanner is unable to accept ballots. Ballots

can be removed from the secure bag via the locking door located on the back of the ballot box. Please contact the Election Office if you need to utilize the emergency ballot slot.

In the event of multi-sheet ballots:

- The ballot counter will increment when sheet 1 is scanned but not when sheet 2 is scanned. If sheet 2 of a 2-sheet ballot is scanned without a sheet 1, the ballot counter will not increment, but all votes on sheet 2 will be counted accurately. If additional sheets are unable to be spoiled (i.e. one sheet has already been scanned), spoil the remaining sheet of the ballot, provide replacement sheet, and spoil the unused sheet from the replacement ballot.

NAVIGATING THE VERITY ACCESSIBLE WRITER

THE POLL WORKER BUTTON

Located on the back of the AW, the blue poll worker button is used for printing reports.



Verity Access is intended for voters who cannot use the touchscreen. Headphones connect to the left port; dual-switch input devices to the right (such as tactile switches or sip-and-puff devices).

Installing headphones and tactile switches

1. Lift the Verity Access from its cradle.
2. Plug the headphones into the headphone port on the top left of the Verity Access.
3. Plug the voter-provided tactile switches, sip-and-puff, or any other dual-switch input device into the port on the top right of the Verity Access.



CHANGING THE PAPER ROLL

1. The thermal report printer is located on the right-hand side of the AW.



2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you and lift to open the paper compartment.



3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom.
4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.

PROVISIONAL BALLOTS

When to issue a Provisional Ballot – When in doubt, fill one out!

- If a voter's name does not appear in your poll book or, depending on precinct, the Supplemental Poll Book, and his or her registration status cannot be determined, call the Election Office to ascertain whether or not the voter is registered to vote and in what district he or she is registered, or look up the registration on votespa.com. Your goal is to redirect the voter to the proper polling place so that he or she can cast a regular ballot that they can be assured will be fully counted.
 - A voter who is found to be registered in another district should be advised to vote in that district. In an event that the voter is unwilling or unable to go to the proper polling place, the voter may vote by a Provisional Ballot. Inform the voter of the possibility that only some of the contests may be counted. Votes may only be counted for those contests that appear on the ballot for the precinct in which they are registered.
 - Pennsylvania counties are prohibited from counting a Provisional Ballot cast by a voter registered in another county.

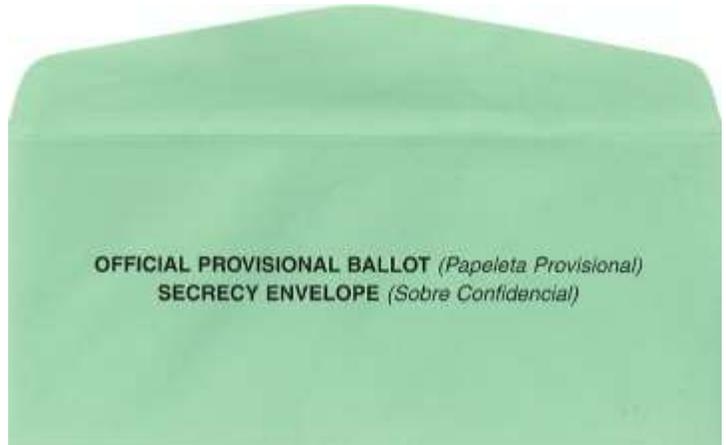
Additional Reasons for Issuing a Provisional Ballot:

- A court order has been issued for the voter.
- If the pollbook states ID Required, but voter identification is not supplied.
- A court order has been issued to extend voting hours.
- If the voter's eligibility is challenged by an election official.
- In a Primary, if a voter insists that he or she is registered in a party other than the party listed in the poll book, give that voter a Provisional Ballot for the party of which they believe they are registered.
- If a voter applied for an absentee or mail-in ballot and does not have the ballot in their possession, with return envelope, to surrender to the Judge of Election.

PROVISIONAL BALLOTS

PROCEDURES FOR ALL PROVISIONAL BALLOT VOTERS

1. **DO NOT** allow the voter to sign the Poll Book. **DO NOT** enter his/her name on the Numbered List of Voters.
2. The voter must fill out his or her information under Section #1: Voter Information listed on the white Provisional Ballot envelope.
3. The voter must then complete and sign Section #2: Voter Affidavit for Provisional Ballot.
4. If the voter lives at a different address than the address where they are registered, the voter must complete Section #3: Current Address Where the Voter Lives.
5. Judge of Election – please be sure that you have placed a **Provisional Ballot** sticker on the left side of the paper ballot before issuing the ballot and secrecy envelope (9 ½ x 4 ⅛ " green envelope.)
6. Direct the voter to a privacy screen or other accessible voting area in the polling place to privately vote his or her ballot. **Please make sure the ballot does not get scanned.**
7. After the ballot is completed, the voter should place the ballot in the green secrecy envelope, which then goes in the larger 9 x 12" white Provisional Ballot envelope. Seal the envelope. **This envelope cannot be opened in the polling place under any circumstances.**



PROVISIONAL BALLOTS

8. The voter then returns all materials to the Judge of Election and signs the envelope in front of election officials.
9. The Judge of Election correctly selects the reason for the Provisional Ballot.
10. The Judge of Election and Minority Inspector sign and date the envelope.
11. The Judge of Election must then place the Provisional Ballot bar-coded receipt sticker in the space provided on the envelope marked **AFFIX BALLOT ID NUMBER HERE**. Give the voter their portion of the receipt, which enables the voter to determine the status of their Provisional Ballot.
12. *Voter may call a toll-free number 1-877-VOTES-PA (1-877-868-3772) or visit the Pennsylvania Department of State website at www.hava.state.pa.us to learn whether their vote was counted, partially counted or not counted and why.*
13. At the end of the day, gather all white Provisional Ballot envelopes and place them in the larger white Provisional Voting – Return Envelope. Section #1 is completed by the Judge of Election and Section #2 by the Minority Inspector. Place this white envelope in the Blue Bag and deliver it to the Lancaster County Board of Elections.

