SUPERVISORS

E-Pollbook Version

Please silence your cell phone

View this presentation and other pollworker-related materials at: http://www.elections.ri.gov/pollworkers

Bring your pollworker manual with you to the polls

Rhode Island Board of Elections
Election Official Oath

Do you attest to faithfully execute the office of election official and will, to the best of your ability, preserve, protect, and defend the constitution of the United States, the constitution of the State of Rhode Island, and all the election laws and rights of the people thereof?
Important Changes

- E-Pollbook pilot program in 57 precincts in 16 cities/towns.
- We will be using the Poll Pad® by Knowink, Inc. based in St. Louis, Missouri.
- No paper lists or ballot apps in these precincts.
- Linked within the precinct and statewide using a cellular connection.
Important Changes

- New voting machine at all precincts, DS-200.
- Uses digital scanning technology.
- Can read regular ball-point pen, which you will place in each voting booth.
- Voters will use the touchscreen to override their ballots if they make a mistake.
- Results wirelessly transmitted (no more designated Supervisor).
Important Changes

- New ballot design.
- Voters will fill-in ovals to the left of the choice using the ball-point pen provided.
- In the primary, ballots no longer printed on Blue or Yellow paper.
- A colored blue or yellow bar across the top will be used to differentiate ballots.
<table>
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<th>City/Town</th>
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<th>Election 11/8/16 Polls Open</th>
<th>Polls Close</th>
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</table>

All polls close at 8 p.m.
Remember to vote

- You can’t leave the polling place.

- Vote early at the Board of Canvassers!

- You have until 4 p.m. on the day before the election.

- Caution: The primary you choose to vote in may affect your ability to be assigned on Primary Day.
Supervisors goals for Election Day?

- Get your workstation organized.
- Be attentive, courteous, and non-partisan.
- Process voters quickly but accurately.
- Send any problem voters to the Clerk.
- Lend a hand to voters in need.
- Always refer complex questions to the Moderator.
Your supplies are in the Blue Supply Box

SUPERVISORS SUPPLIES

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
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<tbody>
<tr>
<td>1</td>
<td>Supervisors Supplies list (S-1)</td>
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<td>2</td>
<td>Polling Place Location (S-61)</td>
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<tr>
<td>3</td>
<td>Polling Place Hours (S-60)</td>
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<tr>
<td>4</td>
<td>Supervisors Checklist</td>
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<tr>
<td>5</td>
<td>Voter ID Guide for Supervisors (S-41)</td>
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<td>6</td>
<td>Sample Ballots</td>
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<td>8</td>
<td>Unvoted Ballot Return bag (S-20)</td>
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<td>9</td>
<td>Magnifier</td>
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<tr>
<td>10</td>
<td>Signature Guides (2 guides per sheet)</td>
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<tr>
<td>11</td>
<td>Voter Signing with a Mark (R-2)</td>
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<td>12</td>
<td>Affidavit of the Supervisors (S-11)</td>
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<tr>
<td>13</td>
<td>Voter Requiring Assistance form (S-100)</td>
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<td>14</td>
<td>Photo ID poster (S-40)</td>
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<td>15</td>
<td>Provisional Voting poster (S-69)</td>
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<td>16</td>
<td>How to Vote poster (S-70)</td>
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<td>Voter Fraud poster (S-73)</td>
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<td>Voting Rights poster (S-74)</td>
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<td>Leaving? poster (S-75)</td>
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<td>Power and duties poster (S-101)</td>
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<td>75 Privacy Folders</td>
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<tr>
<td>24</td>
<td>1 &quot;I Voted&quot; Stickers</td>
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</tbody>
</table>

Please verify that you have the above supplies before polls open.
Contact your Board of Canvasser if any supplies are missing.
Your checklist is important

• Find your checklist and complete it.

• Sign the last page of each checklist and put them into Board of Canvassers bag.
Your responsibilities when opening the polling place

- Put up all posters found in supply bag.
- Make sure all the voting booths are setup.
- Place a ballpoint pen inside each voting booth.
- Sign the Zero Report from the DS-200.
- Team up with another Supervisor who is not of the same party as you.
Put up posters on the building’s outside door

- Use the tape supplied by the Board of Canvassers.

- If the tape is not strong enough to prevent the sign from blowing away, try posting the sign inside the glass.

