

OFFICIAL POLL WORKER MANUAL



Rhode Island Board of Elections

RHODE ISLAND BOARD OF ELECTIONS

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Our Mission

To protect the integrity of the electoral process and to effectively and efficiently administer the provisions of the election laws of the United States and the State of

Rhode Island including, but not limited to, the governance and conduct of elections, voter registration, campaign finance, public funding of campaigns and any other duties prescribed by law.

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Table of Contents

Chapter 1 OVERVIEW.....	7
Chapter 2 GENERAL INFORMATON.....	13
Chapter 3 POSITIONS AT THE POLLING PLACE.....	19
Chapter 4 MODERATOR'S DUTIES.....	25
Opening Responsibilities for the Moderator (Warden).....	27
Election Day Responsibilities for the Moderator.....	30
DS-200.....	30
Polling Place Conduct.....	31
Guidelines for the Moderator Election Day Responsibilities.....	32
Closing Responsibilities for the Moderator.....	32
Election Results Report.....	33
Recycle Supplies.....	33
Seals.....	34
Guidelines for the Moderator Closing Responsibilities.....	34
Returns.....	35
CHAPTER 5 CLERK'S DUTIES.....	37
Opening Responsibilities for the Clerk.....	39
Ballots.....	39
Serial and Security Seal Numbers	40
Election Certificate.....	42
Provisional Ballot Supplies.....	43
Master Voting List.....	43
Voter Registration Deadlines.....	44
Guidelines for Clerk Opening Responsibilities.....	44
Election Day Responsibilities of the Clerk.....	46
Voter Affirmation.....	46
Guidelines for Voter Affirmation.....	48
Provisional Voting.....	49
Guidelines for Provisional Voting.....	52
Voiding Ballots.....	54
Closing Responsibilities for the Clerk.....	55
Red Provisional Ballot Bag.....	55
Election Certificate.....	55
Board of Elections Return Envelope.....	56
Voided Ballots Envelope.....	56
Manual Count Ballot Envelope.....	57
Board of Canvassers Return Bag.....	57
Guidelines for the Clerk's Closing Responsibilities.....	58
CHAPTER 6 SUPERVISOR'S DUTIES.....	59
Opening Responsibilities of the Supervisors.....	61
Mifi.....	61
Voting Booths.....	61

Inside Signage.....	62
Outside Signage.....	63
Guidelines for the Supervisors Opening Responsibilities.....	63
Election Day Responsibilities of the Supervisors.....	64
Work in Pairs.....	64
Voter Identification.....	65
Check-In Voter.....	66
Discrepancies.....	67
Poll Pad battery.....	68
Voter Assistance from Poll workers.....	69
Voter Assistance from Person of his/her choice.....	70
Special Messages in the Poll Pad.....	71
ExpressVote.....	71
Guidelines for the Supervisors Election Day Responsibilities.....	72
Closing Responsibilities of the Supervisors.....	73
Count Check-ins.....	73
Forms.....	73
Voting Booths.....	73
Signage.....	73
Guidelines for the Supervisor's Closing Responsibilities.....	73
CHAPTER 7 DS-200: A GUIDE FOR MODERATORS.....	75
Opening the DS-200.....	77
Ballot Errors.....	84
Emergency Compartment.....	87
Closing the Polls on the DS-200.....	88
CHAPTER 8 EXPRESSVOTE.....	99
CHAPTER 9 CURRENT BEST PRACTICES WORKING WITH VOTERS WITH DISABILITIES.....	111
CHAPTER 10 EMERGENCY PROCEDURES.....	117
CHAPTER 11 GLOSSARY.....	122
CHAPTER 12 BOARD OF CANVASSERS CONTACT INFORMATION.....	127

Chapter 1

OVERVIEW OF EQUIPMENT

Equipment and Ballots

VOTING EQUIPMENT

All voting equipment is maintained and distributed by the Rhode Island Board of Elections and supported by Election Systems & Software (ES&S) under contract with the State. Each Precinct is equipped with at least one DS-200 Digital Scanner, which scans and tabulates Election Day ballots.

DS-200 DIGITAL SCANNER

A voter will mark his/her ballot in a privacy booth using a regular black ball-point pen. The voter will then insert the marked ballot into the DS-200 scanner where it is tabulated. Once a voter's ballot is inserted into the scanner, and it is neither blank nor overvoted, the scanner tallies the voter's selection(s) and stores the ballot securely in the Ballot Box. Select precincts may receive more than one DS-200.

WRITE-INS (Presidential Preference Primary and General Election Only)

Write-in ballots will not be separated by the DS-200 in the General Election, and instead will be mixed with regular ballots in the ballot compartment. If a voter fills-in an oval next to the write-in option, the DS-200 will scan an image of the write-in. When the polls close, the Warden/Moderator will print a Write-In Report which will have all the scanned images printed on it. The Board of Canvassers will use this report to count write-ins.

BALLOTS

Voters mark their ballot by filling-in an oval. The oval is located on the left of each candidate's name. The DS-200 is designed to detect marks made by a ball-point pen. Ballots may be two-sided and for primary elections across the top part of the ballot, a colored stripe will indicate Blue for Democrat or Yellow for Republican. Other parties will be designated a color if they require a Primary Election. General Election ballots will still be white, but additional pages of the ballot will have a yellow stripe across the top.

EXPRESSVOTE MACHINE

The ExpressVote ballot marking machine may be used by voters with disabilities to mark the ballot. This machine is compliant with the Americans with Disabilities Act and is used to assist a voter in marking the ballot unassisted. The device uses a touchscreen or an audio voice and keypad to direct the voter throughout the ballot marking process. The marked ballot is then inserted into the DS-200 to be tabulated. Headphones are included in your supplies as well as a privacy screen for additional privacy.

The ExpressVote is supported by Election Systems and Software (ES&S) under contract with the State and it is compatible with the DS-200 for scanning and tabulation of ExpressVote ballots.