PROVISIONAL BALLOTS

WPP-151(Lancaster)

PROVISIONAL VOTING—RETURN ENVELOPE
ENCLOSE VOTED PROVISIONAL ENVELOPES HEREIN

#1 FOR THE JUDGE OF ELECTION	No. _____
1. Total of all voted Provisional Ballots in this envelope	
2. Individual who delivered the Provisional Ballots to the Elections Board	
Print _____ (Individual's Full Name)	
<i>I, hereby swear, in accordance with the Pennsylvania Election Code, that the information provided in this section is accurate and complete.</i>	
Signed _____ (Judge of Election)	
#2 FOR THE MINORITY INSPECTOR	
Signed _____ (Minority Inspector)	
Precinct Number: _____	
Municipality: _____	
Ward: _____ District/Precinct: _____	
SEAL SECURELY AND DELIVER TO COUNTY BOARD OF ELECTIONS WITH OTHER RETURNS SEPARATE FROM ALL OTHER ELECTION MATERIALS.	

SEAL SECURELY AND DELIVER TO
LANCASTER COUNTY BOARD OF
ELECTIONS IN BLUE BAG

WRITE TOTAL IN THE BOXES PROVIDED NEXT TO "TOTAL BALLOTS USED AS PROVISIONAL BALLOTS" UNDER **PAPER BALLOT INVENTORY AT CLOSE OF POLLS**, LISTED ON THE RETURN SHEET.

AFFIRMATION OF ELECTOR

AFFIRMATION OF ELECTOR

For use in the polling place when an elector has changed addresses and has failed to notify the commission or when registration records incorrectly indicate that an elector has changed addresses.

County Board of Elections

City, Borough or Township _____ Ward _____ Precinct _____

Date _____

Please complete either Part A or Part B of this form, whichever is applicable, and sign and date Part C of this form before the election official.

A. Change of address:
If you have changed addresses, please check one of the following boxes and list your new address.

I still reside in the same county and in the area covered by this polling place and wish to vote here.

I still reside in the same county but in an area covered by a different polling place and wish to vote at this polling place for the last time.

I now reside in a different county and wish to vote here for the last time. Please cancel my registration in this county. (To register to vote at your new address, you should contact your local voter registration office.)

My new residence address is:

PREVIOUS RESIDENCE ADDRESS IS: _____ FIRST NAME: _____

LAST NAME: _____ STREET: _____

CITY, STATE: _____ CITY, STATE: _____

B. If you have not changed your address please check the following box:

I have not changed my residence and wish to remain registered to vote in this county.

C. Affirmation

I hereby swear or affirm that the information that appears above is true and correct to the best of my knowledge under penalty of perjury.

Signature of Voter _____ Date _____

Print Name _____ Date of Day _____

On the above date, the above elector came before me and affirmed the information contained herein to be true and correct.

You may fill out the top section of a few of these forms the weekend before the election.

At the end of the day, please tuck this envelope in the front of your poll book. This assures the necessary changes will be made to the voters' records.

WPP - 11 • WILLIAM PENN PRINTING CO., PITTSBURGH, PA.

City _____
Boro. of _____
Twp. _____

Ward _____ District _____

AFFIRMATION OF ELECTORS

Place Signed Affirmation of Electors in this Envelope.

Judge of Election - NOTE:

Seal this envelope and return to the County Board of Elections to be delivered to the Registration Commission immediately following the Primary or Election.

CHALLENGE OF VOTER

A person is not entitled to vote unless his or her registration appears in the district register (poll book.) Any election officer, qualified elector, overseer or poll watcher has the right to challenge an elector for the following reasons:

- ♦ The individual's identity
- ♦ The individual's residence in the election district
- ♦ Any alleged violation of the law pertaining to the signing of the voter's certificate
- ♦ Any alleged violation of the law prohibiting bribery at elections

This challenge does not prevent the individual from voting, but the following steps must be taken before he or she is permitted to vote:

Anyone challenged must be put under oath by the Judge of Election

- ♦ The challenged voter must then produce one qualified voter of the district who shall make an affidavit to the individual's identity or residence in the district
- ♦ The proper challenge and/or bribery form must be signed by the voter

The image shows two forms from the Commonwealth of Pennsylvania. The top form is titled "CHALLENGES ELECTOR'S AFFIDAVIT" and is used by an elector to challenge another. It includes a header with "Primary and Election 2017, Part 3" and "Willow Pine Printing Company, Pittsburgh, Pa.". The form contains a statement of intent to challenge, followed by fields for the elector's name, address, and signature. It also includes a section for the Judge of Elections to sign and date the affidavit. The bottom form is titled "SUPPORTING AFFIDAVIT" and is used by another qualified elector to support the challenge. It includes a statement of support, followed by fields for the supporting elector's name, address, and signature, and a section for the Judge of Elections to sign and date the affidavit.

CHALLENGE OF VOTER

On Election Day, the Judge of Election may be faced with challenges to the individuals who come to vote. These challenges may take several forms.

Based on the relevant Pennsylvania and federal law, the Department of State is providing the following guidelines to help Judges of Election understand the scope of their authority and decide challenges to the right to vote.

Challenges to the Right to Vote and Resolution of Challenges

A person is presumed to be a bona fide qualified elector and must be allowed to vote if his or her name appears on the list of registered electors provided to the election officers by the County Board of Elections.

- ♦ Any registered elector, Judge of Election, Majority or Minority Inspector of Election, Election Officer, Overseer or a properly certified Watcher may *challenge* the right of a registered elector to vote.
- ♦ Challenges are limited to the identity of the elector, the residence of the elector and alleged violations of the procedural requirements prescribed by 25 P.S. § 3050 of the Pennsylvania Election Code, governing the voting process in the polling place.
- ♦ No one may challenge the right of an elector to vote based on the process of voter registration or the approval of the elector's application for voter registration on Election Day. Such challenges cannot be made at the polling place, but must be filed with the voter registration commission, in accordance with 25 Pa.C.S. § 1329.
- ♦ If challenged, a registered elector must be allowed to vote after the procedural requirements of 25 P.S. § 3050 of the Pennsylvania Election Code have been met and the elector establishes his or her identity or residence **to the satisfaction of the Judge of Election**. *No other person or official at the polling place has the authority to make a final determination regarding the identity or residence of a challenged elector.*

CHALLENGE OF VOTER

- ♦ **Challenges must be made in good faith.** It is the job of the Judge of Election to ensure that no Election Officers or Watchers or any other person challenges the identities or residences of electors routinely, frivolously or without a stated good faith basis.
- ♦ When a Judge of Election cannot decide in good faith the identity or residence of a challenged elector, the Judge of Election under the authority of 25 P.S. § 3050(d) of the Election Code may require a challenged elector to get another qualified elector to sign an affidavit vouching for the challenged elector's identity or residence.

