Name: _____

Hotline: (602) 506-2010

Troubleshooter Name & Phone:

_____

POLL WORKER TRAINING

NOVEMBER JURISDICTIONAL ELECTIONS

OCTOBER 25 – NOVEMBER 2, 2021

Maricopa County Elections Department

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Section One

General Information

Mission

The mission of the Maricopa County Elections Department is to build public trust and confidence by providing accessible, reliable, secure, transparent, and efficient elections services.

Vision

Our vision is to promote a culture of service and integrity in every action.

Introduction

As a poll worker, you play a critical role in offering accessible, secure, reliable, transparent, efficient voting opportunities in your communities and throughout Maricopa County. We **thank you** for your dedication and participation in the electoral process and the service you provide to Maricopa County voters.

Working a voting location requires long hours, patience, training, practice, and dedication to providing best in class customer service. We value your contributions. The Election Department is committed to supporting and providing our poll workers with the resources, training, and information you need to have a successful and positive experience serving democracy.

We welcome you to the Maricopa County Elections Department and are confident you will have a rewarding experience serving the voters of Maricopa County.

Rey Valenzuela and Scott Jarrett

Co-Directors for the Maricopa County Elections Department

Poll Worker Contacts

Poll Worker Hotline

(602) 506-2010

The Hotline is for poll worker use only and should not be provided to the public. Call the Hotline number only after two (2) failed attempts to contact your Troubleshooter or for situations specifically mentioned in this manual.

Recruitment - Poll Worker Recruiters

Eddie Lopez	HR & Recruitment Manager	(602) 506-1840
Anita Esquivel	anesquivel@risc.maricopa.gov	(602) 506-6305
April Snow	asnow@risc.maricopa.gov	(602) 506-1519
Fred Lucero	flucero@risc.maricopa.gov	(602) 506-3407
Sammie Price	sprice@risc.maricopa.gov	(602) 506-7369
Recruitment email	recruitment@risc.maricopa.gov	

Recruitment contact information is for poll worker use for questions relating to payroll and employment such as your position, assigned location and schedule.

Training

Jacob Harvey	Training Manager	(602) 372-5265
Lisa Spooner	Lead Trainer	(602) 372-5259
Sylvia Thomas	Trainer	
Training email	training@risc.maricopa.gov	

Training can address questions about this manual and other training materials such as those on our website, including questions relating to equipment and procedures.

The training email is a valuable resource to have your questions answered.

Troubleshooter

Near the time you begin working, Inspectors will receive contact information for your Troubleshooter. Write your Troubleshooter's name and contact number on the front of your manual, so that it is accessible.

Your Troubleshooter is your main support throughout the election. Your Troubleshooter communicates frequently with the Maricopa County Elections Department and can report and resolve issues that you have, so communicate with them often.

Voter Contacts

Voter / Public Information

(602) 506-1511

This number is for the STAR Center for the Maricopa County Elections Department.

Maricopa County Elections Department

Phoenix Office (MCTEC)
510 S. 3rd Ave.
Phoenix, AZ 85003

At Elections Department locations, voters can drop off mail-in ballots and get information, poll workers can attend training, and candidates are able to perform activities needed to run for office. Ballots are processed and tabulated at the MCTEC office where a secure drop box is available 24 hours a day.

Internet Resources

BeBallotReady.Vote | TengaBoletaLista.Voto
BeBallotReady.Vote provides Maricopa County residents with a personalized voter dashboard. Make changes to personal voter information, learn about upcoming elections, find voting locations, sign up for text alerts, and much more. It's a one-stop shop for voters unlike anything the County has provided before.

Maricopa.Vote
On the main website, Maricopa County voters can access a wealth of information and services. Voters can sign up for email and text alerts concerning elections, see frequently asked questions, and more.

Cell Phone Resource - Track Your Ballot
Text JOIN to 628683.

Register.Maricopa.Vote
Maricopa County voters have several options to register to vote. Visit this page to update your voter registration or to find out how to register to vote.

Locations.Maricopa.Vote
Find voting locations and wait times.

Training Resources

Whether you are new to elections or have worked them for years, it is important to review training resources. No two elections are the same and keeping up with changes and new information is vital to your success.

Manual

Become comfortable with using this manual. There is a detailed table of contents and an index. The manual is your best tool before and on Election Day. Take it with you to your voting location. Manuals are frequently updated between elections as what is true for one election may not always be the true for another. Visit **Training.Maricopa.Vote** to access the manual for the current election online.

Online Training and Internet Resources

You will be required to pass an online exam. You will receive an email with instructions for accessing the exam. The email will be from:

TheHUB@maricopa.gov

If you do not receive the link, check your spam or junk folder, or email Training for assistance:

training@risc.maricopa.gov

Our training website is located at **Training.Maricopa.Vote**, where you can find many resources to refresh your understanding of equipment and procedures.

Current Election Information

November 2, 2021
All Ballot by Mail Election

This election is all ballot by mail, meaning that all eligible voters in the jurisdictions below will receive a ballot in the mail even if they are not on the early voting list. Voters can either return this ballot by mail, visit a ballot replacement site to drop it off or vote in-person if their ballot was damaged or lost. To receive a replacement ballot, a voter does not need to return their original ballot.

Timeline

- The voter registration deadline is Monday, October 4.
- Ballots will be mailed Wednesday, October 6.
- Voting locations will be open for ballot replacement and drop off from Monday, October 25 through Friday, October 29 and Monday, November 1.
- Election Day is Tuesday, November 2 and the voting location will be open from 6:00am to 7:00pm for ballot replacement and drop off.

The following cities and towns will have measures on the ballot: **Chandler**, **Scottsdale**, **Surprise**, and **Gilbert**.

The following school districts will have measures on the ballot:

Agua Fria Union High School District
Arlington Elementary School District
Buckeye Elementary School District
Buckeye Union High School District
Cave Creek Unified School District
Chandler Unified School District
Fountain Hills Unified School District
Gila Bend Unified School District
Higley Unified School District
Isaac Elementary School District
Kyrene Elementary School District
Liberty Elementary School District
Litchfield Elementary School District
Littleton Elementary School District
Pendergast Elementary School District
Phoenix Elementary School District
Phoenix Union High School District
Queen Creek Unified School District
Riverside Elementary School District
Roosevelt Elementary School District
Tolleson Union High School District

COVID-19 and the Current Election

Given the impact of COVID-19, it is critical that Maricopa County provide Poll Workers and voters with a safe and secure election.

- **Physical distancing**: The location will be large enough to allow for adequate physical distancing. Plans are to separate check-in stations, voting booths, and areas for standing in line by at least 6 feet. Signage and markers will be used to implement physical distancing for voters when standing in line outside.
- **Protective safety supplies**: Poll workers will be provided with face masks and are required to wear them while working at voting locations. Poll workers may wear masks not provided by the Election Department as long as they are not vented masks. Face shields and gloves will be provided for poll workers and are optional.
- **Frequent cleaning and disinfecting**: Poll Workers will be asked to clean and disinfect high touch surfaces after individual voter use.
- **Practicing good hygiene**: Poll Workers will be asked to monitor themselves for symptoms (e.g., cough, fever, chills, muscle pain, difficulty breathing, sore throat, loss of smell/taste) and to wash their hands frequently. In addition to hand sanitizer, facilities will be available for Poll Workers to wash their hands.

Laws Affecting Elections

Many federal and state laws govern how elections are conducted. Title 16 of the Arizona Revised Statutes covers Elections and Electors. The Elections Procedures Manual, published by Arizona Secretary of State, provides required training to election employees in Arizona counties. Below are some important laws for poll workers.

The Voting Rights Act

The Voting Rights Act prohibits discrimination in voter eligibility, registration, and voting location procedures. Under the Voting Rights Act, poll workers must protect a voter's right to a ballot in the language of their choice. In Maricopa County, that means providing English and Spanish assistance. Poll workers must also avoid voicing personal opinions on language assistance.

Help America Vote Act

The Help America Vote Act (HAVA) requires that all individuals who visit a voting location be allowed to vote. Even if a voter appears to be ineligible, the voter MUST be allowed to vote a provisional ballot. HAVA also requires that voting systems provide voters the opportunity to spoil their ballot and receive another one if the voter has overvoted. Additionally, HAVA requires that there be at least one accessible voting device at every voting location that allows voters with a disability to vote independently.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals who have physical or mental disabilities and establishes requirements for access to the voting location and voting. These include parking availability, accessible ramps, and accessible voting booths. All voting locations in Maricopa County are evaluated using the Department of Justice's ADA checklist.

Proposition 200 (A.R.S. §16-579)

In 2004, Arizona voters approved ballot Proposition 200, which requires proof of U.S. citizenship to register to vote.

In 2013, the Supreme Court decided that this state law is preempted by the National Voter Registration Act of 1993 for federal elections, but allowable for state elections. This led to the creation of the bifurcated voter registration system in Arizona, and a "federal-only" ballot style, which includes races only for federal offices. For more information on federal-only voters, see **page 11.**

Prop 200 also requires voters to provide proof of identity when voting in person. In 2019, this law was changed to include in-person early voting.

Voter Registration

Deadline

The voter registration deadline is 29 days before an election. Voters must be registered to vote by the deadline to be eligible to vote.

Requirements

Individuals registering to vote for the first time in Maricopa County and wishing to vote on state candidates and local contests must first provide documentation that they are U.S. citizens.

For a person who is not registered, the most convenient method to prove citizenship is for the registrant to provide their full Arizona driver license number or non-operating ID number on their paper registration form OR by going to **www.servicearizona.com** and clicking on voter registration. Otherwise, voters can provide copies of their birth certificate, U.S. passport, or Naturalization Certificate.

These are provided to the Maricopa County Recorder's Office, who maintains the voter registration database. They will determine if the documentation provided meets the citizenship requirements. Poll workers do not have the responsibility of determining citizenship when helping a new voter register.

Address and Name Changes

At the voting location, voters will be asked to confirm or update their recorded address and name as part of the check-in process. There, a voter can change the name or address on record to another Maricopa County address with proper identification. When a voter's new name or new address is entered in the SiteBook, the information is automatically updated in the voter registration system. There is no need to complete a separate form.

Updating the voter's address is important to ensure they receive the correct ballot with the contests and ballot measures in their precinct. If a voter is at a Vote Center, their precinct-specific ballot can be printed.

If a voter needs to change their mailing address, this cannot be done using the SiteBook. The voter can provide this update on a voter registration form.

For information on how to update voter names and addresses, see the Updating Voter Registration section starting on **page 89**.

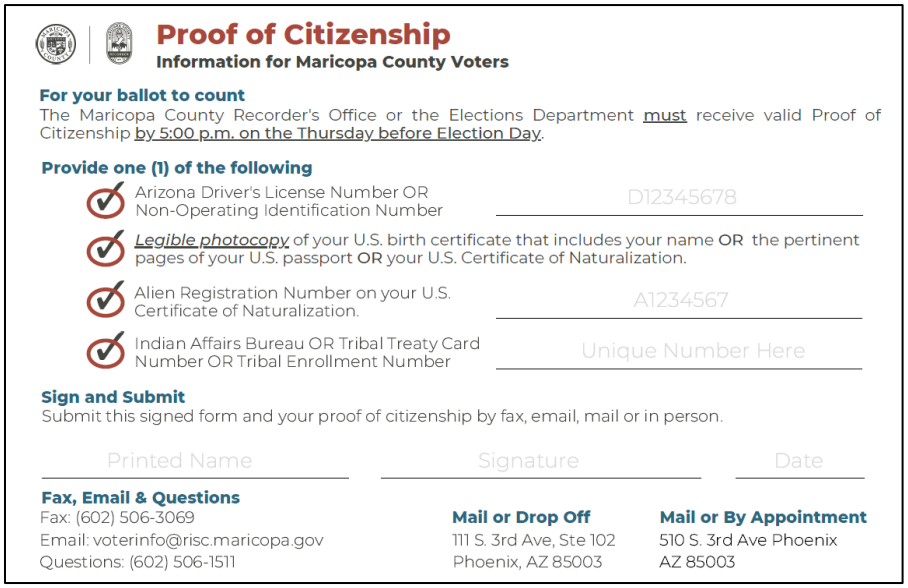
Federal-Only Voters

Arizona state law states that a voter must provide documentary proof of citizenship to vote a full ballot, which includes state and local issues as well as federal. However, Arizona also accepts federal voter registration forms which require proof of identification, but do not require documentary proof of citizenship (DPOC). If a voter does not provide documentary proof of citizenship, that voter is only eligible to vote on federal (Congressional and Presidential) contests.

During elections including federal contests, a federal-only ballot will be available that includes only those contests. When a federal-only voter checks in using the SiteBook, you will be alerted to provide that voter with a federal-only ballot. The federal-only voter may also vote using a "full" provisional ballot. However, when the Maricopa County Elections Department processes this voter's provisional ballot, only the voter's selections on **federal contests** will be counted if all other requirements are met.

A federal-only voter will become eligible to vote a full ballot in all federal, state, county, and local elections if he or she provides valid proof of citizenship to the County Recorder's office at least five days prior to Election Day.

If the voter provides adequate documentation of citizenship by the deadline and is otherwise eligible to vote in the election, their ballot will count. If you have a federal-only voter at your voting location who wants to become a full-ballot voter, provide them with the **Proof of Citizenship Information Sheet**. Per the form, the **deadline is 5:00pm on the Thursday before election day.**



Proof of Citizenship

Information for Maricopa County Voters

For your ballot to count

The Maricopa County Recorder's Office or the Elections Department must receive valid Proof of Citizenship by 5:00 p.m. on the Thursday before Election Day.

Provide one (1) of the following

- Arizona Driver's License Number OR Non-Operating Identification Number — D12345678
- *Legible photocopy* of your U.S. birth certificate that includes your name OR the pertinent pages of your U.S. passport OR your U.S. Certificate of Naturalization.
- Alien Registration Number on your U.S. Certificate of Naturalization. — A1234567
- Indian Affairs Bureau OR Tribal Treaty Card Number OR Tribal Enrollment Number — Unique Number Here

Sign and Submit

Submit this signed form and your proof of citizenship by fax, email, mail or in person.

Printed Name | Signature | Date

Fax, Email & Questions
Fax: (602) 506-3069
Email: voterinfo@risc.maricopa.gov
Questions: (602) 506-1511

Mail or Drop Off
111 S. 3rd Ave, Ste 102
Phoenix, AZ 85003

Mail or By Appointment
510 S. 3rd Ave Phoenix
AZ 85003

Active Early Voting List (AEVL)

Legislation in 2021 resulted in changes to early voting. While voters may still sign up to receive a ballot in the mail for every election they are eligible, it is no longer permanent. The new law now requires voters to cast at least one early ballot in one election with a candidate on the ballot over two consecutive election cycles, unless it's an all-mail special election, in order to remain on the Active Early Voting List. Voters who do not participate will remain registered to vote, but state law requires the county to notify the voter, and if they do not respond, to remove the voter from the early voting list. They can sign up again at any time.

Add or Remove from List

If a voter indicates they would like to be added to or removed from the early voting list, please have the voter complete the add/remove form in your supplies and place it in the Completed Forms Envelope. The purple PEVL form may be used for this election.

If you run out of forms, complete a goldenrod-colored Polling Place Event/Information Report (see **page 27**) with the following information:

- "Please ADD me to (or) REMOVE me from the Active Early Voting List"
- Voter prints full name (First, Middle, Last)
- Voter prints current residence address
- Voter prints current mailing address (if different from residence address)
- Voter prints date of birth (Month, Day, Year)
- Voter provides required signature
- Voter writes the date signed

Voters may also sign up online at BeBallotReady.Vote or Maricopa.Vote.

ADD OR REMOVAL FROM THE PERMANENT EARLY VOTING LIST

AGREGAR O RETIRAR DE LA LISTA PERMANENTE DE VOTACIÓN TEMPRANA

Please ☐ **ADD** ☐ **REMOVE** my name from the Permanent Early Voting List.

Por favor ☐ **AGREGUE** ☐ **RETIRE** mi nombre de la Lista Permanente de Votación Temprana.

PRINTED NAME / **IMPRIMA** SU NOMBRE	RESIDENCE ADDRESS / DIRECCIÓN DE DOMICILIO
DATE OF BIRTH / FECHA DE NACIEMIENTO	**MAILING ADDRESS / DIRECCIÓN DE CORREO**
SIGNATURE/FIRMA	DATE / FECHA

POLL WORKER—PLEASE PUT THIS FORM IN THE COMPLETED FORMS ENVELOPE

1/2020 ADD REMOVE FROM PEVL

Section Two

Poll Worker Information

Preparing for the Election

Hours

Prior to Election Day, arrive 30 minutes prior to opening. Your Inspector should provide the opening time at your location. Your recruiter will also have this information.

On Election Day, arrive at the voting location by 5:30am. The voting location is open from 6:00am-7:00pm. Any voter in line at 7:00pm is eligible to vote. Do not begin to close the polls until the last voter leaves. Use the closing procedures to ensure valid security. Please plan to stay and work until all tasks are completed.

Dress Code

As representatives of Maricopa County Elections, it is important to dress neatly. Clothing should be clean and appropriate for your position as the face of elections in our county. Clothing or accessories may not contain political messages or images. Jeans without holes and in good condition are satisfactory. Bring a warm layer (like a jacket) you can wear during cooler times of the day. Shoes are required and comfortable shoes are a must!

Staying at the Voting Location

You may not leave the voting location from the time of your arrival to the time your work is finished for the day. Bring everything you will need for the day with you in the morning.

Food and Drink

You will be at the voting location for a long time and will not be able to leave the center for meals. The facility is not required to supply a refrigerator, coffeemaker, or other appliances. Pack snacks and foods that do not require refrigeration or reheating. Ordering food may be acceptable. Check with your Inspector first.

Appliances

Before bringing any electrical appliance, such as a coffeemaker or crockpot, consult with your Inspector. Inspectors can consult with the Troubleshooter or facility contact.

Voting Location Guidelines

Smoking or E-Cigarettes

Smoking and e-cigarettes are not permitted in the voting location. If you are on a school campus, state law mandates the entire campus, including parking lots, are No Smoking Zones.

Firearms in the Voting Location

Even if voters are properly licensed to carry weapons, they are prohibited from bringing weapons into a voting location or inside the 75-foot limit according to A.R.S. §13-3102(A)(11). This does not apply to peace officers or members of the military in the performance of official duties.

Cameras in the Voting Location

In accordance with state statute, no cameras- still, video, or otherwise- are allowed in the voting location while the polls are open. This includes reporters and other media, who must stay outside the 75-foot boundary. A.R.S. § 16-515(G)-(H); A.R.S. § 16-1018(4).

Cell Phones

Cell phones are permitted for limited use by voters and poll workers, but cell phone cameras may not be used in the voting location or anywhere within the 75-foot limit. When voters are present, your phone should be out of sight unless you are speaking to the Elections Department.

Voting Booths

Voters have a right to a private space to complete their ballot. Verify booths are set up in a way that makes this possible. Periodically check each voting booth to ensure no political material or trash has been left behind. This includes any pens or pencils that are not election specific ballot marking pens.

~~Electioneering~~

Electioneering occurs when an individual verbally campaigns within the 75-foot limit. This includes handing out campaign literature, talking to voters or poll workers about candidates or issues, or otherwise attempting to influence the election. If the voting location has an "emergency" designation, electioneering is prohibited anywhere onsite, even outside the 75-foot limit. A.R.S. § 16-411(H); A.R.S. § 16-515; A.R.S. § 16-1018. These locations are referred to as non-electioneering sites on the Inspector's roster.

Voters are permitted to wear clothing with a political message inside the 75-foot limit, but poll workers, observers, and election officials may not. Voters must "promptly" move outside the 75-foot limit after casting a ballot. A.R.S. § 16-515(G)-(H); A.R.S. § 16-1018(4).

Voting Location Team

Inspector: The Inspector is the location team leader and is responsible for ensuring all policies and procedures are followed and every voter is able to cast their ballot in private. This position delegates tasks to other poll workers, assists in clocking poll workers in and out, administers the Oath of Office, and assists voters. Assistance includes, but is not limited to, checking ID and assisting voters in using the Accessible Voting Device. The Inspector is responsible to ensure all closing activities are performed correctly including completing closing paperwork and delivery of required items to the receiving site. Should be able to perform any role.
Judge: The Judge is the back up for the Inspector. They aid in the same responsibilities as the Inspector such as verifying voter ID's and assisting voters. Judges also monitor the envelope drop box. Should be able to perform any role.
Marshal: The Marshal is tasked with keeping order in the voting location. This includes, but is not limited to, maintaining proper signage, assisting with curbside voting, monitoring and reporting voter wait time, and announcing the opening and closing of the polls.
Clerks: Clerks ensure that the affidavit printer is properly stocked with paper and affidavit envelopes, and that any Ballot on Demand (BOD) printers are loaded properly with ballot paper. Clerks select the correct ballot based on the printed affidavit envelope and hand it to the correct voter. For provisional voting, they ensure the provisional receipt, envelope, and ballot have matching BOD codes. For any voters receiving an affidavit envelope, the Clerks fold the ballot in the shape of a "W" and ensure the voter signs and dates the affidavit envelope. Clerks may also monitor and report voter wait times.

Support Team

Troubleshooter: The Troubleshooter is the Inspector's first point of contact for questions or issues. Your Troubleshooter is responsible for assisting with problems and verifying procedures are being followed. They assist in resolving observer, electioneering, and equipment issues, clearing paper jams, and serve as a liaison between the Elections Department and the voting location. The Troubleshooter must be notified if the Inspector needs to leave the site for any reason. Please attempt to contact your Troubleshooter twice before contacting the Hotline unless otherwise directed in this manual.

T-TECH: T-Techs provide in-field mobile technical support for the voting equipment. If not onsite, they will be deployed if Hotline and or Troubleshooter assistance is insufficient.

Hotline: The Hotline staff provides additional support when your Troubleshooter cannot be reached.

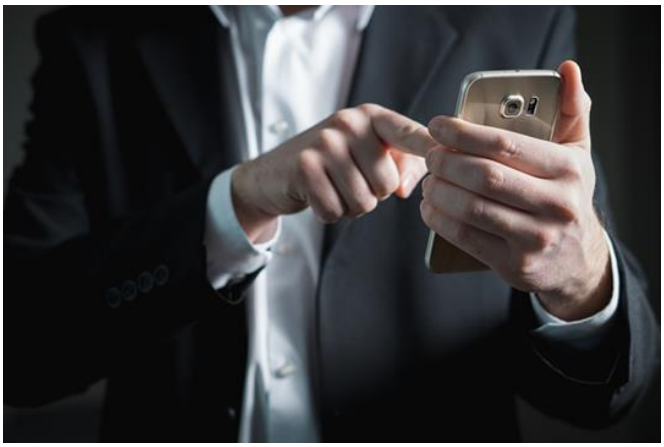
Ballot Couriers: Ballot Couriers, working in bipartisan teams, visit the voting location daily to collect ballots that accumulate in the envelope drop box. The Inspector and the Ballot Couriers will sign a Ballot Custody Statement for this ballot transfer. Ballot Couriers also collect other items such as those in the Clear Official and Completed Forms Envelopes.

You may see your Troubleshooter and possibly a T-TECH multiple times throughout the day if one is not onsite. Check the identification of ALL support staff every time they enter your voting location. All support staff will have a badge.

Do not let ANY unauthorized person touch the voting equipment.

When to Call the Hotline

There are many reasons a poll worker may need to call the Hotline at (602) 506-2010.



Absent Poll Worker: If a poll worker has not arrived within 15 minutes of scheduled time, the Inspector must call the Hotline.

Inspector is not able to open or close a voting facility: If the Inspector cannot gain access to the facility or the facility cannot be closed, the Inspector must call the Hotline.

Lost facility keys: If the facility has provided the Inspector with a key or facility access badge(s) and either is lost or stolen, please report immediately to the Hotline.

The Troubleshooter cannot be reached by cell phone: The Inspector will call the Hotline if the Troubleshooter cannot be reached by cell phone after a reasonable number of attempts have been made (*two phone call attempts approximately 1 minute apart when URGENT assistance is needed*).

Power outage at the facility: If the facility loses power, please report to the Hotline immediately.

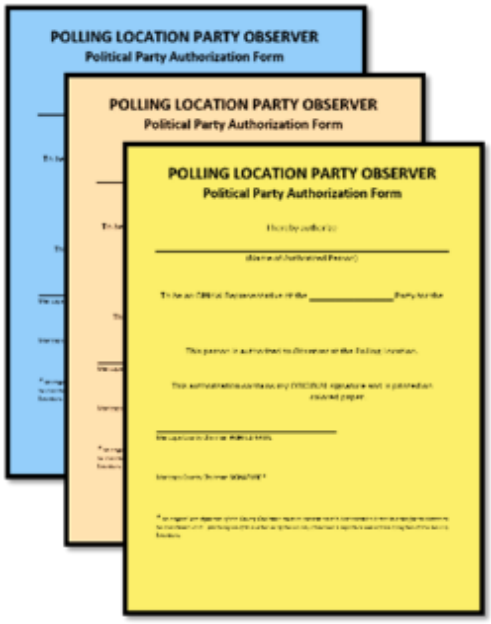
An accident or injury has occurred with a worker or voter: For serious injuries, *Contact 911 before attempting to contact the Hotline.*

Long Lines: If voter wait time in line exceeds 30 minutes, contact the Hotline.

Poll workers may also call the Hotline concerning any emergency situation, especially those that may impact voter access, which cannot be immediately corrected by poll workers or the Troubleshooter.

Observers

Observers perform a valuable function by ensuring Maricopa County provides the best possible service to voters. An official observer, hired and trained by a political party, will have a letter with an original signature (not a copy) of their County Party Chairman. Democrat letters will be on blue colored paper, Republican on salmon colored paper, and Libertarian on yellow colored paper. Observers with these letters may enter the polling place to observe voting activities. A.R.S. § 16-515(B).



If an observer arrives at the voting location, the Inspector should:

- Welcome the observer and thank them for their service
- Work with the observer to find a few optimal locations in the Vote Center that allow for observation without impeding the flow of operations
- Call the Hotline to log the occurrence

By statute, observers **are** permitted to:

- Direct questions to the Inspector or Troubleshooter
- Make handwritten notes
- Hear all instructions from the Inspector, Troubleshooters, and officials
- Observe assistance given to voters
- Watch for anyone influencing voters, tampering with equipment, or inequitably applying laws and procedures

By statute, observers **are not** permitted to:

- Speak to voters or poll workers other than the Inspector within the 75-foot limit
- Record or photograph activities within the voting location
- Wear clothing or accessories relating to a political party or candidate
- Enter a voting booth except to mark their own ballot
- Interfere with or disrupt the voting process

Observers, continued

If an observer is engaging in behavior that interferes with or disrupts the voting process or violates one of the rules above:

- In a respectful manner, inform the observer of the actions or behavior that is not acceptable
- Call the Hotline if the behavior persists
- Work with the Hotline on how to proceed with either removing the observer or changing their behavior

Occasionally, observers come from the U.S. Department of Justice and/or other official government agencies that can observe voting activities. These individuals will have an official badge. Allow these observers to speak with any poll worker or voter.

Only one observer per political party may be inside the 75-foot limit. Any additional observers from the same party must remain outside the 75-foot limit. A.R.S. § 16-515(B).

If you have ANY questions about whether someone can legally remain within the 75-foot limit, call your Troubleshooter immediately.

Customer Service

You are the face of the election to voters, and it is critical that you treat all voters with courtesy and respect. Due to your important role, **conduct yourself in a professional manner** that ensures fair and impartial elections for all. The way that you conduct yourself as a poll worker directly affects voters' experiences at the polls.

General Guidelines

- Give every voter a friendly greeting in a timely manner with a wave and eye contact.
- Remain calm and neutral in all circumstances.
- Listen carefully and be patient. It is helpful to listen completely to a voter and to take a moment to validate the voter's concern before addressing the issue.
- **Keep noise to a minimum inside the voting location. Loud talking and other noises may make it difficult for voters to concentrate.**
- **Do not discuss candidates or issues regardless of whether they are on the ballot or not. Topics related to the ethnicity, culture, religion, or gender of any person are also not appropriate.**
- Poll workers **can** discuss how to accommodate voters, and you are encouraged to ask the voter questions if you are unsure how to help.

Helping Every Voter

ALL voters deserve courteous and respectful attention in exercising their right to vote regardless of race, ethnicity, gender expression, and physical or language ability. Some voters have physical, mental and/or language barriers they may have to overcome with poll worker assistance.

Voters may bring any person of their choice to assist them in the voting process as long as that person is not his or her employer or union leader or a candidate listed on the ballot. The voter should identify the person who he or she wishes to assist them. Voters may, at their discretion, be assisted by two poll workers of different political affiliations.

When Assisting a Voter:

Ensure that all these activities are carried out by a board of two poll workers of different political affiliations.

- Speak loudly enough to be heard, but not so loudly that the voter's privacy is violated. You are not required to take the voter to another room or other area to complete the process.
- Distinctly state to the voter the names of all candidates for each office or the written description of the propositions and ask the voter how he or she wishes to vote in each instance.
- Mark the ballot indicating the voter's choices.
- Do not attempt to influence the voter's choices, including attempting to explain issues on the ballot and giving personal opinions or advice.

Disability Awareness

Guidelines

Many disabilities are not visible. Take people at their word. An accommodation request should never be followed by a challenge to a person's disability status.

- Don't assume any person needs assistance.
- Wait until your offer is accepted. Then listen for instructions.
- Don't be afraid to ask questions if you are unsure of how to assist.
- Be patient. Take as much time as is necessary. Every voter is important.
- Treat adults as adults. Address people with disabilities the same way you address anyone else.
- Provide voters with disabilities the same privacy as other voters.

Voters Who Use Wheelchairs/ Mobility Assistance

- Don't touch someone's wheelchair or mobility device without permission.
- Do not ask any person to carry things on their wheelchair.
- If a ramp has been provided at the voting location, check throughout the day to make sure it has not shifted away from the threshold.
- Ensure signage directs voters to accessible ramps and entrances.
- If a voter is not able to come into the voting location, curbside voting is available. (See **page 107**.)

Voters with Hearing Disabilities

- Do not relate hearing loss or inability to vocalize to cognitive ability.
- Speak directly to the voter (not the companion).
- Speak clearly using short and simple sentences. Do not raise your voice.
- Rephrase rather than repeat your statements. Different words are heard and understood better than others.
- Have a pad of paper and pen handy for communicating.
- Keep your hands and other objects away from your mouth and don't chew gum. Many people with hearing impairments rely on lip reading to understand others.

Voters with Disabilities Which Impact Speech and Language

- Do not relate inability to vocalize to cognitive ability.
- Just because a person cannot express themselves verbally, do not assume they cannot understand you.
- Ask the voter to repeat what he or she said and repeat it back to be sure you understand correctly.
- Try to ask questions that require a short answer or nod of the head.
- Have a pad of paper and pen handy for communicating.
- Do not speak for the voter or attempt to finish the voter's sentences. Be patient and allow the voter to finish their statement.

Voters with Visual Disabilities

- Identify yourself to the voter and tell him or her where you are.
- Offer your arm rather than taking the voter's arm.
- Notify the voter if you leave them.
- If you are offering the voter a seat, ask if you may place the voter's hand on the back of the chair so they are able to locate the seat.
- Be descriptive when giving directions. Voters with visual disabilities are often oriented to the clock. Example: "the ballot box is at your 11 o'clock, 3 feet ahead of you."

Voters with Intellectual Disabilities

- Treat the person as an adult.
- Be patient, flexible, and supportive.
- Take time to understand the voter and make sure the voter understands you.
- Try to limit distractions and keep things simple. Take one task at a time.
- Offer assistance with completing forms or understanding written instructions.
- Provide extra time for decision-making.
- Ensure signage indicates where to start and how to mark the ballot.

Service Animals

- Many people with disabilities use service animals.
- Service animals should always be admitted into the voting location.
- Do not touch or pet a working service animal.
- Many service animals wear special vests or scarves, but they are NOT required.
- If a voter states an animal is a service animal or other variety of companion animal, do not question them.
- If any animal presents a threat to health or safety within the polling location, offer curbside voting.

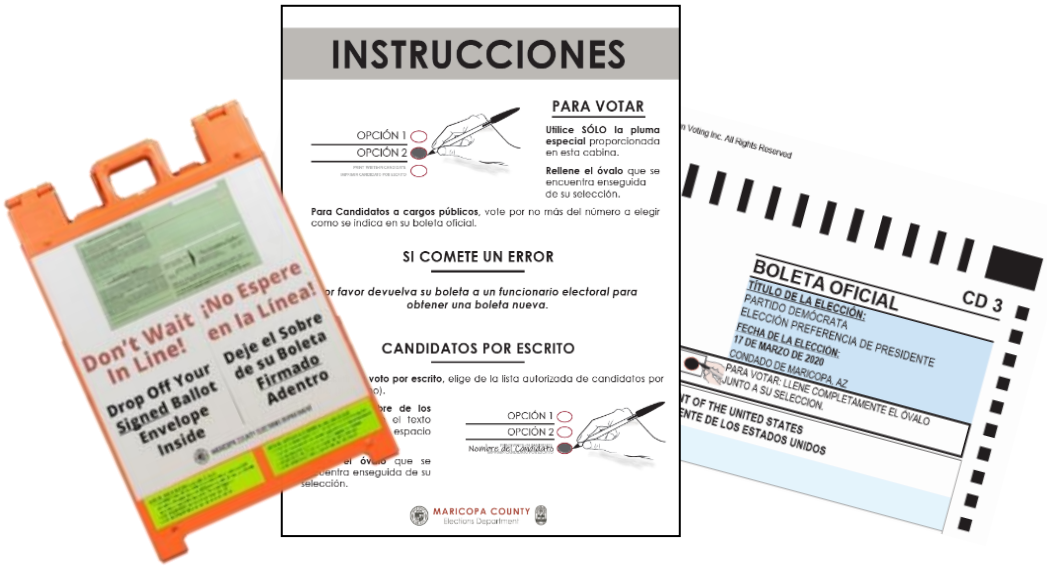
Language Assistance

Section 203 of the Voting Rights Act requires that voters who need language assistance receive it at the polls and at every stage of the electoral process. Maricopa County is legally obligated to provide language assistance and materials in Spanish.