ELECTRONIC POLL BOOKS

All precincts use electronic poll books (Poll Pads). Poll Pads consist of an electronic device that Supervisors and Clerks use to look up voter information directly on the screen. The complete list of registered voters is stored on each device, eliminating the need for paper books.

MiFi-

A wireless router that acts as a mobile WIFI hotspot. This device provides connections to all the Poll Pads in the precinct and throughout the State. One Mifi will be distributed to each polling location. It will be the responsibility of the Supervisors to plug in and turn on the Mifi in the morning. At the close of the polls, it must be turned off and returned to the Warden/Moderator for delivery to the Board of Canvassers . In 2024, the Board of Elections began to integrate Poll Pads that do not require the use of a MiFi, if this applies to your precinct it will be covered in training.

Chapter 2

GENERAL INFORMATION

GENERAL INFORMATION

POLL WORKER ELIGIBILITY

In Rhode Island, to be eligible to work as a poll worker you must be a registered voter in the state; able to read the State Constitution in English; and be able to write your own name. Under R.I.G.L. §17-11-12 and §17-11-15 you are ineligible to work as a Poll Worker if you are a **candidate for public office**, or if you have been convicted, found guilty, pleaded guilty or nolo contendere, or placed on a deferred or suspended sentence, or on probation, for any crime which involves **moral turpitude** or which constitutes a violation of any of the **election** or **caucus laws** of this or any other state. In primaries only, if you are a municipal employee, except teachers, you may not be a poll worker in the City/Town where you work.

PRECINCT HOURS OF OPERATION

For the Primary Election in September and General Election in November, all precincts across the state open at 7:00 a.m. and close at 8:00 p.m., except New Shoreham/Block Island that opens at 12:00 p.m. for the Presidential Preference Primary Election; 9:00 a.m. for all other elections.

GENERAL RULES FOR ELECTION DAY

1. Wear appropriate clothing, such as business casual attire or jeans. Avoid sweats and t-shirts as they are not appropriate. You may wish to bring a sweater or jacket if the room becomes cold due to the building HVAC.

2. Do not wear any politically-oriented clothing or accessories such as political shirts, hats, buttons, etc. Turn off any televisions present in the room.
3. Do not make any comments regarding candidates or any political issues in the polling place or try to sway someone's vote.
4. Attend to voters promptly and courteously and always stay alert to any voters who seem as if they may need assistance or have a question.
5. Your local Board of Canvassers may serve free meals or snacks so check with them. Otherwise, make sure you bring plenty of food, non-alcoholic beverages, and important medications because leaving the polling place for breaks is not permitted.
6. You may read books or electronic devices while activity is slow in the polling place. However, do not allow these devices to interfere with your responsibilities. Cell phone calls within the polling place are not allowed, unless for official election business.

MAKE SURE YOUR VOTE IS COUNTED

If you are working in your home precinct, you may vote during a slow part of the day. If you are working outside of your home precinct, you cannot leave the polling place to vote. If you want to vote, you may vote during the early voting period or apply for a mail ballot. Your mail ballot application may be mailed, or hand delivered to your local Board of Canvassers. The due date is listed on the application. The ballot will be mailed to you by the Secretary of State. You may

utilize early voting at your Board of Canvassers the twenty (20) days prior to the election. Early voting ends at 4:00p.m. the day before the election. Valid photo identification is required to vote an early ballot that is placed into the DS-200. If you do not have valid photo ID, you may vote a mail ballot that will be certified at the Board of Elections prior to it being tabulated.

Chapter 3

POSITIONS IN THE POLLING PLACE

POSITIONS IN THE POLLING PLACE

SUPERVISORS

This is usually the first poll worker a voter will speak to unless you have a Greeter assigned. The Supervisors look up each voter in the electronic Poll Padsbook and verifies the voter's identification, and during a Primary, the voter's party affiliation. The Supervisors also make sure all posters and signage are properly placed inside and outside the polling place. If a voter needs assistance marking his or her ballot, a bipartisan (not of the same political party) pair of Supervisors is responsible for helping the voter in the booth.

CLERK

The Clerk is responsible for making sure all the documents in the polling place are properly filed into the correct envelopes. The Clerk maintains control of all ballots inside the Blue Supply Box. The Clerk processes Provisional Ballots for voters, and assists voters with the Voter Affirmation process, that in most instances is a result of a change-of-address or a name change. An important duty is also accounting for all ballots that are listed on the Election Certificate.

MODERATOR

The Moderator is also known as the Warden in Providence and other large cities. This poll worker supervises the operation of the polling place. The Moderator makes sure the Supervisors are assigned in bipartisan pairs according to information provided by the Board of Canvassers. The Moderator is responsible for the DS-200

and ExpressVote machines and assists voters with the devices when needed. The Moderator is responsible for any break requests by poll workers throughout the day, making sure that breaks are staggered so there are always a minimum of 2-4 Supervisors available. The Moderator is also responsible for reporting any violations to the local Board of Canvassers, including campaigning within the campaign-free zone that extends 50 feet from the polling place's exterior entrance. The Moderator is responsible for signing any Party Disaffiliation forms submitted by voters who wish to change their party affiliation.—Effective June 2024, unaffiliated voters who vote in a party primary will remain unaffiliated and do not have to submit a disaffiliation form. Only voters who wish to change their current party affiliation are required to submit a disaffiliation form.

GREETER

Sometimes a precinct has many voters assigned to it or is being used for the first time, to avoid confusion by voters, many communities will assign a Greeter to stand inside near the entrance to the polling place. The Greeter is available to answer any questions from voters who may not be sure where they vote or if they are registered to vote. This avoid delays at the Supervisor's table, where they are trying to process voters as quickly as possible. The Greeter is also trained as a Supervisor, so it is acceptable for the Greeter to fill in as a Supervisor for breaks during off-peak times of the day, and the Greeter helps setup and break-down the polling place.