Authority and Responsibility of Judges of Election and Majority/Minority Inspectors of Election

- Under the Election Code, only the elected constitutional officers of the election district (the Judge of Election and the Majority/Minority Inspectors) can determine the qualifications of those individuals who present themselves to vote at the polling place. When the Majority or Minority Inspectors disagree upon the right of a person to vote, the Judge of Election must decide the question.
- The Majority and Minority Inspectors must swear an oath that they will not, without just cause, delay or refuse to permit any person to vote whom they believe to be entitled to vote.
- The Judge of Election must swear that he or she will use his/her best endeavors to prevent any fraud, deceit or abuse in carrying on the election process in the election district, including challenges made to an elector's identity, residence or other voter qualifications.

Penalties

Anyone who intentionally refuses to permit a person to vote who is entitled under the law to vote commits a crime under the Federal Voting Rights Act of 1965 and the Pennsylvania Election Code.

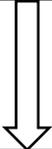
If an individual's identity or residence in the election district is challenged by a qualified elector, Election Officer, Overseer or Watcher and the Judge of Election finds the challenge to be well-founded, under Federal and Pennsylvania law the individual must be offered the opportunity to cast a *provisional ballot*, if the individual affirms in writing that he or she is a registered elector and qualified to vote in the election district.

INFORMATION ON THE ABSENTEE AND MAIL-IN BALLOT

A VOTER WHO IS SHOWN IN THE POLL BOOK AS HAVING APPLIED FOR AN ABSENTEE OR MAIL-IN BALLOT AND HAS NOT TURNED IT IN DECIDES TO COME IN PERSON TO VOTE



Does the voter have their ballot **and** return envelope?

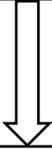


YES



Have the voter hand over the ballot and envelope, then fill out the **Elector's Declaration to Surrender Their Mail Ballot** form.

See Page 53.



NO



The voter may only vote **provisionally**.



What if a voter asks to turn in their ballot at the polling location?

A voter **cannot** turn in an absentee or mail-in ballot at the polling place. They have until 8 pm to return the ballot to the Election Office.

Voters who have requested a MAIL-IN OR ABSENTEE BALLOT and their ballot has been marked as received by the Election Office will appear in a second poll book section.

IDENTIFYING FLAGS IN THE POLL BOOK

Voter #	Insp. Init	GRANGER, JAMES H. 1820 HONEYBROOK LN MOUNT JOY, PA 17552	156/12/6	<input checked="" type="checkbox"/> REMIT ABSENTEE BALLOT OR VOTE PROVISIONALLY <input type="checkbox"/> BALLOT REMIITED?
James Granger		9/12/1951 10-1		012559219-08

Voter was issued an absentee ballot and has not yet returned the ballot.

Voter #	Insp. Init	MORGAN, ELIZABETH I. 1516 CASTLE DR AKRON, PA 17501	156/12/6	<input checked="" type="checkbox"/> REMIT MAIL-IN BALLOT OR VOTE PROVISIONALLY <input type="checkbox"/> BALLOT REMIITED?
Elizabeth Morgan		5/12/1977 10-1		012559219-08

Voter was issued a mail-in ballot and has not yet returned the ballot.

BALLOT CAST/NOT ELIGIBLE, VOTERS

PERNDOT, THREE	D	MAIL-IN - BALLOT CAST/NOT ELIGIBLE
----------------	---	------------------------------------

Voter has returned their mail-in ballot to the Election Office.

POLL WATCHERS

Poll Watcher Requirements & Responsibilities

Requirements

- Must be qualified registered voters of Lancaster County
- Must show their cream-colored certificate of authorization upon request

Authorized Poll Watchers are permitted to observe the voting process at any election district in the county. Poll Watchers may NOT carry any political material into the polling place, including any attire or political hats, buttons, etc. bearing candidates' names.

Responsibilities

Watchers may be present in the polling place from the time the District Election Officials meet before opening the polls until the counting of votes is completed after the polls close and election materials

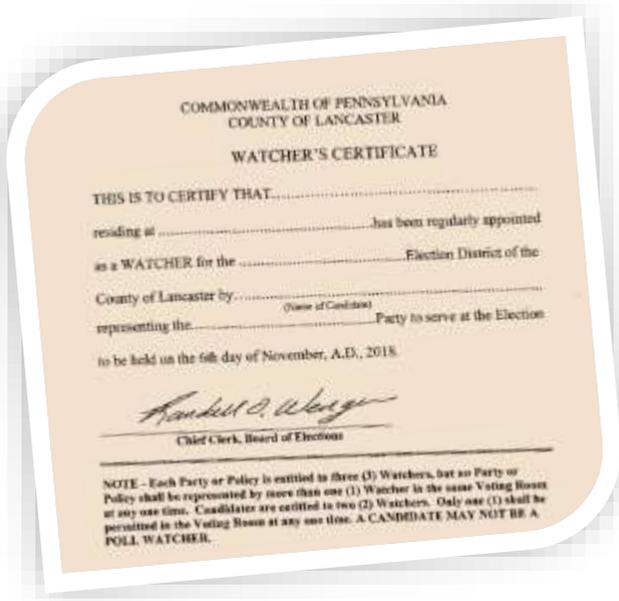


TIP: Keep a list of watchers' names handy throughout the day or snap a photo of the watcher's certificate.

have been sealed and locked for return to the Lancaster County Board of Elections.

Primary: Each Candidate is entitled to two Watchers, but no Candidate shall be represented by more than one Watcher in the same Voting Room at any one time. **CANDIDATE MAY NOT BE A POLL WATCHER (Parties are not entitled to Watchers in a Primary.)**

Municipal/General: Each Party or Policy is entitled to three Watchers, but no Party nor Policy shall be represented by more than one Watcher in the same Voting Room at any one time. Candidates are entitled to two Watchers. Only one shall be permitted in the Voting Room at any one time. **CANDIDATE MAY NOT BE A POLL WATCHER.**



ELECTION BOARD RESOLUTION NO. 8 OF 2010
PROHIBITING CANDIDATES FROM BEING POLL WATCHERS

On motion of Commissioner Martin, seconded by Commissioner Lehman;

WHEREAS, Section 417 of the Election Code, 25 P.S. Section 287, provides that each candidate for nomination or election at any election shall be entitled to appoint two watchers for each election district in which such candidate is voted for; and

WHEREAS, Section 1220(a) of the Election Code, 25 P.S. Section 3060 (a), provides that no person shall be allowed in the polling place outside of the enclosed space at any primary or election, except the watchers, voters not exceeding ten at any one time who are awaiting their turn to vote, and peace officers, when necessary for the preservation of the peace; and

WHEREAS, The Pennsylvania Supreme Court has concluded that there is no provision in the law that empowers a candidate to be present in a polling place during the time that the polls are open except for the purpose of casting his or her own individual ballot.