Language assistance is provided in several ways:

- Ballots and signage are in English and Spanish.
- SiteBook check-in is available in English and Spanish.
- Voter instructions are posted in voting booths in English and Spanish.
- Tabulator screens are in English and Spanish.
- The Accessible Voting Device has English and Spanish options.
- Many poll workers are fluent in both English and Spanish to ensure a positive experience for every voter. If needed, call the Hotline for a bilingual staff member to speak directly with the voter.

NOTE: It is the responsibility of every poll worker to protect the voter's right to a ballot in the language of their choice. Maricopa County is required to provide voting materials in both English and Spanish. Failure or refusal to make all ballot styles available to voters will be grounds for dismissal and removal of your name from the list of prospective citizens to serve as a poll worker in future elections. Just as it is unacceptable to discuss candidates or issues on the ballot, poll workers must refrain from voicing opinions on language assistance.



Safety at the Polls

Injuries

Reasonable safety precautions need to be taken in the voting location. Please ensure the following steps are taken at your site:

- Keep walkways free of debris, chairs, and extension cords.
- Call 911 for any situation requiring emergency treatment. Afterwards, notify the Hotline.

Protective Gear

- Poll Workers will be provided with masks and are required to wear them as a condition of employment. Face shields and gloves will also be provided and are optional.
  - Masks are to be worn unless eating, drinking, or taking a break outside.
  - Poll Workers are welcome to wear their own masks; however, masks with vents or other holes are not allowed by the Maricopa County mask mandate.
- Voters will be offered masks (if needed) and hand sanitizer.

Cleaning Procedures

When voters have been present, clean equipment and frequently touched surfaces after voter use.

- **Clean frequently touched surfaces**
  - Put on gloves and use sanitizing wipes or disinfectant spray and paper towels to wipe down frequently touched surfaces such as tables, voting booths, pens, ballot marking pens, counters in bathroom facilities, and door knobs/handles.
  - Throw wipes, paper towels and gloves away in the facility trash cans after each use. These items should never be flushed down a toilet.

Safety at the Polls, continued

- **Clean SiteBooks and voting equipment**
  - Clean multiple SiteBook screens with a sanitizing wipe or paper towels sprayed with disinfectant spray. Let sit for one minute, then dry the screens with a paper towel. **Do not spray cleaning solution directly on to the SiteBook screen.**
  - With another sanitizing wipe or sprayed paper towel, clean the Accessible Voting Device touchscreen and ATI controller, let sit for one minute, then dry the screen with a paper towel.
  - Throw wipes, paper towels and gloves away in facility trash cans after each use.

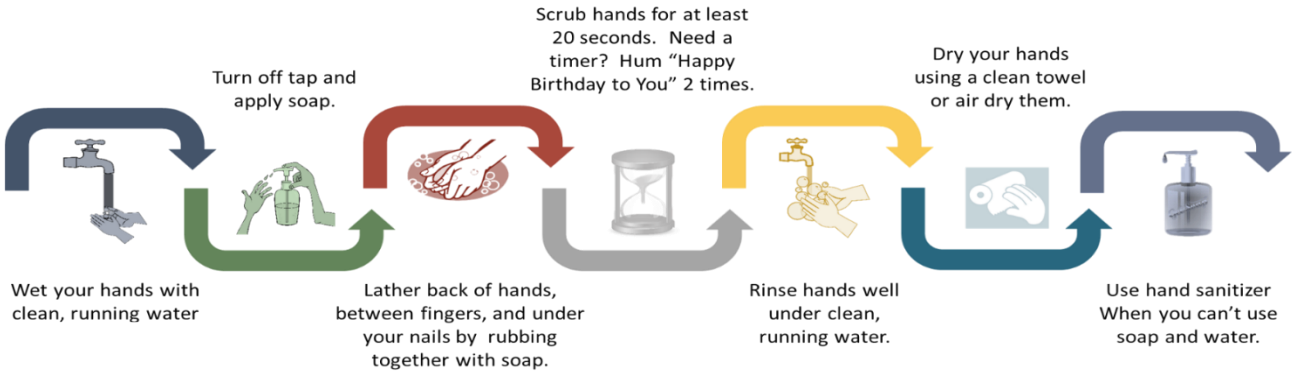
- **Check cleaning supplies daily**
  - Check to ensure hand sanitizer, wipes, disinfectant spray, paper towels, masks, gloves and tissues are well stocked. Notify the Inspector if your location is running low. The Inspector can contact the Hotline.
  - Ensure trash is not overflowing.

Tips for Staying Healthy

- Observe physical distancing guidelines and recommend voters to do so as well.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze either with a tissue or your elbow. Throw any used tissues in the trash immediately.
- Provide friendly greetings, but avoid shaking hands with voters.
- Wash your hands frequently for at least twenty seconds or use an alcohol-based hand sanitizer.

If you feel sick, please alert your recruiter immediately and do not report to the voting location.

Handwashing



Polling Place Event/Information Report

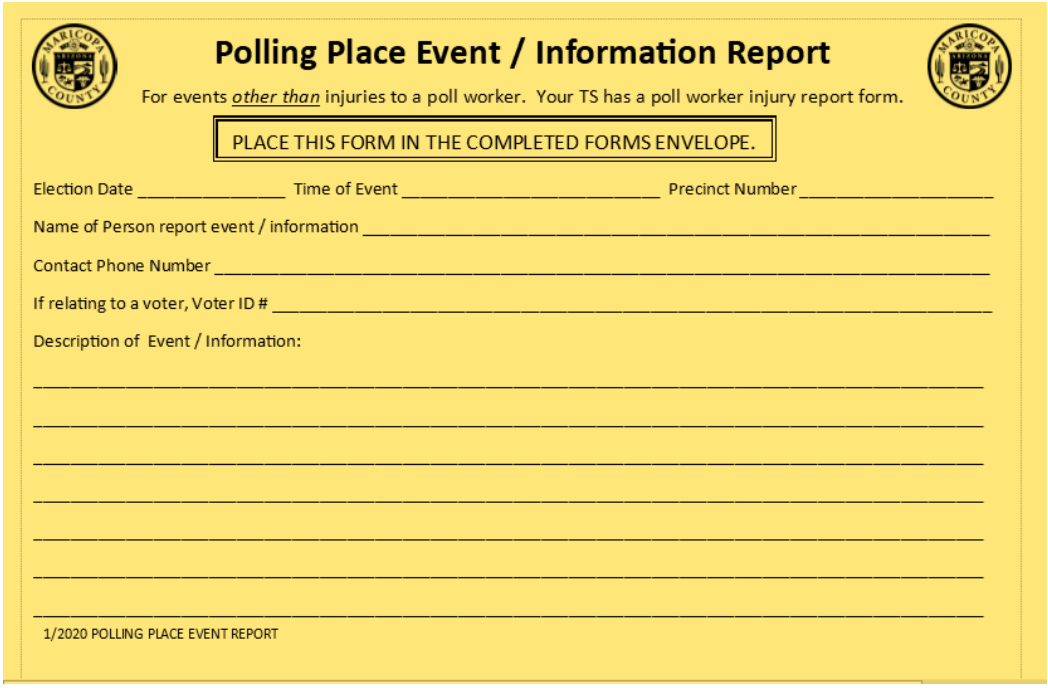
The Inspector will call the Poll Worker Hotline to report any injury, incident, or unusual event that happens at your site. If a poll worker is injured at your site, ask your Troubleshooter for the correct injury form and information from their manual.

For Life Threatening Emergencies, First Call 911, then Call the Hotline.

Poll Worker Hotline …… 602-506-2010

Goldenrod Event/Information Report

Poll workers will have Polling Place Event/Information Report in their supplies at each voting location. This is the only form printed on goldenrod-colored paper and may be referred to as "goldenrod." Use the form to document any incident, injury, or event that happens at the voting location. This form is also used for auditing purposes post-Election Day.



Polling Place Event / Information Report

For events *other than* injuries to a poll worker. Your TS has a poll worker injury report form.

PLACE THIS FORM IN THE COMPLETED FORMS ENVELOPE.

Election Date _____ Time of Event _____ Precinct Number _____

Name of Person report event / information _____

Contact Phone Number _____

If relating to a voter, Voter ID # _____

Description of Event / Information:

_____

_____

_____

_____

_____

_____

_____

1/2020 POLLING PLACE EVENT REPORT

Section Three

The Equipment

Electronic Equipment

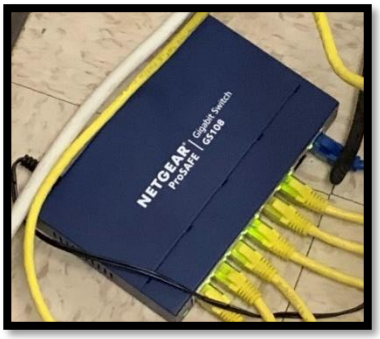
SiteBooks

Each voting location will be equipped with SiteBooks. Voters will use these touch screen terminals to check in. Once checked-in, the SiteBook will determine the correct ballot for each voter and will communicate this to the printer system where the voting materials print. SiteBooks are also used for clocking in and out, reporting wait times, issuing provisional ballots, and reissuing ballots to voters who have made errors on their ballots and have had them officially spoiled.

MoFi Router

Each voting location will have at least one MoFi router which allows the SiteBooks to communicate with the Elections Department and the Ballot on Demand printer systems. The MoFi provides a secure connection to the Elections Department VPN, not an internet connection. No election equipment from Maricopa County is connected to the internet for security reasons.

Switch



Each voting location may have at least one switch to connect the Ballot on Demand printer systems and SiteBooks to the MoFi router. Network cables are connected to the switch.

Printers

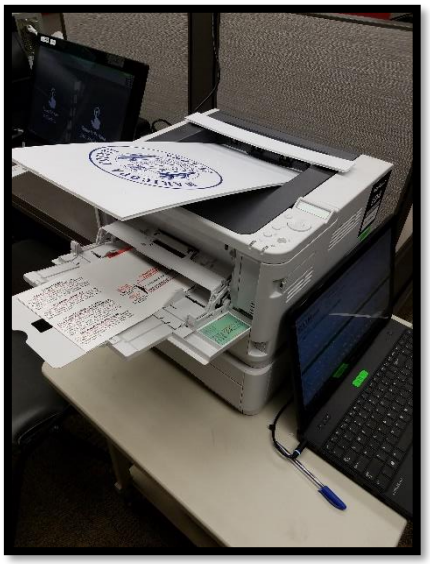
Up to two Ballot on Demand (BOD) printers may be at your voting location. These printers communicate with the SiteBook check-in stations to print the voter's specific ballot. There are two varieties of BOD printers: Lexmark and Mini. They all perform the same functions.

The BOD printer system includes an affidavit printer that prints the voter's affidavit envelope and provisional receipt. The Mini BOD is the exception, as it will print ballots, envelopes, and other documents without a separate affidavit printer. **Voting locations may have either BODs <u>OR</u> preprinted ballots and one affidavit printer to print other voter materials.**

The BOD printer system has a laptop either on a sliding tray that pulls out (Lexmark) or next to it (Mini). A password to this computer will be available when you begin working. Two applications will be open on the monitor throughout the day, which communicate with the SiteBooks to print the ballots. These applications are self-sufficient and do not require your input to function.

When loading the BOD printer with blank ballot paper, insert half an inch of paper at a time. Let the tray completely empty before refilling the paper. Otherwise, the printer may jam.

Lexmark Printer System



Mini Printer System

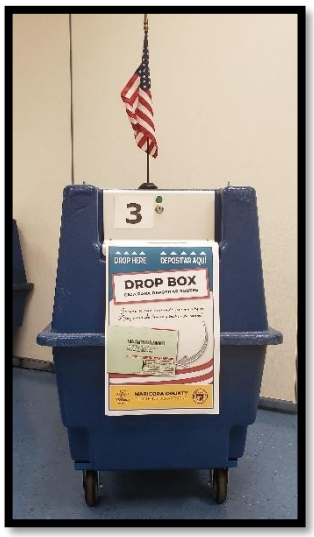
Accessible Voting Device (ICX)

Each location will be equipped with one Accessible Voting Device including a touchscreen, printer, Audio Tactile Interface (ATI) controller, headset, sip and puff adapter and privacy screen. The Accessible Voting Device is a ballot marking device that provides a wide variety of accommodations to voters.

The Accessible Voting Device is activated by the Poll Worker Card, which is the responsibility of the Inspector. The card is inserted chip first with the image of a key face up into the yellow slot at the base of the touchscreen.

Other Equipment

Envelope Drop Box



The envelope drop box is for ballots sealed in envelopes including braille and large print ballots in manila envelopes. Inspectors may unlock Door #3 for voters to deposit manila envelopes, lock Door #3, and complete a Goldenrod Event/Information Report with the date and time. Ballot Couriers will pick up ballots daily. At the end of Election Day, poll workers will transfer all envelopes to **BLUE** transport boxes to be returned to the Elections Department. Transport boxes are sealed with zip ties for security.

Voting Booths

The voting location will have multiple voting booths, including a red wheelchair accessible voting booth. The black leg extenders for the front legs of the wheelchair accessible voting booth are located with other supplies. (See Supply List in the Appendix on **page 125**.)

Yellow or Green Bags

These bags contain supplies for the SiteBooks and other equipment. See the Yellow/Green Bags Inventory List in the Appendix on **page 126** for a complete list of contents.

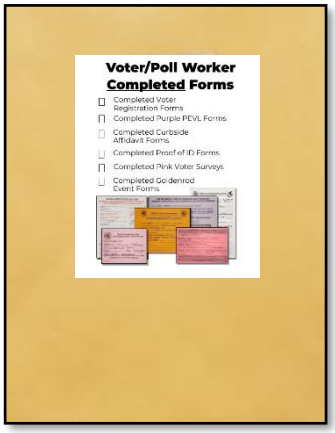
Envelopes

Clear Official

Place spoiled test prints, spoiled ballots, spoiled envelopes, and other spoiled voter materials in the Clear Official. Seal with a red and white seal signed by the Inspector and Judges at the end of Election Day. Affix a voting location label or hand write the location on this envelope.

Completed Forms Envelope

Place all completed forms such as voter registration forms, Polling Place Event/Information Reports, and early voting list add/remove forms in the Completed Forms Envelope. (See Supply List in the Appendix on **page 125** for forms.)



Paper Supplies

Ballots

Ballot paper for printing voter specific ballots will be provided to voting locations with Ballot on Demand (BOD) printer systems. Locations without BODs will be provided with preprinted ballots.

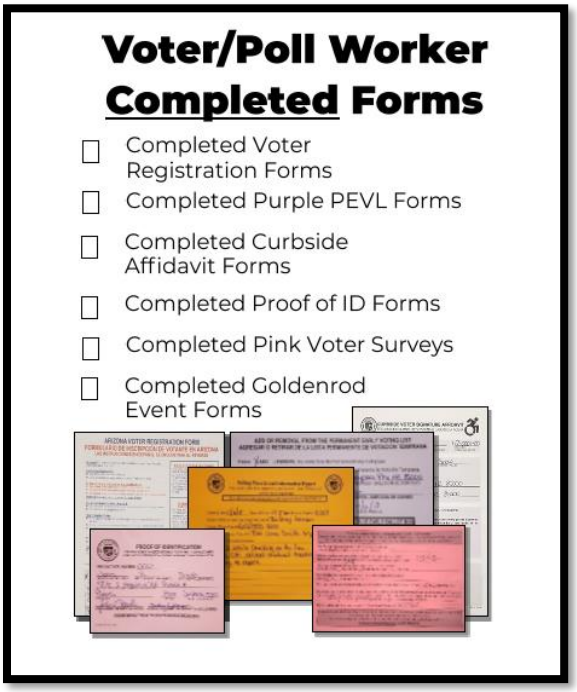
Each voting location will be supplied with paper specifically for the Accessible Voting Device printer. This paper is heavier than standard copy paper and is used to print completed ballots from the Accessible Voting Device. Please be sure to identify this ICX paper in your supplies, separate it and reserve it for use only in the Accessible Voting Device printer.

Other Paper Supplies

Familiarize yourself with all the supplies on the Supply List in the Appendix on **page 125** and all of the forms provided to you prior to opening your voting location.

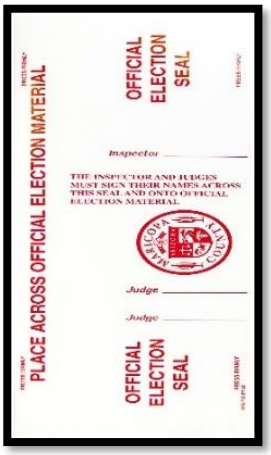
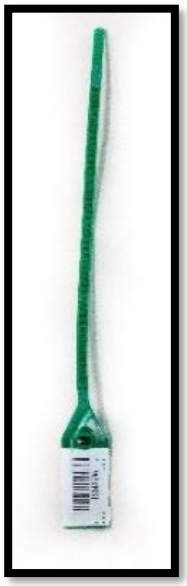
- Curbside Voter Affidavits
- Proof of Identification
- Voter Registration
- Add/Remove from early voting list
- Pink Voter Surveys
- Poll Worker Interest
- Goldenrod Event/Information
- Proof of Citizenship

Place completed forms inside the Completed Forms Envelope.



Seals

Seals add security to our election process and ensure that important equipment and documents, such as tabulators or ballots, have not been tampered with.

Tamper Evident Seal	Envelope Seal	Box Seal	Zip Tie Seal
			
When removed, this seal reads “void” across it. If one of these seals must be removed while polls are open, contact the Hotline for permission.	These seals are used to seal envelopes such as the Clear Official and Misread Ballots.	This seal is used to close the ballot box and any slots on blue boxes used to transport ballots.	These seals are used to seal equipment doors, and boxes used to transport ballots and important data and documents.

Exterior Signage

Note: Poll workers are responsible for setting up exterior signage in the morning at the voting location and bringing it in at closing.

Vote Here

Have Your ID Ready

Envelope Drop Off Instructions

75-Foot Limit Triangle

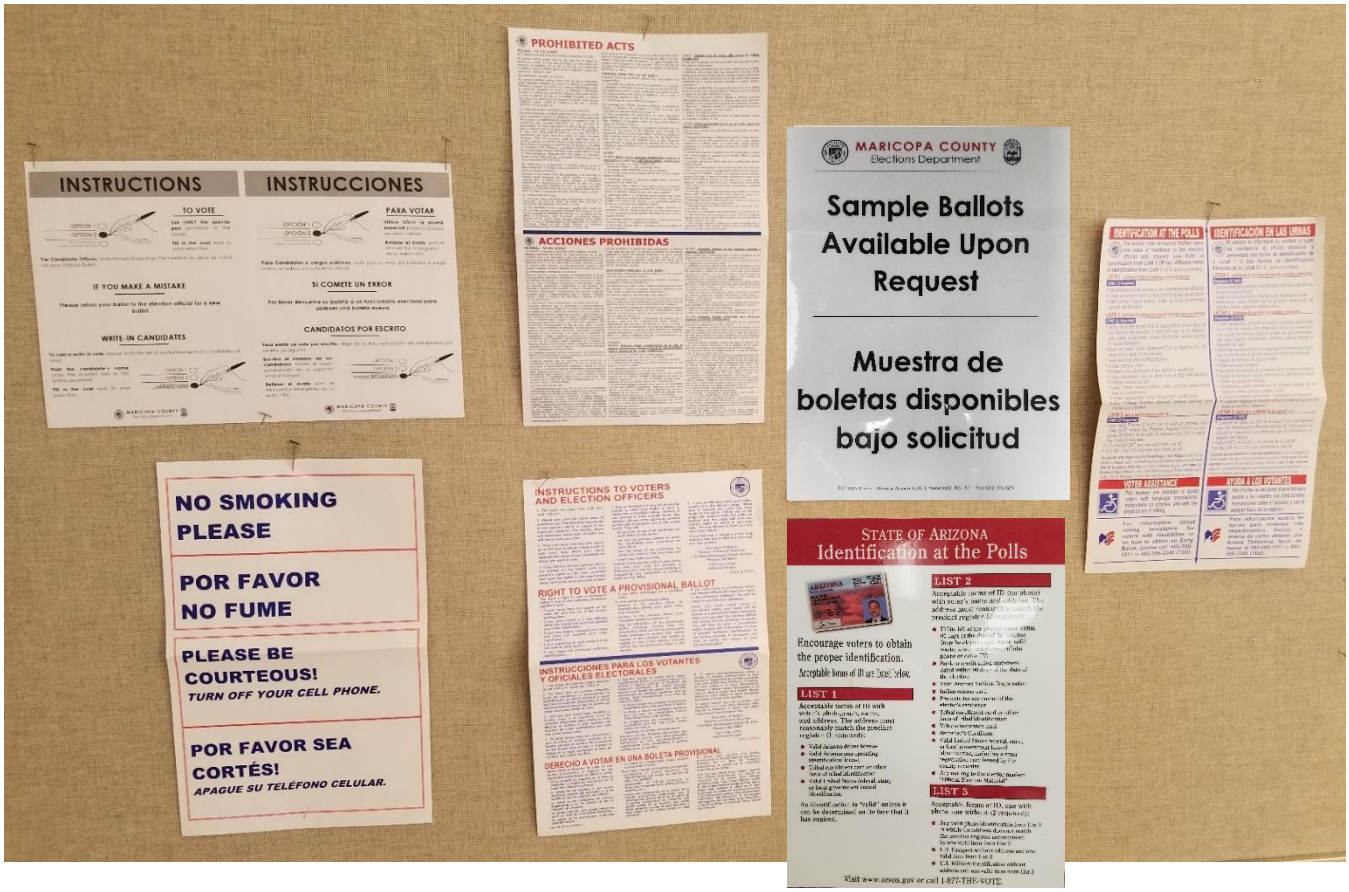
Curbside Voting

Accessible Voter Entry Arrow

Interior Signage

Place these signs in a prominent place inside the voting location and read them to be familiar with their contents. In many cases, these can be posted on setup day.

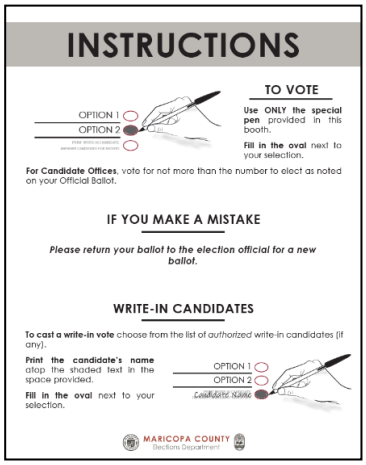
- State of Arizona Identification at the Polls (only required for certain elections)
- Instructions to Voters and Elections Officers/Right to Vote a Provisional Ballot
- Voting Instructions (also post in each Voting Booth)
- Prohibited Acts
- Sample Ballots Available on Request
- Identification at the Polls
- No Smoking/Cell Phone



Interior Signage, continued

Voting Booth Ballot Instructions

Place in each voting booth



INSTRUCTIONS

TO VOTE

OPTION 1
OPTION 2

Use ONLY the special pen provided in this booth.

Fill in the oval next to your selection.

For Candidate Offices, vote for not more than the number to elect as noted on your Official Ballot.

IF YOU MAKE A MISTAKE

Please return your ballot to the election official for a new ballot.

WRITE-IN CANDIDATES

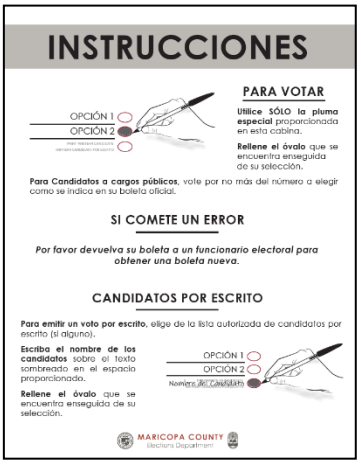
To cast a write-in vote choose from the list of *authorized* write-in candidates (if any).

Print the candidate's name atop the shaded text in the space provided.

Fill in the oval next to your selection.

OPTION 1
OPTION 2
Candidate Name

MARICOPA COUNTY Elections Department



INSTRUCCIONES

PARA VOTAR

OPCIÓN 1
OPCIÓN 2

Utilice SÓLO la pluma especial proporcionada en esta cabina.

Rellene el óvalo que se encuentra enseguida de su selección.

Para Candidatos a cargos públicos, vote por no más del número a elegir como se indica en su boleta oficial.

SI COMETE UN ERROR

Por favor devuelva su boleta a un funcionario electoral para obtener una boleta nueva.

CANDIDATOS POR ESCRITO

Para emitir un voto por escrito, elige de la lista autorizada de candidatos por escrito (si alguno).

Escriba el nombre de los candidatos sobre el texto sombreado en el espacio proporcionado.

Rellene el óvalo que se encuentra enseguida de su selección.

OPCIÓN 1
OPCIÓN 2
Nombre del Candidato

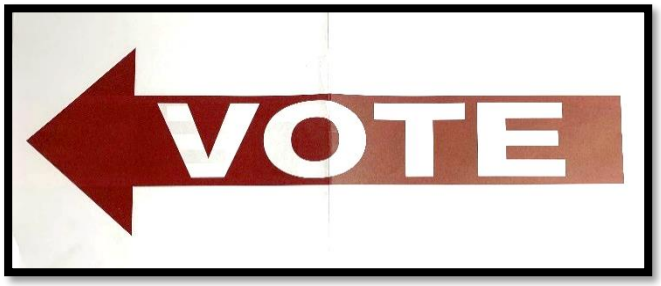
MARICOPA COUNTY Elections Department

Wait Here For Next Available Terminal

Place six feet before first SiteBook

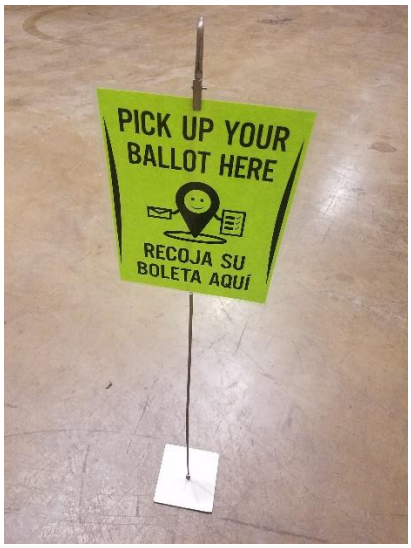
Red Vote Arrow Signs

Post in the morning to direct voters



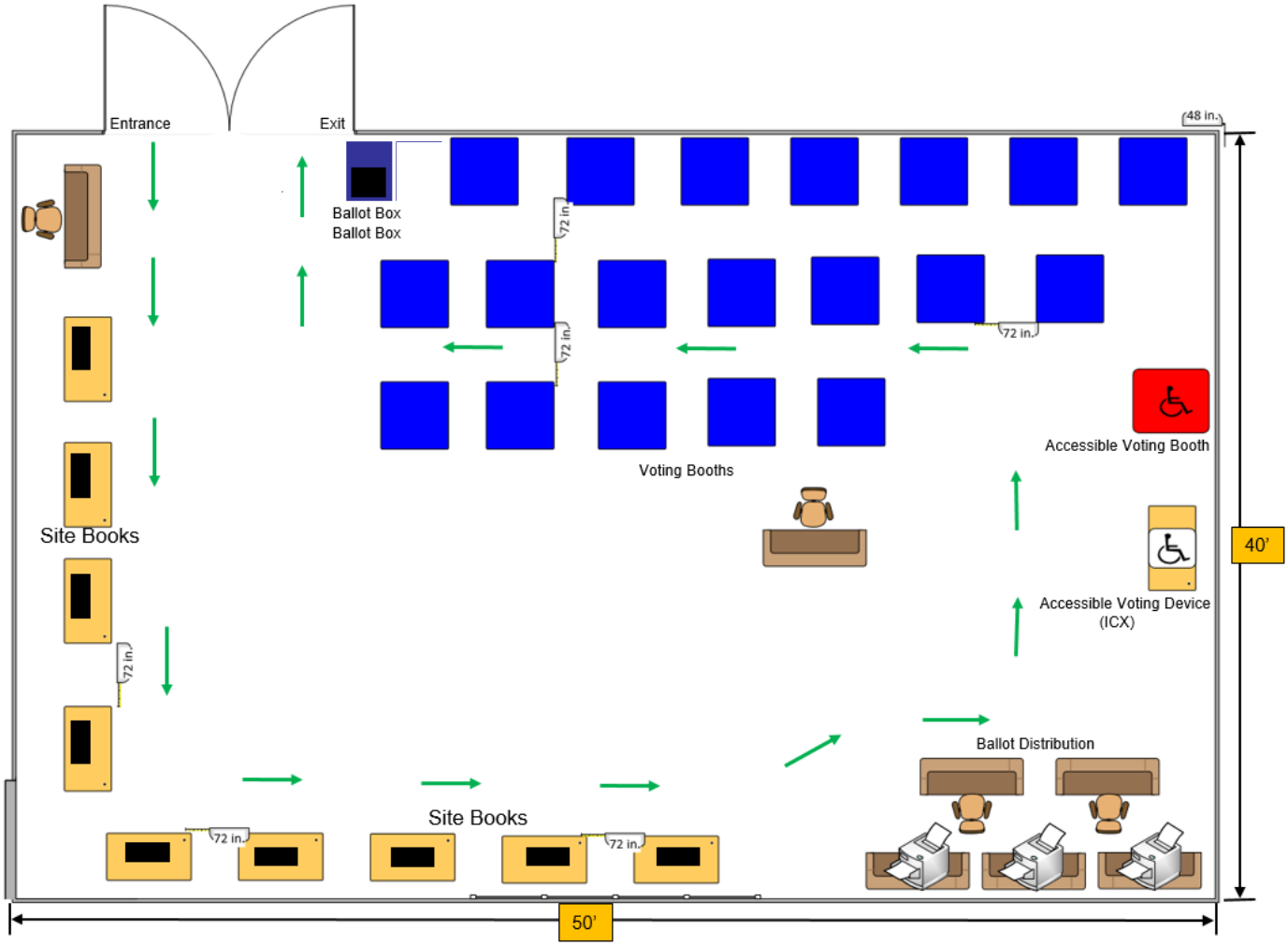
Pick Up Your Ballot Here Signs

Post on table at Ballot Pick Up Area



Section Four

Set Up the Voting Location



- Before your voting location opens, you will be contacted with a day and time for setting up the location. Three hours of pay will be added for setup.
- The layout above serves as a general guideline and may be adjusted depending on dimensions of the room and access points. You may have more or less equipment than shown here at your voting location.
- A team from Maricopa County will set up the Ballot on Demand (BOD) printer systems and layout equipment in its general location prior to full setup as it will be more difficult to move later. Please work closely with this team to balance an efficient, safe and functional voter flow layout.

- Ensure emergency exits are not blocked.
- Poll worker teams should plan on attending setup unless told otherwise.
- Printers should be out of the way ensuring they do not present a tripping hazard.
- Ensure the SiteBooks can be clearly seen or actively direct voters toward them when they enter to vote.
- The area around voting booths should not be high traffic areas except for those completing ballots. Provide voters with as much privacy as possible.
- The area surrounding the accessible voting booth and Accessible Voting Device should be kept clear for any voters with mobility equipment such as wheelchairs. Placement should limit the distance voters will need to travel to use them.
- Place the Accessible Voting Device at an angle to provide for additional privacy.
- The envelope drop box should be inside near the entrance/exit door of your location. Consider separate entrance and exit doors if the location can accommodate.

Please do not attempt to move <u>any</u> equipment after setup without calling the Hotline for approval and guidance.

Call the Hotline with any setup concerns.

Setup Checklist

Use the following checklist to make sure your Vote Center is fully set up. Items on the checklist do not necessarily need to be completed in this order. If you need assistance, contact the Poll Worker Hotline.

- ☐ Meet your poll worker team, review this checklist, and discuss where each person can best help with setup.
- ☐ Review expectations for working at the voting location from Section 2 (work schedule, being present all day, what to wear, what not to wear, topics of discussion to avoid, showing respect to fellow team members and voters, bringing their manuals, etc.).
- ☐ Take inventory of the supplies. **See Supply List on page 125.** Ballot boxes may contain supplies or equipment. Notify the setup team if any supplies are missing.
- ☐ Once the layout is determined, set up the voting booths per instructions on **page 61**. Tape voting instructions in each booth with the masking tape.
- ☐ Set up a table with all the forms and documents.
- ☐ Post interior signage **(page 36)**. If there is interior signage to be posted outside of the room, such as arrows, wait until opening morning to post them.
- ☐ Assist the setup team with equipment setup if necessary. They will focus on setting up the BODs, MoFi(s), SiteBooks, Switches, Network Cables, and possibly other equipment.
- ☐ Test the Accessible Voting Device **(pages 58-60)**. The setup team should set it up.
- ☐ Test your site badge, setup team runs test prints on each SiteBook, and ensure each SiteBook is locked before leaving **(pages 46-47)**.
- ☐ Seal the following items in the Inspector box (**RED** transport box): site badges, Poll Worker Card, wristlet, log, and Inspector Packet items not in use. **(See page 131 for Badge/Key Log sample of form to be used each day when unsealing and resealing the box.)**

Assemble the MoFi

In most cases, a setup team will setup the MoFi. There are two varieties of MoFi which may be at your voting location. For setup purposes, the difference is that the MoFi has two paddle antennas and the Sierra MoFi only has one.