OTHER

The Board of Elections may require other positions to be assigned at the polling place such as an Assistant Moderator or Assistant Clerk if a high turnout is expected.

Chapter 4

MODERATOR'S DUTIES

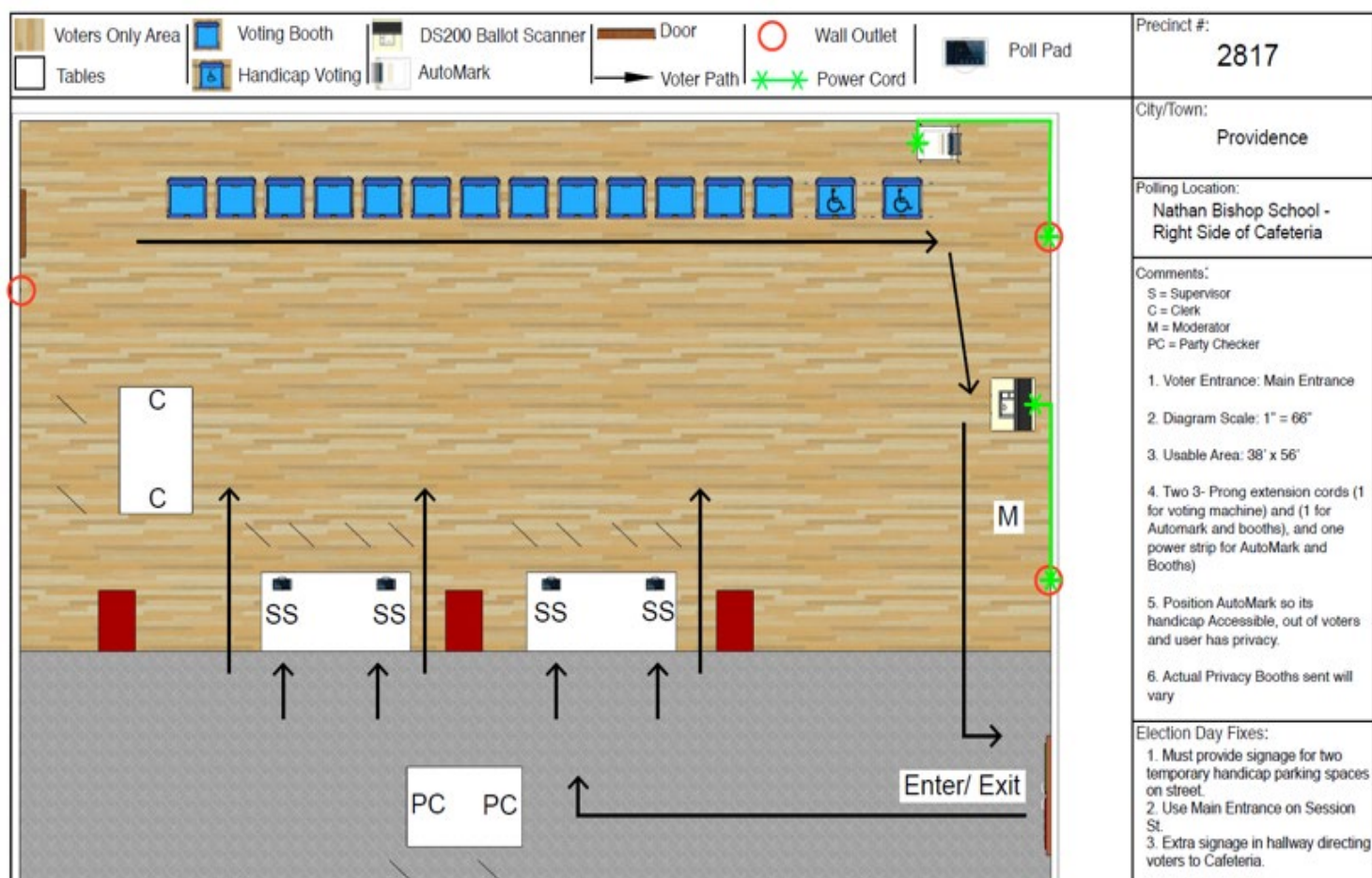
OPENING RESPONSIBILITIES FOR THE WARDEN/MODERATOR

SETUP THE ROOM

NOTE: Wardens are referred to as Moderators throughout this guide. The positions are identical.

Most polling places will be set up in advance by the Board of Canvassers. However, it is the responsibility of the Moderator/Warden to get the *Polling Place Diagram* from the supply bag in the Blue Supply Box. The diagram will show you the general shape or configuration the room should be set up in, as well as where all the voting equipment, voting booths, and tables should be placed. Using the polling place set-up guide on the back of the diagram, the Moderator or State Technician may make changes to the configuration of the poll as necessary.

Below is an example of a diagram.



INTERIOR OPENING GUIDELINES FOR THE MODERATOR/WARDEN

1. The DS200 should always be positioned within the “Voters Only” area to ensure the security of the device and the privacy of voters casting their ballot. The DS-200 should be plugged in and completely powered -on prior to the polls opening. Do not turn on the DS-200 until it is plugged in.
2. Four () elections officials should sign the zero-tape reflecting that no votes have been cast prior to the polls opening. This will stay attached to the DS-200 and tucked into the well on the left side of the machine.
3. The ExpressVote machine must be plugged in, completely powered on and facing to the side as shown on the diagram to comply with privacy requirements. Cover the ExpressVote machine with the privacy hood.
4. Make sure you have the same number of extension cords as shown on the diagram. If you do not, contact your Board of Canvassers.
5. Always have voters use the designated yellow entrance. Voters should not be using any of the other entrances shown on the diagram.
6. Make sure there is enough room for voters to line up in front of the Supervisors' tables so that voters at the end of an extensive line will not need to stand outside the room or building. Manage your lines effectively!
7. Poll Pads eliminate the need for two lines. Supervisors may take the next voter in line.
8. Always make sure any “Election Day Fixes” shown in the box on the bottom right side of the diagram are completed. If you cannot complete a fix, contact your Board of Canvassers immediately.
9. Make sure the Supervisors and Clerks have an adequate space to fill out forms and set up the Poll Padss. Make sure there is adequate space to ensure voter privacy.
10. It may be necessary for the Moderator/Warden to have a small table or surface to place any Party Affiliation Change forms or other important

documents that may be used during the day. Make sure it does not block access to the DS-200.