NOW, THEREFORE, BE IT RESOLVED BY THE LANCASTER COUNTY BOARD OF ELECTIONS, as follows:

No candidate shall be appointed as a poll watcher in any election for which voters are voting for that candidate.

This Resolution has been enacted this 27th day of October, 2010.

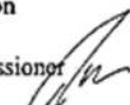
Motion passed unanimously.

10/27/10

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
Bureau of Commissions, Elections and Legislation
November 2, 2012



TO: County Boards of Election

FROM: Jonathan Marks, Commissioner 

SUBJECT: Observers and Media in Polling Places

Many of you have received questions regarding Election Day activities in and around polling places. This memorandum is intended to provide some guidance regarding the requirements of the Election Code on this matter, and to provide a summary of a recent court case (Pittsburgh Post Gazette v. Aichele, et al.) relating specifically to the presence of media within polling places. This guidance, while addressing the general topic of observers and media in the polling place, is being provided in response to the specific issues relating to the presence of (1) international election observers and (2) the media, including video and photographic recording in the polling place.

As noted in my memorandum of November 1, 2012, section 1220 of the Election Code [25 P.S. § 3060(d)], sets forth the regulations in force at polling places. This section of the election Code provides, in pertinent part:

“All persons, except election officers, clerks, machine inspectors, overseers, watchers persons in the course of voting, persons lawfully giving assistance to voters, and peace and police officers, when permitted by the provisions of this act, must remain at least ten (10) feet distant from the polling place during the progress of the voting.” (Emphasis added.)

Please note that the Election Code clearly defines those individuals entitled to be in a polling place during the progress of voting. The extent to which this provision is enforced has, and continues to remain, at the discretion of the County and individual Judges of Election. As such, the Department of State does not have the authority to direct the counties or intercede on the behalf of the media or individuals interested in observing polling place activities. Each county must adopt their own policy. As noted in Judge Barry Fischer’s opinion of October 9, 2012, “the prohibition contained in section 3060 (d) is a neutral law of general application seeking to protect an individual’s right to cast a ballot in an election free from the taint of intimidation and fraud” and “The First Amendment does not forbid its application to the press.” (citations omitted). Therefore, any policy created by the county regarding the media and other observers must be fashioned in such a way as to protect the rights of voters.

I hope this information is helpful. Please let me know if you have any additional questions.

POLL CLOSING CHECKLIST

AT 8:00PM

- Doors lock at 8pm
- Voters in line are eligible to cast ballots
- Write ending Lifetime and Ballot Counter totals on Return Sheets
- Close Polls on Verity Scan and AW
 - Print Reports
 - AW: 1 Summary Report in Envelope W
 - Verity Scan: 5 Tally Reports
 - 2 in Envelope W
 - 1 in Envelope B
 - 1 Report on posted Return Sheet
 - 1 Remains on Scanner
- Complete 4 Return Sheets
 - 2 Return Sheets in Envelope W
 - 1 Return Sheet in Envelope B
 - 1 Posted outside Precinct door / window
- Cut seals and remove vDrives. Place in Envelope W.
- Disconnect and disassemble machines
- Place voting equipment back on cart
- Place required items in Return Envelopes
- Remove postings
- Place unused ballots back into their respective boxes and leave on cart.

RETURNING ITEMS IN BLUE BAG

Read each envelope for content information

- Envelope A
- Envelope W –
 - *REMEMBER TO INCLUDE VDRIVES**
- Envelope X
- Envelope Y
- Envelope Z
- Provisional Ballot Envelope
- Ballot & Seal Certificate – Place in Envelope W
- Keys for voting equipment
- School ID Badges, if provided
- Signed Pay Voucher – **EVERYONE MUST SIGN**
- Poll Books
- Completed Voter Registration Forms

- Affirmation of Electors Envelope
- Supply Box
 - Party ID cards (Primary)
 - “✓” Cards (November)
 - Plastic bag with pens, tape and string
 - Blank Voter Registration forms
 - Postings
- Manilla envelopes: (2) 12x15 & (1) 9x12

BALLOT BAG

- Remove from Ballot Box
- Seal with voted ballots inside

MINORITY INSPECTOR

- Envelope B – Containing Env. F and H

REMAINING ITEMS AT PRECINCT

- All voting equipment
- Inside Cart Drawer
 - Extension Cord
 - Headphones
 - Privacy folders
 - Paper rolls
 - Pens
 - Printer cable
 - Unused Provisional Ballot materials
- Black Bag
 - Privacy screens
 - Soft booths
- Handicap, Vote Here, Parking & Access Lawn Signs

Please return the **SEALED BLUE BAG** and the **SEALED GRAY BALLOT BAG** to the Warehouse at

1397 Arcadia Road
Unit 103
Lancaster, PA 17603

Note: If you forget to bring your vDrives to the warehouse, you will have to go back and get them.

CLOSING POLLS: THE VERITY ACCESSIBLE WRITER

IMPORTANT: Wait until the close polls time to close polls. Once polls are closed, they cannot be reopened on the Verity Accessible Writer.

Press and hold your finger on the **Ready for Use** button on the AW screen or press the blue poll worker button on the back of the AW. Enter

Poll Worker code.

2. Select **Menu** at the top of the screen.

3. Select **Close Polls**.

4. Select **Yes, close the polls**.

5. Enter the Close Polls Code and click **Accept**.

6. The polls are now closed. Print one Summary Report. Place with the Return Sheet.

7. Press the red power button on the back of the AW to power it off.

Wait for the AW to be completely powered down and showing a black screen before unlocking and removing the tablet. Turn the blue key clockwise to lock the tablet in place and pull the latch down to secure.

8. The Verity power cord has a locking connector. When inserting the connector into a Verity device, it will make a small "click." To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity device and slide back the sleeve. This will unlock the connection so that the cord may be removed.



ELECTION TEARDOWN: THE VERITY ACCESSIBLE WRITER

1. After closing the polls, turn off the power on the AW and ballot printer. Turn the blue key counterclockwise to unlock the tablet. Unseat the tablet from its cradle. Place back into compartment. Turn blue key clockwise to lock. Latch.