1. Plug the **Power Strip** into a wall outlet.

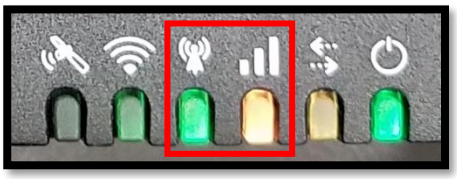
2. Remove the **MoFi** components from the clear bubble pack.

3. Using the red dots on the MoFi, screw in a **paddle antenna** on each side of the MoFi. Bend up both antennas so that they are standing upright (like bunny ears).

4. Plug one end of the MoFi **power cord** into the power strip and the other end into the MoFi.

5. On the MoFi, you are fully connected when the world icon has a green light over it and the light is no longer flashing **(may take up to 5 min)**.

On the Sierra MoFi, you are fully connected when the lights in the red square in the picture to the right are solid regardless of color.



Once the MoFi is fully connected, you can begin networking other equipment to it such as switches, SiteBooks, and printers by connecting them with the yellow network cables.

Set Up SiteBooks

Assemble SiteBooks

In most cases, a setup team will setup the SiteBooks. There are **two varieties of SiteBooks**. One has a **kick stand** and the other has a **collapsible stand**. You will have one or the other at your site, but not both. (Refer to the **GREEN** job aid to setup the SiteBooks with the collapsible stands.) The SiteBook with the collapsible stand will have an additional strap around the SiteBook case securing the collapsible stand against the case. Release the strap and snap the strap around the handle of the case.

1. Gently place the SiteBook Case face down (flat side down) on a table.

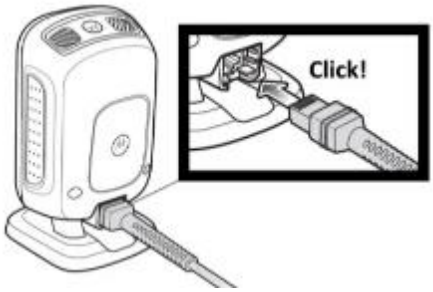
2. Remove the **power cord** from the zippered pouch and unlock all four clasps. If the power cord is not in the zippered pouch, check the Yellow/Green Bags where you will also locate the **scanners, network cables**, and **cable locks**.

3. Open the flaps and **connect the power, network, and scanner cables to the back of the SiteBook**. The sticker on the back of the SiteBook will indicate where to connect the cables.

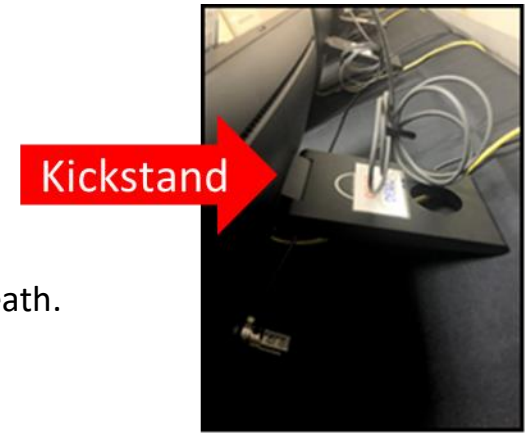
4. Plug the **power cord** into the **power strip**.

5. Take the **yellow network cable** and plug it into any port in the back of the **MoFi** or a **Switch** that is connected to the MoFi.

6. Plug the **GRAY cable** into the backside of the scanner (if not already connected) making sure you hear it click into place.



7. If you have SiteBooks with **kick stands**, lift **the kick stand** on the back of the SiteBook and stand the SiteBook upright on the table while another worker removes the case from underneath.



If you have SiteBooks with the **collapsible stands**, extend the collapsible stand and turn the SiteBook upright on the table while another worker removes the case from underneath.

8. If you have SiteBooks with **kick stands**, attach the **scanner** to the Velcro on the **top right corner.**

If you have SiteBooks with **collapsible stands**, attach the **scanner** to the Velcro on the **front of the SiteBook stand**.

9. The SiteBook should automatically boot up. If it does not, press and hold the power button on the bottom right side of the SiteBook with **kick stand** until the light turns on. For the SiteBooks with **collapsible stands**, press the power button on the front of the SiteBook on the lower right corner

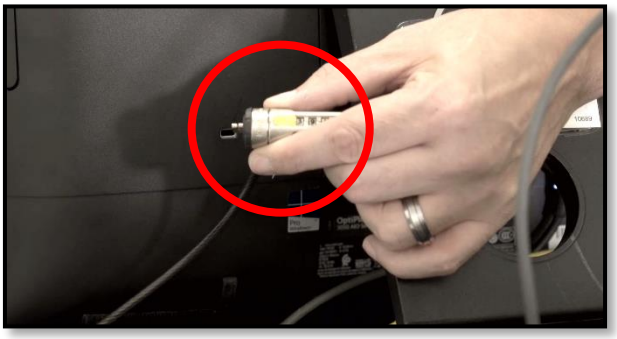
10. Repeat steps 1-9 with the other SiteBooks.

Secure SiteBooks

To secure the SiteBooks, attach a combo cable lock to the table and to the SiteBook at that table. Repeat for each SiteBook at each table.

1. Run one **cable lock** through the table leg and support as shown.

2. Slide the lock end through the small, looped end and pull it tight.



3. Locate the small hole on the back of the SiteBook monitor. Press and hold the black button on the top of the lock with the yellow side facing out and visible and insert the small end of the lock into the hole.

   If the lock is not on the right code, the button will not depress. Enter this number on the yellow side of the lock.

4. Release the black button to engage the lock. Using your thumb and forefinger, scramble the code on the lock.

5. Verify that the lock is secured.

Set the Site Location on SiteBooks

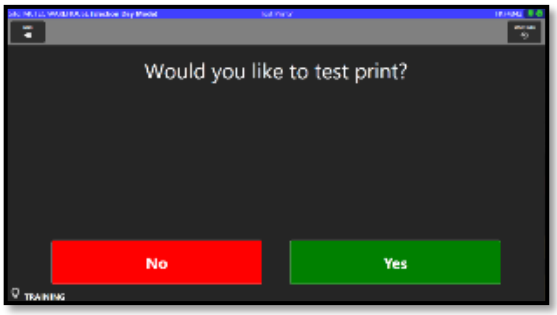
1. Verify that the facility number and name on your Site Badge matches the location where you are working.

2. Using the scanner on the top right of the SiteBook, scan the **Site Badge**.

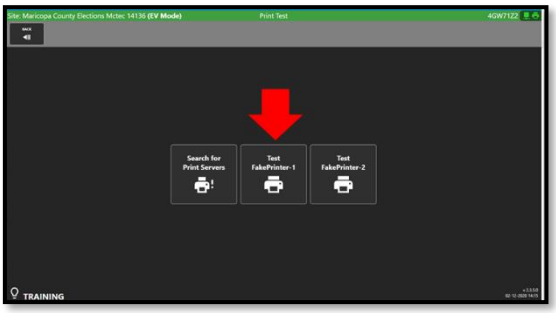
3. If this is the correct location for where you are working, tap the **Yes** button.

   If it is incorrect double-check the location number on the Site Badge and call the Hotline.

SiteBook Test Print

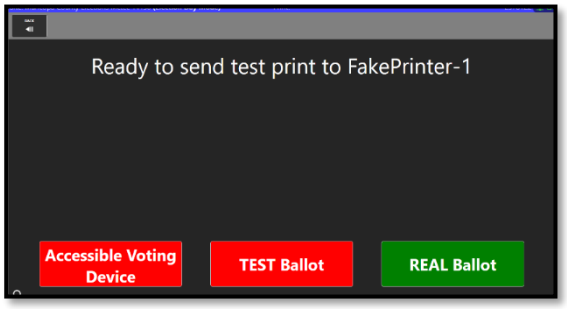


4. The screen will ask if you would like to test print. Select **YES**. Proceed with the following steps to Test Print.

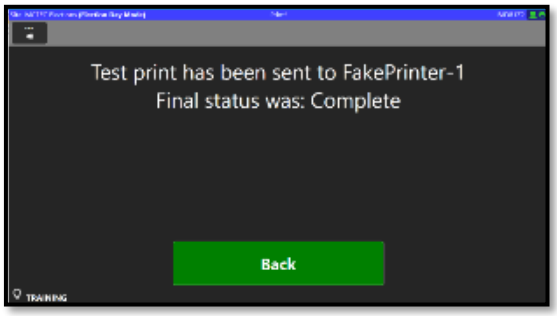


5. Select the **printer.**

6. **Submit** test prints for both red buttons: Accessible Voting Device and Test Ballot.



7. Once test prints are completed, tap the **Back** button once and respond **No** to test printing.



8. Repeat steps 2–7 on all SiteBooks for all printers.

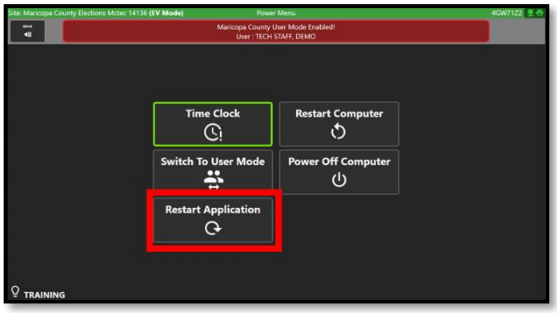
9. **Inspect, SPOIL, sign, and date** all test prints and place them in the **Clear Official**. Notify the setup team or Hotline if there are any print issues.

Lock All SiteBooks

1. Tap the **POWER** button (top right).

2. Scan your Site Badge.

3. Tap **Restart Application** to lock the SiteBook for the night.



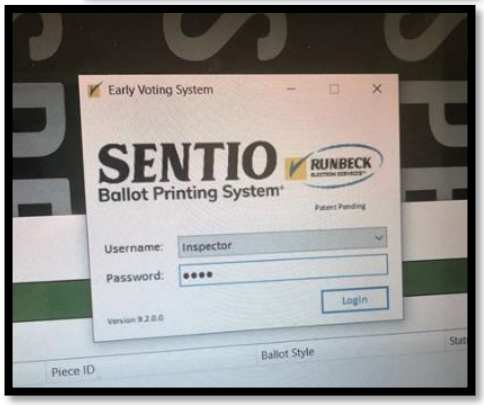
4. Repeat steps to lock all SiteBooks.

Login to Ballot on Demand Printer Systems

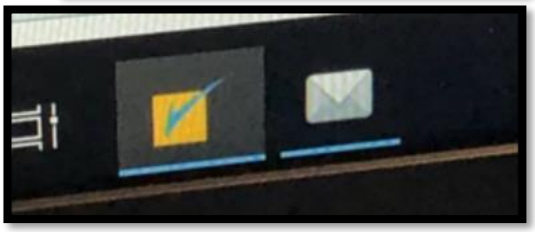
Once the Ballot on Demand (BOD) printer systems are set up by the setup team (see **page 29** for pictures of BODs after setup), they will login to the monitors connected to each printer, wait for the applications to launch, and login to the Sentio Ballot Printing System before performing test prints.

1. Login to each monitor with the Inspector login and 4-character password provided.

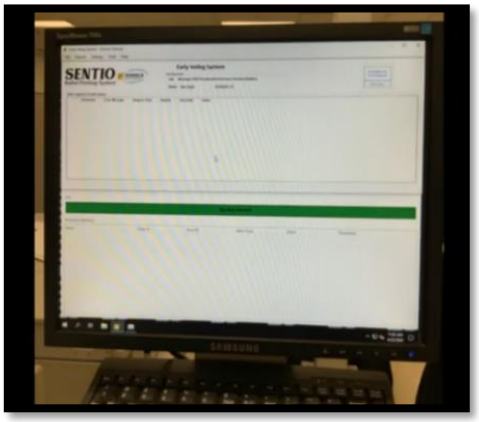
2. The two applications will automatically open upon login. Once they are open, login to the Sentio Ballot Printing System with the same Inspector login and 4-character password.



3. The Early Voting System (Sentio Ballot Printing System) application icon looks like a gold box with a blue checkmark and the Envelope Printing System application looks like an envelope. Ensure only one instance of each application is open. If more instances are open, voter materials may print multiple times.



4. Once logged in, the monitor display will look like this one.



Please do <u>not</u> close the applications, log off/shut down the monitors, or power off the printers unless directed. Once BODs are up and running properly, they will remain on until the end of Election Day.

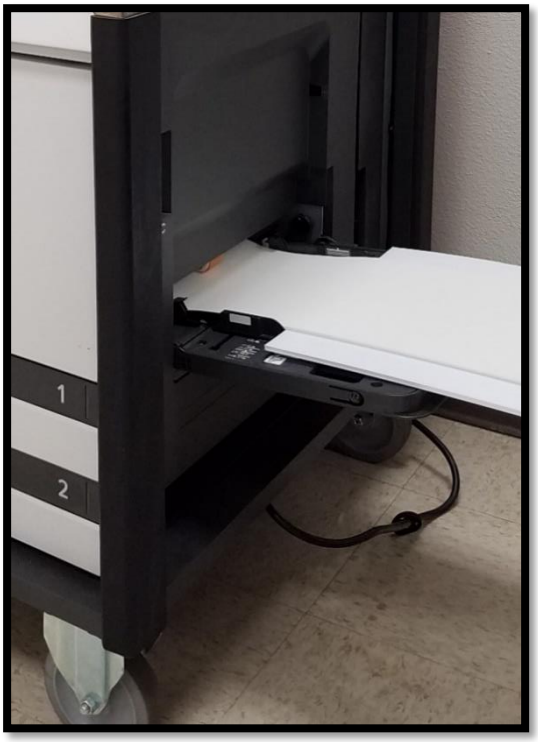
Load Ballot on Demand Printers

There may be up to three Ballot on Demand (BOD) printers at the voting location. The BOD printer will use information transmitted by the SiteBook during a voter's check-in process to print the voter's specific ballot.

Loading the Ballot Paper- Lexmark

When adding ballot paper to the printer, take these precautions to avoid printing complications.

1. Before adding ballot paper to the printer, remove any existing ballot paper.
2. Never exceed about a half inch of paper.
3. Ensure that the guides on either side of the tray are flush with the paper to prevent printing crooked ballots.
4. Use the corrugated plastic ballot guide, which sits on top of the Lexmark ballot feed tray for longer ballot paper.



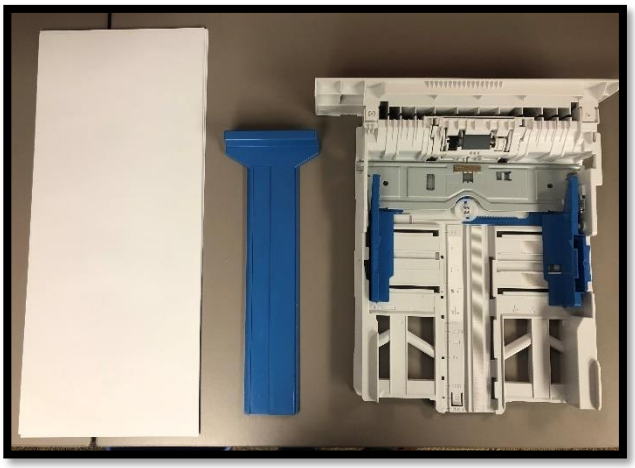
Loading the Mini BOD

The Mini BOD is an all-in-one printer that will print ballots, envelopes, and other voter materials.

The bottom of the Mini contains the paper drawer for printing provisional receipts and control slips.

To load regular paper: Gently pull out the bottom drawer, load it with regular paper, and gently push it back in place.

The top of the Mini is separate and is stacked on top of the bottom. The top contains the paper drawer for the ballot paper. For the drawer to accommodate longer ballot paper, a blue extender must be used. There will be an indicator on one side of the drawer showing where the extender should line up when connected.

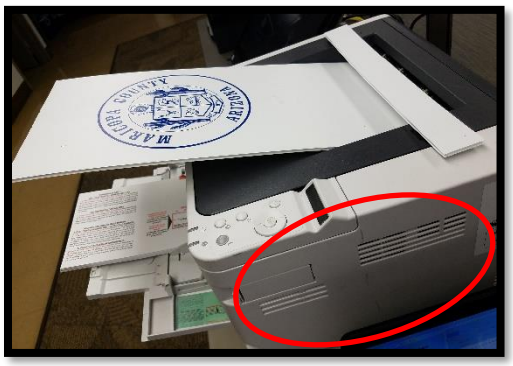


Loading the Mini BOD continues on the next page.

To load ballot paper: Gently pull the drawer labeled "BALLOT" completely out of the printer, lay it on a flat surface, place a half inch of ballot paper in it, gently insert it back into the printer, and gently push it until it clicks into place. The drawer will extend out through the other side of the Mini BOD as shown in the image to the right.

To load envelopes: Open and extend the front door flap for the envelope tray and load no more than 10 envelopes in the direction indicated on the green sticker. Adjust the guides to the width of the envelopes. Do **NOT** open the back door flap. All documents, including envelopes, will exit through the top of the Mini BOD printer. **Please note that this is different than on the affidavit printer.**

To print ballots: Guides will be added to the top of the printer to keep longer ballots on the printer. Ballots will print double-sided. The first side of the ballot will print and will almost completely exit the top of the printer. Then, it will be pulled back into the printer to print the other side of the ballot. Do **NOT** remove the ballot from the printer until the printer stops printing and the ballot fully exits the printer.



Important: Ensure the intake and exhaust fans are unobstructed on both sides of the printer (see red oval in picture on one side of printer). If these fans are obstructed, the printer may overheat and give an error code.

Set Up Affidavit Printer

1. Insert the **power cord** into the back of the affidavit printer.

2. Plug the other end into the **power strip.**

3. Using the **25-foot yellow network cable** from the duffle bag, plug one end into the affidavit printer and one end into the MoFi.

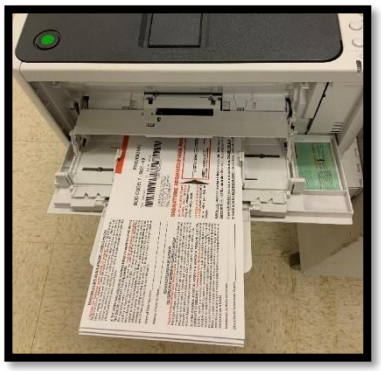
4. Press and hold the **power** button on the front of the affidavit printer for a few seconds to turn it on. The printer shown is already on as the light is green.

Load Affidavit Printer

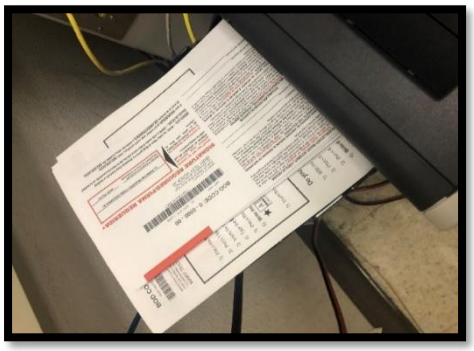
The affidavit printer can work alone or as a part of the Ballot on Demand (BOD) printer system to print envelopes and provisional receipts. Regular paper, loaded in the bottom tray, is used to print provisional receipts and control slips. The paper exits from the top of the printer. Envelopes, loaded from the front, will print out the rear of the printer to the back flap. **Please note that this is different than the Mini BOD printer.**

To load paper: Open the drawer beneath the front flap. Place half a package of regular paper in the drawer. Gently push the drawer closed. Be careful not to overfill paper, as this will cause the printing process to be slower.

To load envelopes: Open the **front door flap** of the affidavit printer and place no more than 10 envelopes in the tray using the green sticker on the right side for guidance. Adjust the guides to the width of the envelopes. Envelopes must be loaded facing the correct direction so that the voter's name and barcode print correctly. Start with blank envelopes (no voter name or barcode) and load them with the black arrow pointing to the signature box toward the printer as shown below.



To print envelopes: Open the **back door flap** of the affidavit printer when setting up the printer. Envelopes will be less likely to jam. **As a reminder, do not open the rear flap on the Mini BOD.**



Set Up Accessible Voting Device

The setup team should setup this device. Two (2) people are required to setup.

Verify that you have these three (3) items:

Accessible Voting Device Rolling Bag

Accessible Printer Rolling Bag

Accessible Voting Device Controller Bag (stored inside the printer bag)

If the bags have seals, place the broken seals inside the bags for later access.

Accessible Voting Device Touchscreen

1. With TWO (2) people, lay the Accessible Voting Device rolling bag on the floor with the zipper panel facing up. Unzip the bag.

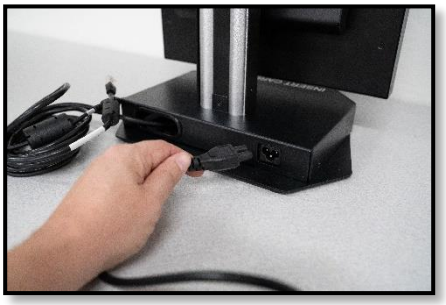
2. The Accessible Voting Device will be wrapped in foam and plastic. Together, lift the entire unit out of the bag and place on table.

3. Remove the power cord from the bag.

Set Up the Accessible Voting Device, continued

4. Stand the Accessible Voting Device on the table and carefully remove the foam protectors one at a time, then the plastic bag cover. The back of the screen should have one seal on the upper door and one seal on the lower door.

5. Place the foam and plastic back into the rolling bag, zip the bag up, and set aside.



6. Plug the Accessible Voting Device power cord in the bottom right of the rear of the screen base. Plug the other end into a power strip or wall outlet. The screen will automatically begin booting up after about 30 seconds. If not, unplug it, wait 2 minutes, and plug in again.

Accessible Voting Device Printer

1. Place the **rolling printer bag** on the floor with zippered panel facing up and unzip.

2. Remove **controller bag** and **power cable** and set aside.

3. Unstrap the Velcro and remove printer from bag.

4. Place printer next to the **Accessible Voting Device Touchscreen**.

5. From the back of the Accessible Voting Device Touchscreen, plug the **BMD cable** into the **top port** on the back of the printer.

6. Plug the **printer power cable** into the back of the printer and then into the **power strip**. The printer will automatically begin booting up.

7. Position the printer so that the Accessible logo is facing forward.

Accessible Voting Device ATI Controller

1. Remove the Accessible Voting Device ATI Controller and Headset from the audio bag.

2. From the back of the Accessible Voting Device, plug the cable labeled **USB ATI** into the ATI Controller. The tab on the cord will face down.

3. When it is fully connected you will hear a click and see a flashing green light where you plugged it in.

4. Plug the green end of the headphones into the port labeled **Audio** located on the bottom right side of the ATI Controller.

5. Place the **controller and headset** next to the Accessible Voting Device.

6. Place the controller bag in the printer bag, zip up, and set aside.

Note: A Sip and Puff Device should also be in the controller bag. If you have a voter who wishes to use Sip and Puff technology, this adapter may be needed for them to connect to the ATI controller. Keep the device in the controller bag and access it only if needed.

7. Finally, place the blue privacy screen around the Accessible Voting Device and printer.

Test Accessible Voting Device

The **Inspector** will test the equipment after setup.

1. Insert the **Poll Worker Card** into the card reader located in the base of the Accessible Voting Device so that the gold chip on the top goes in first and the image of a black key is facing up.

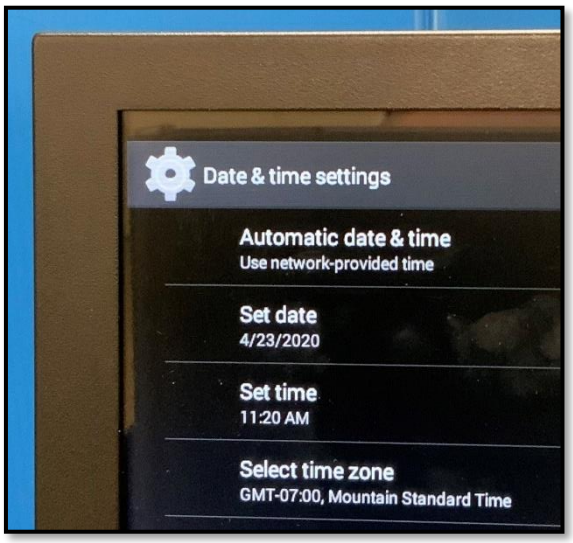
2. When prompted, enter the **login pin number** on the screen. Your login pin number will be in your Inspector packet. Then tap **Login**.

3. Verify the Date and Time are correct. If correct, tap **Confirm**. If the time is more than 10 minutes different from current time, or the date is wrong, tap the **Modify** button. Note: Time will show in military time but will display in standard time in the upper right corner of the screen.

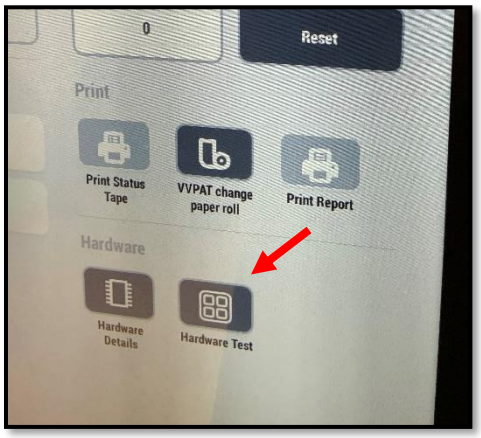
   a. To adjust date: Tap **Set Date**, select the current date from the calendar, then touch done.

   b. To adjust time: Tap **Set Time**, scroll up or down on the hour, minute, and/or AM/PM to set to current time, then touch done.

   c. Tap the **back** button at the bottom center of the screen to return to main menu.

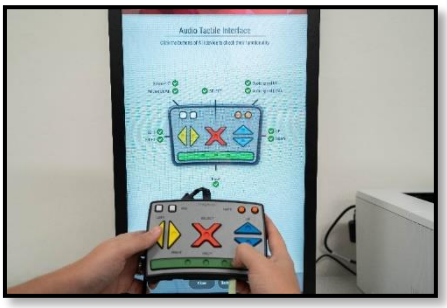


4. Tap the **Hardware Test** button on the bottom right of the screen.



5. Tap the **ATI button** on the screen. This will test the controller.

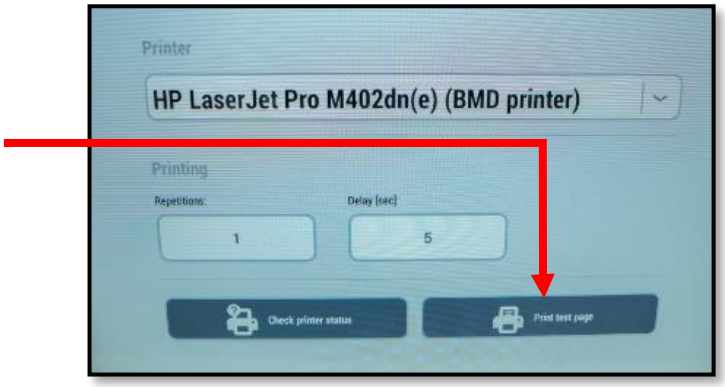
6. On the **ATI Controller**, press every button and verify that there is a green check mark next to each button on the screen.



7. Once you have verified that all buttons are functioning, tap the **Back to Menu** button at the bottom center of the screen.

8. Tap the **Printer button** on the screen. Note that this option is also found under Hardware Test.

9. Tap **Print Test Page**.



10. A test page will print from the attached Accessible Voting Device printer. **SPOIL it by crossing out the QR code, and sign and date it**. Place the test page in the **Clear Official**.

11. Tap **Close** and remove the Poll Worker Card.

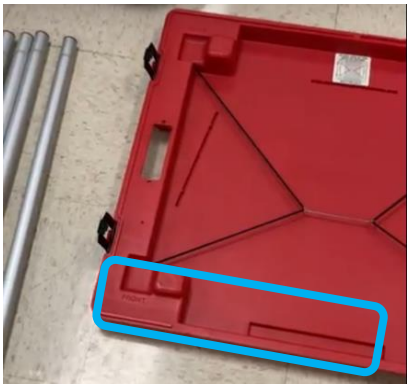
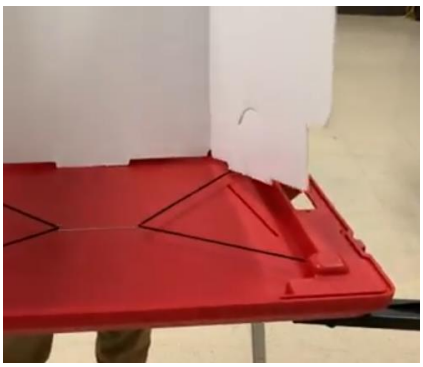
12. At setup, check the bottom corner of the screen to ensure that it says, **"Total ballots printed: 0." If not, call the Hotline.**

Do <u>not</u> open the polls on the device until the first morning your voting location is open for voters.

Set Up Voting Booths

1. Set up the accessible voting booth by locating the case with one red side.

2. Open the case and remove the privacy screens and legs.

3. Identify the front of the booth and flip over to access the front holes underneath. 	**4.** Locate the accessible voting booth leg extenders in the supplies and attach them to the front holes. 	**5.** Extend four of the legs and insert them into the back holes. Twist and push until securely attached.
6. Insert legs into the holes of the extenders and raise to stand on the legs. 	**7.** Place a privacy screen on top. 	**8.** Tuck the bungie cords into the privacy screen side flaps to secure.

9. Set up the remaining blue voting booths without the leg extenders.

Section Five

Opening the Voting Location

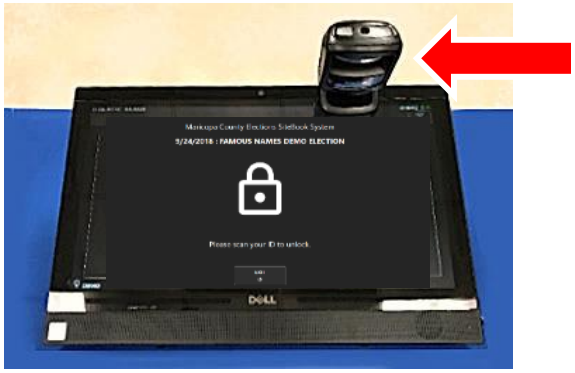
Opening Checklist

Before opening the voting location, ensure these tasks have been completed.

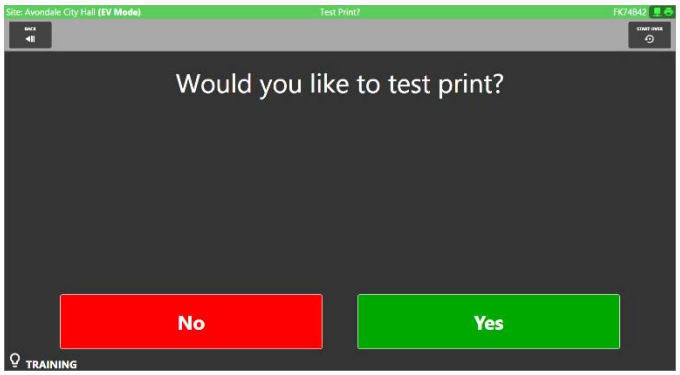
- ☐ Inspector breaks the seals on the **RED** transport box, verifies the contents and records the broken seal numbers on the Badge/Key Log (see sample on **page 131**), initials the log, and places the broken seals inside the box
- ☐ Inspector issues site badges
- ☐ Clock in using the SiteBook/Administer Oath of Office (**page 65**)
- ☐ Make sure printers are loaded with ballot paper, envelopes, and regular paper (**pages 49-53**)
- ☐ Unlock SiteBooks, then complete test prints **starting on page 63**
- ☐ Set up Exterior Signage starting (**page 66**)
- ☐ Open Accessible Voting Device (1st day only) (**page 68**)
- ☐ Accessible Voting Device Hardware Test and Test Print (**page 59**)
- ☐ Ensure Interior Signage is posted starting (**page 36**)
- ☐ Ensure all forms, documents, and envelopes are accessible
- ☐ Assign a poll worker to enter wait times starting at opening (**page 69**)
- ☐ At opening time, the Marshal announces the polls are now open

Unlock SiteBooks and Test Print

1. **Inspector:** Use the scanner on the top right corner of the SiteBook to scan the barcode on your site badge.