Reminder: If you have two DS-200's you must open and use both for the entirety of the day.

EXTERIOR OPENING GUIDELINES FOR THE MODERATOR

1. If it has not been marked by the local Board of Canvassers, use the tape measure and chalk found in the Moderator's Supply Bag to mark off the 50-foot no campaigning zone from the entrance of the building. Under RI law 17-19-49, there should be no posting or distribution of campaign literature or conducting voter surveys within this area. Notify the local Board of Canvassers or local police if any violations occur.
2. Make sure the Supervisors have posted at least one (1) "Vote Here/Vote Aqui" sign on the exterior of the entrance to the building. The sign should be visible from the street. If it's not visible from the street, and the Board of Canvassers has not provided you with additional signage, contact them.
3. Before you open, take a walk from the voter parking area into the building to ensure there is enough signage for voters to easily find the entrance being used for voting. If you believe voters will have difficulty, contact the Board of Canvassers for additional signage.
4. On the exterior door, the Supervisors should have posted the "Hours of Operation of the Polling Place", the "Polling Place Location" sign, and the "Voter ID" sign.
5. Make sure you review the "Election Day Fixes" on your Polling Place Diagram. Review any requirements related to disability parking, accessible entrances, voter parking, signage, etc.
6. Review the opening checklist in the Moderator's Supply Bag.

ELECTION DAY RESPONSIBILITIES OF THE MODERATOR

DS-200

The Moderator should be positioned within the voting area to help any voter having a problem casting the ballot into the DS-200. Ideally, this should be 5 feet from the DS-200. If the DS-200 detects a problem on a ballot, an error message will display on the screen.

If a voter has a problem with the ballot, allow the voter to resolve the issue on the DS-200 screen. If you believe the voter needs further assistance, offer to explain to the voter what the error message means and the options available.

If the voter wants the ballot back or wants to cast it with the error, the voter must make the selection on the DS-200 screen. **Never make any selections for the voter on the screen, unless the voter specifically asks you to do so.** See the DS-200 Operation chapter of this manual to get more information on the various error messages the DS-200 may display and how to fix them.

The Moderator is also responsible for the operation of the ExpressVote machine. See the ExpressVote Operation chapter of this manual to learn how to turn on and operate the ExpressVote machine.

POLLING PLACE CONDUCT

As the Moderator you are responsible for making sure appropriate conduct is observed inside the polling place and within 50 ft. of the entrance. Contact your Board of Canvassers if you are unable to resolve any violations of the rules.

1. **Voters** may wear political campaign materials like buttons, pins, shirts, etc. However, they are expected to vote and leave the polling place.
2. Poll workers, party checkers, or observers in the polling place cannot wear any political campaign material.
3. Photographs of a voter's own ballot are allowed. General photography is also allowed outside the voter area. Inform any news media that they may not zoom in on a voter's ballot, which would violate the voter's privacy.
4. Phone calls are not allowed inside the polling place unless for election-related purposes.
5. Text messaging is allowed by anyone in the polling place if it does not interfere with the voting process or a poll worker's duties.
6. No campaign material should be distributed or posted within 50 feet of the voter entrance to the building.
7. Voter opinion surveys are not allowed within 50 feet of the voter entrance to the building.
8. Tampering with an official sample ballot is a felony.
9. Leaving the polling place with an official ballot is a felony.

GUIDELINES FOR THE MODERATOR'S ELECTION DAY RESPONSIBILITIES

1. A voter may be confused about where to insert the ballot into the DS-200, so remain nearby to tell the voter where the ballot feed slot is on the unit.
2. It's important that you remain close by to assist a voter who has an error on the ballot and is unsure how to resolve the problem on the DS-200 screen. Always have the voter make the selection on the screen.
3. When the voter has successfully cast the ballot into the DS-200, take the psleeve. If possible, you may also want to set up a small table nearby so voters may set the secrecy sleeves there.
4. Designate when the other poll workers may take breaks during off-peak times of the day. Only one pair of Supervisors should take a brief break at a time.

CLOSING RESPONSIBILITIES OF THE MODERATOR

At **8 p.m.** the Moderator must announce that the polls are now closed and cease allowing anyone to enter the line to check-in with the Supervisors. Voters in line at 8:00 p.m. must be checked in and allowed to vote. If necessary, station an election official at the end of the line to prevent anyone from entering the line, or inform the assigned police officer that under state law no one may enter the line after 8 p.m.

Follow the instructions in this Guide for closing the DS-200, obtaining the results, transmitting the results to the Board of Elections, and removing the voted ballots.

Remember, the DS-200 will automatically generate five (5) “Results Reports” for you and in the Presidential Preference Primary and General Election, you will also have a write-in report.

ELECTION RESULTS TAPES

All copies of the Results Tapes must be signed by the required four (4) election officials.

The first tape which consists of the signed “Opening Tape” and the “First Totals” Tape must be signed and placed in the **Board of Elections** bag.

A Results Tape is placed in the **Board of Canvassers Return Bag**.

A Results Tape is placed in the **Blue USB pouch with the USB drive**.

A Results Tape is placed in the **Metal Ballot Security Case or Vinyl Bag** with the voted ballots.

