SUPERVISORS

E-Pollbook Version

Please silence your cell phone

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

Bring your pollworker manual with you to the polls

Election Official Oath

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

- We will be using the Poll Pad® by Knowink, Inc. based in St. Louis, Missouri.
- No paper lists or ballot apps will be used unless directed by the Board of Elections.
- Linked within the precinct and statewide using a cellular connection.

Important Changes

- Voting machine at all precincts, DS-200.
- Uses digital scanning technology.
- Can read regular ballpoint pen, which you will place in each voting booth.
- Voters will use the touchscreen to override his/her ballot if they make a mistake.
Ballot Design

• Voters will fill-in ovals to the left of the choice using the ball-point pen provided.

Polling Place Hours of Operation

7:00 AM – 8:00 PM

• Arrive at your location by 6:00 AM.
• Any voter in line with the Supervisors by 8 p.m. is allowed to vote.
• You cannot leave until dismissed by the Moderator
You can’t leave the polling place to vote.

So vote early at the Board of Canvassers!

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

Supervisors goals for Election Day?

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

Your supply bag has an inventory sheet which lists everything you have inside the bag.

Your checklist is important

- Find your checklist and complete it.
- Sign the last page of each checklist and put them into Board of Canvassers bag.
Supervisor responsibilities when opening the polling place

• One Set of Supervisors should Setup and turn on a Poll Pad at all workstations (including the Clerks).
• Verify that the mi-fi has been plugged in and is on.
• Tap the cloud on the upper right of the Poll Pad and tap Synchronize now. Tap anywhere on screen to return to main menu.
• Get a package of Official Ballots from the Clerk.
• Get any voter forms from your supply bag and have them at your workstation.

Supervisor responsibilities when opening the polling place

• All other Supervisors shall put up all posters found in supply bag (including Spanish if applicable).
• Make sure all the voting booths are setup.
• Place a ballpoint pen inside each voting booth.
• Sign the Zero Report from the DS-200.
• You should be teamed up with another Supervisor who is not of the same party as you.
Put up posters on the building’s outside door

- Use the tape supplied by the Board of Canvassers.
- If the tape is not strong enough to prevent the sign from blowing away, try posting the sign inside the glass.
- Call the Board of Canvassers for stronger tape.

Supervisors put up all your posters inside the building
Inside the voting booth

- Place a Ball point pen in each voting booth.
- Check booths periodically for any campaign materials and dispose of them.

Sample Supervisor Pair Setup

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

- RI Driver License
- State Voter ID Card
- U.S. Military ID
- U.S. Educational Institution ID
- Government Issued Medical Card
- U.S. Passport

New design

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

Keep this handy guide at your station

- It’s a list of all acceptable Photo ID types.
- Keep this next to you at station.
- Native American Tribal IDs are now acceptable
Setting up the Poll Pads

SET UP THE HOTSPOT

1. Locate and Connect Hotspot
   In the carrying case, locate the Hotspot and power cord. Plug power cord into the side of the Hotspot. On the cord, the arrow marks which side is up.
2. Plug into Wall Outlet
Plug your Hotspot into a wall outlet.

NOTE: Your Hotspot has a 2-hour battery.

3. Powering On
Press and hold the power button on the side of the Hotspot for five seconds.

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

NOTE: Tap the power button to “wake up” the Hotspot screen if you need to confirm connectivity during the day.
2. **Attach ID Clip**
   With the iPad face down on a flat surface, attach the ID clip to the back of the stand tray. Adjust the iPad to a suitable angle.

3. **Connect Arm to Base**
   Place the arm in the Poll Pad base.
30 Hour Battery
Directions and times to plug in with be in the poll pad case.
Never plug in during training.
5

Power On Poll Pad
Press and hold the power button on the top left edge of the unit until you see the Apple icon.
The iPad will power on, and the Poll Pad application will launch automatically.

6

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

Check Accuracy of:
- Polling Location
- Check-in count at “0”
- Battery life is close to full
Important Reminder about Using the Poll Pads

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

- One Poll Pad per **pair** of Supervisors. **YOU ARE NOT ALLOWED TO WORK ON YOUR OWN.**

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

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

- You must still repeat the voter’s **name** and **address** in a loud and clear voice, as required under R.I.GL 17.19.24
The perfect voter check-in on the Poll Pad 😊

1) Ask the voter for his/her Photo ID, and verify the photo, name, and expiration date (if any).
2) If it’s a RI Driver License/State ID, place it on the scanning tray and scan the rear barcode (or process other ID manually) and return the ID to the voter.
3) The voter record appears on the Poll Pad and ask the voter to confirm his/her current name and address.
4) You announce the voter’s name and address in a loud and clear voice.

7. You swivel the screen toward the voter and the voter signs his/her name on the screen using the stylus.
8. You give the voter the ballot in a green Privacy Folder and direct the voter to a voting booth.
9. The voter casts his/her ballot into the DS-200 and receive an “I Voted sticker” from the Moderator.

Give the voter a ballot in a Secrecy Folder

Make sure you only give one ballot page to each voter.

Use the sample on the front to demonstrate how to fill-in the oval.
Processing Voters
Scan drivers license

First Name: Joseph
Last Name: Plante

Voters with same name

First Name: Michael J
Last Name: Smith
DOB: 05/26/52
First Name: Judith
Last Name: Allaire

Passport as ID/Wrong polling location

First Name: Alexa
Last Name: Albert

Inactive /Affirmation Required
Voted by Mail

First Name: Adrienne

Last Name: Harris

Send to the Clerk

Reminder:
If voter states his/her name or address has changed
Send to the Clerk
Voter Not Found/Advanced Search Required
Voter’s Date of Birth 01/08/1967

Tap manual entry, tap advanced search in upper left. Enter the voter’s date of Birth xx-xx-yyyy. All voter’s with that birthdate in your precinct will be listed alphabetically. Scroll down until you find the correct voter file.