2. Unplug the power cord.
Separate cord from power brick. Place both into the blue compartment. Snap cover in place.
3. Remove privacy screens. Place in the black bag. Unlock the lid brace.
4. Unplug the USB cable from the AW and ballot printer. Place in drawer of cart, using the brass key. Remove headphones. Place in the pouch located inside cart drawer.
5. Break the vDrive seal.
6. Remove the vDrive.
7. Latch the case. Reach under the front of the booth top and push the latch toward you to loosen the AW from the booth. Remove the AW from the booth. Place back on cart, with handle facing outward.
8. Turn AW stand upside down to push legs together. Stand upright, hooking the black string on both sides around the silver notches.
9. Turn off printer and UPS. Unplug from the electrical wall outlet.



****Don't forget your vDrive!***

PROCESSING OF RETURN SHEETS

PROCESSING OF RETURN SHEETS

0100
Lancaster City
1st Ward

At Opening of Polls:

- Record the Verity Scan S and Verity Accessible Writer AW **ID numbers**. These numbers can be found on the outside of the machines.
- Record the Verity Scan S and Verity Accessible Writer AW **seal numbers**. This is the number of the seal that is attached to the vDrive cover.
- Record the Verity Scan S and Verity Accessible Writer AW Lifetime Counter numbers at opening. These numbers can be found at the bottom of each tablet screen once the power is on.

At Closing of Polls:

- Record number of voters from the Numbered List of Voters.
- **This number should be the same as the Ballot Count number. If there is a difference in these two numbers, please write any explanation on the back of the return sheet.**
- Before powering down any machines, record the Lifetime Counter numbers at closing. This is found at the bottom of each tablet screen.
- Before powering down the Verity Scan S, record the Ballot Counter number found at the bottom of the tablet screen.
- Record all information for ballot inventory at Close of Polls. **Please note: the initial # of ballots before opening can be found on the Ballot and Seal Certificate.**
- ****Total Spoiled Ballots does not include any surrendered absentee/mail-in ballots.****
- Record the number of the seal that you are going to use to seal the Blue Bag.
- Record the numbers for any Ballot Bag seals you are using.

Each poll worker needs to sign the Return Sheet and mark the time of day worked.

After the Return Sheet is completed:

- At the top of the Return Sheet, check which copy it is (County, Dupl. Co., Min. Insp., Posting)
- Place the County and Duplicate County copies in Envelope W along with the **signed** Ballot and Seal Certificate and **all** Verity Scan S and Verity Accessible Writer AW vDrives.
- Place Tally Reports from the Verity Scan **AND** the Summary Report from the Verity Accessible Writer in Envelope W.
- Place Envelope W in the Blue Bag to return to the warehouse.
- Place the Minority Inspector copy of the Return Sheet in Envelope B for the Minority Inspector.
- Put the Posting copy on the outside Entrance door to the polling place with one (1) set of Verity Scan Tally Reports attached to the bottom.

THE RETURN SHEET IN A PRIMARY

**0100
Lancaster City
1st Ward**

Lancaster County Board of Elections Return of Votes Cast General Primary – April 28, 2020

County Copy
Dupl. Co. Copy
Min. Insp. Copy
Posting Copy

Instructions: Fill out forms completely. Return two forms to the County in Envelope W. Post one form with Verity Scan Tally Report attached at the polling place. Give one form to the Minority Inspector to keep in Envelope B.

Opening of Polls – Fill in With Numbers from the Machines			
Machine	ID Number	vDrive Seal Number	Lifetime Count
Verity Scan (S)			
Verity Scan (S)			
Verity Accessible Writer (AW)			
Verity Accessible Writer (AW)			

Closing of Polls	
Total Voters from Numbered List of Voters _____	
Lifetime Count at Closing	Ballot Count at Closing
Verity Scan (S)	Verity Scan (S)
Verity Scan (S)	Verity Scan (S)
Verity Accessible Writer (AW)	
Verity Accessible Writer (AW)	

Paper Ballot Inventory at Close of Polls			
	Democratic	Republican	Referendum
Initial # of ballots before Opening Polls	(a)	(a)	(a)
Total # of ballots printed at Ballot Marking Device	(b)	(b)	(b)
Total Ballots available (a) plus (b)	(c)	(c)	(c)
Unused Ballots Counted at closing	(d)	(d)	(d)
Total Spoiled Ballots	(e)	(e)	(e)
Total ballots used as Provisional Ballots	(f)	(f)	(f)
Subtotal (d) + (e) + (f)	(g)	(g)	(g)
Total used ballots (c) minus (g)			
Blue Bag Seal Number		Ballot Bag Seal Number	
		Ballot Bag Seal Number	

We, the undersigned Election Officials, certify that we have followed procedures prescribed by law, before and after the Election

Judge of Election	
Majority Inspector of Election	Minority Inspector of Election
Majority Clerk of Election Full Day <input type="checkbox"/> AM <input type="checkbox"/>	Majority Clerk of Election PM <input type="checkbox"/>
Minority Clerk of Election Full Day <input type="checkbox"/> AM <input type="checkbox"/>	Minority Clerk of Election PM <input type="checkbox"/>
Machine Inspector Full Day <input type="checkbox"/> AM <input type="checkbox"/>	Machine Inspector PM <input type="checkbox"/>
Machine Inspector Full Day <input type="checkbox"/> AM <input type="checkbox"/>	Machine Inspector PM <input type="checkbox"/>

Affix Verity Scan Tally Report here (Posting Copy only)

THE RETURN SHEET IN NOVEMBER

**0100
Lancaster City
1st Ward**

**Lancaster County Board of Elections
Return of Votes Cast
General Election – November 3, 2020**

County Copy
Dupl. Co. Copy
Min. Insp. Copy
Posting Copy

Instructions: Fill out forms completely. Return **two** forms to the County in Envelope W. Post **one** form with Verity Scan Tally Report attached at the polling place. Give **one** form to the Minority Inspector to keep in Envelope B.