One Results Tape is placed on the exterior door **outside the polling place**.

In the Presidential Preference Primary and General election, **the Write-In Report is placed in the White Write-In Envelope**.

NOTE: You will need to tear or cut each section of the “Results Report” because it will print on a single long sheet of paper. Separate them as they print. You will see “end of report” when the reports have fully printed.

RECYCLE SUPPLIES

Make sure the Supervisors have placed all posters, signage, and unused election supplies and forms back into the Blue Supply Box. You must seal this box with the seals found in the Seals Envelope in the Moderator's Supply Bag.

SEALS

You will find the Seals Envelope in the Blue Supply Box in the Clerk's Supply Bag.

The Clerk will need to record these seal numbers on the "Serial and Security Seals Certificate". Working with the Clerk, you will need to seal the following items:

1. Blue Supply Box with the blue seals.
2. Red Supply Box with the blue seals.
3. Red Provisional Ballot Bag with the red seal.
4. Blue Metal Ballot Security Case with an orange seal (usually placed in advance inside the case by the Board of Canvassers.)
5. USB Drive Blue Pouch with the yellow seal (found inside the pouch.)

GUIDELINES FOR THE MODERATOR'S CLOSING RESPONSIBILITIES

1. Press the "Close Polls" button. The DS-200 will automatically print five (5) "Result Reports". In the Presidential Preference Primary and a General Election, a "Write-In Report" will also print.
2. Transmit your results! If your transmission fails three (3) times call your Board of Canvassers for closing instructions.
3. After the DS-200 is **powered-down and off**, remove the USB Drive and place in the Blue Pouch with a signed "Results Tape", seal it for return to the Board of Canvassers.
4. Always unplug the DS-200 before removing the USB Drive.
5. Remove all voted ballots from the DS-200.
6. Do not leave any voted ballots in the Emergency Ballot Compartment.
7. Lock and store the DS-200 where you found it in the morning.

8. Turn off the ExpressVote machine and store the ExpressVote machine, cord and headphones in carrying case. Store the ExpressVote table in the grey box (all communities except Providence.)
9. Sign the "Election Certificate", "Serial and Security Seals Certificate" and "Election Results Tapes Report" from the DS-200.
10. Review the closing checklist in the Moderator's Supply Bag.

Reminder: If you have two DS-200 you must close, transmit and empty both.

RETURNS

The Moderator and the Clerk will bring the following items back to the Board of Canvassers.

1. USB drive from the DS-200 sealed in the Blue Pouch.
2. Voted ballots in Blue Metal Ballot Case.
3. Board of Elections Return Envelope/Bag.
4. Board of Canvassers Return Envelope/Bag.
5. Red Provisional Ballot Bag.
6. Board of Canvassers Supplies.

Chapter 5

CLERK'S DUTIES

OPENING RESPONSIBILITIES OF THE CLERK

The Clerk is responsible for an accounting of all the ballots in the polling place. This is done on the “Election Certificate” and is required under state law. If a voter makes a mistake on the ballot, the Clerk may need to void the ballot and coordinate with the Supervisors to re-issue a new ballot to the voter. Although ballots are issued by the Supervisors, the Clerk is responsible for making sure that ballots are accounted for and ballot packages are being handled properly. The Clerk is also responsible for making sure all election forms and affidavits are signed and placed in the proper return envelopes and bags. The Clerk processes voters who are using **Provisional Ballots** and is responsible for the processing of voters using the **affirmation** process.

BALLOTS

The Board of Elections sends the official ballots for your precinct inside the Blue Election Supply Box. **Each shrink-wrapped package of ballots contains 100 ballots.**

Verify that you have received the correct ballots for your location. Look for the precinct number on the upper left-hand corner. You also must verify how many ballots have been received. Compare the quantity to the “**Election Certificate**”. Each pair of Supervisors should receive a package of ballots to work with during the day. If you cannot locate your ballots or the number of



When you open a package of ballots, you may optionally count how many are inside and note any discrepancies on the pink “Discrepancy Report”.

ballots you have is different than the number of ballots listed on the the "Election Certificate", call the Board of Canvassers immediately, and note the issue on your "Discrepancy Report".

In addition, you will receive one white box of blank ExpressVote ballot cards.

Depending on the election, you will receive either 150 or 250 blank cards. You do not need to count these in the morning.

You will issue five (5) blank cards to each set of Supervisors and replenish as needed throughout the day. At the end of the night, you will need to record the number of ExpressVote cards used on the "Election Certificate" and record the unused number on the "Audit Card" found on the front of the ExpressVote materials box.

SERIAL AND SECURITY SEAL NUMBERS

In all elections, you will find all box seal numbers and equipment serial numbers preprinted on the "Serial and Security Seals Certificate" for you to verify. If you find a discrepancy, write it on your "Discrepancy Report", which may be found in the Clerk's Supply Bag. **If the numbers are not preprinted on the Certificate, you must write them in.**



OFFICIAL SERIAL & SECURITY SEALS NUMBERS

ELECTION DATE: _____ XXXXXX _____

PRECINCT: xxx CITY/TOWN: PROVIDENCE

LOCATION: CITY HALL

Check to make sure all seals and supplies match what is in the polling place.

OPENING SERIAL & SEAL NUMBERS

- ☐ DS200 SERIAL #: 0141738 0141762
- ☐ DS200 USB DOOR SEAL #: 593628 593609
- ☐ DS200 BALLOT BOX SEAL #: 6045781 6045782
- ☐ EXPRESSVOTE SERIAL #: EV0219384190 EV0218420232
- ☐ NUMBER OF BLUE SUPPLY BOXES: ____
- ☐ NUMBER OF RED SUPPLY BOXES: ____
- ☐ SUPPLY BOX SEAL #'s: 0183362 0183363 0183364 0183361

Record replacement seals and discrepancies here. Ex. wrong numbers, swapping machines, damaged seals.