- Call the Board of Canvassers for stronger tape.
Put up all your posters inside the building
Your responsibilities when opening the polling place

- Setup a Poll Pad at your workstation.
- Get a package of **Official Ballots** from the Clerk (Rep & Dem if a primary).
- Get any voter forms from your supply bag and have them at your workstation.
Sample Supervisor Pair Setup

- In a primary you may have more than one ballot type

Voter

1. Privacy Folders
2. Ballots
3. Assistance Forms
4. Signing With a Mark forms
5. Poll Pad

Supervisor

Privacy Folders
Ballots
Assistance Forms
Signing With a Mark forms
Poll Pad
Acceptable Photo ID

- Address on any ID does not matter.
- Cannot be expired (if it has a date).

RI Driver License
State Voter ID Card
U.S. Military ID
U.S. Educational Institution ID
Government Issued Medical Card
Identification issued by state or U.S. Government
U.S. Passport
Keep this handy guide at your station

• It’s a list of all acceptable Photo ID types.

• Keep this next to you at station.
Setting up the Poll Pads
Connect Arm to Base
Place the arm in the Poll Pad base.
Attach ID Clip

With the iPad face down on a flat surface, attach the ID clip to the back of the stand tray. Adjust the iPad to a suitable angle.
1. Home button
2. Power button
3. Camera
4. iClip (ID scanner)
5. Poll Pad Base
6. Stylus
7. Stand arm
SET UP THE HOTSPOT

1. Locate and Connect Hotspot

In the carrying case, locate the Hotspot and power cord. Plug power cord into the side of the Hotspot. On the cord, the arrow marks which side is up.
2. Plug into Wall Outlet

Plug your Hotspot into a wall outlet.

*NOTE: Your Hotspot has a 2-hour battery.*

3. Powering On

Press and hold the power button on the side of the Hotspot for five seconds.
4. Confirm Connection

When connected, the display will look similar to a cell phone display. Make sure the Hotspot has a good signal by checking the bars at the top left of the screen. If it does not have a good connection, try moving it to a different location or close to a window, keeping it within 80 feet of the Poll Pads.

*NOTE: Tap the power button to “wake up” the Hotspot screen if you need to confirm connectivity during the day.*
Power On Poll Pad

Press and hold the **power button** on the top left edge of the unit and the home button at the same time until you see the Apple icon, then release buttons.

The iPad will power on, and the Poll Pad application will launch automatically.

Application Launches

As the Poll Pad is powering on, you will see a blue screen with a moving icon. When the application launches, you will be directed to your county’s Poll Pad homepage.
Check Accuracy of:

Polling location
Precinct count total
Check-in count at "0"
Battery life is close to full
Election Name and Date
TOUCH “GET STARTED”
Important Reminder about Using the Poll Pads

- A **single line** will be used for checking-in with the Supervisors. **Do not split the line.**

- One Poll Pad per **pair** of Supervisors.

- Voters will be able to speedup the check-in process by scanning their RI Driver License/State ID, but you must still verify the **name** and **photo** on the license.

- The address on the Driver’s License/State ID **does not matter** for voter identification purposes.

- You must still repeat the voter’s **name** and **address** in a loud and clear voice, as required under state law.
The perfect voter check-in on the Poll Pad 😊

1) Ask the voter for their Photo ID, and verify the photo, name, and expiration date (if any).

2) If it’s a RI Driver License/State ID, place it on the scanning tray and scan the rear barcode (or process other ID manually) and return the ID to the voter.

3) Their record appears on the Poll Pad and ask the voter to confirm their current name and address.

4) You announce their name and address in a loud and clear voice.

5) In the Primary, you tell the voter the party affiliation listed for them.

7. You swivel the screen toward the voter and they sign their name on the screen using the stylus.

8. You swivel the screen back around to face you, in the Primary select the ballot type, and both Supervisors initial.

9. You give the voter their ballot in a green Privacy Folder and direct the voter to a voting booth.

10. They cast their ballot into the DS-200 and receive an “I Voted sticker” from the Moderator.
Processing Voters
Scan drivers license:

FIRST NAME: George

LAST NAME: Washington
FIRST NAME: Ernest
LAST NAME: Schmidt
FIRST NAME:  Lottie

LAST NAME:  Adam
Advanced Search – 3 ways

FIRST NAME:   Rocco

LAST NAME:  Banks

DOB:  02/21/1940
ADDRESS:  575 Hideaway
FIRST NAME: Colleen

LAST NAME: Daniel
FIRST NAME:  Marilyn
LAST NAME:  Schaffer
FIRST NAME: Maude

LAST NAME: Dotson
FIRST NAME: Thomas
LAST NAME: Jefferson
FIRST NAME: Edward

LAST NAME: Glass
FIRST NAME:  Andrew
LAST NAME:  Jackson
FIRST NAME: Amie

LAST NAME: Neal
FIRST NAME: Junior

LAST NAME: Barth
FIRST NAME: Courtney
LAST NAME: Bollinger
Address: 299 Ferry Landing Drive
FIRST NAME:  Alvin
LAST NAME:  Farris
FIRST NAME:  Mayra