• Still having trouble? Refer voter to the clerk…

Troubleshooting
Poll Pad Unresponsive

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

Press and hold the home button and power button simultaneously for nine seconds and release. The Apple logo will appear, and the Poll Pad application will relaunch.

Barcode Not Scanning

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

*NOTE: If barcode is not scanned immediately, simply search manually.*
Sync Cloud Is RED

Tap the power button on the Hotspot.
If the display "wakes up," confirm a good WiFi signal and Poll Pad connected device count.
If the display does NOT "wake up," Confirm the device is plugged in. Hold the power button until WIFI appears. After device powers up, confirm that there is good WiFi signal and the device count is correct.

Closing the Poll Pads
Power Off iPad

Turn off iPad by holding the power button and home button (pictured) simultaneously until the screen goes black. Place iPad in the carrying case.
Things To Remember

Confirm battery charge on poll pad.

Plug in hotspot and turn it on!

Use the stylus, not your fingers.

If you can’t find the voter’s name—remember to search using voter’s DOB in Advance Search.
Important

Make sure your poll pad has been fully turned off. Hold home button and on/off button until screen turns black. Tap home button again. If screen stays black it is off.

Backup Supplies

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

- Do not remove these materials from your supplies unless you are directed to do so by the Board of Elections.

- Call the Tech Support numbers included with your Poll Pad for assistance.
In the November Election...

- All voters will receive the same ballot.
- Voters may override it into the DS-200 if they want to cast it as a blank ballot.

Who is a problem voter 😐

- You can’t find the voter’s name in the Poll Pad.
- The voter says his/her address is different than what is listed in the poll pad.
- The voter is designated as “Inactive”.
- The voter is designated as “Voted By Mail Cannot Sign”.
- The voter states his/her name changed.
- The voter does not have the required Photo ID or the voter just doesn’t want to show it to you.
- The voter argues with you about the party affiliation listed on the Poll pad.
- The voter is holding up your line with any other issue that you cannot handle.

What do you do with these voter’s?
Send them to the Clerk!!

Problem voter...

No Photo ID?

- Send the voter to the Clerk to vote a **Provisional Ballot**.

- Or the voter can come back later with the ID, but make sure you tell the voter that the polls close at 8 p.m.
Problem voters...

Special Message: Inactive

- Send the voter to the Clerk to fill-out an Affirmation Form.
- Escort the voter to the front of the line once the voter has completed the Affirmation form with the Clerk.

Problem voters...

Special Message: Voted By Mail - Cannot Sign?

- Send the voter to the Clerk to vote a Provisional Ballot.
- The voter can’t surrender the mail ballot at the polling place.
Problem Voters...

**Voter states that Party affiliation is incorrect**

- Send the voter to the Clerk to vote a **Provisional Ballot**.

Voter helped by person of the voter’s choice

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

- Assigned by the Moderator.
- Voter’s choices must remain secret.
- Pair of Supervisors must remain with voter at all times during this process.

AutoMark

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

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

State of Rhode Island and Providence Plantations
Board of Elections

VOTER AFFIDAVIT for SIGNING WITH A MARK

We, the undersigned bi-partisan pair of supervisors, do hereby state that we questioned __________________ of _____________ in the manner authorized in R.I.G.L. §§17-19-30 and are satisfied that he/she has been duly identified as the above-named person.

Subscribed to and sworn to on this ______________________ day of _____________

x ________________________________
Wardens/Moderator

x ________________________________
Supervisor

x ________________________________
Supervisor

File this form in the Board of Canvassers Return Bag

State Election Laws

- A person may photograph his/her own ballot in the voting area, but photos of other people’s ballots are not allowed.
- Observers are allowed in the room, but not in the voting area.
- Neither poll workers or party checkers can wear any political materials or influence someone’s vote in any way.
- Voters are allowed to wear political apparel, as long as they vote and leave the polling place.
State Election Laws

- Making a call on a cell phone in the polling place is not allowed, unless it’s a poll worker for an election-related matter.
- Text messaging in the polling place is fine as long as it does not interfere with the election or your duties.
- Any surveying of voter opinion or campaigning must be done more than 50 ft from the entrance.

Lines

- You may have lines.
- The Moderator must ensure lines are orderly.
- You are responsible for the flow of the polling location. Hold off checking voters in until booths become available.
- If all booths are full, have a line formed in front of the supervisors table and not in the voting area.
- If there are 3 or more voters waiting to place the ballot into the DS-200 cease check-ins until the line is eliminated.
- If there is a problem maintaining order, the Moderator should call the Board of Canvassers.
Affidavit of the Supervisors

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

Closing the polling place

- All posters must be taken down and placed in the blue supply box.
- Put all unused forms and other supplies into the blue supply box.
- **Close all voting booths**, and place them next to the DS-200 and AutoMARK in a secure area.
Remember to vote

- You can't leave the polling place.
- Vote early at the Board of Canvassers!
- You have until 4 p.m. on the day before the election.

Thank You
Supervisors/Greeters!!

You will now be issued a short quiz. When you are finished with the quiz, turn it in at the table where you signed-in before the class.

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

Moderators/Clerks may take a brief break.