CLOSING SEAL NUMBERS

- ☐ BLUE SUPPLY BOX SEAL #'s: (blue seals) _____
- ☐ RED SUPPLY BOX SEAL #'s: (blue seals) _____
- ☐ USB DRIVE RETURN POUCH SEAL # (yellow seal inside pouch) _____
- ☐ BALLOT STORAGE CASE SEAL #'s: (orange seal) _____

Comments:

Signatures

We certify that we have reviewed the information entered onto this certificate and to the best of our knowledge the information is accurate and correct.

BOC	BOC
N/A	N/A

One Completed form goes in BOE Return Bag

Official Serial & Security Seals C-44 09/13/22

Moderator, Clerk, and two (2) Supervisors to sign at the end of the day

ELECTION CERTIFICATE

The Clerk must use the "Election Certificate" to verify and account for how all ballots were used. In addition, the Clerk must record the number of check-ins from each Poll Pads onto the "Election Certificate".

Verify that your precinct number is correct.

Do not add the number of voided ballots to any other number.

Refer to handout distributed in poll worker training.

In a General Election, you may have more than 1 page to the ballot. In a Primary, this will show number of Republican and Democratic ballots.

This number will be displayed on the screen of the DS-200.

Make sure poll workers sign the bottom.

Place identical copies in the Board of Elections and Board of Canvassers Return Envelopes.

ELECTION CERTIFICATE					
Precinct Information					
Precinct #:	0903				
City/Town:	EAST GREENWICH				
Location:	SWIFT COMMUNITY CENTER, 121 PEIRCE ST				
Election Date:	Tuesday, November 5, 2019				
BALLOTS					
			Page 1	Page 2	Page 3
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of ballots sent to your polling place.....			2300	N/A	N/A
			#1 DS200	#2 DS200	#3 DS200
1. Public count of					
2. Number of pre				+	
3. Number of ba				+	
Enter Number of Vo					
(Do not add VO					
→				=	
			Cast		
VOTERS					
			#1 PP	#2 PP	#3 PP
4. Total Poll Pad check-ins				+	
(Sync Poll Pads then record "Checkins:" number from each Poll Pad screen)				+	
5. Number of provisional ballot applications (same as line 2 from above)				+	
Add ONLY lines 4-5 and enter the total here			TOTAL		
			Applications Signed		=
Totals in both red boxes must match, if not, explanation must be provided on Discrepancy Report.					
Signatures					
We certify that we have reviewed the information entered onto this election certificate and to the best of our knowledge the information is accurate and correct.					
Warden/Moderator			Clerk		
Supervisor			Supervisor		

PROVISIONAL BALLOT SUPPLIES

The Clerk must check the Blue Election Supply Box and locate the Provisional Ballot Supply Bag. Each bag will contain applications/envelopes and provisional voting handouts. Check the **provisional voting checklist** in the Provisional Supply Bag for a list of items you should have. If you can't find your Provisional Applications and materials in your supply box, contact the Board of Canvassers immediately. In your Provisional Supply Bag, you will find a set of labels that state, "Provisional Ballots". Do not pre-stick these labels to ballots in advance. When you are having assisting a voter with a Provisional Ballot, obtain a ballot from the Supervisors and place one of the Provisional Labels on the barcode on the upper left-hand side of the ballot. This procedure is covered more in the "Provisional Ballot" section of this manual.

MASTER VOTING LIST

All Poll Pads contain the "State Master Voting List". This list has the names of all registered voters in the State of Rhode Island. This list can be useful to find out if a voter is registered to vote in your City/Town and the precinct the voter is assigned to vote in.

Note for Clerk

When verifying if a voter's name is on the poll pad, be sure to ask the voter to verify the current residential address before sending the voter to a different polling place. The voter may have moved and the address on the "Master Voter List" may be out-of-date. Use the find a precinct option on the Poll Pads to look up the voter's new polling place based on their current residential address.

Remember, that state law requires a person register to vote **30 days** before any election to be eligible to vote in that election. If a voter did not register to vote 30 days or more in the City/Town before the election, he/she will not be on any voting list in your polling place and will not be eligible to vote a regular ballot. However, if a voter **insists** that he/she registered to vote 30 days or more before the election, the voter would be able to vote a Provisional Ballot, which is covered in this manual.

VOTER REGISTRATION DEADLINES

September Statewide Primary : August 11, 2024

November General Election : October 6, 2024

For the General Election, voters may register to vote the same day only for the offices of President and Vice President.

Statewide Primary Election - September 10, 2024

General Election - November 5, 2024

GUIDELINES FOR THE CLERK'S OPENING RESPONSIBILITIES

1. Get organized by laying out all of your supplies and comparing the items to the "Inventory List" in your Clerk's Supply Bag. If anything is missing, call your Board of Canvassers.
2. Place your "Guide to Affirmation and Provisional Voting" and your "Provisional Voter Quick Reference Guide" on your desk at your station.
3. Use the "Security and Seals Certificate" to verify seals and serial numbers with the Moderator.
4. Use the "Election Certificate" to verify the number of ballots.

5. Issue one (1) package of ballots to each pair of Supervisors. In a Primary, each pair of Supervisors should receive a set for each party. Replenish as needed throughout the day.
6. Issue at least five (5) blank ExpressVote cards to each pair of Supervisors.
7. Keep the Blue Supply Box next to your station in the voting area and make sure all the ballots are secure.
8. Make sure to have all forms ready on your table.
9. Review the "Opening Checklist" in the Clerk's Supply Bag.

ELECTION DAY RESPONSIBILITIES OF THE CLERK

VOTER AFFIRMATION

The Voter Affirmation is a process required under Federal and State Law that allows a voter to affirm or change his/her address and/or name at the polling place. A voter must be registered with your City/Town to use the affirmation process, as it is considered a change to an existing voter file.