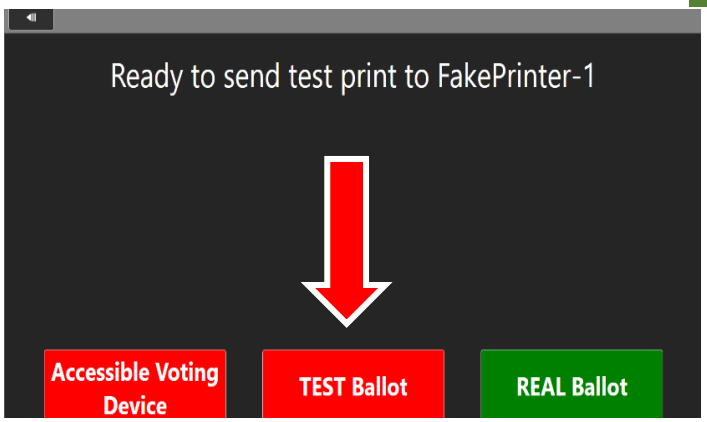


2. Tap **Yes** to run the test print.

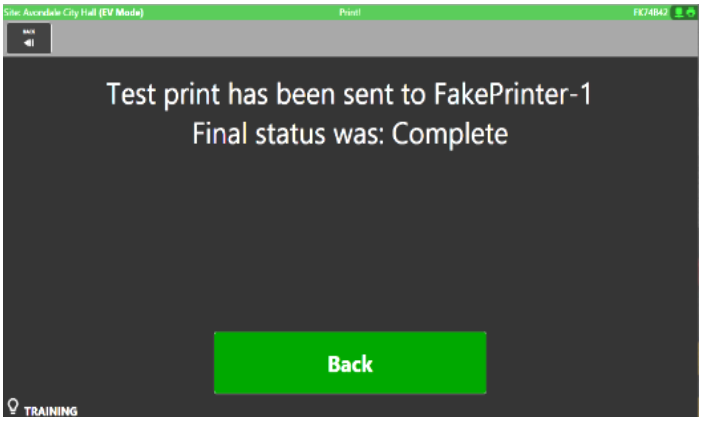


3. Select the first BOD printer by tapping the button.

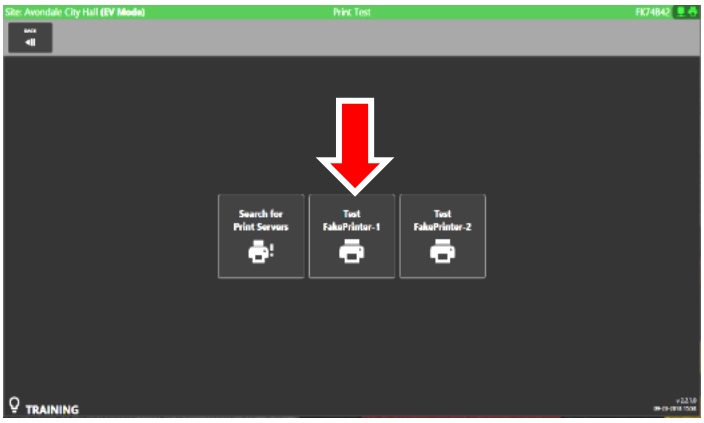
4. Select **Test Ballot**.



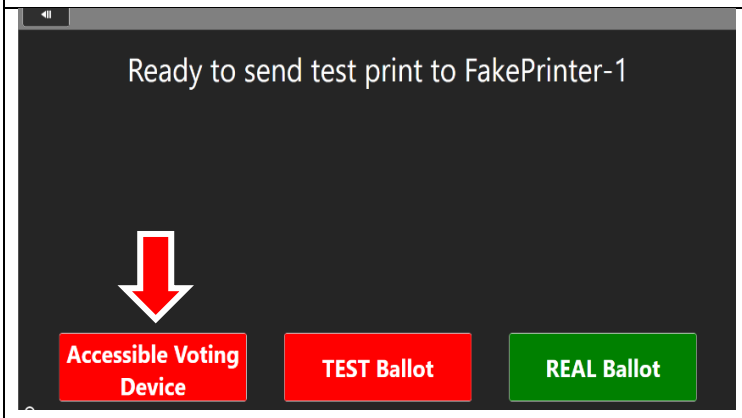
5. Screen below appears. Tap the **Back** button.



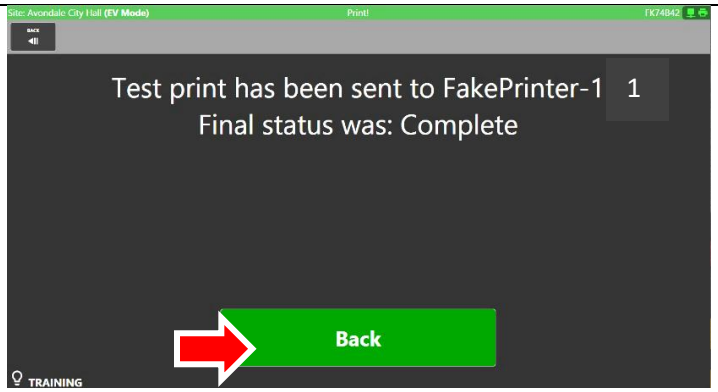
6. Tap the same printer selection from step 3 again.



7. Tap the **Accessible Voting Device** button.



8. Once you see the screen below, tap the green **Back** button.



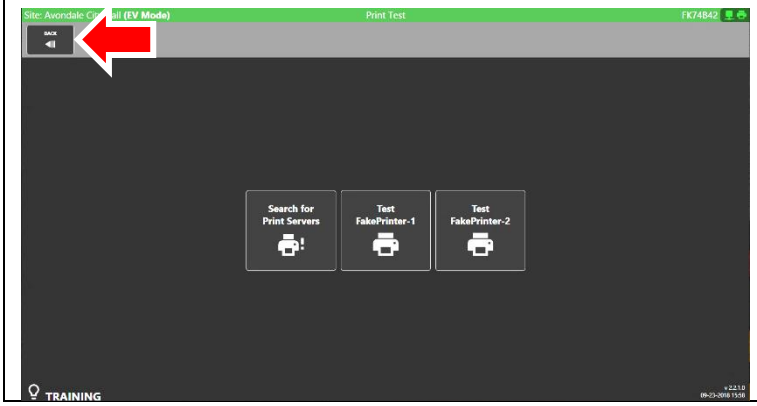
9. Select the 2nd Ballot On Demand Printer.

10. Repeat steps 4 and 5 using the printer you selected in step 9. Select the printer you selected in step 9 again and repeat steps 7 and 8.

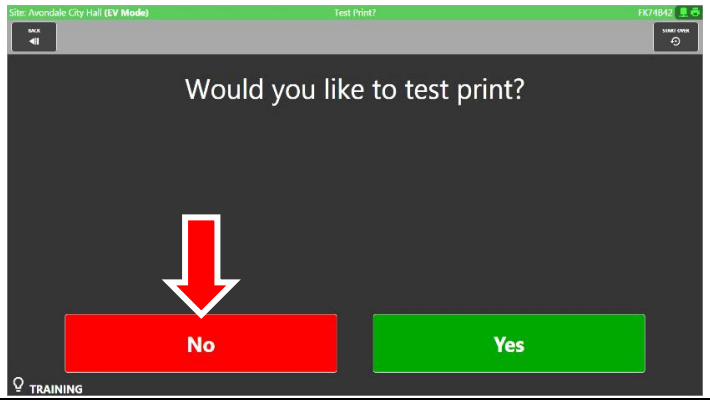
The goal is to perform all the RED button test prints on all printers unless you have been directed otherwise.

Open Location

11. Tap the **Back** button (top left).



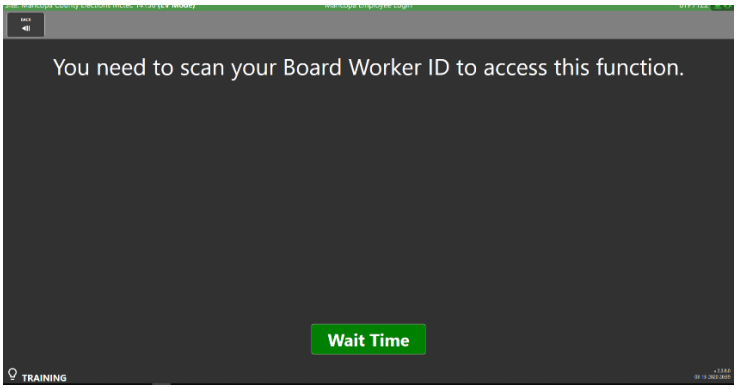
12. Tap the **No** button. **Inspect**, **SPOIL, sign, and date** <u>all</u> test prints. Place them in the **Clear Official**.



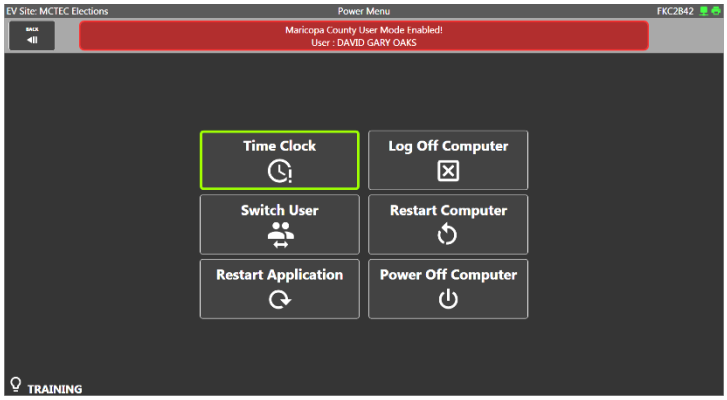
Clocking In

1. Tap the **POWER** button (upper right).

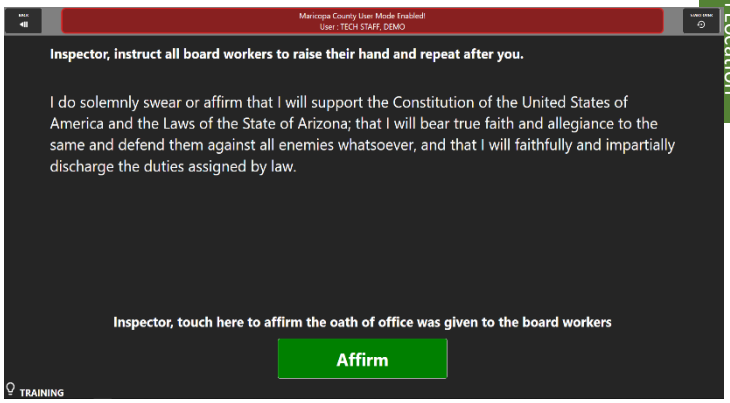
2. **Inspector,** scan your site badge.



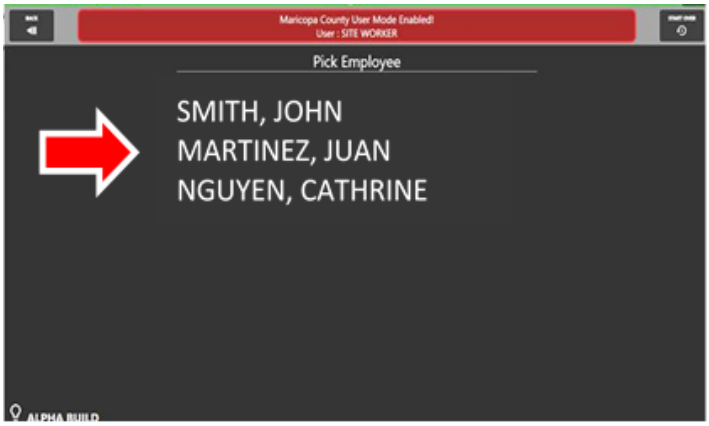
3. Tap **Time Clock**.



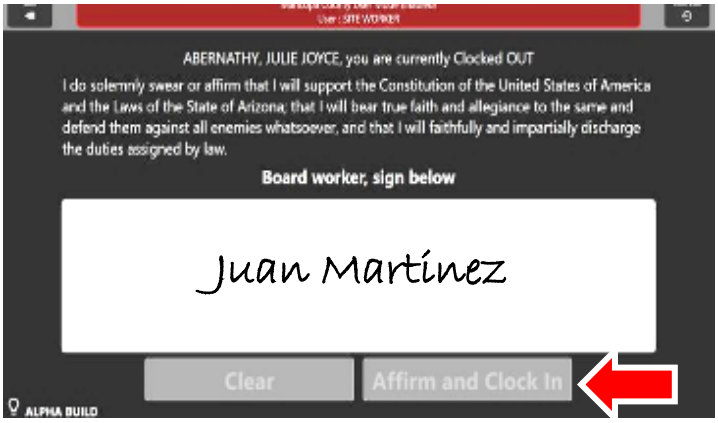
4. Have all poll workers raise their hands and repeat after the Inspector. Tap **Affirm**.



5. Each poll worker will tap their name.



6. Poll worker signs the signature box. Then tap **Affirm and Clock In**.



7. Once all poll workers have clocked in, tap the **START OVER** button at the top right. Note: Poll workers do <u>not</u> need to clock out for lunches.

Set Up Exterior Signage

Sandwich Board Signs

Vote Here

Yellow Vote Here Sandwich Board(s): Place at the main entrance to the parking lot where it is CLEARLY visible from the main road. Additional signs may be requested for larger venues.

Please Have Your ID Ready

Orange ID Sandwich Board(s): Provides identification options for use at the SiteBooks. Place outside the main entrance. If a line forms, move to the end of the line.

Early Voting Instructions

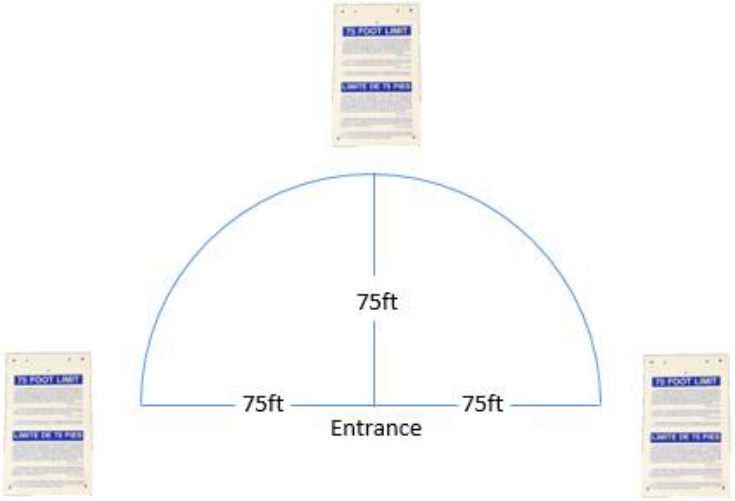
Orange Early Voting Sandwich Board(s): Provides instructions to voters about where to sign, date, and provide a phone number on their envelope. Then, instructs voters to proceed to the envelope drop box for drop off rather than waiting in line.

Curbside Voting

Place at the closest drive-up curb where a voter can safely stop their vehicle to vote or in the closest marked accessible parking spot.

75-Foot Limit Triangle

Place the three 75-Foot Limit signs in a triangle 75 feet from the entrance to the voting location to notify petition circulators, campaign workers, candidates, media, and any other person who is not voting that they must remain outside of this zone while the polls are open. May need to be weighted to ensure visibility at all times.



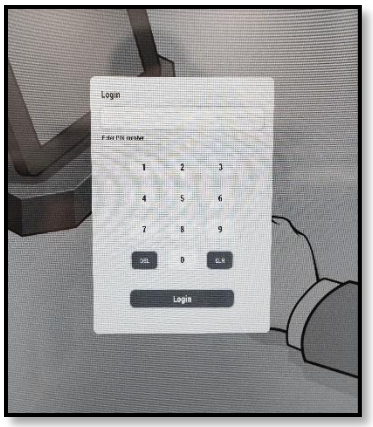
Accessible Voter Entry Arrow

Use these signs to direct voters to accessible ramps and other devices to aid them in gaining access to the voting locations. May need to be weighted to ensure visibility at all times.

Open the Accessible Voting Device

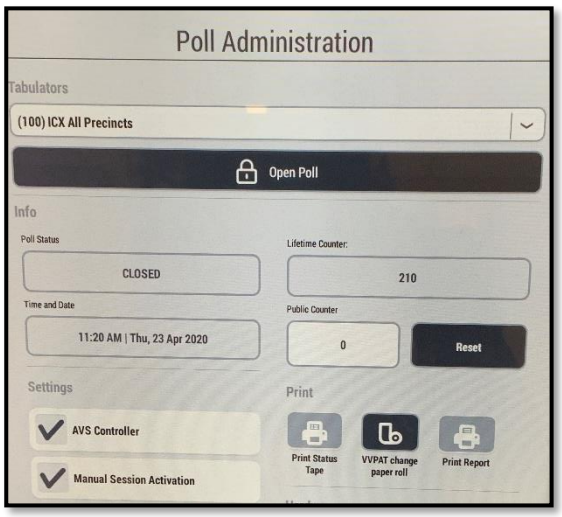
The Inspector will open the Accessible Voting Device.

1. Insert the **Poll Worker Card** into the card reader on the Accessible Voting Device Screen base.



2. Enter the **Login Pin Number** using the touch pad on the screen. (Your login pin number will be found in your Inspector packet.)

3. Tap **Login**.



4. Tap **Open Poll**. It is the long gray button near the top of the menu.

5. Tap **Yes**.

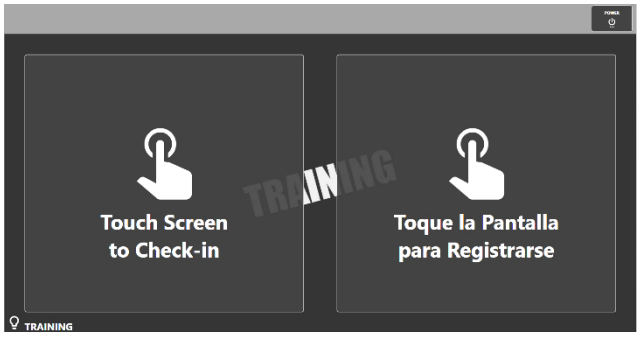
6. Remove the **Poll Worker Card**.

The Accessible Voting Device is now ready for voters.

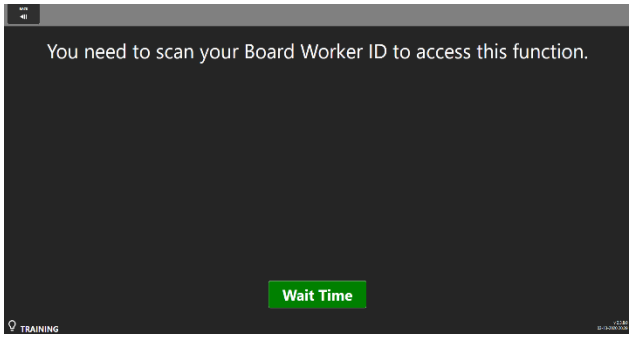
Reporting Wait Time

A Marshal or Clerk will be assigned to report voter wait time by submitting the number of voters waiting in line every 30 minutes starting at opening and ending at closing each day. If no voters are waiting in line, zero (0) voters should be reported.

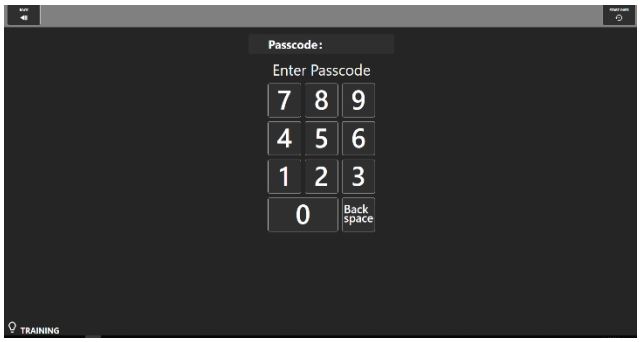
1. Tap the **Power Button** (top right).



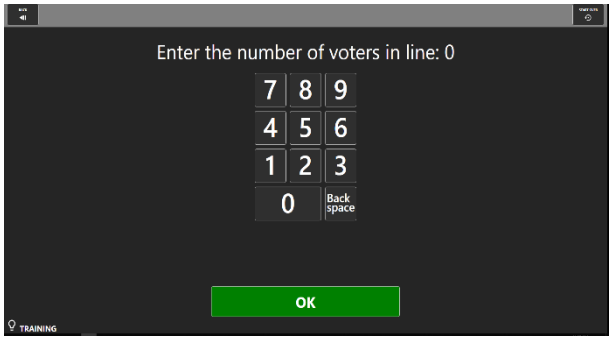
2. Tap **Green Wait Time Button**. No need to scan badge.



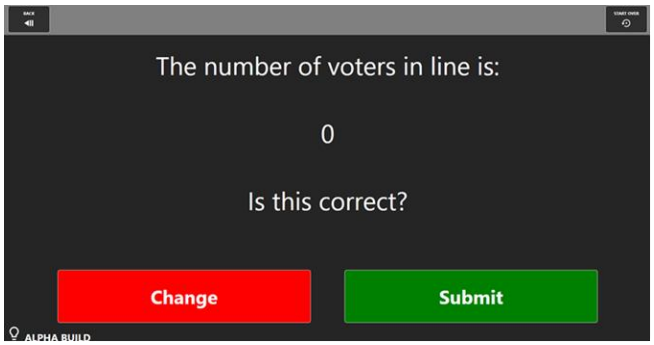
3. Enter passcode provided for this election. (See Inspector packet.)



4. Enter number of voters in line and Tap **OK**.



5. Confirm the number is entered correctly and tap **Submit** (or **Change** to re-enter). Tapping **Submit** will automatically send to our internal dashboard. Wait times will be posted for voters online at **Locations. Maricopa.Vote**.



Section Six

Checking in Voters

Do not turn any voter away or send any voter to another location without contacting the Hotline for assistance.

Identification: Encourage voters to keep identification available for poll worker verification after scanning at the SiteBook. Keep in mind that voters with smart phones may visit BeBallotReady.Vote to pull up a digital voter registration card for additional ID.

If a voter presents ID that appears to be government issued and does not appear on Lists 1, 2 or 3, contact the Hotline for guidance.

If a voter's only ID is tribal ID that does not meet List 1 requirements, contact the Hotline.

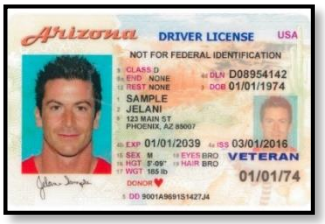
Arizona Driver Licenses and ID cards may be presented in electronic format on a phone or tablet. Electronic versions may also be scanned at the SiteBook.

Note: Arizona Driver Licenses expiring between March 1, 2020 and February 28, 2021 have had expiration extended for one year due to executive order by the Governor. For elections, AZ Driver Licenses expiring during the above time frame are valid and accepted for one year following expiration.

Identification to Vote a Standard Ballot

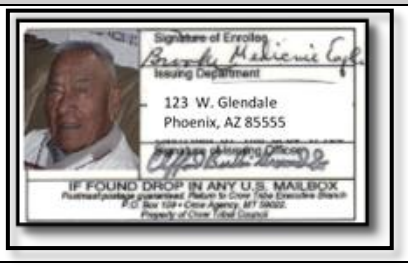
List 1 – One item from this list

List 1 items are acceptable forms of ID with the voter's photograph, and name and address that reasonably match the voter's name and address in the SiteBook.



Current Arizona State Driver License or **Current Arizona** Non-Operating Identification Card (physical or electronic)

OR



Tribal Enrollment Card or other form of tribal identification with photo and Arizona address

Any valid (not expired) United States federal, state, or local government issued **photo** identification that has an address is also a List 1 item.

List 2 – Two items from this list

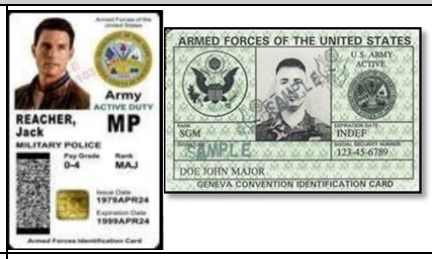
List 2 items contain the voter's name and address reasonably matching the SiteBook. List 2 items may be presented electronically (phone/tablet). A List 1 item may be presented electronically as a List 2 item. (Photos of paper documents not accepted.)

- Voter ID Card (BeBallotReady.Vote)
- Utility Bill (within last 90 days)
- Bank Statement (within last 90 days)
- "Official Election Material" mail
- Valid Recorder's Certificate
- Valid United States federal/state/local government issued identification
- Valid Arizona Vehicle Registration
- Arizona Vehicle Insurance Card
- Indian Census Card
- Tribal Enrollment Card or other form of tribal identification (no photo)
- Property Tax Statement

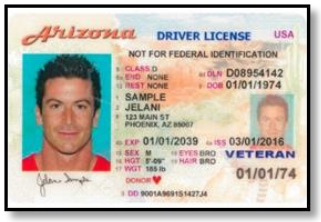
List 3 – One from this list AND one from List 2

List 3 items do not have addresses, so the voter must also provide a List 2 item.

U.S. Passport



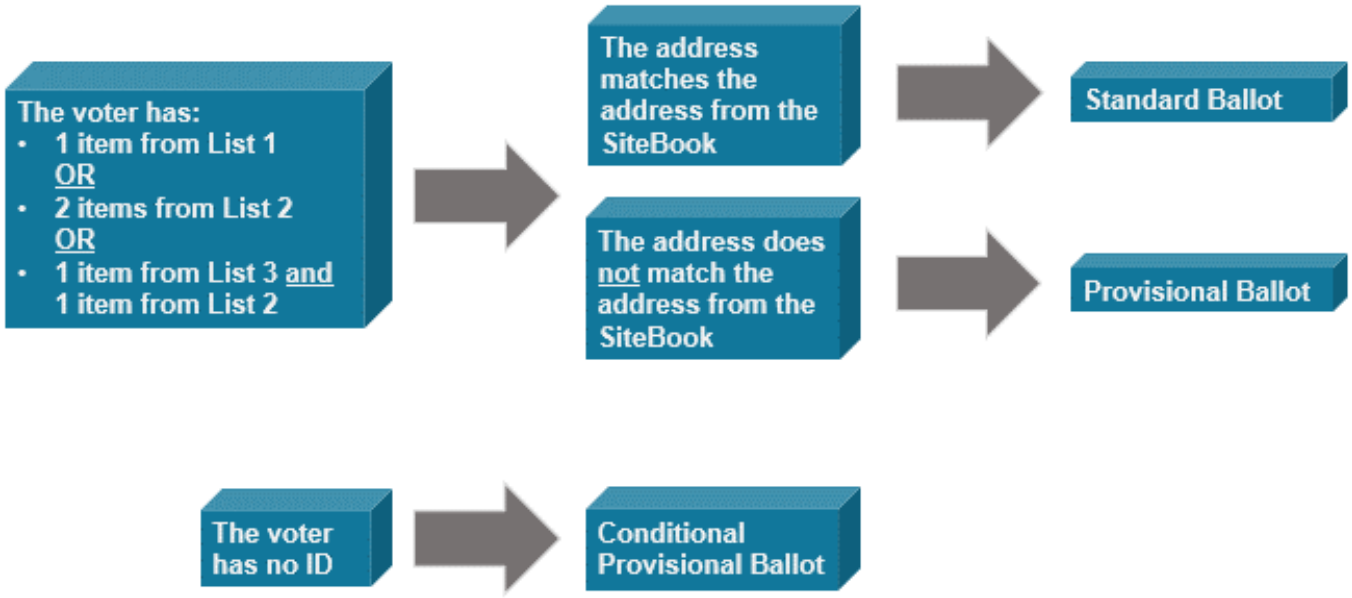
Military ID



Any valid List 1 ID where the **address does not reasonably match the address in the SiteBook**

Check in Voters

Identification and Voting



Arizona state law requires all voters to have the combinations of identification outlined above to vote a standard ballot. However, all voters entering a voting location must be permitted to cast a ballot. This means that even without the identification outlined on the previous page, a voter may still cast a provisional or a conditional provisional ballot. It is never appropriate to turn away a voter due to lack of identification.

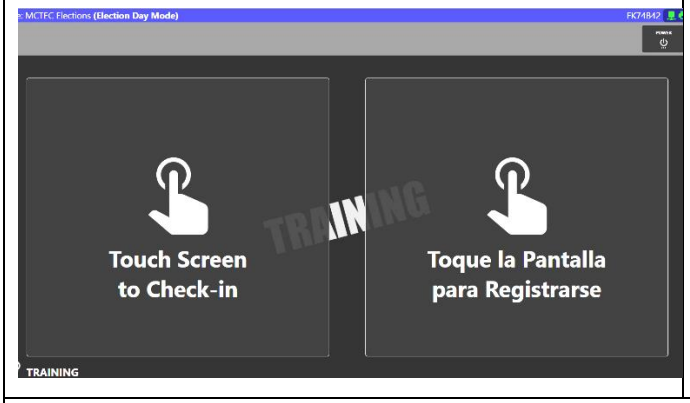
ID that is not sufficient to vote a standard ballot may still be sufficient ID to cast a ballot that will be counted. If the address on the voter's ID does not match the address on the SiteBook and the voter is otherwise eligible, the voter will be offered a provisional ballot.

If a voter casts a provisional ballot, no further action is needed on their part. This voter does not need to return to show further identification. However, if a voter does not have identification and casts a conditional provisional ballot, the voter will need to provide identification within established time frames. See **page 106** for more information on conditional provisional voting.

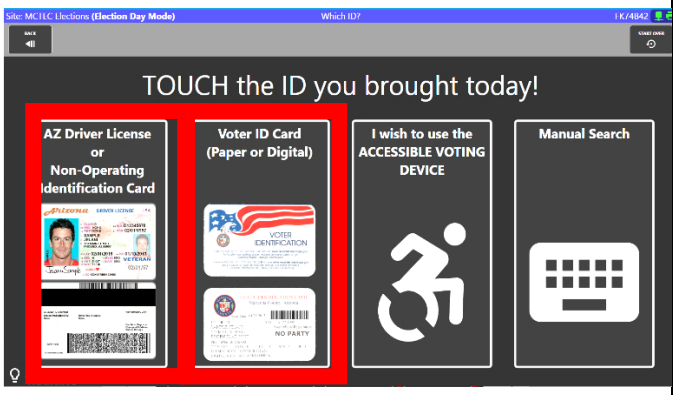
Trust the SiteBook to guide you and the voter through this process.

Checking in Voters - ID that Scans

1. Voter taps the SiteBook screen to check-in (English or Spanish).



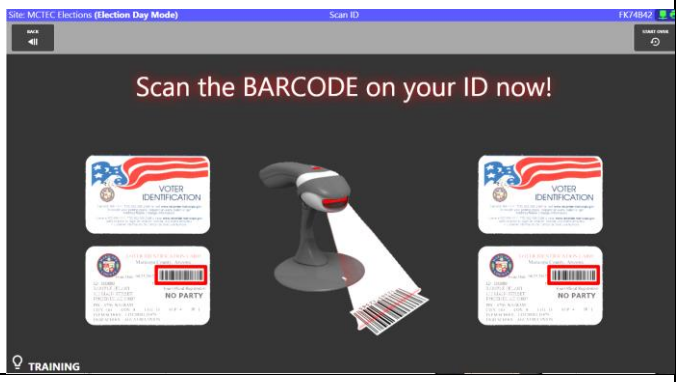
2. Voter selects the ID option from the screen which matches the scannable ID they brought.



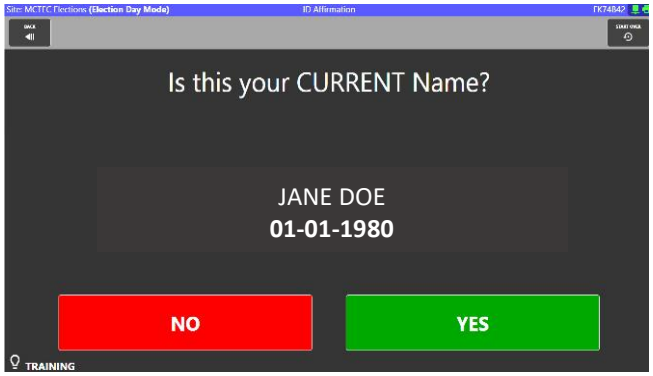
3. Voter scans ID.

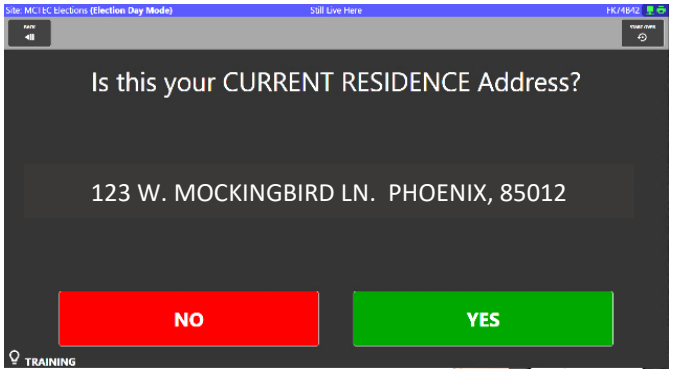
AZ Driver License or
Non-Operating Identification Card

Voter ID Card



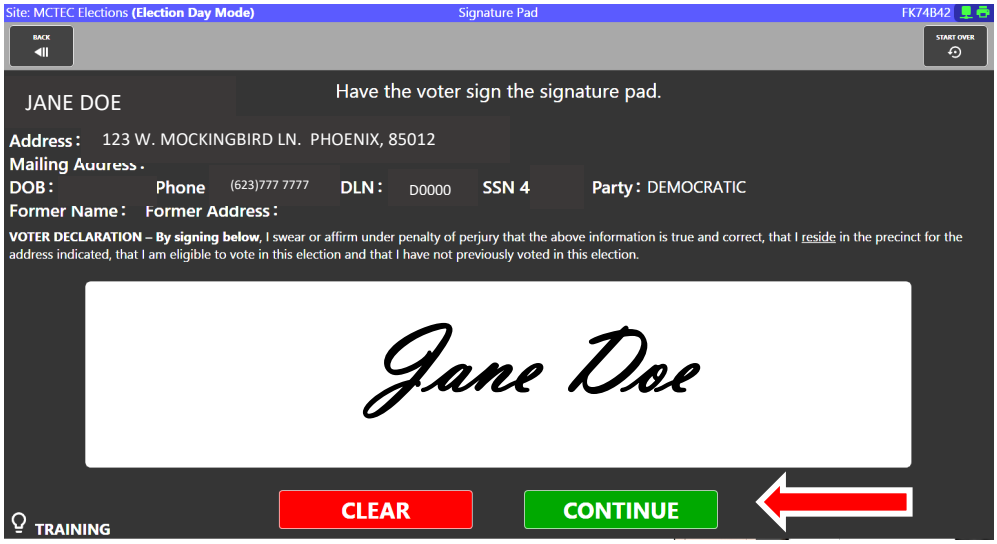
4. Voter verifies current name and address. If voter indicates that either is not current, see Updating Voter Registration Section starting on **page 89** to update this information. This is the responsibility of the Voter Registration Clerk.