LAST NAME:  Walker
FIRST NAME: Laurel
LAST NAME: Hahn
CANCEL VOTER CHECK-IN

FIRST NAME: Laurel

LAST NAME: Hahn

Reason: Wrong Voter

Processed
Troubleshooting
Poll Pad Unresponsive

If the Poll Pad is unresponsive when tapping the screen or pressing the home button, ask the voter to wait for a moment.

Press and hold the home button and power button simultaneously for nine seconds and release. The Apple logo will appear, and the Poll Pad application will relaunch.
Barcode Not Scanning

- Not lined up properly: Place ID barcode within the frame on the Poll Pad screen.
- Lighting glare: Adjust the ID or move the stand and resume.
- Barcode is damaged.
- Voter is not registered.
- DMV record does not match the Voter Registration record (example: Bill/William).

*NOTE: If barcode is not scanned immediately, simply search manually.*
Voter Not Found

- Check that names are typed correctly. Use fewer letters of the voter’s name, search by other fields or look for alternate spelling of first names (Bob vs. Robert, for example).
- Still having trouble? Refer voter to the Head Election Judge within the polling place or call Election headquarters.
Sync Cloud Is **RED**

Tap the power button on the Hotspot.

If the display “wakes up,” confirm a good WiFi signal and Poll Pad connected device count.

If the display does NOT “wake up,” Confirm the device is plugged in. Hold the power button until MiFi appears. After device powers up, confirm that there is good WiFi signal and the device count is correct.
Closing the Poll
Pads
Power Off iPad

Turn off iPad by holding the power button and home button (pictured) simultaneously until the screen goes black. Place iPad in the carrying case.
5. Powering Off

Press and hold the power button until the "powering off" screen appears.

The screen will read ‘Powering Off’.

6. Return Items

Unplug the power cord and return the Hotspot and power cord to the carrying case. Return the case to the Election headquarters.
Things To Remember

Confirm battery charge on Poll Pad.

Plug in the Hot Spot and confirm the connection.

Use the stylus – not fingers!

Match the Poll Pad ## to the case luggage tag ##.

If you can’t find a voter’s name – remember to search different ways: using their address and/or DOB.
Important

Give the voter their Photo ID back.
Backup Supplies

- You receive printed pollbooks, master lists, and ballot applications as a backup.

- **Do not remove** these materials from your supplies unless there is a problem with the Poll Pads.

- Call the Tech Support numbers included with your Poll Pad for assistance.
In the September Primary...

- **Democrats** may vote in the Democrat primary.

- **Republicans** may vote in the Republican primary (except non-partisan communities shown on next slide.)

- **Unaffiliated** may chose the primary.

*Only the following communities have a Republican Primary in one or more precincts:

- Burrillville
- Cranston
- Little Compton
- Middletown
- Newport
- Portsmouth
- Richmond
- Tiverton
For communities with Non-Partisan Primaries in September

• A Republican or Unaffiliated voter can choose just the white Non-Partisan Ballot.

• They will not become affiliated with any party if they choose this ballot.

• But, the same races on the Non-Partisan Ballot are also on the Blue and Yellow ballots.

Only in these communities:
1. Coventry
2. East Providence
3. Narragansett
4. North Smithfield
5. Warwick
6. Woonsocket
In the September primary

- **After voting**, a voter may change their party affiliation by completing a ‘Change Party Designation’ form with the Moderator.

- Takes 90 days to take effect.

- No forms provided in the General Election.
In the November Election...

• All voters will receive the same white ballot.

• Some precincts may have more than one page of the ballot.

• The second page will have a yellow stripe across the top.

• All voters must take the second page.

• They may override it into the DS-200 if they want to cast it as a blank ballot.
Who is a problem voter 😞

- You can’t find their name in the Poll Pad.
- They say they live at a different address.
- They are designated as “Affirmation Required”.
- They are designated as “Voted By Mail Cannot Sign”.
- They do not have the required Photo ID or they just don’t want to show it to you.
- They argue with you about their party affiliation in the Pollbook.
- They are holding up your line with any other issue that you cannot handle.