INACTIVE VOTERS

A voter may have the label **"INACTIVE"** on the Poll Pads next to the voter record because the voter became Inactive, meaning the postal service has not been able to deliver mail from the Board of Canvassers or the Jury Commissioner to their residence address. An inactive voter must complete a pink "Voter Affirmation" form affirming their current address with the Clerk before being allowed to vote a regular ballot. The pink "Voter Affirmation" form is signed by the Clerk and placed in the Board of Canvassers Return Bag.

NAME CHANGE

The "Voter Affirmation" form may also be used by a voter to process a name change. Make sure the voter indicates their previous legal name on the form so the Board of Canvassers can find the original record. The voter will sign the Poll Pads with their new legal name although their voter record still shows their previous name. Do not request any legal documents to prove the name change.

CHANGE OF ADDRESS WITHIN THE SAME CITY/TOWN

If a voter appears at the precinct and indicates that he/she moved into the precinct from another address in the **same City/Town**, then the Clerk must have this individual complete a pink “Voter Affirmation” form. On the form, the voter will check-off when he/she moved before the election:

- **Less than 30 days**, the voter votes at the polling place assigned to his/her **previous** address. The polling location will appear on the Poll Pads.
- **30 days or more**, the voter votes at the polling place assigned to his/her **new** address. Use find a precinct to find the new precinct name and address
- **Did not move**, usually indicates an “Inactive” voter who didn’t move.

Make sure to write the “Voter ID” number for the voter in the appropriate box at the bottom of the “Voter Affirmation” form. You can get the “voter ID” number from the Poll Pads. It is listed under the voter’s address.

In the Clerk’s Supply Bag, you will find a “Quick Reference Guide to Voter Affirmation and Provisional Voting” which will guide you through the affirmation process step-by-step.

Note

If applicable, after the voter has completed a “Voter Affirmation” form, escort the voter to the first available Supervisor. This voter has already waited once and should have front of the line access. If you must send the voter to another polling location within your City/Town, send the voter with a completed “Voter Affirmation” form. The voter should see the Clerk in the new polling location so that the completed form may be reconfirmed for accuracy.

CHANGE OF ADDRESS BETWEEN DIFFERENT CITIES AND TOWNS

If a voter appears at the precinct and says he/she moved to or from another City/Town and didn't update his/her registration, and the voter moved:

- **Less than 30 days before the election:** the voter votes at the assigned polling place **in the previous City/Town of registration**. It will be listed on the Poll Pads.
- **30 days to 6 months before the election:** the voter votes a Limited Ballot at the Board of Canvassers **in the former City/Town Hall of registration**.
- **More than 6 months before the election:** The voter is not eligible to vote since the voter did not update the address within 6 months. You may offer the voter a Provisional Ballot and the Board of Canvassers will look for an address update in the voter's record. If it is a Presidential General Election, they will be able to register and vote at the same-day registration site for President/Vice-President which is typically at city or town hall.

GUIDELINES FOR VOTER AFFIRMATION

1. If you see a voter walk into the polling place with a pink "Voter Affirmation" form, call the voter directly over to your table for processing.
2. If a voter will be updating an address **within the City/Town**, make sure the voter is on the Poll Pads with an address listed within your City/Town. You will pull up the voter record on your Poll Pads to verify.
3. A voter who completes the affirmation process votes a regular ballot into the DS-200.
4. After a voter has submitted the "Voter Affirmation" form to you and if the voter was flagged as inactive, make sure the Supervisors tap "affirmation form completed" on the voter's record on the Poll Pads to complete the check-in process.

5. Do not have an Affirmation voter use a Provisional Ballot unless the voter doesn't have an ID, applied for a mail ballot, or is disputing the party affiliation listed on the voter file.

PROVISIONAL VOTING

A Provisional Ballot is used when the eligibility of the voter is in question.

A Provisional Ballot **will be necessary** for the following situations:

- 1A.** The voter's name is not in the Poll Pads. The voter is most likely pending and not yet eligible to vote in RI or the voter is not registered in RI.
- 1B.** The voter's name is on the Poll Pads, but the voter insists on voting in the wrong precinct.
- 2.** The Poll Pads displays that the voter applied for a mail ballot or voted early in-person.
- 3.** The voter disputes the party affiliation listed or you challenge the voter's identity.
- 4.** The voter cannot provide one of the valid forms of ID or the ID is expired more than 6 months.

The Clerk is responsible for checking to see if the person is eligible to vote a **regular ballot** or a **Provisional Ballot**. Check the "Master Voter List" in the Poll Pads to determine if the person is registered to vote in the City/Town 30 days or more before the election. If they are registered in your City/Town, the voter may qualify for an affirmation.

During a primary, you should check what is listed for party affiliation. A voter must be unaffiliated or have updated his/her party affiliation 30 days prior to an election to be eligible to participate in a primary.

A Provisional Ballot gets sealed inside an envelope and delivered to the Board of Canvassers after the polls close. The Board of Canvassers will research the person's record and determine if the Provisional Ballot should be counted or not, depending on whether there is evidence that the person was eligible to vote.

i Provisional
voters are not
checked in with
the Supervisors.

In your supplies, you will find a bag with provisional voting materials. In the supplies will be a "Provisional Voting Quick Reference Guide". Use the sheet the corresponds to the reasons listed above to process a provisional voter. The steps are different for some of the above reasons.

All voters who are voting a Provisional Ballot will receive the following items:

- Provisional Voting Information sheet
- Provisional Ballot Application affixed to a manila envelope.
- A ballot with a Provisional Ballot Label affixed to top-left corner over the coding.

Note

If the application is torn from the envelope, voter the voter must fill out a new application.