Opening of Polls – Fill in With Numbers from the Machines			
Machine	ID Number	vDrive Seal Number	Lifetime Count
Verity Scan (S)			
Verity Scan (S)			
Verity Accessible Writer (AW)			
Verity Accessible Writer (AW)			

Closing of Polls	
1. Total Voters from Numbered List of Voters	
Lifetime Count at Closing	Ballot Count at Closing
Verity Scan (S)	Verity Scan (S)
Verity Scan (S)	Verity Scan (S)
Verity Accessible Writer (AW)	
Verity Accessible Writer (AW)	

Initial # of ballots before Opening Polls	(a)		
Total # of ballots printed at Ballot Marking Device	(b)		
Total Ballots available (a) plus (b)	(c)		
Unused Ballots Counted at closing	(d)		
Total Voted Not Scanned	(e)		
Total Spoiled Ballots** Don't include surrendered ballots	(f)		
Total ballots used as Provisional Ballots	(g)		
Subtotal (d) + (e) + (f) + (g)	(h)		
Total scanned ballots (c) minus (h)			
Blue Bag Seal Number		Ballot Bag Seal Number	
		Ballot Bag Seal Number	

We, the undersigned Election Officials, certify that we have followed procedures prescribed by law, before and after the Election

Judge of Election	
Majority Inspector of Election	Minority Inspector of Election
Majority Clerk of Election Full Day <input type="checkbox"/> AM <input type="checkbox"/>	Majority Clerk of Election PM <input type="checkbox"/>
Minority Clerk of Election Full Day <input type="checkbox"/> AM <input type="checkbox"/>	Minority Clerk of Election PM <input type="checkbox"/>
Machine Inspector Full Day <input type="checkbox"/> AM <input type="checkbox"/>	Machine Inspector PM <input type="checkbox"/>
Machine Inspector Full Day <input type="checkbox"/> AM <input type="checkbox"/>	Machine Inspector PM <input type="checkbox"/>

Affix Verity Scan Tally Report here (Posting Copy only)

Revised September 2020

ELECTOR'S DECLARATION TO SURRENDER THEIR MAIL BALLOT

Elector's Declaration to Surrender Their Mail Ballot

For the Voter:

I hereby declare that I am a qualified registered elector who was issued an absentee or mail-in ballot for this election, but that I have not mailed or cast an absentee or mail-in ballot in this election. Instead, I am hereby remitting my absentee or mail-in ballot and its declaration envelope to the judge of elections at my polling place to be spoiled. I request that my absentee or mail-in ballot be voided, and that I be permitted to sign the poll book and vote a regular ballot.

I verify that the statements made in this declaration are true and correct to the best of my knowledge and belief. I understand that false statements made herein are subject to the criminal penalties of 18 Pa C.S. § 4904, relating to unsworn falsification to authorities.

(Today's Date)

(Printed Name of Elector)

(Signature of Elector)

(Address of Elector)

For Election Officials Only:

I hereby declare I have received the voter's ballot and envelope containing the voter's declaration from the voter and I am spoiling it and permitting the voter to sign the poll book and vote a regular ballot.

(Printed Name of Judge of Elections)

(Judge of Elections Signature)

(Precinct)

Instructions after completion: This form should be attached to the voter's surrendered balloting material and returned in the envelope designated for spoiled ballots. Do not forget to check the "BALLOT REMITTED?" option next to the voter's name in the poll book.

Elector's Declaration to Surrender Their Mail Ballot

A voter who has applied for an absentee or mail-in ballot and wishes to vote in the poll must fill out the **Elector's Declaration to Surrender Their Mail Ballot** form and surrender their **BALLOT, WITH RETURN ENVELOPE** to the **Judge of Election**.

(See page 43.)

If a voter is surrendering a ballot in a sealed return envelope, please verify there is a ballot inside the envelope, while respecting the voter's privacy.



Pictured: A sample return envelope. Verify a ballot is inside if this is sealed.

CLOSING POLLS: THE VERITY SCAN

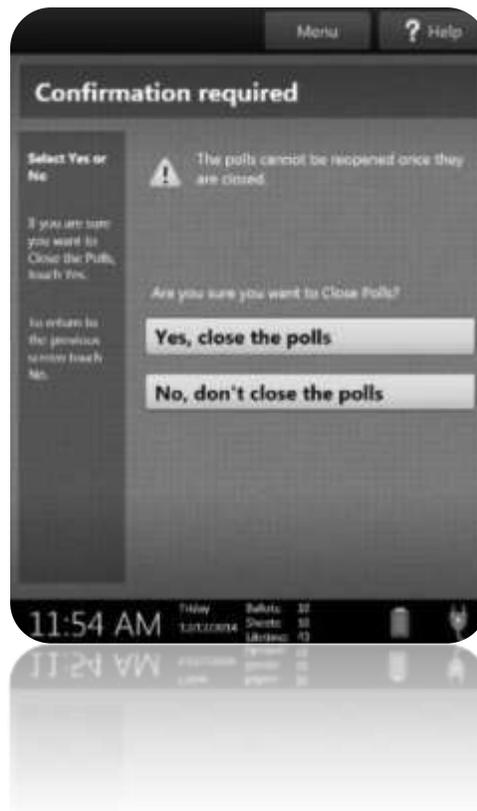
IMPORTANT: Wait until the close polls time to close polls. Once polls are closed, they cannot be reopened on the Verity Scan.

1. Press the blue poll worker button on the back of the Scanner.



2. Select Close Polls.

3. Select Yes, close the polls.



4. Enter the Close Polls Code and select **Accept**.

5. The polls are now closed. Print and file five Tally Reports, leaving one on the machine, placing one in Envelope B for the Minority Inspector, two with the county Return Sheets and one with a Return Sheet in the window of the polling place.

ELECTION TEARDOWN: THE VERITY SCAN

1. After closing polls, press red power button to turn off the Scanner. Turn the blue key counterclockwise to unlock the tablet.



Unseat and place back in compartment. Turn the key clockwise to lock and then latch the tablet.



2. Remove privacy screens and place in black bag.

3. Unplug power cord. Separate cord from power brick. Place both into compartment and close until lid snaps shut. Unlock lid brace.

Separate



4. Break the vDrive seal.

5. Remove the vDrive.

6. Latch Scanner case. Unlock and open front ballot box door.

7. Pull the cord down and toward you to unlock the lid and Scanner. Remove the Scanner from the ballot box. Place unused ballots in their respective boxes on the cart.