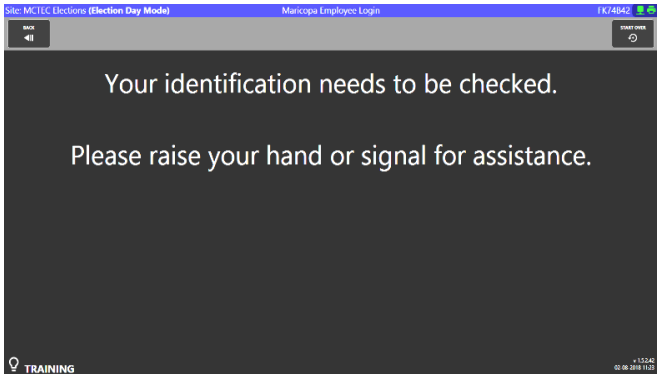


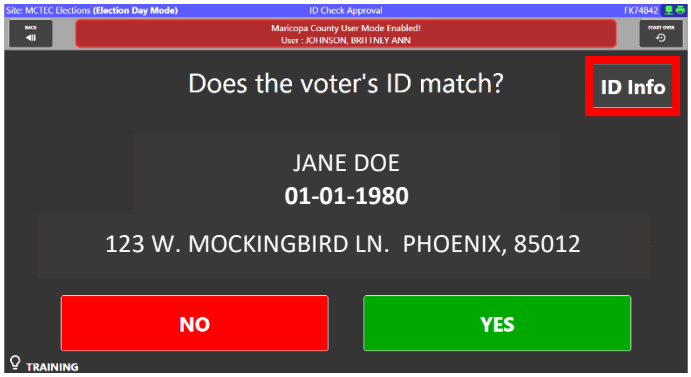
Voters with Identification that Scans, continued

5. The voter signs the signature pad.



6. Inspector, Judge, or Voter Registration Clerk verifies the ID provided matches. When the SiteBook presents the left screen, scan your site badge on the scanner at the top right.





*If you are unsure about Identification, tap the **ID info** button at the top right of the screen or see **page 71**.*

7. Select the type(s) of ID the voter provided. When you select a button, it will become a lighter gray color. When you have selected all of the ID the voter has presented, tap **Continue**. The SiteBook will alert you if the ID provided is insufficient to vote a standard ballot. *

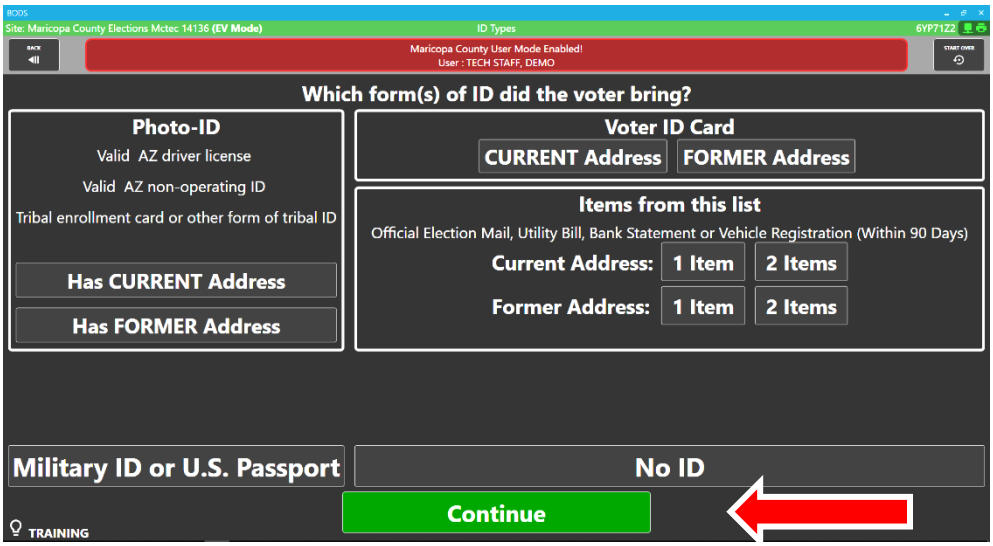
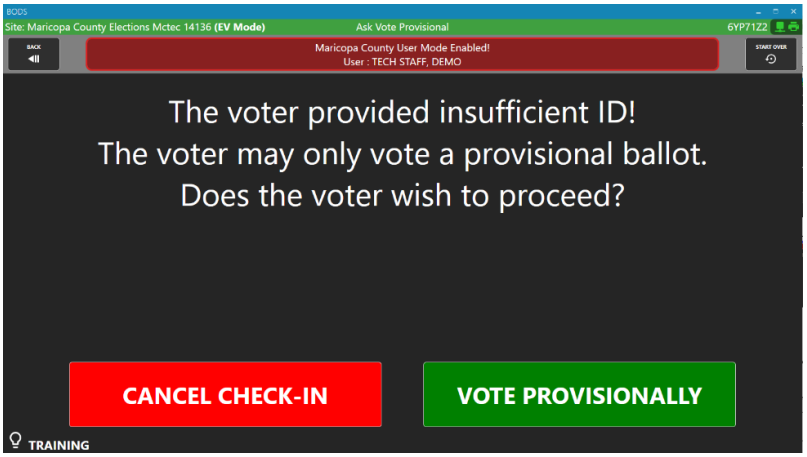


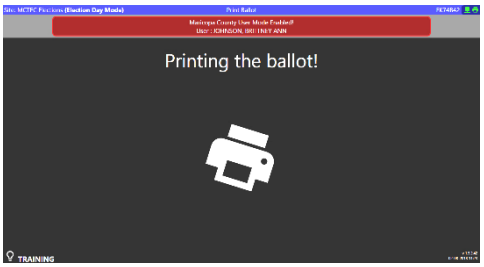
Photo-ID Box	Voter ID Card Box	Items from this list Box
Select **Has CURRENT Address** if voter has valid photo ID (see List 1 **page 71**) with address matching address in SiteBook. Select the green Continue button. Select **Has FORMER Address** if photo ID (List 1) has address not matching SiteBook.	Select **Has CURRENT Address** if voter has valid voter ID card with address matching address in SiteBook. Select **Has FORMER Address** if voter ID card has address not matching SiteBook. If voter ID card has address matching SiteBook, voter needs one more item of identification (either from the Photo-ID Box or the Items from this list Box).	This box is for checking off items from List 2 (**page 71**). If voter has a List 2 item(s) with address matching address in SiteBook, choose the correct number of items (1 or 2) from **Current Address.** If the address does not match the SiteBook, choose the correct number of items from **Former Address.** If voter has a **Military ID or U.S. Passport**, select the button at bottom left of screen.

*If Voter Provided Insufficient ID to Vote a Standard Ballot:

If the ID provided is insufficient to vote a standard ballot, this screen will appear. If the voter has more ID, use the black **Back** button in the upper left corner to return to the ID screen and select more items. If the voter does not have more ID, the voter is still eligible to vote a provisional ballot. For more information on provisional ballots, see **pages 104-106**.



8. If the ID provided was sufficient to vote a standard ballot, the voter's ballot and affidavit envelope print through the Ballot on Demand system. If the ID provided was insufficient to vote a standard ballot, the voter's provisional ballot, affidavit envelope, and provisional receipt will print.

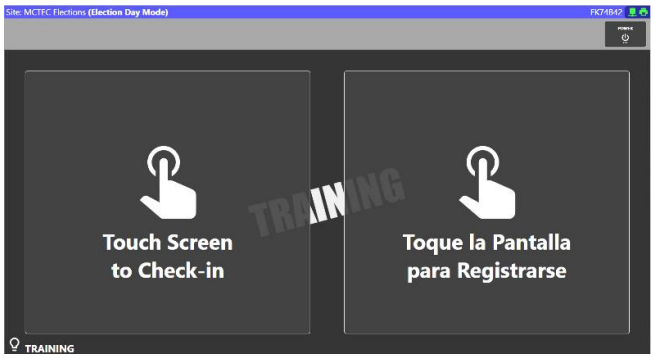


Clerk Duty:

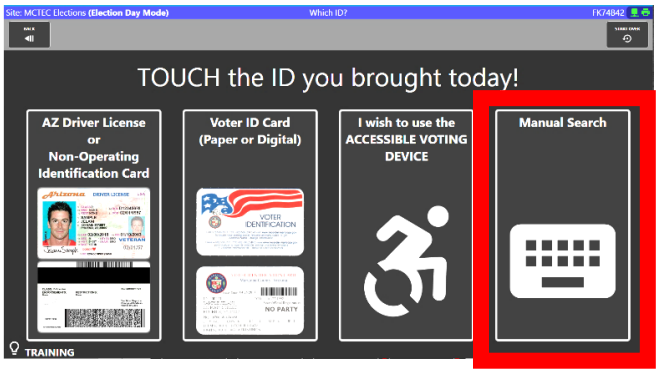
- Remove the ballot and affidavit envelope from the BOD printer ensuring names and BOD codes match.
- Point to the name on the affidavit envelope and ask the voter for confirmation that it is the correct name and address to prevent handing the voter the incorrect ballot.
- Ask the voter to sign and date the envelope, "W" fold the ballot according to the instructions on **page 100** and hand to the voter.

Checking in Voters-ID that does not Scan/No ID

1. Voter taps the SiteBook screen to check-in (English or Spanish).



2. The voter selects **Manual Search**.



3. The voter enters their information in the order outlined below.

- **a.** First initial of first name
- **b.** First initial of last name
- **c.** Date of Birth
- **d.** Last 4 of Social Security number. *If the voter does not want to enter this information, they can enter 4 zeroes (0000).*

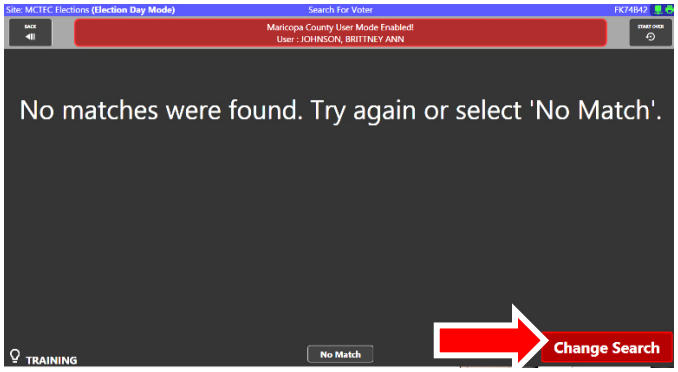
If the voter is found, proceed with the Checking-in Voters – ID that Scans at step 4.

If the voter is not found, continue on next page.

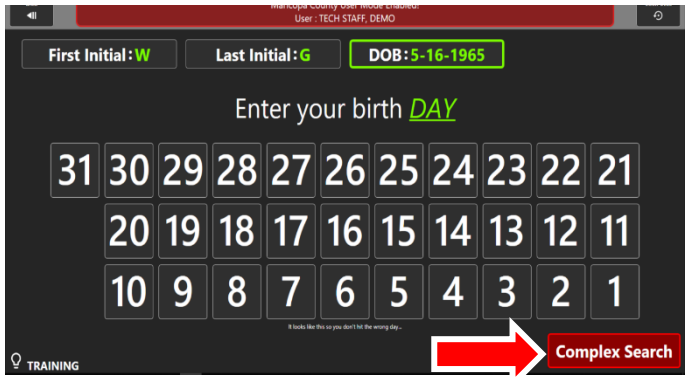
Check in Voters

Checking in Voters – ID does not Scan/No ID, continued

4. No matches found. Scan site badge when scanner flashes and select **Change Search**.



5. Tap the **Complex Search** button.



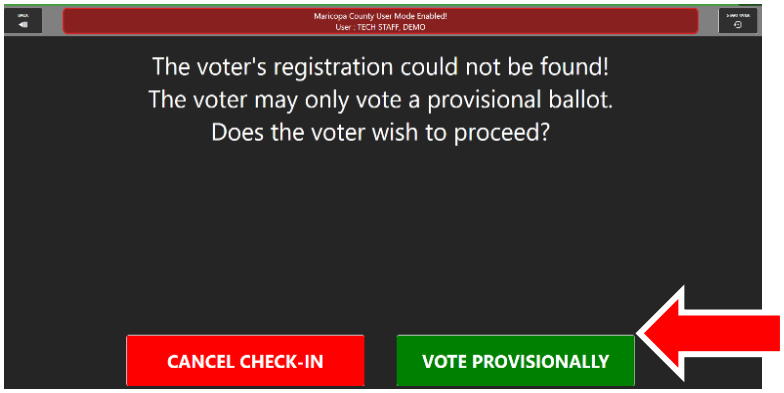
6. Search for the voter by typing in full first and last name, street name, zip code, voter ID number, or Arizona Driver License or ID number. Tap **SEARCH** when finished entering information.

If the voter is found, proceed with the Checking-in Voters – ID that Scans at step 4.

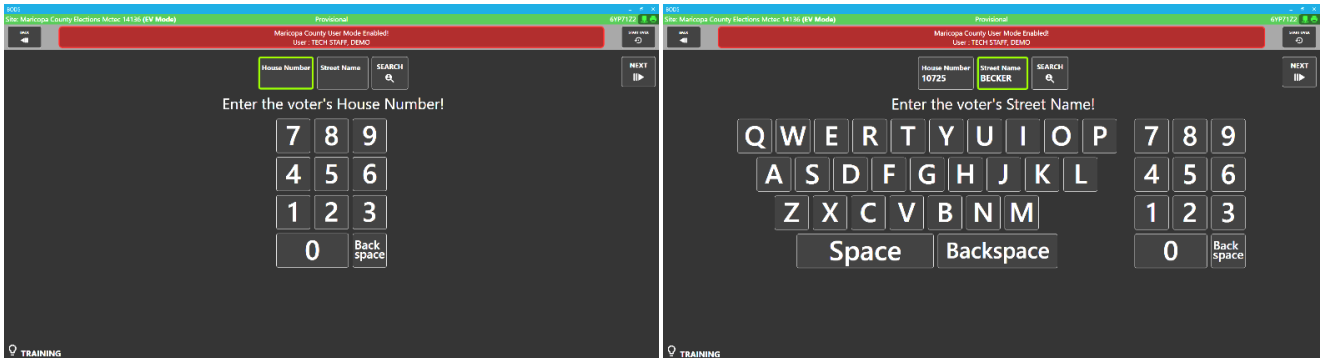
If the voter is not found, continue on next page.

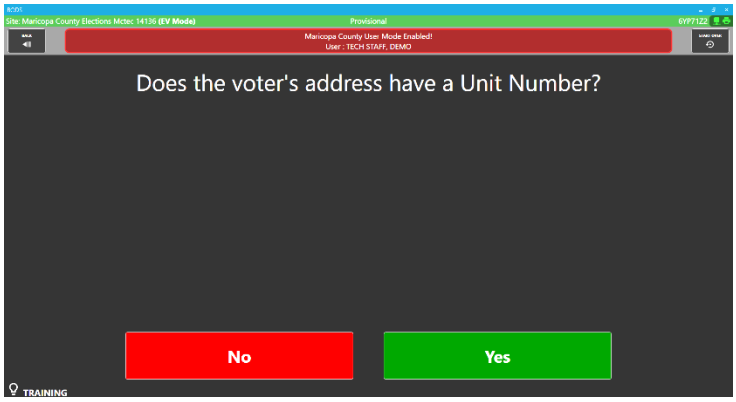
Checking in Voters – ID does not Scan/No ID, continued

7. If there is no other match, tap the **No Match** button and offer the voter a provisional or a conditional provisional ballot per SiteBook direction. Provisional ballots are counted if the voter is found to be a qualified elector (an eligible voter in that specific election) through his or her voter registration. For more information on provisional and conditional provisional ballots, see **pages 104-106**.



8. Provisional Ballot Process: Voter enters their address, taps **SEARCH,** and selects the correct address. When entering, do not use N, E, S, W or St. Ln. Dr. Ave. **TIP**: If the voter's address cannot be found, use the **Map** (instructions on **page 86**). If the voter resides outside the jurisdiction, an address in the jurisdiction may need to be used for the voter to vote provisionally.



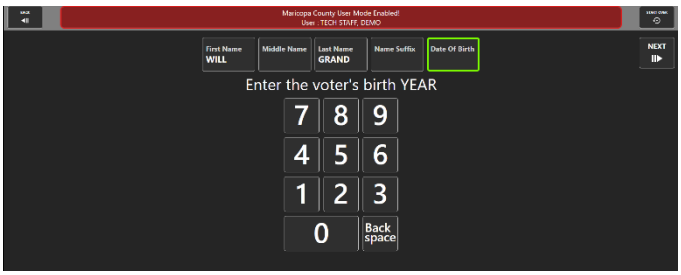


Check in Voters

Checking in Voters – ID does not Scan/No ID, continued

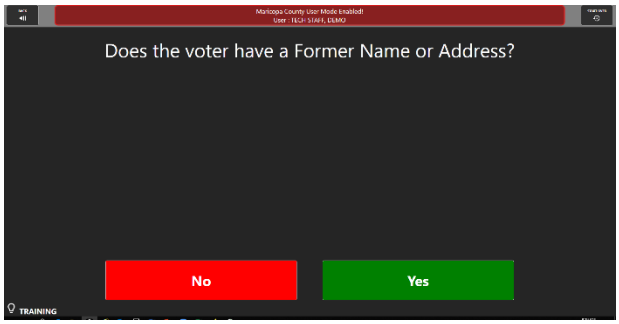
9. Voter enters their name and taps **Next**.

10. Voter enters their Birth Year, Month and Date. Tap **Next**.



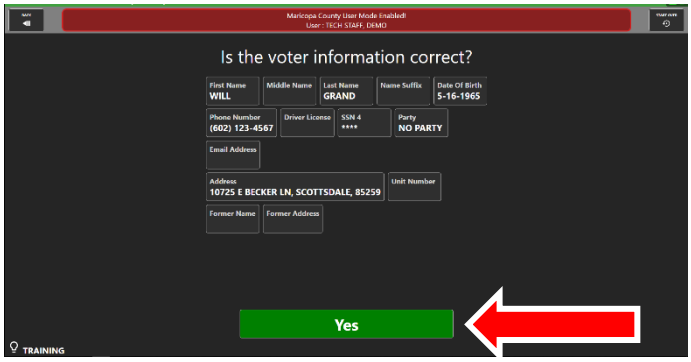
11. Voter enters their Phone Number, Driver License, Last 4 of their SSN, and party preference. Tap **Next**.

12. Does the voter have a former name or address? If they do, the poll worker may be able to find their record.

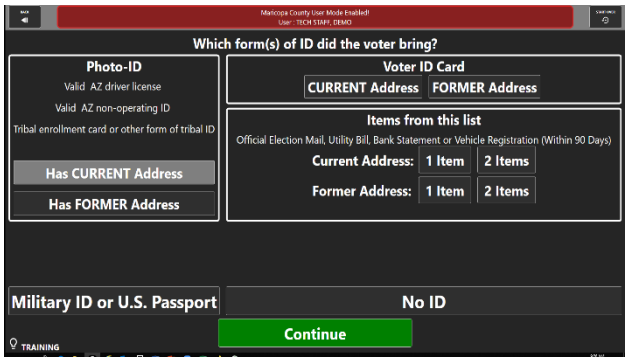


Checking in Voters – ID does not Scan/No ID, continued

13. Voter verifies the information.

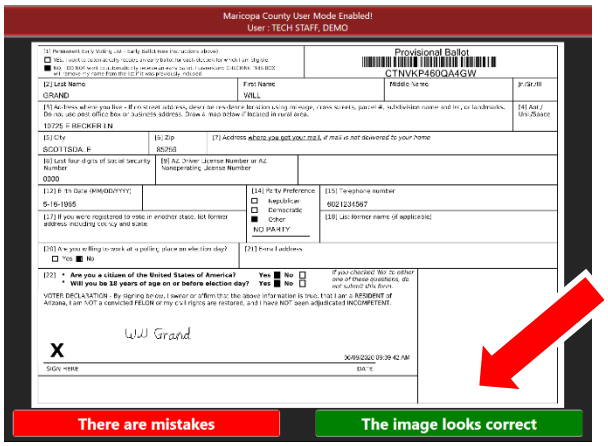


14. Verify the voter's ID or select No ID.

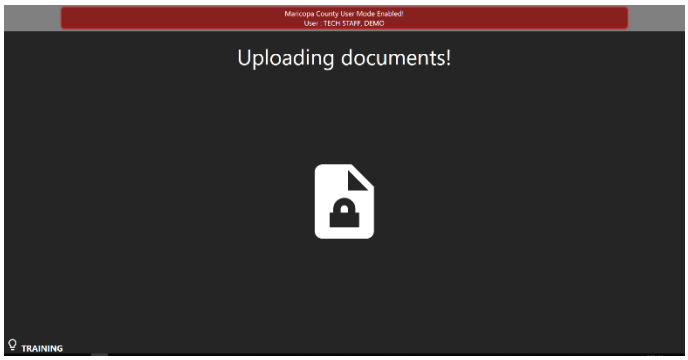


15. Voter signs the signature pad.

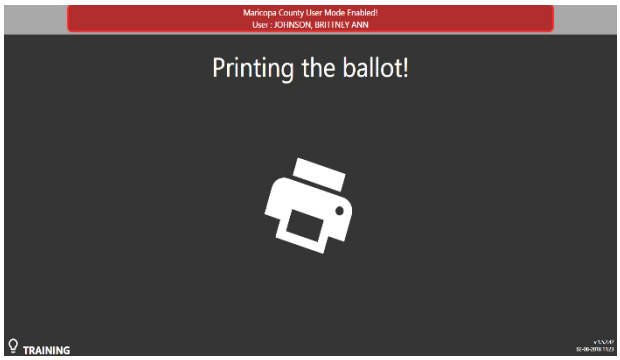
16. Verify that the image looks correct.



17. Documents upload.



18. The ballot prints.

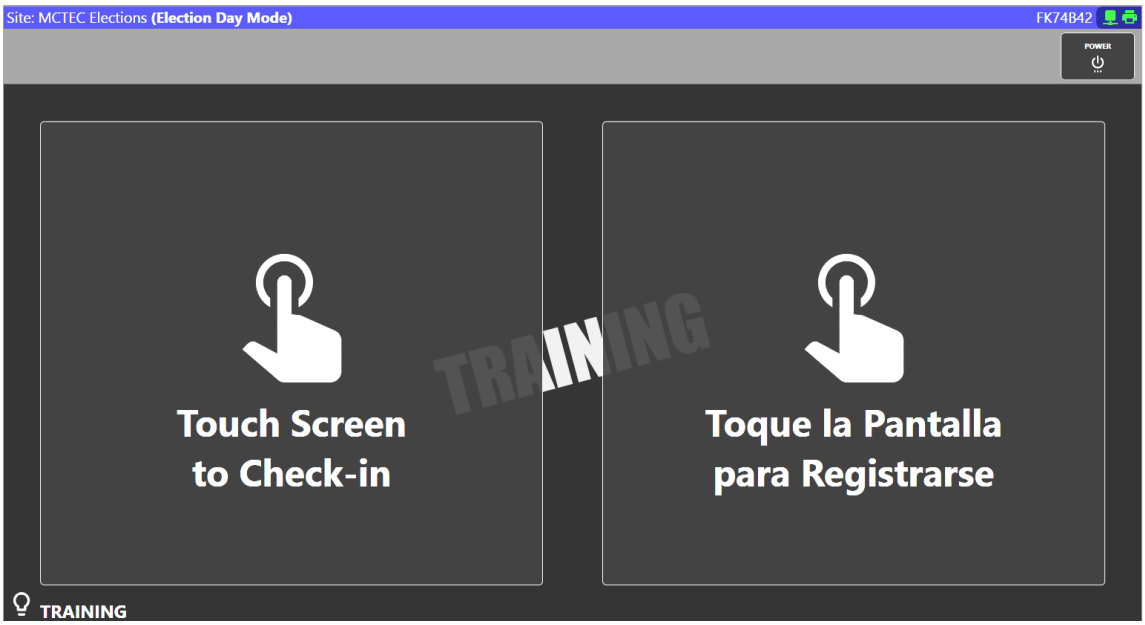


Clerk Duty- Provisional Ballot Pick Up:

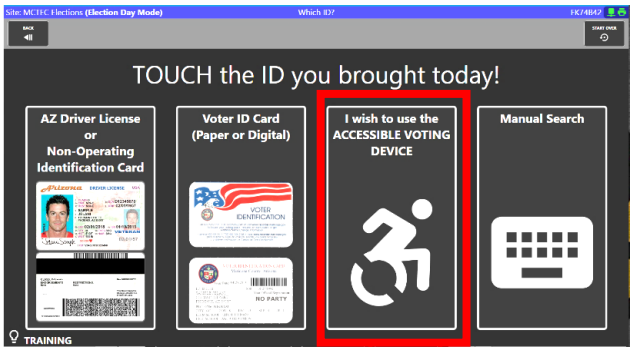
- Remove the provisional ballot, affidavit envelope, and provisional ballot receipt from the BOD printer ensuring BOD codes match on all item and names match on envelope and receipt.
- Point to the name and address on the affidavit envelope and ask the voter for confirmation that it is the correct name and address to prevent handing the voter the incorrect ballot.
- Place the affidavit envelope and a pen on the table for the voter.
- Ask the voter to sign, date, and provide a phone number (ONLY used to contact about a signature issue) in the appropriate spaces on the front of the affidavit envelope.
- "W" fold the ballot according to instructions on **page 100**.
- Once the envelope is signed, hand the folded ballot to the voter.
- Finally, hand the provisional ballot receipt to the voter so that they may check the status of their ballot. For more information on the provisional ballot receipt, see **page 105**.

Checking in Voters - Accessible Voting Device

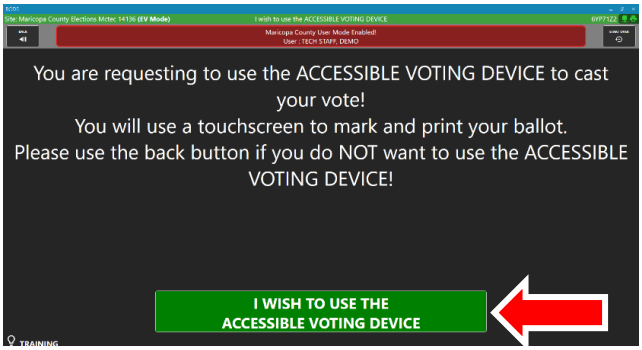
1. Voter taps the SiteBook screen to check in (English or Spanish).



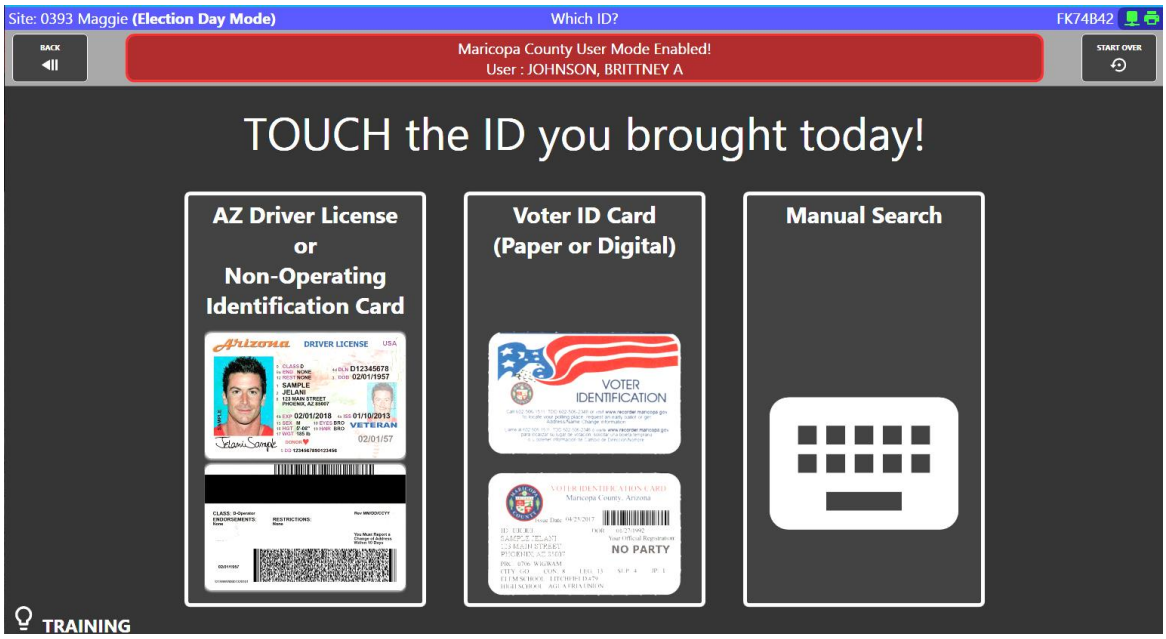
2. If voter selects Accessible Voting Device, poll worker will scan their site badge.



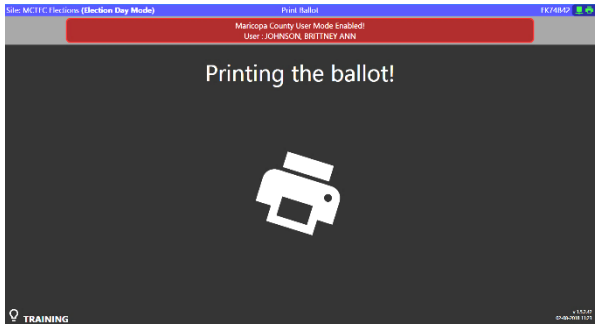
3. Verify the voter wants to use the Accessible Voting Device.



4. Voter scans ID or uses manual search according to the same procedures as voting a standard paper ballot. If the voter has ID which will scan (AZ Driver License/ Non-Operating Identification Card or Voter ID Card with barcode), go to **page 73**. If the voter has ID that will not scan or does not have ID, go to **page 77**.

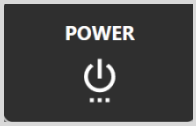
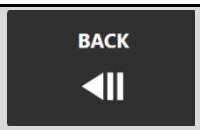
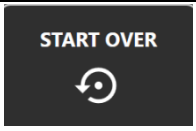


5. At the end of the process, the printer prints the affidavit envelope and Accessible Voting Device Activation Form, which serves as the control slip for that ballot and contains a code to activate the ballot on the Accessible Voting Device. That form does not go with the voter. Place it in the **RED** Transport Box once the ballot is activated.



Follow instructions to activate the ballot on the Accessible Voting Device (see **page 102**).

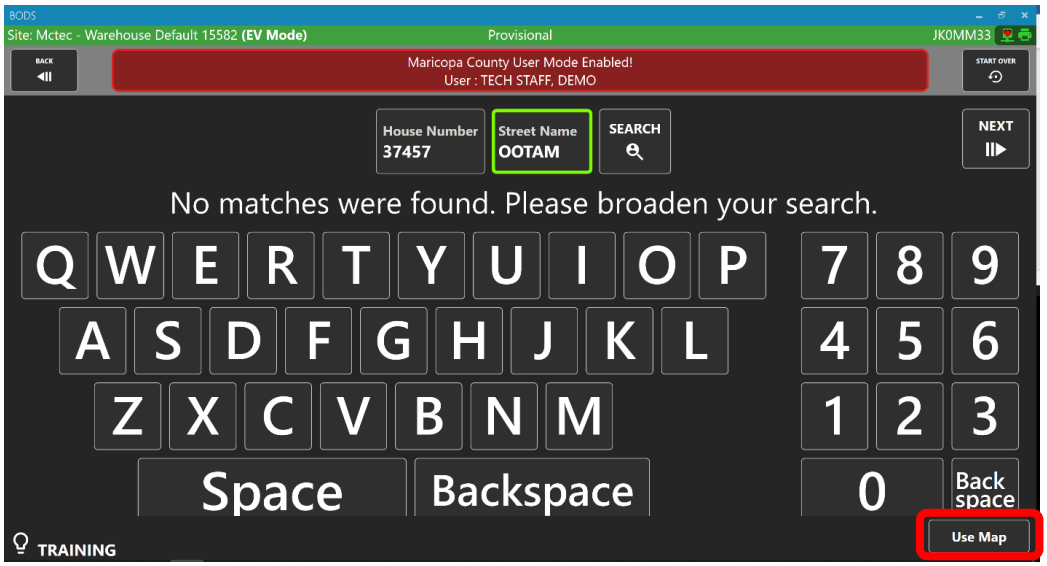
Common Questions - SiteBooks

Where is the power button and what does it do?		There are two types of power buttons. The one you will use most often is on the top right corner of the screen, possibly hidden by the scanner. This power button is used to access poll worker functions such as clocking in and out, internal options, and restarting/shutting down the terminal. The other power button is on the lower front or right side of the SiteBook and should not be used unless indicated in this manual or directed to do so by the Hotline or your Troubleshooter.
Why is the scanner flashing?		This means that assistance is needed from the Inspector, Judge or Voter Registration Clerk and the poll worker site badge needs to be scanned. The scanner will flash when voter's ID needs to be checked.
Where is the back button and what does it do?		The back button is located on the top left corner of the screen and is used to return to the previous screen.
Where is the start over button and what does it do?		This button is on the top right corner of the screen when a voter is in the middle of the check-in process. It is used to cancel a voter's check-in. It takes you back to the main screen.
Why is the connectivity icon red?		If the connectivity icon is red, you have lost connectivity. Unplug the MoFi. Count to 10. Plug the MoFi back in, recheck in one minute. Reboot the MoFi.
What can I do if the Driver License or voter ID card is not scanning?		Use the Manual Search button (see page 77).
What can I do if I cannot locate voter address using the SiteBook search?		Do not use N, E, S, W or St, Ave, or Dr. P.O. Boxes and commercial addresses may not be used. Use Map instruction on next page.