What do you do with these voters?
Send them to the Clerk!!!
Problem voters...

No Photo ID?

• Send them to the Clerk to vote a **Provisional Ballot**.

• Or they can go come back later with their ID, but make sure you tell them that the polls close at 8 p.m.
Problem voters...

Special Message:
Affirmation Required

• Send them to the Clerk to fill-out an Affirmation Form.

• Let them go to the front of the line once they have completed the Affirmation form with the Clerk.
Problem voters...

Special Message:
Voted By Mail - Cannot Sign?

• Send them to the Clerk to vote a Provisional Ballot.

• They can’t surrender their mail ballot at the polling place.
Voter helped by person of their own choice

- If a voter claims they are **blind**, **disabled**, or **unable to read English**, they can get help from a person of their choice.
- This form must be completed and signed.
- A voter’s union rep or employer cannot assist them.
- Children under 13 **do not** need this form to accompany a voter.
Helped by a pair of Supervisors

- Assigned by the Moderator.

- Voter’s choices must remain secret.

- Pair of Supervisors must remain with voter at all times during this process.
AutoMark

- The AutoMark machine is available to assist voters who may have trouble marking their ballot on their own in a voting booth.
- You may offer it to anyone who you believe may benefit from using it.
- However, **ANY VOTER** who wants to use the AutoMark may use it!

*The supplied hood provided must be used to provide the voter additional privacy*
Voter who cannot sign the Poll Pad

State of Rhode Island and Providence Plantations
Board of Elections

VOTER AFFIDAVIT for SIGNING WITH A MARK

We, the undersigned bi-partisan pair of supervisors, do hereby state that we questioned ____________________ of ____________________

Print Name of Voter: ____________________  Print Address of Voter: ____________________

City/Town of ____________________ in the manner authorized in R.I.G.L §17-19-30 and are satisfied that he/she has been duly identified as the above-named person.

Subscribed to and sworn to on this ____________________ day of ____________________

x ____________________  Warden/Moderator

APPROVED:

x ____________________  Supervisor

x ____________________  Supervisor

File this form in the Board of Canvassers Return Bag
Write-In Votes in the November Election...

- In November, there will be a space for a “write-in” on the ballot.
- A voter can fill-in the oval and write-in a name.
- No pre-printed labels allowed.

<table>
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<td>Vote For ONE</td>
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<td></td>
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<tr>
<td>○ CHOCOLATE</td>
</tr>
<tr>
<td>○ STRAWBERRY</td>
</tr>
<tr>
<td>○ VANILLA</td>
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Write-In

Oval must be filled-in
Name must be written-in
State Election Laws

• “Selfies” with a ballot are now allowed in the voting area, but photos of other people’s ballots are not allowed.

• Observers are allowed in the room, but not in the voting area.

• You cannot wear any political materials or influence someone’s vote in any way.

• Voters are allowed to wear political apparel, as long as they vote and leave the polling place.
State Election Laws

- Making a call on a cell phone in the polling place is not allowed, unless it’s a pollworker for an election-related matter.

- Text messaging in the polling place is fine as long as it does not interfere with the election or your duties.

- Any surveying of voter opinion or campaigning must be done more than 50 ft from the entrance.
Lines

- You may have lines in November.
- Make sure orderly lines are formed.
- If a Greeter is present, they should help keep lines orderly and organized.
- If all booths are full, have a line formed for booths (10 minute limit in booths).
- If there is a problem maintaining order, the Moderator should call the Board of Canvassers.
Affidavit of the Supervisors

- All the Supervisors must sign the “Affidavit of the Supervisors”.
- Certifies that you gave only one ballot to each voter.
- Clerk puts this form into Board of Canvassers return bag.
Closing the polling place

- All posters must be taken down and placed in the blue supply box.

- Put all unused forms and other supplies into the blue supply box.

- **Close all voting booths**, and place them next to the DS-200 and AutoMARK in a secure area.
Closing the polling place

• Help your Moderator remove the ballots from the DS-200.

• Help the Moderator put the AutoMARK back into the black case.

• Wait until you are dismissed by the Moderator.
Remember to vote

- You can’t leave the polling place.

- Vote early at the Board of Canvassers!

- You have until 4 p.m. on the day before the election.

- Caution: The primary you choose to vote in may affect your ability to be assigned on Primary Day.
End of the class

You will now be issued a short quiz.

When you are finished with the quiz, turn it in at the table where you signed-in before the class.

Read your books and take them and these slides to the polling place with you!