****Don't forget your vDrive!***

8. Remove ballot bag. Zip up. Pull up on bottom panel of ballot box.

9. Place seal on ballot bag zipper.

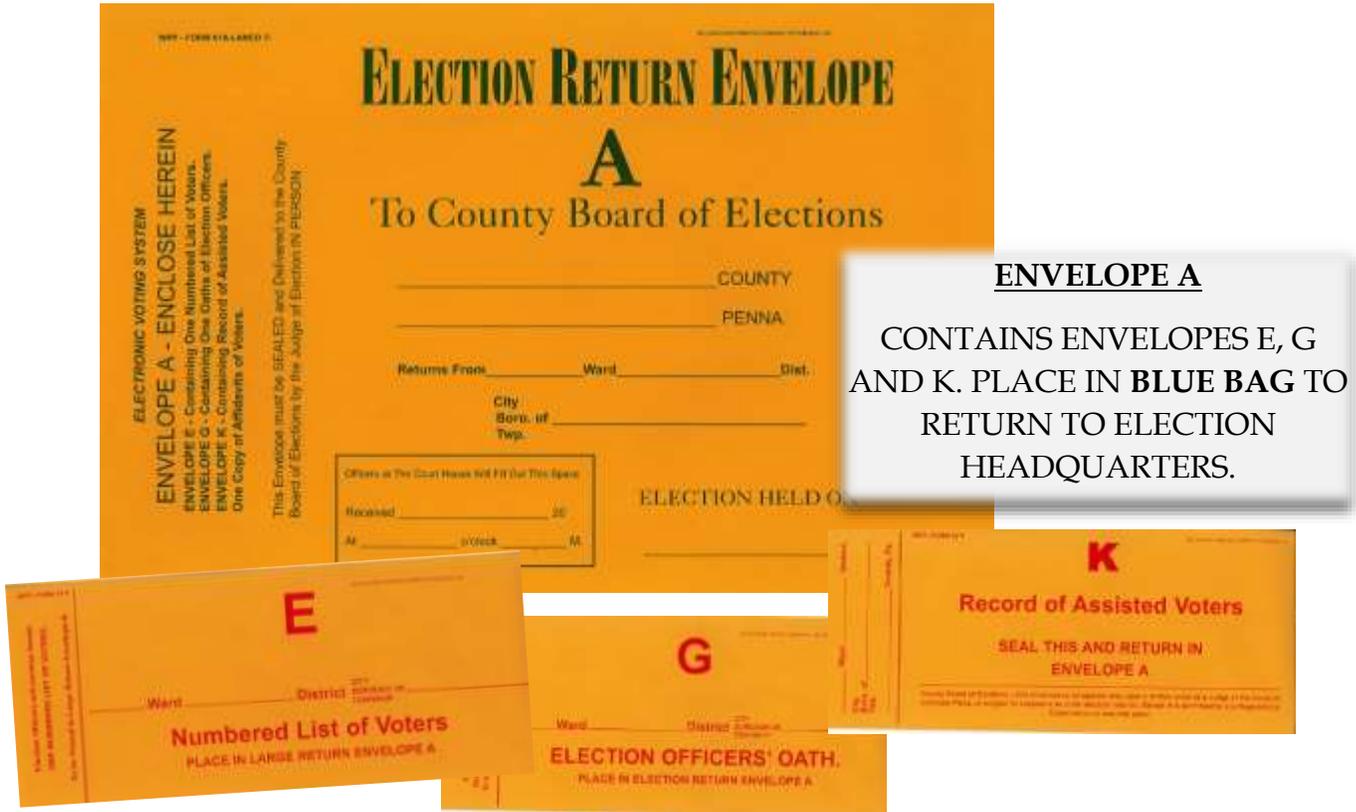
10. Ensure the three silver notches are slid away from the big front door. Do not lock the door.

11. Place back on cart, with handle facing outward.

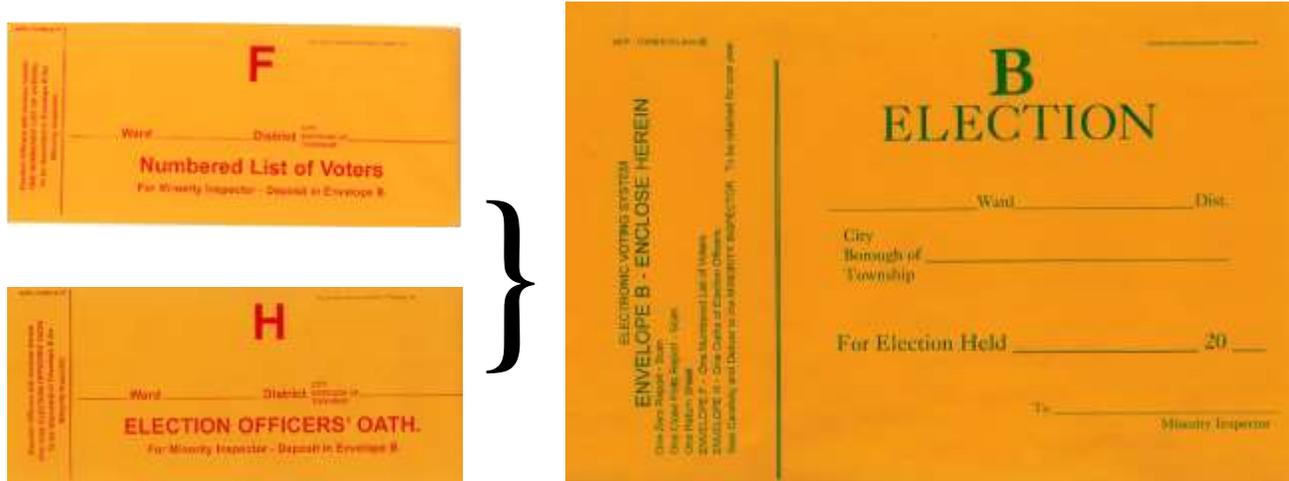
12. Lift lid. Collapse ballot box. Hook the three straps and four clips. Place in carry bag.



ELECTION DAY ENVELOPES



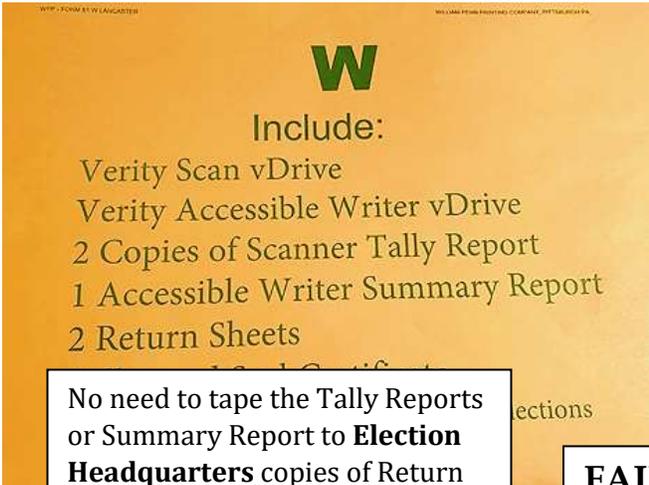
Envelope B, containing **Envelopes F & H**, one Zero Report from the Scanner, one copy of the completed Return Sheet and one set of the Tally Report, is given to the **MINORITY INSPECTOR** at the end of the evening.