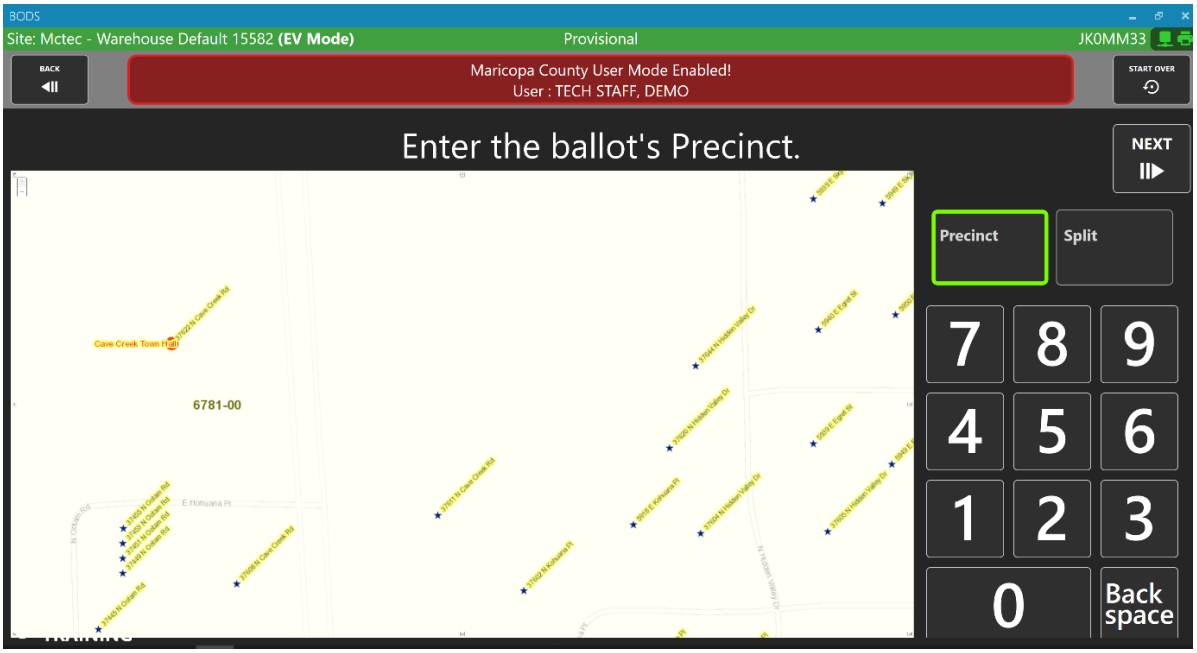
Use Map

If a voter's address cannot be found, use the map to identify the voter's ballot precinct.

1. A voter says they live at 37457 N Ootam Rd in Cave Creek but the SiteBook is not finding a match. Tap the **Use Map** button in the lower right corner of the screen.

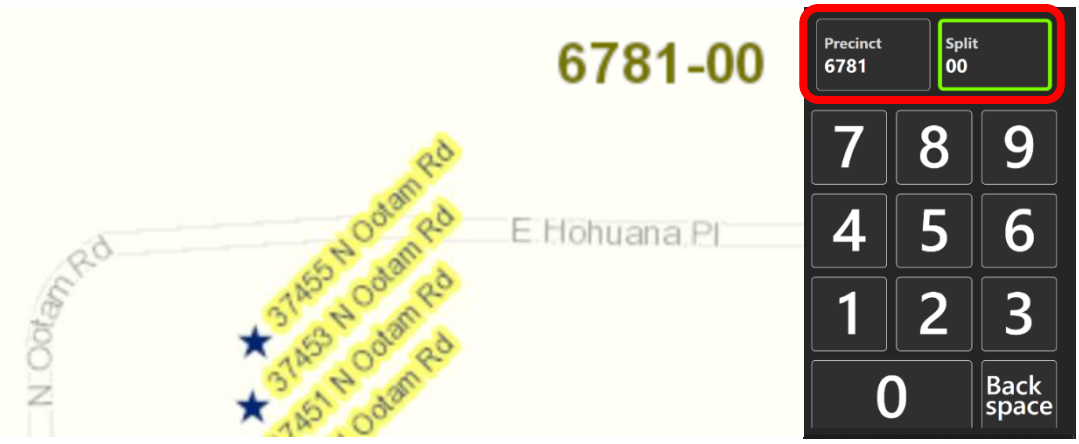


2. It will take a few minutes for the map to load the first time on the SiteBook. Once the map loads, use the touch screen to navigate to the area where the voter lives. With two fingers, spread fingers apart to zoom in and pinch together to zoom out.

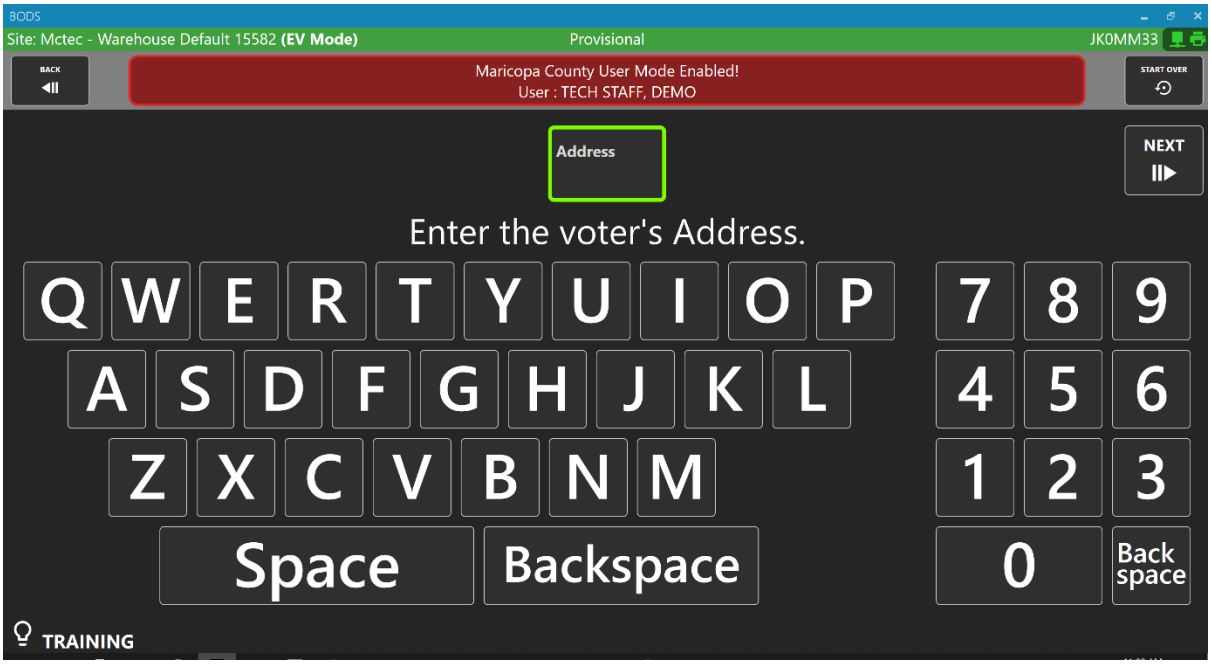


Use Map continues on the next page.

3. Find the road and street numbers and you will be able to identify the Precinct and Split numbers for the voter's ballot. Enter the numbers in the boxes. The SiteBook will advance to a screen where the voter may enter their address.



4. The voter enters their address in the address box and taps the **NEXT** button.



Challenged Voter

Any registered voter in Maricopa County may verbally challenge a voter under the following circumstances:

- The voter is not the person whose name appears on the SiteBook.
- The voter has not resided in the State of Arizona or the Jurisdiction for 29 days prior to Election Day.
- The voter has already voted in this election.
- The voter has been convicted of a felony and has not had their civil rights restored.
- The voter is not a qualified elector. (Example, the voter is 17).

A voter who has moved from one address to another within the county is not subject to challenge because of residence. [A.R.S. §§ 16-591, 16-592 & 16-593]

CHALLENGED VOTER PROCEDURES

Only the Inspector may address questions to the challenged voter.
If a voter is challenged, call the Hotline to assist you with the process.

1. **Check to see if the person challenging the voter is a registered voter of the county.** If not, the challenge is invalid, and the challenged voter shall be permitted to continue with the voting process as normal.
2. **Have the challenged voter step out of the line while the challenge status is being determined.**
3. **The Inspector and two Judges determine the validity of the challenge.** The election board shall complete the Official Challenge List, which is part of the Challenge Procedures Special Instructions found in the voting location supplies. See Supply List on **page 125**.
4. **Check to see if the voter being challenged is registered.** If the challenged voter is registered, the voter must take and subscribe to the oath prescribed in the "Affidavit of Registration" on the Official Challenge List. While under oath, if the challenged voter chooses, they may answer questions material to the challenge.

A provisional ballot shall be cast if the challenged voter refuses to answer questions material to the challenge **OR** the challenged voter does not subscribe to the affidavit of registration.

If a majority of the election board finds the challenge to be **invalid**, and the voter is otherwise qualified, the voter shall be permitted to vote a regular ballot. Regardless of the determination, the voter retains the right to vote a provisional ballot.

Section Seven

Updating Voter Registration

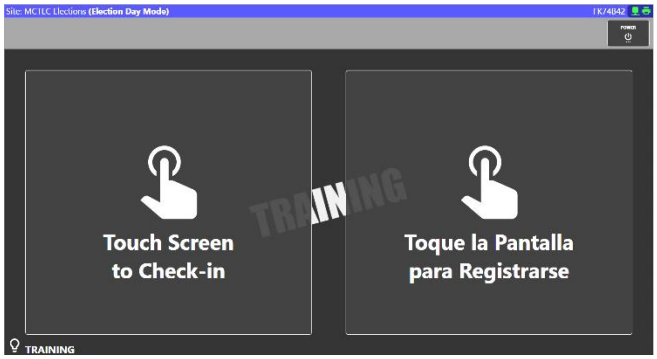
If a voter's name or address changed and has not been updated on his or her voter registration record, the Voter Registration Clerk is able to assist that voter by helping to update that name or address using the SiteBook. This will update the voter's registration and allow them to vote a standard ballot. If there is no Voter Registration Clerk, the Inspector or a Judge may perform this function.

Updating a voter's registration begins in the same way as any check-in. The voter taps the screen to check in and selects the ID that they brought or uses Manual Search to find their voter record. The SiteBook then asks for a confirmation of name and address. If a voter indicates that either the name or the address is not current **and** has ID to support the change, they will be able to update the information in real-time and vote a standard ballot. If they don't have ID to support the change, they will be offered a provisional ballot.

Note: Do **not** use this process for Curbside Voters. If a Curbside Voter needs to make a name or address change, provide a Voter Registration form for them to complete with the changes and place in your Completed Forms Envelope.

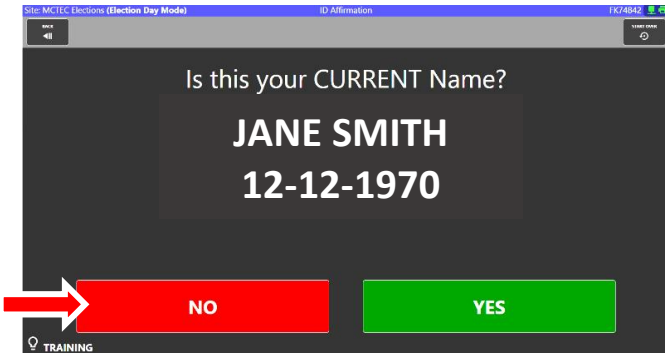
Updating Voter Registration

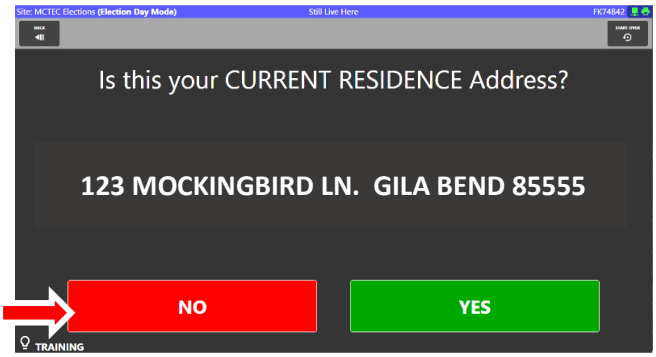
1. Voter taps the SiteBook screen to Check-in (English or Spanish).



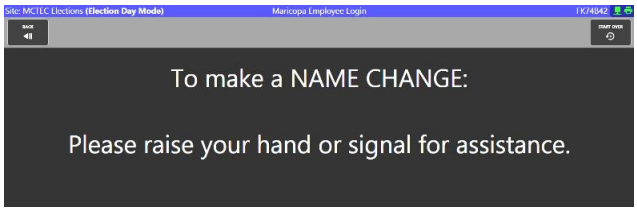
2. The voter begins check-in by selecting the type of scannable ID they brought, indicating that they wish to use the Accessible Voting Device, or using Manual Search.

3. Once the voter's record has been found, the SiteBook will ask for a confirmation of name and address first. If the information on file does not match the voter's current information, this will initiate a voter registration update process.



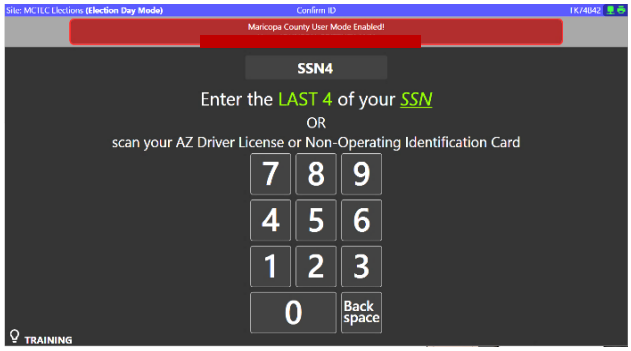


4. The Voter Registration Clerk scans their site badge. Note: If a voter ONLY selects address change, the first screen to appear after a voter inputs the last 4 digits of the SSN will be from **step 12**.

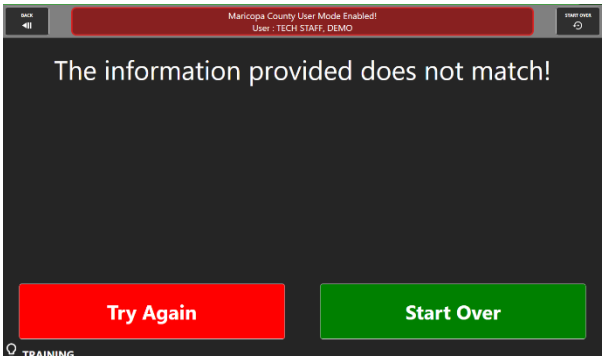


5. The voter enters the last 4 digits of their social security number or scans their AZ Driver License or ID Card. Proceed to **step 10**.

If the voter does not want to enter the last 4 digits of their SSN and has no AZ Driver License or ID, they can enter 4 zeroes (0000). Proceed to **step 6**.



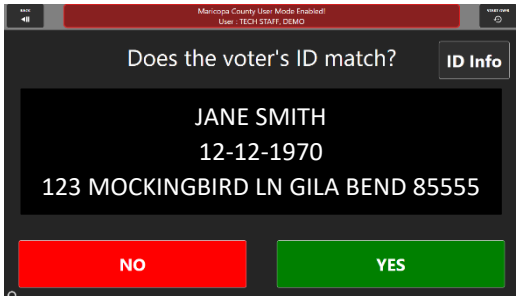
6. Info will not match. Tap **Try Again**.



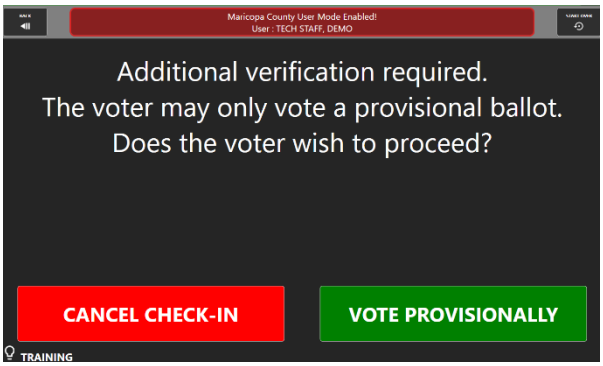
7. Tap **Check ID** (bottom right).

8. Scan your site badge.

The next screen will ask "Does the voter's ID match?" Since they have not made any changes yet, tap **NO**.

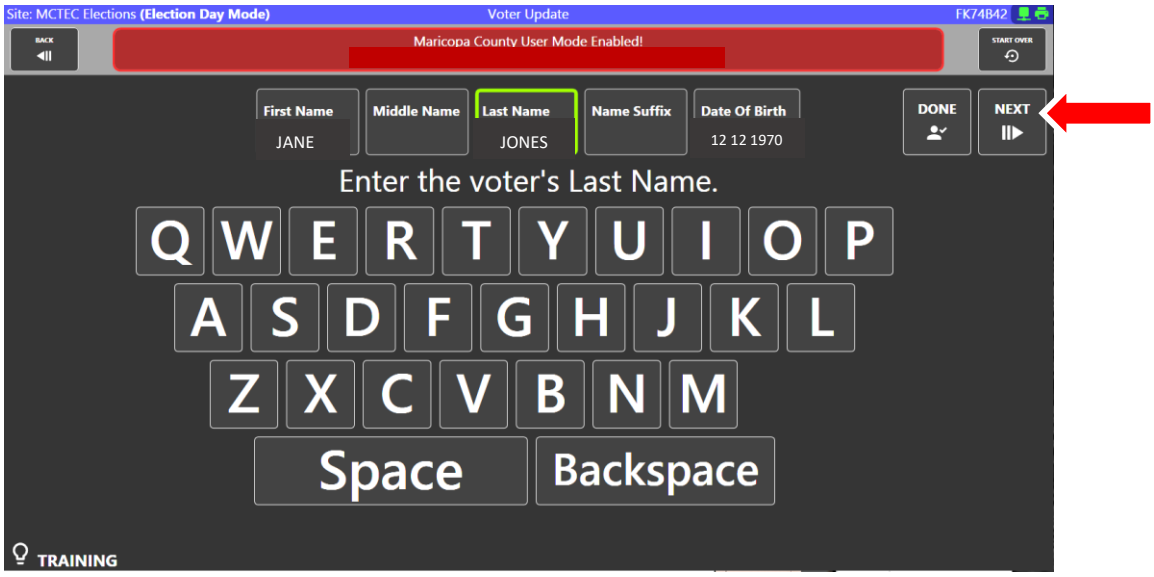


9. The voter will have the option to **VOTE PROVISIONALLY** and enter their new information.

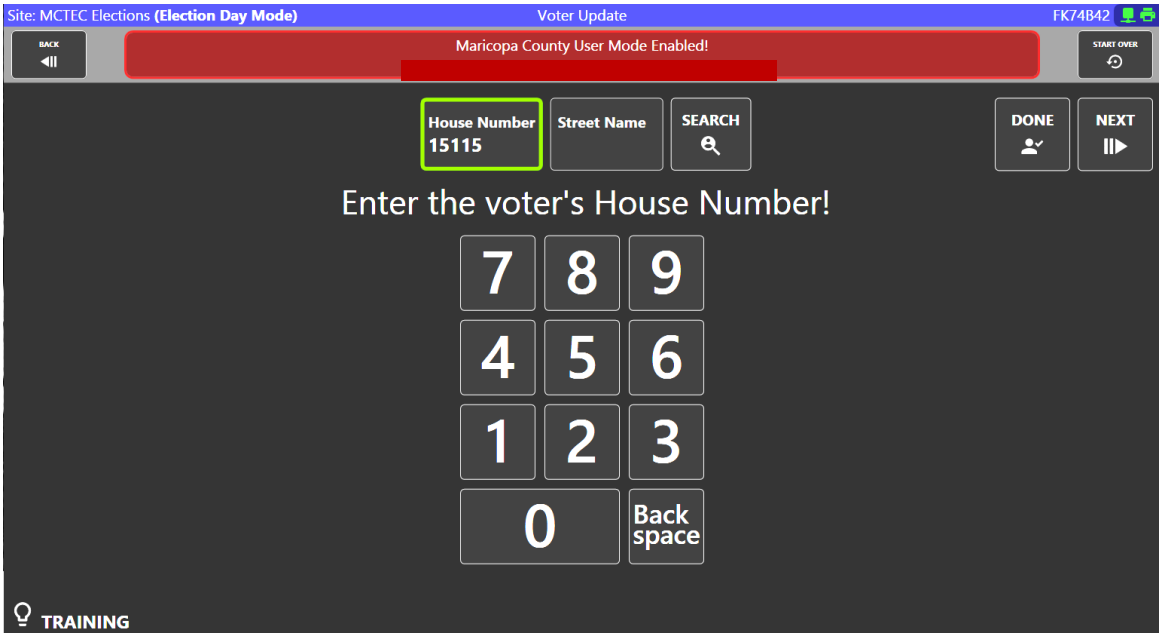


10. For a name change: The voter enters their new information into each box. Double tap a box to clear it and enter new information.

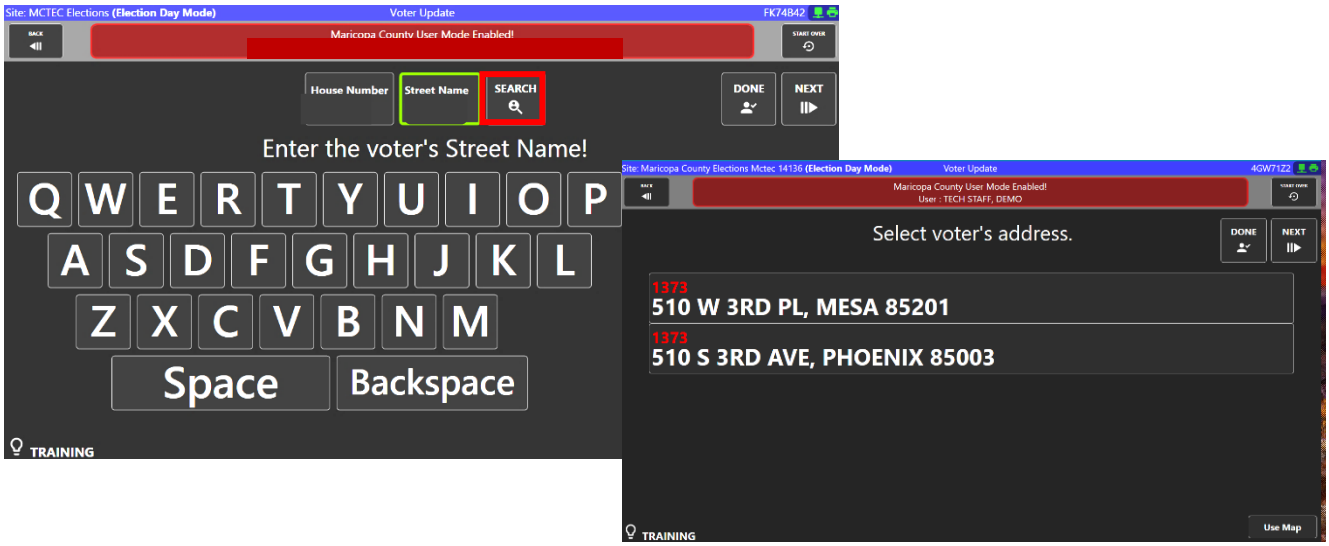
11. If name is the only change, tap **DONE** and proceed to **step 15**. If not, continue by selecting the **NEXT (**top right).



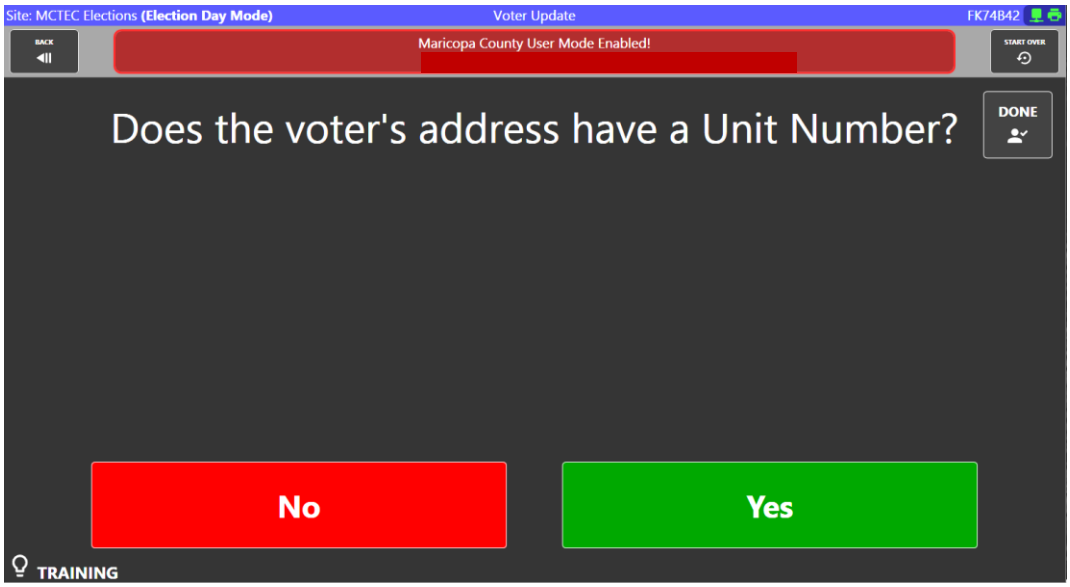
12. For address change: Voter first enters their House Number.



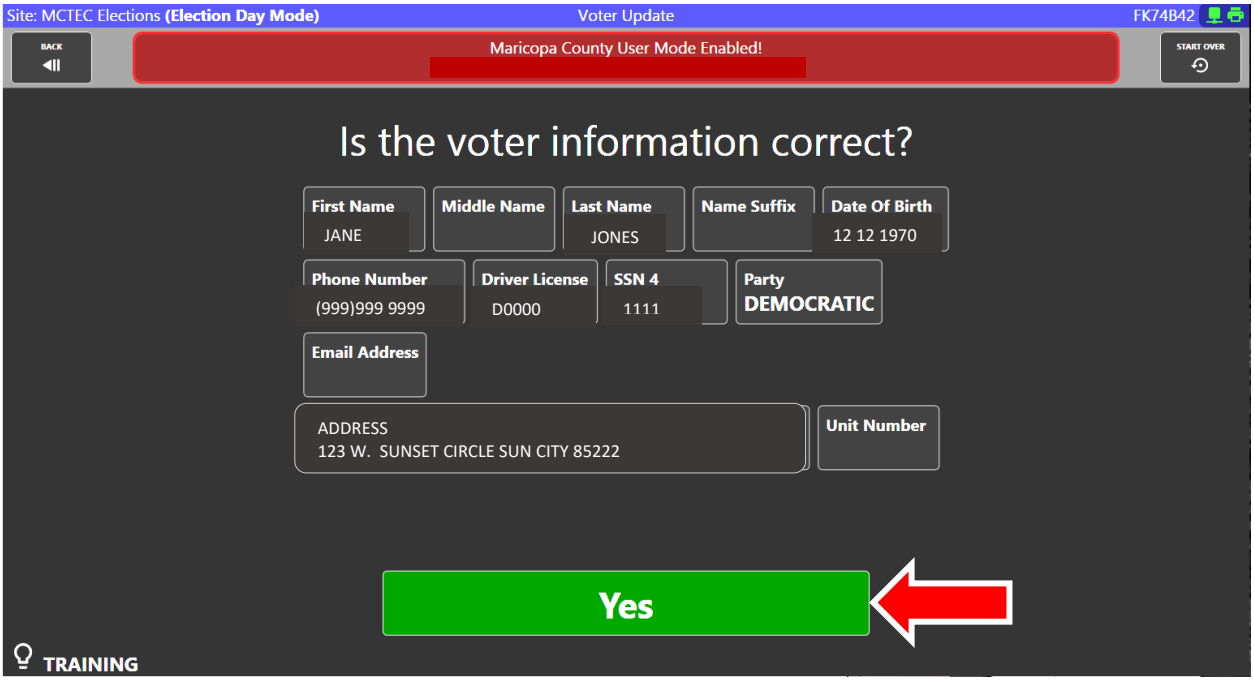
13. Voter enters their Street name. Do not include N, E, S, W or Ln, St, Ave. For a street number, only include the number (for example, 3rd becomes 3). Tap the **SEARCH** button and select the voter's address from the list.



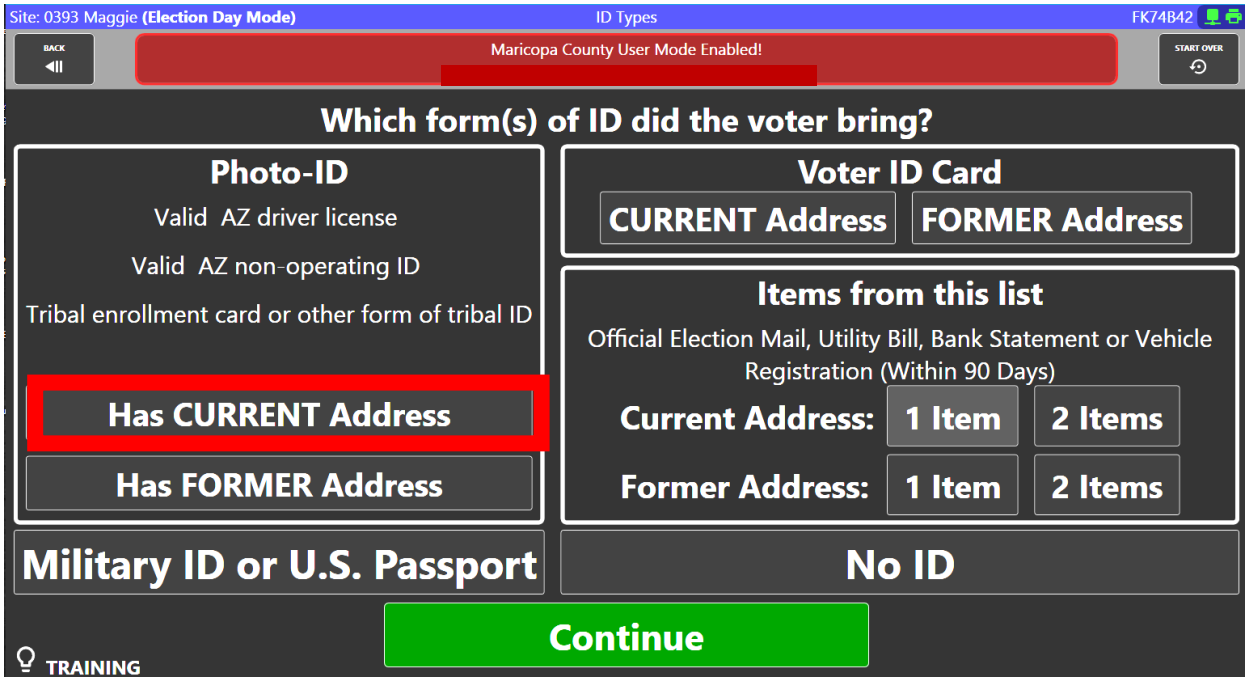
14. If the voter's address has a Unit Number, such as an apartment number, select **Yes** and enter. If not, select **No** to continue.



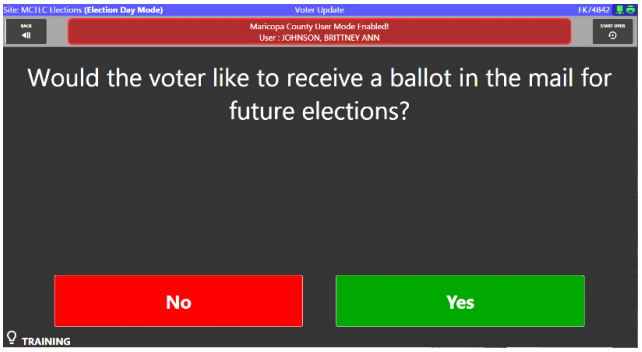
15. The voter verifies that all the information is correct. If not, they can tap in a box to clear it and enter correct information.

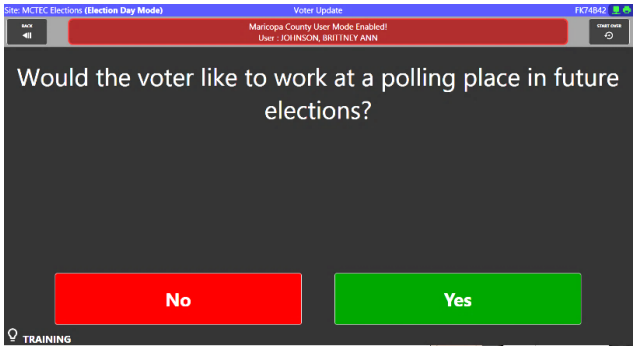


16. The Voter Registration Clerk selects the ID the voter brought. For this process, the address the voter is changing **to** is the current address, and the address they are changing **from** is the former address.