ELECTION DAY ENVELOPES

Envelope W should contain:

- ♦ TWO copies of the Return Sheet
- ♦ TWO copies of the Tally Report



No need to tape the Tally Reports or Summary Report to **Election Headquarters** copies of Return Sheets. Just fold and put in Envelope W with Return Sheets.

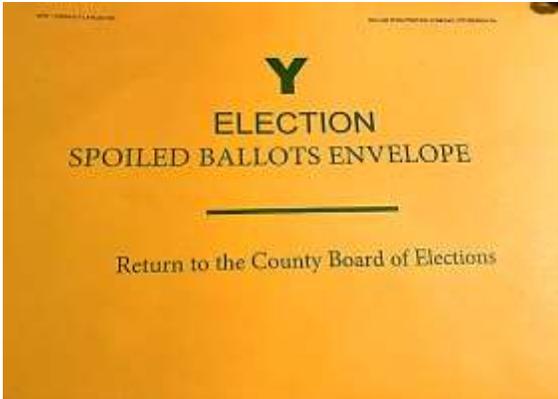
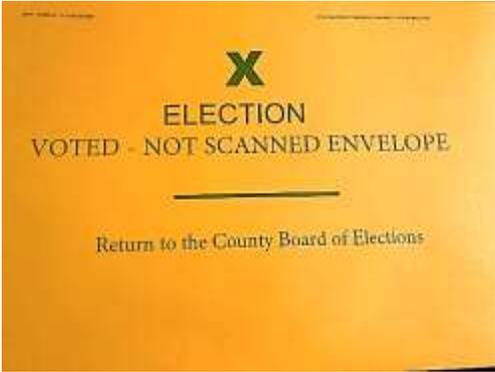
- ♦ ONE copy of the Summary Report
- ♦ Ballot & Seal Certificate
- ♦ vDrives

This Envelope goes in your **BLUE BAG** to return to the Election Headquarters.

FAILURE TO RETURN ALL vDRIVES WILL RESULT IN A RETURN TRIP TO YOUR POLLING PLACE.

Envelope X should contain:

All paper ballots that were voted, but **NOT** scanned.



Envelope Y should contain:

All ballots that were spoiled at the polling place **AND** mail in or absentee ballots surrendered to the Judge of Election.

Both envelopes go in your **BLUE BAG** to return to Election Headquarters.

FREQUENTLY ASKED QUESTIONS

Who assigns the duties of the Election Board?

The Judge of Election designates who will be assigned the various duties throughout the day.

How far away must campaign workers stand from the polling room and where may they place posters/other election-related materials?

Campaign workers must be at least 10 feet from the entrance of the polling room and election-related materials placed at least 10 feet from the entrance to the polling room. Some polling places may ask that no posters be placed where property damage could result (in particular, some churches may request a lack of posters.)

What happens if a voter requested an absentee or mail-in ballot, but shows up to the polling place? If a voter requested an absentee or mail-in ballot and did not return the ballot to the Election Office, the voter must have their ballot and return envelope in hand in order to surrender it to the election board. The voter must then fill out the Elector's Declaration to Surrender Their Mail Ballot form. A voter may **not** turn in their ballot to the polling place. If a voter requested an absentee or mail-in ballot and has not yet turned it in to the County, they may bring the ballot to the Election Office until 8 pm.

Is a child allowed to accompany an adult into the voting booth?

Yes, a minor child (less than 18 years of age) may accompany an elector into the voting booth.

Q. Must we announce the voter's name?

The voter's name must be announced so all members of the Election Board, as well as all Watchers present in the polling place, can hear. The Voter's party should not be announced.

EMERGENCY INFORMATION

Prior to the opening of your polling place, please review and familiarize yourself with any existing emergency plans for the facility of your polling place.

In the event of an emergency while the polling place is open, follow the facility's emergency procedures. If the facility does not have an Emergency Plan, the following general emergency procedures shall be followed.

In the event of a life-threatening situation, call 911.

After calling 911 or if the situation is non-threatening (i.e. loss of power,) notify the Board of Elections at (717) 299-8293.

In the event of an evacuation, keep poll workers and voters out of the building. If time and conditions permit, take all poll books and voting equipment with you. Safeguard poll books. All poll workers shall meet outside, and the Judge of Election shall make sure everyone is accounted for. Poll workers can wait in vehicles outdoors, if weather conditions warrant. Await further instructions as to relocation or other pertinent information.

FIRE/GAS LEAKS: Evacuate the building and call 911. If time and conditions permit, take all poll books and voting equipment with you. Safeguard the poll books. All poll workers shall meet outside, and the Judge of Election shall make sure everyone is accounted for. If the fire is small and you can safely use an extinguisher without endangering yourself, do so. Notify the Board of Elections at (717) 299-8293.

SEVERE WEATHER/TORNADO: Seek shelter in the lowest level of the building, away from windows. If time and conditions permit, take all poll books and voting equipment with you. Safeguard poll books. The Judge of Election shall make sure everyone is accounted for. Everyone who is able should get on their knees and elbows while protecting their head. Notify the Board of Elections at (717) 299-8293.

EMERGENCY INFORMATION

LOSS OF POWER: Notify the Election Office at (717) 299-8293. Open blinds and curtains to allow as much natural light as possible. The Verity voting equipment works on backup battery power for up to two hours.

SUSPICIOUS PACKAGE/BOMB THREAT:

Do not touch/move the suspicious item(s.) Evacuate the building and call 911. If time and conditions permit, take all poll books and voting equipment with you. Safeguard the poll books. The Judge of Election shall make sure everyone is accounted for. Notify the Board of Election at (717) 299-8293. Await further guidance from law enforcement.

WEAPONS SITUATION:

If the weapon is displayed in a hostile way – if possible, immediately contact the Constable on duty at your polling place. If there isn't a Constable, call 911 and evacuate the building, if possible. Should time and conditions permit, take all poll books and voting equipment with you. Safeguard the poll books. The Judge of Election shall ensure everyone is accounted for. If evacuation is not possible, seek safety in areas of the facility (i.e. restrooms, desks, etc.) If possible, take all poll books and voting equipment with you. Do not do anything to further agitate the person with the weapon. Await further guidance from law enforcement.

OTHER SITUATIONS:

Use common sense and take the steps necessary to ensure the safety and protection of workers and voters.