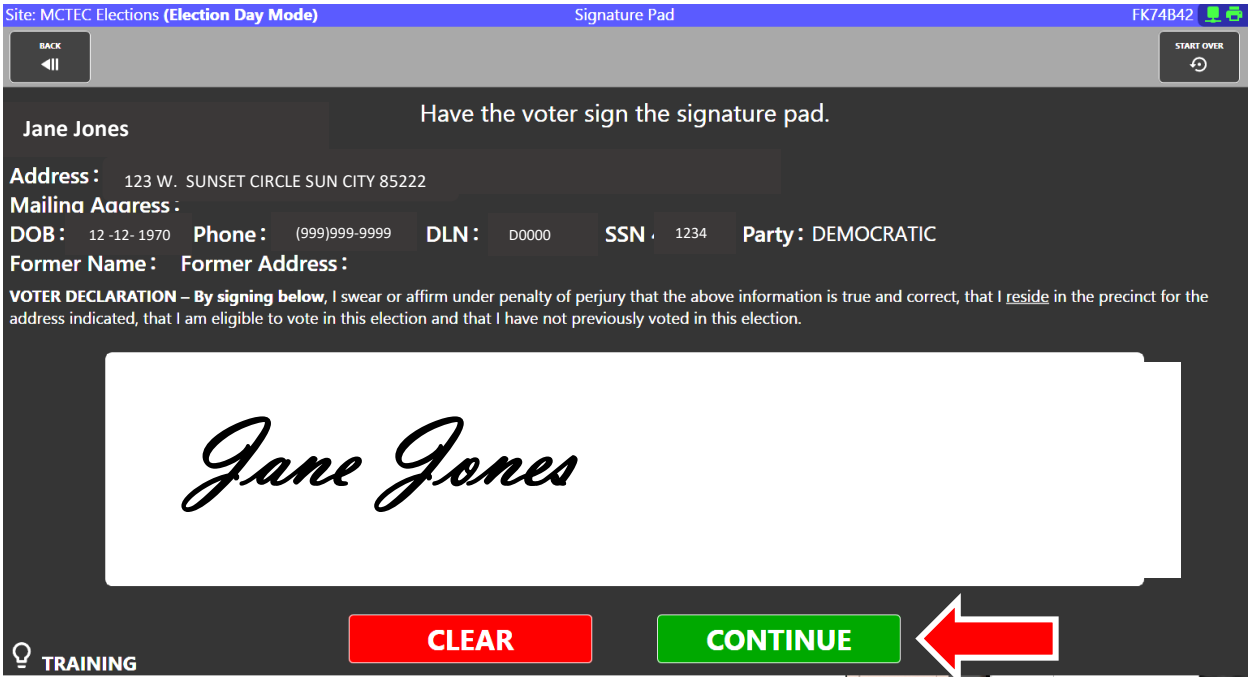


17. Voter answers the following questions.

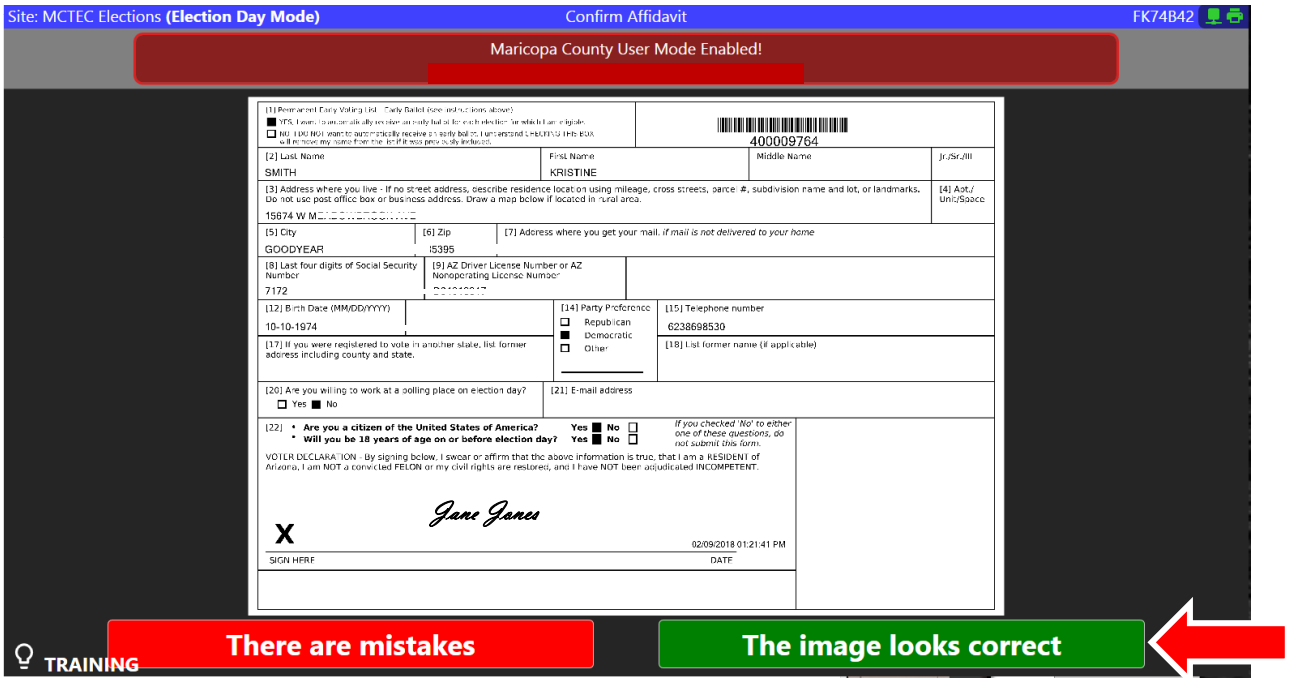




18. Voter signs the signature pad.

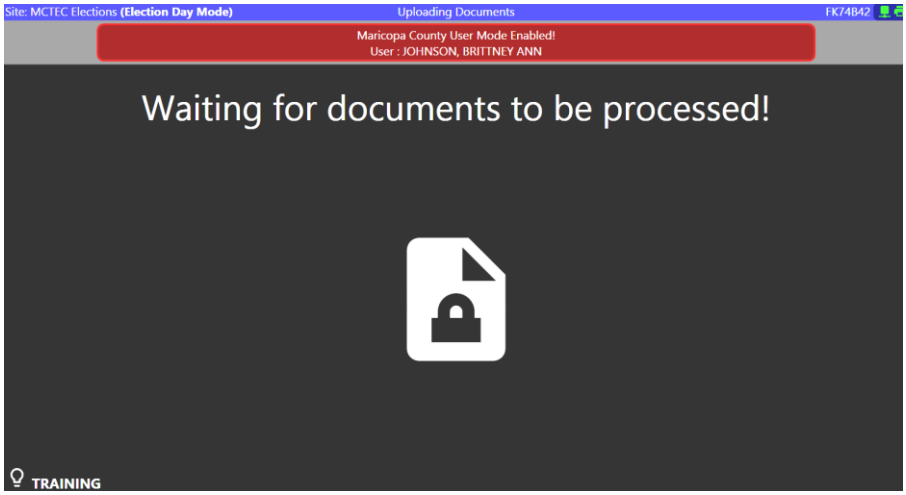


19. Voter verifies that the information is correct.



Update Registration

20. The change is processed. This may take up to a full minute due to the information being processed through secure channels, not through the internet. Once complete, the SiteBook will automatically return to the beginning of the voter's check-in where the system seeks confirmation of current name and address. See step 4 of Checking in Voters – ID that Scans on **page 73**.



Section Eight

Voting

The Voting Process - After Check-In

The voting process begins as soon as the voter walks into the voting location. Direct the voter to the SiteBooks to begin the check-in process as outlined in sections six and seven. When the check-in process is successfully completed, the voter proceeds to the Ballot Pick Up Area to receive their voting materials.

Voter materials (ballots, affidavit envelopes, and any provisional receipts) will print from the BODs.

Clerks will need to watch printers closely and load paper and envelopes as needed per **pages 49-53**.

This section focuses on the process of assisting the voter in obtaining their voting materials and casting their ballot successfully.

Clerks should ask voters to refer to instructions in the voting booths for marking their ballots.

The Ballot

- Remove items from the printer and verify that the ballot code matches on all items. **BOD codes are not unique. Different voters may have the same ballot/BOD code.**
- Before handing the ballot to the voter, confirm with the voter that the affidavit envelope belongs to them by pointing to the name and address printed on the envelope and asking the voter to confirm their name and address.
- For early voting or provisional ballots, have the voter sign and date the envelope before leaving the ballot pick up area. Phone number is optional, and the voter will only be contacted in case of an issue with the signature.
- ”W“ fold the ballot and hand it to the voter along with the affidavit envelope, and, if applicable, the provisional ballot receipt. Folding the ballot is covered in detail on the next page.
- Provide the voter with a ballot marking pen to mark their ballot.

Voters will vote their ballots by filling in the ovals with the ballot marking pen provided. The top of the ballot will have instructions on how to fill in the oval.

Ballot

Affidavit Envelope

Voting

Folding Ballots

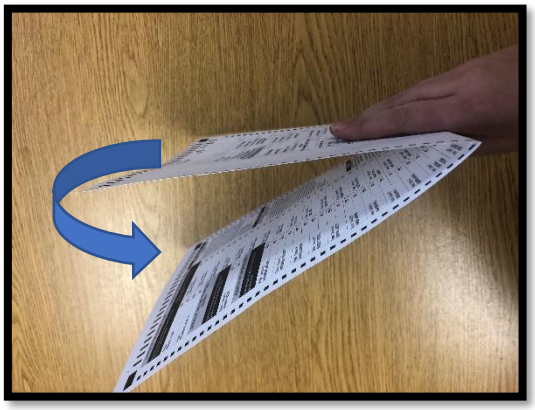
All ballots must be placed in affidavit envelopes. The ballot should be “W” folded to fit into the envelope. There are a couple of reasons for folding the ballot this way.

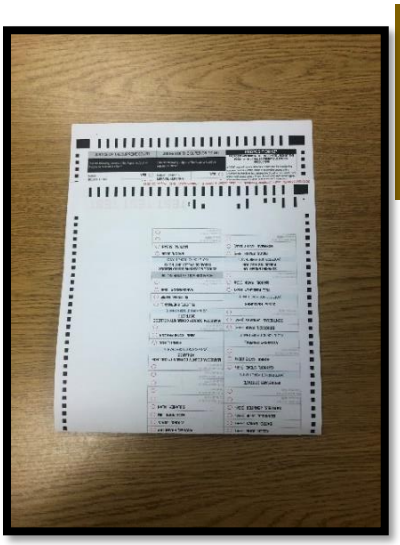
1. The ballot header will be at the top and will hide the voter’s ballot selections.
2. The ballot will drop down into the bottom part of the envelope ensuring the ballot is not cut when the envelope is opened for tabulation.

The “W” fold is not always intuitive, so to prevent any mistakes, the Clerk will “W” fold the ballot prior to handing the ballot to the voter.

Step 1: Begin with an unfolded ballot.

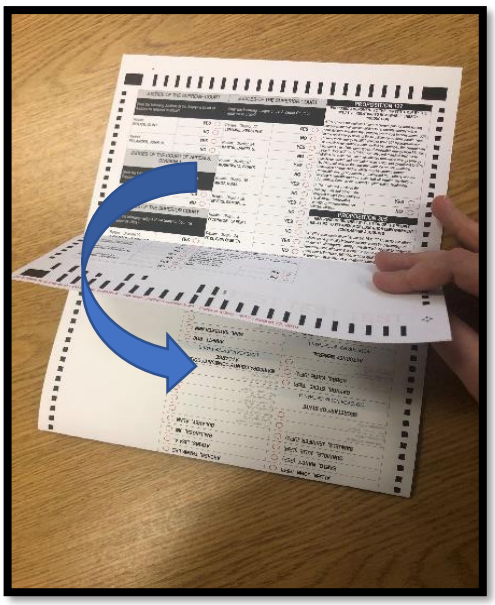
Step 2: Take the bottom of the ballot and fold upwards along the middle to meet the top. The edges do not have to line up.

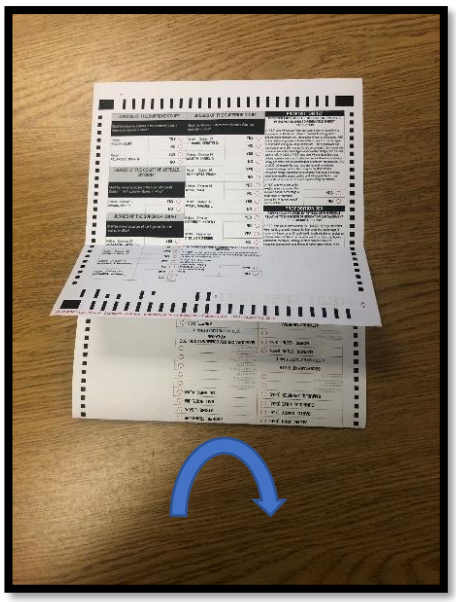


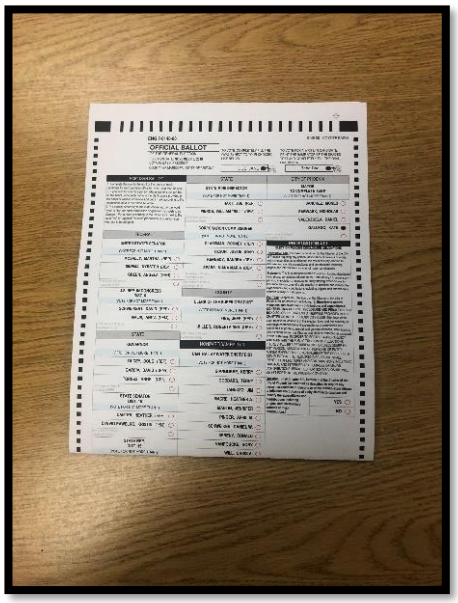


Folding the Ballot, continued

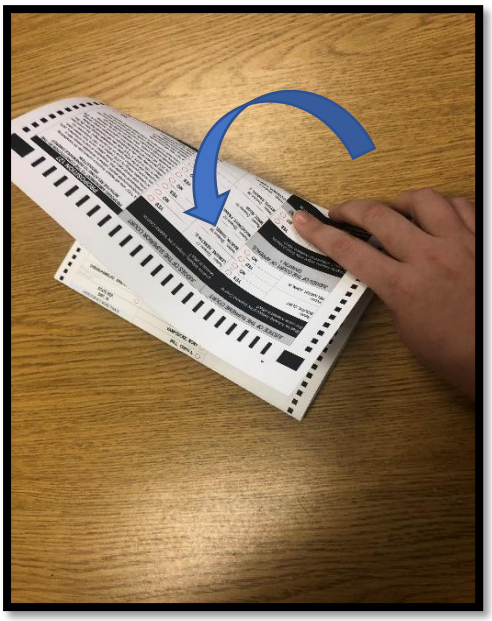
Step 3: Take the top of the front sheet of the ballot. Fold this in half downward. At this point you will still not have touched the top half of the ballot. Now flip the ballot over.

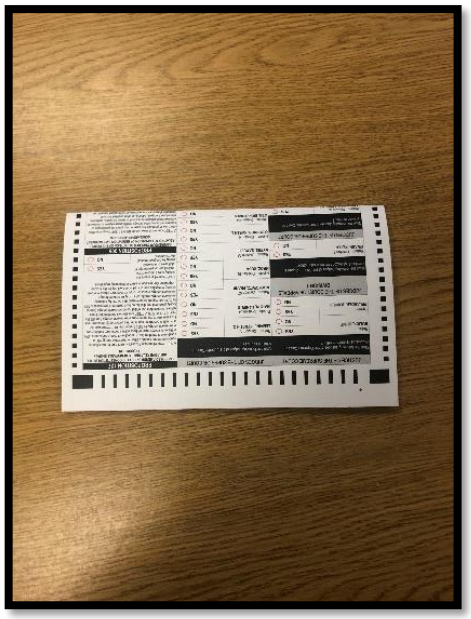


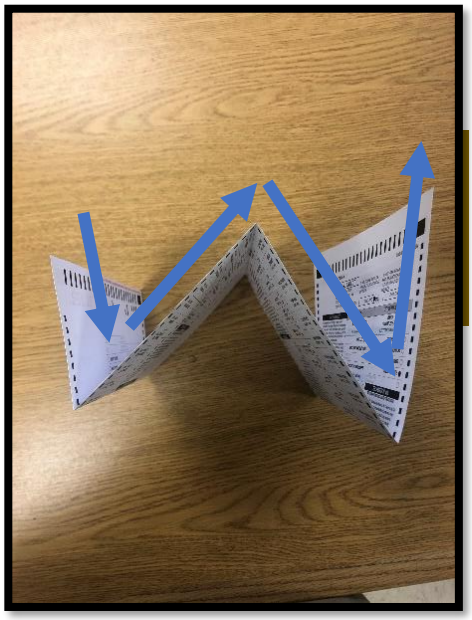




Step 4: Take the top of the half of the ballot now facing you and fold it in half downward to meet the end. The ballot should now make a "W" shape.



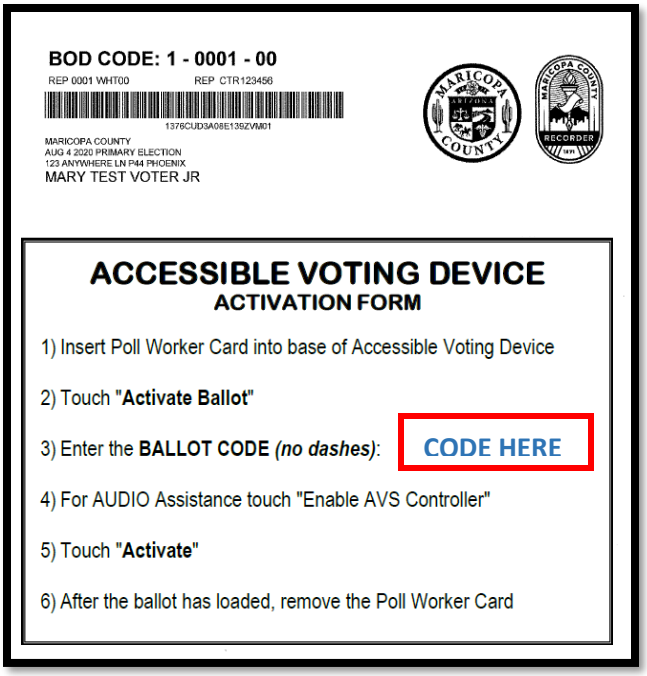




Activating a Ballot

Using the SiteBook, the voter will check in by tapping the **Accessible Voting Device** button on the screen and following the check-in process.

Once the voter's Accessible Voting Device Card Activation Form has printed, ask the voter to verify that their information is correct on both the form and the affidavit envelope, if any. **The Poll Worker maintains possession of the Activation Form**.

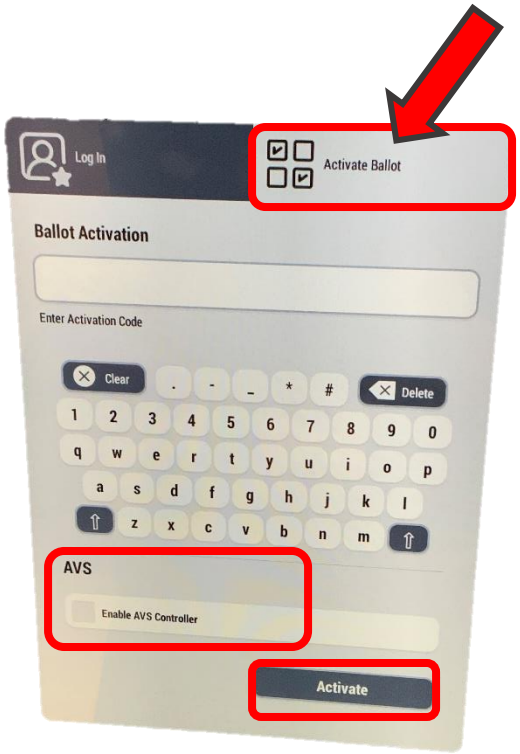

BOD CODE: 1 - 0001 - 00
REP 0001 WHT00 REP CTR123456
1376CUD3A08E139ZVM01
MARICOPA COUNTY
AUG 4 2020 PRIMARY ELECTION
123 ANYWHERE LN P44 PHOENIX
MARY TEST VOTER JR

ACCESSIBLE VOTING DEVICE
ACTIVATION FORM

1) Insert Poll Worker Card into base of Accessible Voting Device
2) Touch "**Activate Ballot**"
3) Enter the **BALLOT CODE** ***(no dashes)***: CODE HERE
4) For AUDIO Assistance touch "Enable AVS Controller"
5) Touch "**Activate**"
6) After the ballot has loaded, remove the Poll Worker Card

The Inspector escorts the voter to the **Accessible Voting Device** and inserts the **Poll Worker Card** into the base of the Accessible Voting Device.

Above the "Enter Login Code" touchpad, there are two tabs. Tap the tab that reads **Activate Ballot**.

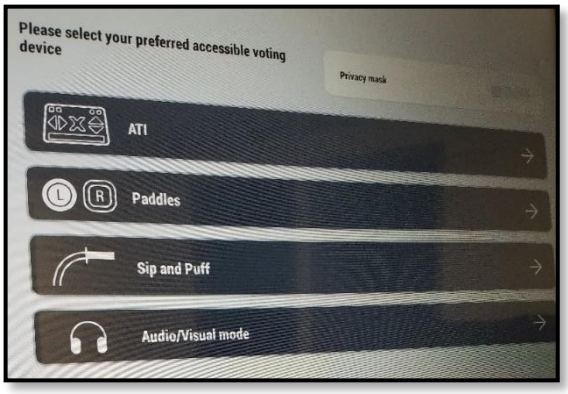


Enter the **BALLOT CODE** from the Activation Form with no dashes or spaces **including both letters at the end of the code.** For example, if the code is 7 - 5001 - 00 EE, enter 75001EE.

Note: If the voter needs audio assistance or would like to use the controller, tap the checkbox that says "**Enable AVS Controller"** so that a check mark appears in the box. If the voter wants to use the touchscreen, leave the box unchecked.

Tap **Activate**.

The Accessible Voting Device, continued



The voter will select an English or Spanish Ballot.

If the controller was activated, the voter selects the type of accommodation desired.

- Select "**ATI**" to use headset and/or controller, which has braille on the buttons.
- Sip and Puff is an option for voters with limited or no motor capability.

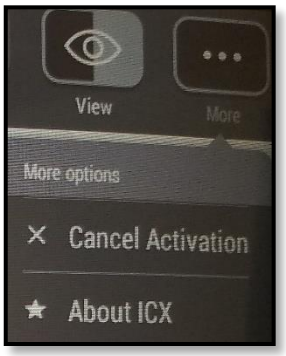
Once the ballot is visible on the screen, remove the Poll Worker Card and allow the voter to continue the voting process in private.

Buttons at the top of the screen allow changes to language, text size, view, and more.

Change Language

Change Text Size

Cancel Activation



When the voter has marked and reviewed their ballot on the device and printed their official, paper ballot on the device printer, instruct the voter to insert the ballot into the affidavit envelope and place the envelope in the envelope drop box.

The Activation Form is a type of control slip that should be retained and placed into the **RED** Transport Box.

Provisional Voting

Provisional ballots are ballots that must be researched to ensure the voter is eligible to vote in the election before they can be counted. **Each ballot is researched, and if that provisional ballot is determined to be eligible, it is counted just like a standard ballot.**

The voter will be notified of their option to vote provisionally when they are checking in on the SiteBook. The voter will also complete information needed to vote provisionally through the SiteBook. A voter may be offered a provisional ballot for various reasons including, but not limited to, the following:

- Voter cannot be found in the SiteBook
- Voter registration is no longer active, or voter is not registered
- Voter already voted an early ballot that has been received and counted
- Voter has already spoiled two (2) standard ballots
- Voter has insufficient ID to vote a standard ballot or has no ID
- Voter is challenged and the board has found the challenge to be valid
- Voter is address protected

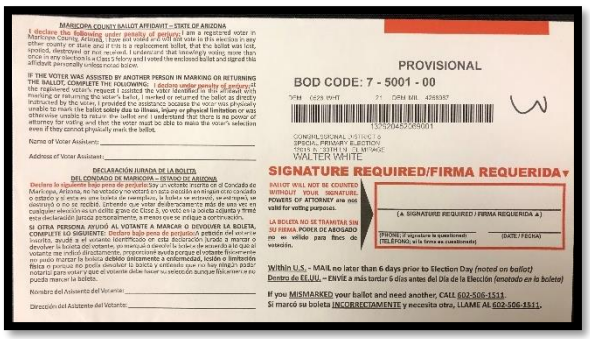
Regardless of the reason, two items will print on the affidavit printer in addition to the voter's ballot printing from the Ballot on Demand (BOD) printer- the affidavit envelope and the provisional receipt.

Voters can track their provisional ballot at **ProvisionalStatus.Maricopa.Vote**.

Affidavit Envelopes

Provisional affidavit envelopes will only print if the voter is offered a provisional ballot. The voter's name and address will print on the affidavit envelope. Once the voter has verified the information is correct, the voter will sign, date, and provide a phone number on the front of the envelope. The word "PROVISIONAL" will be printed on the envelope.

A blank, unprinted envelope **cannot** be used. The envelope must go through the affidavit printer in the correct direction and have the voter's name and a barcode printed on it. To ensure the envelope is printed correctly, see **pages 51** and **53**.



Provisional Receipt

Receipts will print for each provisional ballot. The receipt is given to the voter to check the status of their provisional ballot using the affidavit ID.

The provisional receipt is used to match to the correct affidavit envelope and ballot. Verify that the BOD Code on all three items match and that the name on the provisional receipt and the affidavit envelope match.

Provisional Receipt	Ballot	Affidavit Envelope

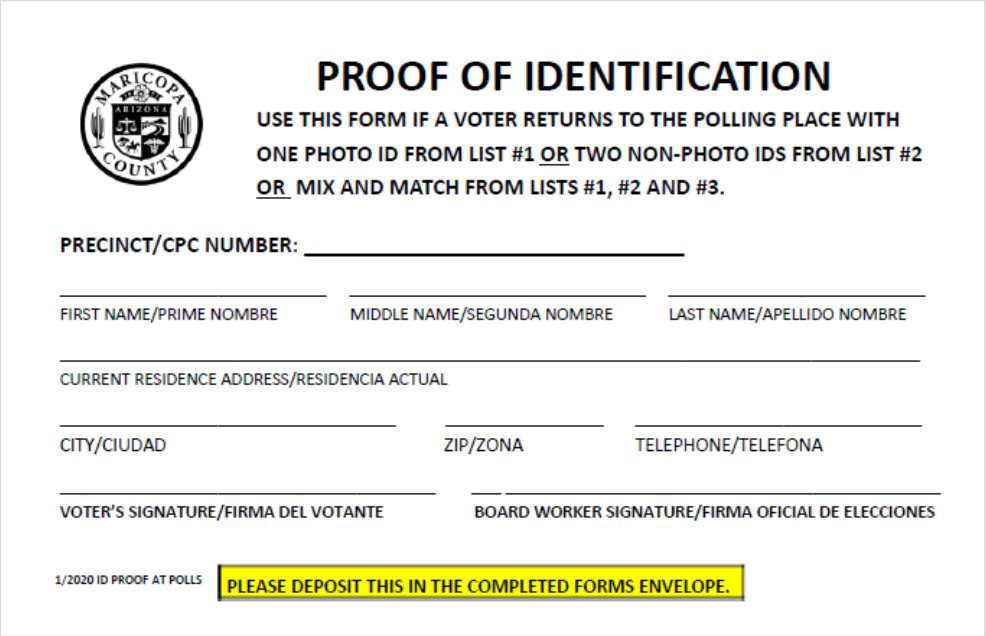
Affidavit envelopes must be signed and dated. Envelopes missing signatures delay the provisional research process. More importantly, a missing signature may mean that the voter's ballot will not be counted.

When handing the folded ballot, the envelope, and the provisional receipt to the voter, make sure to convey the following information:

"Please sign and date your affidavit envelope and add a phone number. The phone number is ONLY in case we must contact you regarding an issue with your ballot signature. To complete your ballot, fill the appropriate ovals with the ballot marking pen. Once you have finished voting, place the ballot in the envelope, seal it, and place it in the envelope drop box."

Conditional Provisional Voting

If a person is unable to provide sufficient identification, the voter will be offered a conditional provisional ballot. In this situation, the voter has 5 days after Election Day for federal elections and 3 days after any other election to provide identification. The poll worker will provide the voter with a pink **Conditional Provisional Sites List** available in your supplies. The voter may choose to bring their identification to the Elections Department, an open city/town clerk's office, or an open voting location. If the voter returns to an open voting location, the poll worker completes a **Proof of Identification** form with the information on the voter's ID and places it in the Completed Forms Envelope.



PROOF OF IDENTIFICATION

USE THIS FORM IF A VOTER RETURNS TO THE POLLING PLACE WITH ONE PHOTO ID FROM LIST #1 OR TWO NON-PHOTO IDS FROM LIST #2 OR MIX AND MATCH FROM LISTS #1, #2 AND #3.

PRECINCT/CPC NUMBER: _____

FIRST NAME/PRIME NOMBRE | MIDDLE NAME/SEGUNDA NOMBRE | LAST NAME/APELLIDO NOMBRE

CURRENT RESIDENCE ADDRESS/RESIDENCIA ACTUAL

CITY/CIUDAD | ZIP/ZONA | TELEPHONE/TELEFONA

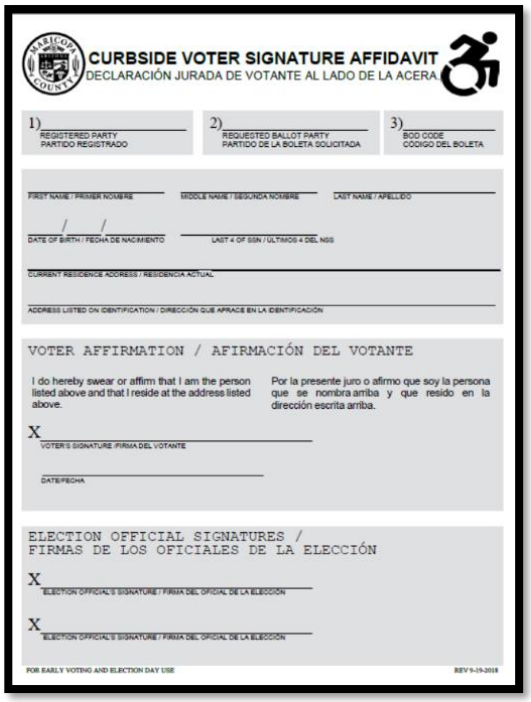
VOTER'S SIGNATURE/FIRMA DEL VOTANTE | BOARD WORKER SIGNATURE/FIRMA OFICIAL DE ELECCIONES

1/2020 ID PROOF AT POLLS

PLEASE DEPOSIT THIS IN THE COMPLETED FORMS ENVELOPE.

Curbside Voting

Curbside voting is available for any voter who is unable to enter the voting location. When a voter pulls up to the curb or accessible parking space, they may call the number or send someone inside to ask for assistance. If the voter calls the Hotline number, County Elections Staff will notify the Inspector by phone that a voter is waiting and provide a description of the voter's vehicle.



CURBSIDE VOTER SIGNATURE AFFIDAVIT
DECLARACIÓN JURADA DE VOTANTE AL LADO DE LA ACERA

1)_____ REGISTERED PARTY / PARTIDO REGISTRADO
2)_____ REQUESTED BALLOT PARTY / PARTIDO DE LA BOLETA SOLICITADA
3)_____ BOD CODE / CODIGO DEL BOLETA

FIRST NAME / PRIMER NOMBRE
MIDDLE NAME / SEGUNDA NOMBRE
LAST NAME / APELLIDO
DATE OF BIRTH / FECHA DE NACIMIENTO
LAST 4 OF SSN / ULTIMOS 4 DEL NSS
CURRENT RESIDENCE ADDRESS / RESIDENCIA ACTUAL
ADDRESS LISTED ON IDENTIFICATION / DIRECCIÓN QUE APRACE EN LA IDENTIFICACIÓN

VOTER AFFIRMATION / AFIRMACIÓN DEL VOTANTE

I do hereby swear or affirm that I am the person listed above and that I reside at the address listed above.

Por la presente juro o afirmo que soy la persona que se nombra arriba y que resido en la dirección escrita arriba.

X_____
VOTER'S SIGNATURE /FIRMA DEL VOTANTE

DATE/FECHA

ELECTION OFFICIAL SIGNATURES / FIRMAS DE LOS OFICIALES DE LA ELECCIÓN

X_____
ELECTION OFFICIAL'S SIGNATURE / FIRMA DEL OFICIAL DE LA ELECCIÓN

X_____
ELECTION OFFICIAL'S SIGNATURE / FIRMA DEL OFICIAL DE LA ELECCIÓN

FOR EARLY VOTING AND ELECTION DAY USE
REV 5-29-2018

1. **Marshal**
   - Takes a Curbside Affidavit out to the voter to get voter's information. The voter completes and signs the affidavit.
   - Checks the voter's ID and verifies it's not expired.
   - Brings the completed form to the Inspector.
2. **Inspector**
   - Uses the completed Curbside Affidavit to check in the voter on the SiteBook.
     - Selects the Manual Search button.
     - Enters the voter's information.
     - Curbside voters with new addresses complete a Voter Registration forms.
     - When at the signature screen, writes "Curbside" on the signature line.
   - Collects the ballot and affidavit envelope (if any) and gives them to the Marshal.
3. **Marshal with a poll worker of a different political affiliation**
   - Takes these items to the voter in a secrecy folder:
     - Ballot, pen, affidavit envelope and provisional receipt (if any)
     - "I Voted" sticker
   - Waits while the voter makes their selections. Once the voter has completed their selections, instructs them to place their ballot:
     - In the affidavit envelope, then sign and date the envelope.
   - Returns the affidavit envelope to the secrecy folder and takes the secrecy folder to the Inspector.

4. **Inspector with the Marshal and second poll worker as witnesses**
   - Removes the affidavit envelope from the secrecy folder and places it in the envelope drop box.
   - Ensures the Curbside Affidavit is signed by the two poll workers who assisted the curbside voter and places it in the Completed Forms Envelope.

Spoiling Voter Materials

A voter may spoil **two** ballots at a voting location (including any sample ballot requested), after which they will be offered a provisional ballot. A ballot will need to be spoiled if a voter has made an error or has overvoted and wants to correct it. Spoiling a ballot is the responsibility of the Inspector, and is the only time any poll worker should touch a voter's ballot after the voter has received it.

If a voter wishes to spoil their ballot and receive a new one, they must check in again using the SiteBook and a poll worker must indicate that the original ballot has been spoiled.

If a voter has difficulty completing their ballot, offer the use of the Accessible Voting Device. When using the Accessible Voting Device, the voter can make their selections as many times as needed before finalizing the ballot, which may prevent another spoiled ballot.

Spoiling the Ballot

Once the voter has handed you the ballot they wish to spoil, make the following marks **on the ballot**.

1. Mark through the timing marks on the top and bottom of the ballot. To spoil an Accessible Voting Device ballot, cross out the QR code.
2. Write the word "SPOIL" in all capital letters across either type of ballot in large print.
3. Do not tear the ballot. Place it in the Clear Official so that it is ready for audit.

Spoiling the Envelope

1. Draw a line through the barcode.
2. Write the word "SPOIL" in all capital letters in the Red Signature Box.
3. Do not tear the envelope. Place it in the Clear Official so that it is ready for audit.

Spoiling a Provisional Receipt

Draw a line through the barcode <u>and</u> write the word "SPOIL" across the receipt.

Section Nine

Nightly Closing

Nightly closing is for locations that are open prior to Election Day. Poll workers will begin nightly closing after all voters have left the voting location.

Accessible Voting Device Nightly Procedure

- ☐ Ensure the Poll Worker Card is secured in the Inspector box.
- ☐ Always leave the device powered **ON**.
- ☐ Shield the device using the Privacy Screen.

Nightly Closing Checklist

Inspector/Judges:

- ☐ Ensure ALL VOTERS have left the Vote Center BEFORE starting closing procedures.
- ☐ Ensure Accessible Voting Device is left **on** and shielded with the privacy screen.
- ☐ Verify that unused affidavit envelopes and ballot paper from printer feed trays are placed out of sight.
- ☐ Confirm that all staff have completed their closing tasks.
- ☐ Assist all poll workers with Clock-Out procedures, and Restart Application on every SiteBook.
- ☐ Pack the Inspector box (**RED** transport box) and apply seals:
  - All Site Badges
  - Accessible Voting Device Activation Forms
  - Accessible Voting Device Poll Worker Card
  - Inspector wristlet with key
  - Completed Badge/Key Log (sample on **page 131**)
  - Inspector packet items such as codes sheet, board worker roster, PBR, etc.
  - Any items for Ballot Couriers not yet picked up:
    - Completed Forms Envelope
    - Clear Official Envelope
- ☐ Before leaving the site, confirm that you have any keys issued for the facility.

Marshal:

- ☐ Announce at closing time that the polls are closed.
- ☐ Stand at the end of the line until the last voter has used the SiteBook.
- ☐ Report zero (0) wait time.
- ☐ Bring in all signage from outside including the curbside voting sign.

Clerks:

- ☐ Place unused affidavit envelopes out of sight.
- ☐ Place unused blank ballots that were in the printer feed tray out of sight.

Section Ten

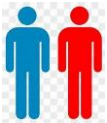
Election Night Only

- Before beginning Election Night Closing procedures, ensure that it is after 7:00pm and all voters have finished voting and exited the voting location.
- Pack up as much as possible except for the SiteBooks and MoFi.
- Clock out. Then, pack the SiteBooks and MoFi.
- Do not seal any bags, envelopes, bubble packs, or boxes until you are certain everything is packed where it belongs, and you no longer need cards, keys, site badges, etc.
- Complete all closing tasks prior to heading to your Receiving Site.
- The Elections Department will pick up items from a few locations. Check with your Troubleshooter or the Hotline regarding transport plans for your site.
- For the Receiving Site, look for a white box truck and flashing amber light above a sign marked “Elections Receiving Site.”

Inspector/Judge Closing Checklist

- ☐ Enter final wait time of zero (**page 69**)
- ☐ Assign a poll worker to close and pack the Accessible Voting Device (**pages 115-117**)
- ☐ Verify all poll workers have begun their appropriate position's closing checklist (**pages 113-114**)
- ☐ Begin packing the **RED** transport box but <u>do not seal anything yet</u>
  - All Site Badges
  - Accessible Voting Device Activation Forms
  - Accessible Voting Device Poll Worker Card
  - Completed Forms Envelope
  - Clear Official Envelope
  - Inspector wristlet with key
  - Completed Badge/Key Log (**page 131**) and broken seals
  - Begin Election Night Closing Security Report (CSR) (sample on **page 132**)

- ☐ Verify the Clerks have packed the transport boxes with the **BLUE** lids and completed their closing checklist providing any **loose ballots to go in Clear Official and loose papers to go in Completed Forms from drop box** (**page 114**)



- ☐ Shut down Ballot on Demand computers and printers (**page 118**)
- ☐ Verify the Marshal has completed their closing checklist (**page 113**)

- ☐ Clock out all poll workers before shutting down and packing the SiteBooks and MoFi. (**pages 119-123**)
- ☐ Verify all items are packed in the yellow/green bags according to tags attached to bags or the packing checklist (**page 124**)
- ☐ Stack all election supplies as neatly as possible in the corner of the room
- ☐ Call your Troubleshooter before leaving for the Receiving Site
- ☐ Bring the **RED** and **BLUE** transport boxes to the Receiving Site

NOTE: Delivery must be done by two (2) people with different political affiliations.

Marshal Closing Checklist

- ☐ 60 minutes before, 30 minutes, 15 minutes, 1 minute before, and at 7:00pm announce: “The polls will be closing in XX minutes / are now closed.” **Required by Arizona Law**.

- ☐ If a line has formed, stand at the end of the line of people waiting to vote until the last voter has used the SiteBook. Anyone in front of you is eligible to vote. Anyone that arrives after you should be kindly informed that they are too late and not eligible.
- ☐ At 7pm, if there are more than 6 people in line to vote, call the Hotline.

- ☐ Remove and bring in all signage from outside. Place in a corner of the voting location with the other supplies.

- Orange and Yellow Sandwich Boards
- Any paper signs taped to walls/windows
- Accessible parking signs (if any)
- Red curbside standing signs

- ☐ Remove all interior signage that is posted.

- No Smoking
- ID at the Polls
- Prohibited Acts
- Instructions to Voters and Elections Officers
- Sample Ballots Available Upon Request

- ☐ Break down and pack up voting booths (**page 119**)

Clerk/Voter Registration Clerk Closing Checklist

☐ Report zero (0) wait time when the last voter checks in on the SiteBook.

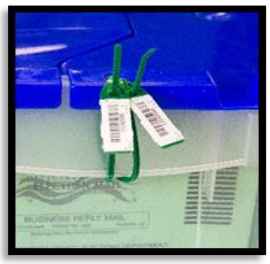
☐ Take one **BLUE** transport box over to the envelope drop box to begin the ballot transport process.

☐ Using the Inspector's gold key, unlock both sides of the envelope drop-box and with two people remove the top. **(Not pulling out from the individual doors)**

☐ Place all affidavit envelopes, including provisional ballots and any braille or large print ballots in manila envelopes, from the envelope drop box into the **BLUE** transport box. Stack envelopes upright to fit as many into the box as possible.

☐ Once a **BLUE** transport box is full, fill the second box if needed.

☐ Seal both sides of the **BLUE** transport box/boxes with zip tie seals.



If ONLY ONE blue transport box is full, use BOTH SETS (four seals total) of zip seals to seal the box (this ensures all seals are returned). If there are TWO blue lid transport boxes full, use ONE SET of zip seals on each box

☐ Place any loose ballots from the envelope drop box in the Clear Official Envelope and place the envelope in the **RED** transport box. **DO NOT SPOIL**.

☐ Place any loose papers from the envelope drop box in the Completed Forms Envelope and place the envelope in the **RED** transport box.

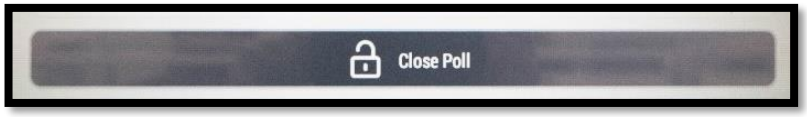
☐ Pack unused/leftover supplies, forms, documents and cleaning supplies in bags/boxes accordingly.

Close Accessible Voting Device

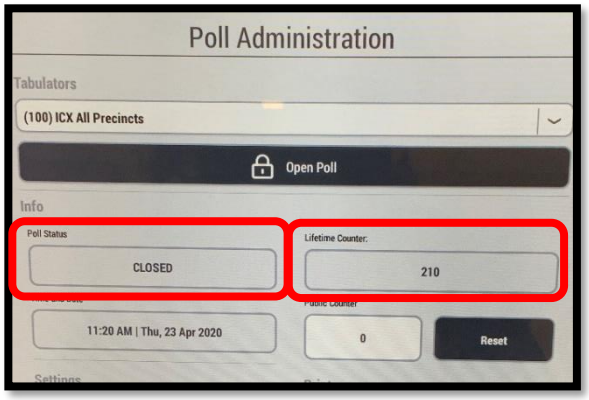
Inspectors can assign this task to a poll worker.

Insert the Inspector's **Poll Worker Card** into the base of the **Accessible Voting Device Screen**.

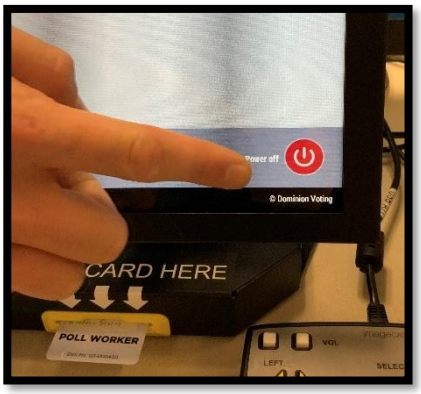
Enter the **Login Pin** that you received as part of your Inspector Packet and tap the **Close Poll** button, then tap **Yes** to confirm.



Verify on the screen that the Poll Status states **"Closed."**



On the bottom right of the screen, tap the red **Power off** button, tap **Yes**, and turn off the Accessible Voting Device.

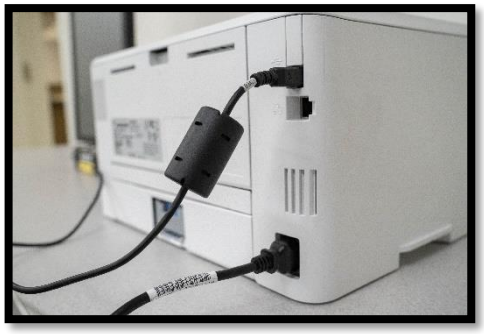


Remove the **Poll Worker Card** and return it to the Inspector.

Unplug the Accessible Voting Device.

Pack Accessible Voting Device

Pack the Printer



Unplug the BMD cable and power cord from the backside of the printer.

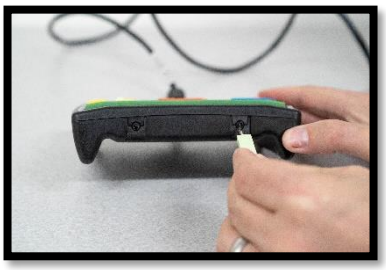
Unplug the power cord from the backside of the printer and then from the power supply.

Place the **printer bag** on the floor.

With two (2) people, **lift and place the printer** in the bag and secure it using the Velcro straps.

Place the **printer power cable** in the bag with the printer and **zip closed**. This bag does not require a seal

Pack the ATI Controller and Headset



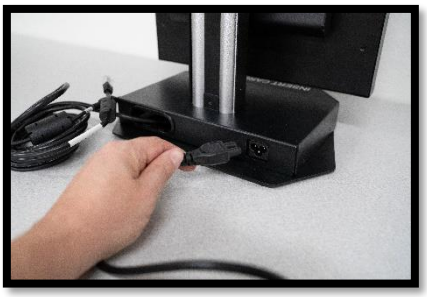
Unplug the green audio headset from the Controller, wrap the cord and place the headset in the audio bag.

Unplug the ATI cable from the Controller. **Press the tab on the cable before pulling**. Place the Controller in the audio bag.

Zip closed the audio bag and place it inside the rolling printer bag. This bag does not require a seal.

Pack the Touchscreen

Unplug the power cord from the power supply and then from the back of the Accessible Voting Device.



On the backside of the Accessible Voting Device, neatly coil both the BMD cable and USB ATI cables together.

Open the Accessible Voting Device bag and place on floor. Replace the plastic bag cover and foam protectors on both sides of the Accessible Voting Device. Carefully place the Accessible Voting Device back in the rolling bag so that the screen is facing **down** and the base is towards the wheels. Use two people if needed.

Place the Accessible Voting Device power cord in the bag.

Zip the rolling bag closed and place with the equipment that is to be picked up. This bag does not require a seal.

Fold the privacy screen and place with other equipment for pick up.

Shut Down Ballot on Demand Systems/Printers

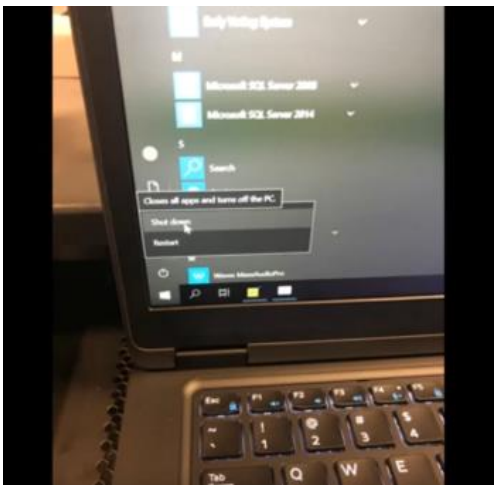
Remove ballot paper and envelopes from the printers and return them to their boxes.

To shut down affidavit printers and Mini BODs:

Press and hold the power button for a few seconds until the light goes off.

To shut down the Lexmark:

Press and hold the power button for a few seconds until the printer turns off.



To shut down monitors/laptops:

1. Click on the Windows menu button in the lower left corner of the screen.
2. Click on Power.
3. Click on Shut Down.

Unplug the printers.

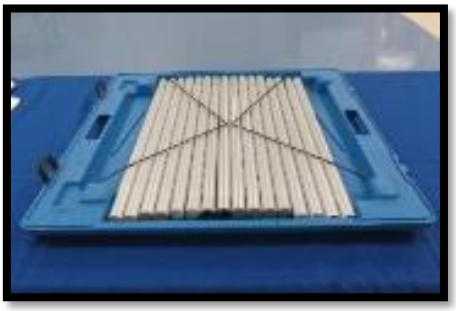
To pack the Mini BOD laptops: The laptop bag will have a tag with a number, which must match the number on the printer. Refer to the laminated cards in the bag for items to be packed inside. Unlock the cable locks using the combination provided in the Inspector packet. Remove the ramp/items attached with Velcro to the top of each Mini BOD and place each set in one of the large plastic zip bags. See **page 50** for information about the ballot paper drawer extender.

Break Down Voting Booths

Remove the privacy screens from all booths and fold in a Z pattern.

Turn the booths upside down and remove the legs from all booths. The booths are packed in sets of two at a time (so two booths will become one "case.") Take two booths, their legs, and their privacy screens and pack them as one unit.

Separate the sections of the two sets of legs, fold them, and place them in one of the booth tops, securing them with the bungie cord from the booth top. (Eight legs total)



Place the two privacy screens in the other booth top and secure with the bungie cord.

Place the booth top with the Privacy Screens on top of the booth top with legs. Secure all four attached locks.

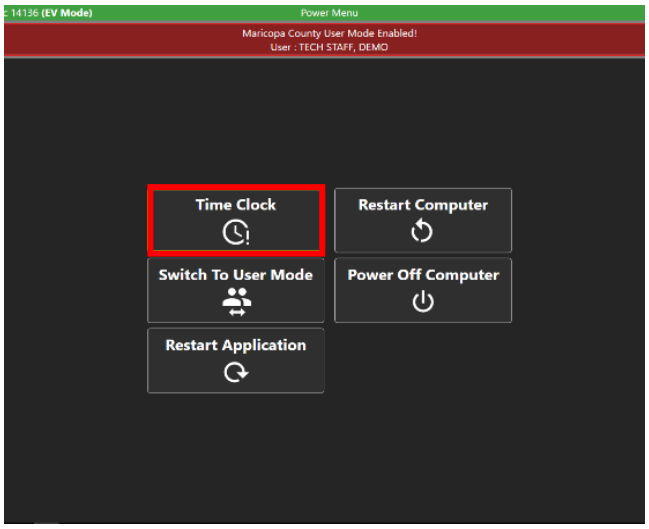
Repeat this process until all booths are packed away. Leg extenders from accessible voting booths should be placed with your supplies.

Clock Out/Close SiteBooks

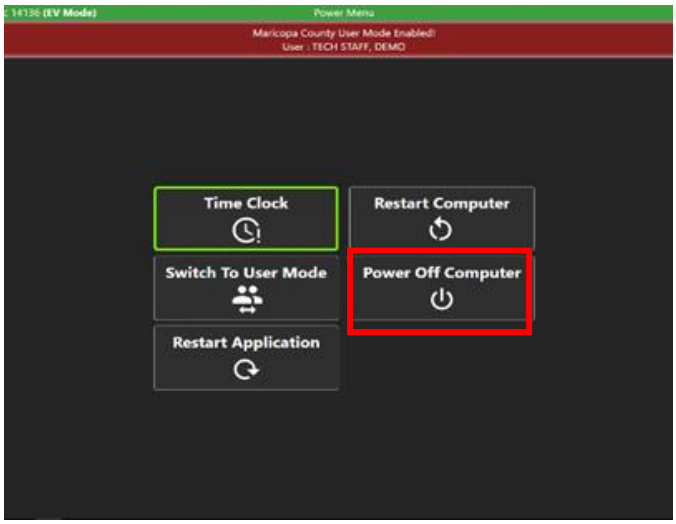
Clock out all poll workers. To do this, tap the **Power** button at the top right corner of the "Touch to Check In" screen.

Scan a Site Badge, select the **Time Clock** button.

From this screen, poll workers clock out.



After clocking out all workers, tap **Power Off Computer** on all SiteBooks. This is located on the same screen with the Time Clock button.



Pack SiteBooks/MoFi

On the cable lock, turn the number until the code given in the Inspector packet shows on the side with the yellow indicator.

Press the black button on the lock to unlock and remove the cable.

Remove the locking cable from the SiteBook stands and table leg.

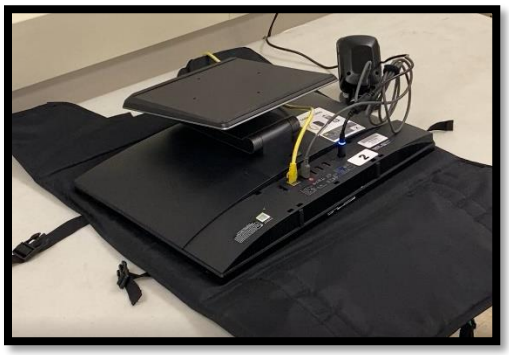
Unplug all cords from the power strip.

Remove the scanners from the front of the SiteBooks. Wrap the cords on all scanners using the Velcro strap.

Place SiteBook face down on open SiteBook case.

Refer to the GREEN job aid for packing SiteBooks with collapsible stands.

For a SiteBook with a **collapsible stand**, begin with the bottom of the SiteBook facing you. Place one hand on the back of the screen and use your other hand or arm to press the bottom of the stand forward toward the top of the SiteBook until fully collapsed.



Pack SiteBooks/MoFi, continued

Unplug all cables from the back. Repeat this process until all SiteBooks are completely unplugged.

For a SiteBook with a **kick stand**, press the kick stand against the back of the SiteBook.

Snap closed **<u>all four locks</u>** on the SiteBook case and pull down on all straps to tighten.

For a SiteBook with a **collapsible stand**, there will be a strap clipped to the handle of the case. Unclip it, wrap it around the case, and snap it closed to secure the stand against the case.

Packed SiteBooks can be stacked in the blue ballot box. Up to four SiteBooks with collapsible stands can be placed in the blue ballot box.

Pack SiteBooks/MoFi, continued

Remove the power cable and yellow network cables from the MoFi or Sierra MoFi, unscrew the MoFi Paddles, and wrap up the power cord.

Place all four parts in the labeled MoFi clear bubble bag or all three parts if a Sierra MoFi.

Appendix

Pack Yellow/Green Bags

YELLOW bags will be used for equipment for the SiteBooks with the kick stands.

GREEN bags will be used for equipment for the SiteBooks with the collapsible stands.

There will also be a **SiteBook Core Equipment** bag with equipment common to all sites.

Wrap up the network cables and SiteBook power cords.

Neatly place these items in the appropriate bags. Refer to the laminated cards attached to bags for the list of items and the number of each item to be placed in each bag:

- ☐ SiteBook scanners with gray scanner cords
- ☐ SiteBook Power Cords
- ☐ Clear MoFi Bag with MoFi and Power Cord inside
- ☐ Yellow & Blue Network Cables
- ☐ Switches with Power Cords
- ☐ Power Strips (labeled as Maricopa County property)
- ☐ Extension Cords (black/red & yellow)
- ☐ Combo cable locks

APPENDIX

Supply List

- ☐ Accessible Voting Booth leg extenders (2)
- ☐ Ballot Marking Pens
- ☐ Ballpoint pens
- ☐ Envelope moistener
- ☐ Extension cord (9 ft. red/black)
- ☐ Flag and flag stand
- ☐ Trash bag and tie
- ☐ Masking tape
- ☐ OKI B432 Envelope Printer Toner
- ☐ Power strip (6 ft. green/white)
- ☐ Sheet magnifier
- ☐ Stylus pens for SiteBooks
- ☐ 75-foot limit signs (3)
- ☐ Accessible voter entry arrow signs (2)
- ☐ State of AZ ID at the Polls (laminated)
- ☐ Envelope Drop Box sign (laminated)
- ☐ Federal & State Prohibited Acts signs (11”x17”)
- ☐ Identification at the Polls sign (11”x17”)
- ☐ Instructions/Right to Vote signs (11”x17”)
- ☐ No Smoking/Cell Phone signs (11”x17”)
- ☐ Pick Up Your Ballot Here sign (laminated)
- ☐ Red VOTE arrow signs (5) (11”x17”)
- ☐ Please sign and date… (laminated)
- ☐ Voting instructions for each booth
- ☐ “I Voted” Stickers
- ☐ Add/Remove Early Voting List forms
- ☐ Glossary of Election Terms (ENG/SPA)
- ☐ Challenge Procedures Special Instructions
- ☐ Conditional Provisional Sites Lists (pink)
- ☐ Curbside Voter Affidavit forms
- ☐ Emergency Plan Packet
- ☐ Identification at the Polls information cards
- ☐ Name tag label sheets
- ☐ Lanyards with name tag holder
- ☐ Poll Worker Interest Forms
- ☐ Goldenrod Polling Place Event/Information Reports
- ☐ Proof of Citizenship Information Sheets
- ☐ Proof of Identification forms
- ☐ Scratch pad
- ☐ Legal size secrecy folders (manila)
- ☐ Voter Assistance Survey cards (pink)
- ☐ Voter Registration forms (in envelope)
- ☐ Curbside Voting sign
- ☐ Wait Here for Next Terminal sign
- ☐ Have your ID ready/ballot drop off sign
- ☐ Vote Here sandwich board
- ☐ Pick Up Your Ballot Here sign holder
- ☐ 8 1/2 x11 copy paper
- ☐ Blank ballot paper
- ☐ Affidavit envelopes
- ☐ ICX paper

Items needed at closing:

- ☐ Clear Official (plastic bag)
- ☐ Completed Forms Envelope (manila)
- ☐ Official Ballot Box seals
- ☐ Official Election seals
- ☐ Zip tie seals
- ☐ Red and Blue transport boxes

Yellow/Green Bags Inventory (per bag)

Picture of Item and Number	Number and Name of Item	Yellow / Green Bags	SiteBook Core Equipment Bag
	4-Scanners with gray scanner cords	X	
	4-Sitebook Power Supply Cords	X	
	4-10 ft. Network Cables	X	
	2-25 ft. Network Cables	X	
	2-Power Strips	X	
	2-3 to 1 Ext. cord	X	
	4-Combo Locks	X	
	1-25 ft. Ext. Cord	X	
	1-8 Port Switch	X	X
	1-Mofi + Power Supply Cord (bubble bag)		X
	50 ft. Blue Network Cable		X
	2-25 ft. Blue Network Cable		X

Appendix

Inspector Job Duty Card

Setup Day

- ☐ Notify your team in advance regarding Setup Day and Time
- ☐ Follow Setup Procedures/Checklist (Section 4, **pages 38**)

Opening Day / Daily Operation

- ☐ Account for all poll workers.
- ☐ Follow Opening Checklist (Section 5, **page 62**)
- ☐ Check identification of every voter when prompted on the SiteBook Screen
- ☐ Assist voters to use the Accessible Voting Device
- ☐ Assign the Marshal and a poll worker of a different political affiliation to assist curbside voters
- ☐ Provide support for all team members with their assigned duties
- ☐ Manage all poll worker breaks and lunches. A minimum of 2 poll workers must always be present. One of these workers must be the Inspector or Judge.
- ☐ Make sure that the voting location is running smoothly. If there are any issues call your Troubleshooter immediately.

Nightly Closing

- ☐ Follow Nightly Closing Procedures/Checklist (Section 9, **pages 109-110**)

Election Night Only

- ☐ Follow Election Night Only Procedures (Section 10, **pages 111-119**)
- ☐ Ensure closing paperwork is completed and all required items are delivered to the Receiving Site (**page 112**)

Judge Job Duty Card

Setup Day

- ☐ Follow Setup Procedures/Checklist (Section 4, **pages 38**)

Opening Day / Daily Operation

- ☐ Follow Opening Checklist (Section 5, **page 62**)
- ☐ Check identification of every voter when prompted on the SiteBook Screen
- ☐ Assist voters in using the Accessible Voting Device if designated by the Inspector
- ☐ Provide support for all team members with their assigned duties
- ☐ Assist in the management of all poll worker breaks and lunches. A minimum of 2 poll workers must always be present. One of these workers must be the Inspector or Judge.

Nightly Closing

- ☐ Follow Nightly Closing Procedures/Checklist (Section 9, **pages 109-110**)

Election Night Only

- ☐ Follow Election Night Only Procedures (Section 10, **pages 111-119**)

Marshal Job Duty Card

Setup Day

- ☐ Follow Setup Procedures/Checklist (Section 4, **pages 38**)

Opening Day / Daily Operation

- ☐ Follow Opening Checklist (Section 5, **page 62**)
- ☐ Post all signage
- ☐ Announce "The Polls Are Now Open" at opening time
- ☐ Assist Curbside voters (**page 107**)
- ☐ Monitor and report voter wait time (**page 69**)

Nightly Closing

- ☐ Follow Nightly Closing Checklist (Section 9, **page 110**)
- ☐ Announce at closing time that the polls are now closed

Election Night Only

- ☐ Follow Marshal Closing Checklist (**page 113**)
- ☐ Announce at 1 hour before closing, "the polls will close in 1 hour", again at 30 min before closing, again at 15 min before closing, and again at 1 minute before closing.
- ☐ At exactly 7:00 pm, announce that the polls are now closed and stand at end of line
- ☐ Assist with other tasks as directed (Section 10, **pages 111-119**)

Clerk Job Duty Card

Setup Day

- ☐ Follow Setup Procedures/Checklist (Section 4, **pages 38**)

Opening Day / Daily Operation

- ☐ Follow Opening Checklist (Section 5, **page 62**)
- ☐ Retrieve documents that print after a voter check- in
- ☐ Verify that the ballot codes on the ballot, the affidavit envelope, and the provisional receipt (if necessary) match (**page 99**)
- ☐ Fold any ballots that will go into envelopes (**pages 100-101**)
- ☐ Pass the ballot and documents to the correct voter
- ☐ Ask the voter to sign and date the envelope before leaving the Ballot Pick Up Area
- ☐ Maintain paper and envelope supply in the printers (**pages 49-53**)
- ☐ Monitor and report voter wait time (**page 69**)

Nightly Closing

- ☐ Follow Nightly Closing Checklist (Section 9, **page 110**)

Election Night Only

- ☐ Follow the Clerk Closing Checklist (**page 114**)
- ☐ Assist with other tasks as directed (Section 10, **pages 111-119**)

Badge/Key Log Sample

Maricopa County Elections Department
Badge/Key Log

At Location **Election Type:** Jurisdictional **Election Date:** 11/2/2021

Name of Location: 10003 CHANDLER UNIFIED SCHOOL DISTRICT OFFICE

The Badge/Key Log is to be completed by the Inspector. Add Location above. **Before** the polls **open**, the Inspector verifies contents, records **broken** seal numbers and initials. **After** the polls **close**, the Inspector collects contents, records **new** seal numbers placed on the box overnight and initials.

Date	Inspector's Name	# of Badges	Ballot Box Key (Y/N)	ICX Card (Y/N)	Seal #'s	Inspector's Initials
Open 10/25/21						
Close 10/25/21						
Open 10/26/21						
Close 10/26/21						
Open 10/27/21						
Close 10/27/21						
Open 10/28/21						
Close 10/28/21						
Open 10/29/21						
Close 10/29/21						
Closed 10/30/21	Closed	Closed	Closed	Closed	Closed	Closed
Closed 10/31/21	Closed	Closed	Closed	Closed	Closed	Closed
Open 11/1/21						
Close 11/1/21						
Open 11/2/21						
Close 11/2/21						

Appendix

Election Night Closing Security Report Sample

The Closing Security Report (CSR) is used for all-mail elections when no tabulators are at the voting location.

ELECTION NIGHT CLOSING SECURITY REPORT

Election and Location Information

Election Date _____

Facility Name _____

Blue Box

Number of blue transport boxes with ballots _____

Blue Box #	Seal 1	Seal 2
1		
2		
3		
4		

Red Box

Seal 1	Seal 2

Signatures

Inspector Name (printed) _____

Inspector Signature _____

Judge Name (printed) _____

Judge Signature _____

FAQ

Do I have to attend setup for my voting location?

- Plan on attending setup. If something changes, your Inspector will let you know.
- Three (3) hours pay will be added for attending setup.

Do I have to be at my voting location all day?

- If you are scheduled to work, plan to be there all day.
- Bring everything you need for the day.
- If you need to leave before the end of the day for any reason, you may not return that day.

What if a poll worker is missing?

- If a poll worker has not arrived within 15 minutes of their scheduled time, the Inspector must call the Hotline.

How do I make sure poll workers are paid properly?

- Poll workers should be paid within 3-4 weeks after Election Day.
- Ensure they clock in on the SiteBook once at the beginning of each day and clock out once at the end of each day.
- Contact the Hotline for any of the following circumstances:
    - Poll worker name is not listed on the SiteBook
    - Poll worker is unable to clock in or out on the SiteBook

What if a voter comes in with their early ballot and no envelope?

- Spoil the ballot, have the voter check in at the SiteBook and reissue voter materials.
- See instructions for Spoiling Voter Materials on **page 108.**

What if I can't find the voter in the SiteBook?

- See Manual Search/Complex Search process on **page 78**.
- See the Provisional Ballot Process on **page 79**.
- The voter may be an address protected voter. Address protected voters are on the early voting list and should vote their early ballot by mail. If they vote in person, they vote provisionally and enter their real address in the SiteBook.

How do I perform test prints?

- On the SiteBooks, see instructions starting on **page 63**.
- On the Accessible Voting Device, see instructions starting on **page 59**.

How do I obtain more supplies?

- If you notice supplies are missing at setup, let the setup team know.
- Let the Inspector know if any supplies are getting low, so they can complete a form for more supplies
- If there is an urgent need for supplies, contact your Troubleshooter.

What if the voter's address can't be found on the SiteBook when voting provisionally?

- See the Provisional Ballot Process starting on **page 79**.

When do I open and close the polls on the Accessible Voting Device?

- Polls should be opened immediately prior to opening on the first day.
- Close polls <u>only</u> after all voters have left the voting location after 7pm on Election Day.

Do we need to break down the site at the end of Election Day?

- All poll workers will be expected to stay after 7pm on Election Day to perform closing activities, pack equipment, and transport items to the receiving site.

What is the combination for cable locks on the SiteBooks?

- The Troubleshooter and Inspector receive a codes sheet containing all the codes needed for your voting location. If something is missing, they can contact the Hotline.

What items go to the Receiving Site at the end of Election Day?

- The Red and Blue Transport Boxes go to the Receiving Site at the end of Election Day.

Who transports items to the Receiving Site at the end of Election Day?

- Two poll workers with different party affiliations (Democrat, Libertarian, No Party/Independent, Republican) must transport the items in the same vehicle.

How do I assist a voter who is unable to sign the signature pad on the SiteBook?

- Print the voter's name on the signature pad and add your initials.
- If the voter receives an affidavit envelope, ask them to make some type of mark in the signature box. Let the voter know that Signature Verification may contact them to verify their signature.

How do I assist a voter who is unable to provide a residential address?

- If necessary, use the Map on the SiteBook to identify where the voter sleeps and enter the precinct and split numbers (see **page 86**.)
- If a homeless voter stays at a homeless shelter or there is one nearby, you can use that address. The Hotline can also assist you in finding this information.
- Some residents live in their RV. If they stay at any RV parks in the jurisdiction, you can use one of those addresses.
- If a voter is out-of-jurisdiction and is unable provide an address in the jurisdiction, you may be able to use the address of your voting location or MCTEC (510 S. 3rd Ave., Phoenix, AZ 85003). If not, call the Hotline.

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