The "**Provisional Voting**" **information** sheet has important information about why the voter must vote using a Provisional Ballot and, after the election, how the voter

may find out if their ballot was counted or not. **This sheet must be given to the voter and is required by Federal Law.**

The voter must then complete all the required fields on the “**Provisional Ballot Application**”, and the Clerk must also complete certain fields on the back of the application. **Be sure to write your precinct number and City/Town in the appropriate spaces at the back top of the Provisional Application.**


You should check off a reason for using the Provisional Ballot, and in a Primary, you should write-in the ballot type that the voter is requesting. You may choose more than one reason if necessary.

The voter and Clerk must sign the application.

Some provisional reasons require the voter to sign the Poll Pads and for your to “flag” the voter as casting a Provisional Ballot. Follow the steps on the “Provisional Voting Quick Reference Guide” to complete this process.

Once the application is done and the voter is flagged if applicable, the Clerk may give the voter a Provisional Ballot, which is a ballot that the Clerk gets from the Supervisors and affixes a “Provisional Label” across the top left barcode.

IMPORTANT: If the voter is using the ExpressVote to mark the Provisional Ballot, do not affix the “Provisional Label” until after the voter has marked the ballot with the ExpressVote machine.

 **Do not allow a voter to insert the Provisional Ballot into the DS-200!**

The voter must take this Provisional Ballot, with the application/envelope to a voting booth and mark it with the pen. The voter then folds the ballot and seals it inside the envelope and returns it to the Clerk. Make sure the ballot is inside the envelope and it is sealed. The Clerk tears off the **bottom** of the application, which is the “**Provisional Ballot Receipt**”. This receipt has the Provisional Ballot number, which is what the voter will need, after the election, to find out if his/her ballot was counted or not.

The sealed envelope containing the ballot and attached application are then placed into the Red Provisional Ballot Bag to be delivered later to the Board of Canvassers. **Never tear the application off of the envelope! If the voter seals the application in the envelope you must void the entire envelope and complete a new one.**

Note

The Red Provisional Ballot Bag must be returned to the Board of Canvassers after the polling place closes even if it was not used and contains no ballots.

GUIDELINES FOR PROVISIONAL VOTING

1. Always offer a Provisional Ballot to a voter if the voter insists he/she wants to vote but doesn't appear to qualify for some reason.
2. You may tell a voter that the Provisional Ballot may not be counted if the Board of Canvassers cannot determine the voter was eligible, or the voter does not produce evidence by 4 p.m. the following day.
3. Make sure you give the voter a “Voter Information Sheet” located in your Provisional Voting Supply Bag.
4. A provisional voter **does not check in on the Supervisors Poll Pads.**

If a voter is voting provisionally, the Clerk will pull up the voter file on the Clerk's Poll Pads. If the voter file is highlighted **in white**, the Clerk will tap the "provisional box" at the bottom of the voter file, choose a reason for the provisional, tap apply twice, tap accept, then the voter signs and the clerk taps done signing, enters their initials and taps submit.

If the voters' file is **in grey ,red, or blue**, tap anywhere to the right of the voter's name and tap the "process provisionally" box. Have the voter review the screen for accuracy, sign, tap done signing and swivel the Poll Pads back to you. Initial the boxes displayed with your first and last initial , tap submit, then tap done. This does not check in a voter, but flags the voter as voting provisionally. Voters that requested a mail ballot or voted emergency in-person have already been flagged. Voters casting a ballot in the wrong location are already flagged. You will not need to choose a reason. They will still need to be processed on the Poll Pads.

5. Make sure the voter doesn't qualify for the affirmation process instead.
6. Remember, a voter should be casting apProvisional Ballot for one or more of the reasons listed on the "Provisional Application".
7. If the voter tears the "Provisional Application" from the envelope, the voter must complete a new application. Write "**VOID**" on the torn application and discard it into the Blue Supply Box.
8. Place the "Provisional Ballot Label" on the top left corner of the ballot so the voter **will not** be able to insert the ballot into the DS-200.

VOTED BY MAIL

The Supervisors will send to the Clerk any voter whose record displays "VOTED BY MAIL" or "Voted" next to the voter file in the Poll Pads. Supervisors will also send to the Clerk voters not found on the Poll Pads for the precinct and any voter who has moved.

VOTING DISCREPANCIES

Any discrepancies by polling place election officials involving the Poll Pads shall be noted in detail on the "Discrepancy Report". The following discrepancies shall be processed as follows:

- 1. Voter signs the Poll Pads then decides not to cast his/her ballot into the digital scan unit.**

The voter must complete a "Surrender of Ballot" form. The unmarked ballot will be marked "Void" and placed in the Voided Ballot Bag. The voter check-in will be deleted by The Board of Elections. If the voter returns to the polling location to vote, the voter will be given the opportunity to vote a Provisional Ballot.

- 2. If a voter presents himself/herself to vote and the Poll Pads indicates the voter has already been checked in.**

The Clerk shall question the Supervisors to determine the circumstances of the prior check-in. If it is ascertained, after conferring with the voter, that the prior check-in is for a different voter with the same name, the incident must be noted on the "Discrepancy" form. The voter will be allowed to vote provisionally. The voter will complete the Provisional Application and the clerk will manually pull up the voter file. The Clerk will tap to the right of the voter's name in green shaded area. The voter file will appear, and the Clerk will tap the "provisional box". The voter will sign the Poll Pads, the Clerk will initial, and tap submit. The voter will complete the provisional process.

The Board of Elections will investigate the erroneous check in to determine which voter file should be corrected.

VOIDING BALLOTS

The Clerk is also responsible for voiding a ballot at the voter's request and giving the voter a new ballot. A voter will usually request a new ballot if the voter has made a mistake on the ballot. Ask the voter to return to the booth and fill in all the ovals. This will maintain the privacy of the voter's choice. After the voter

completes this, the voter will surrender that ballot to the Clerk.

The Clerk must write “**VOID**” **IN LARGE LETTERS** across the front of the ballot and show the ballot to the bipartisan pair of Supervisors when requesting a new ballot for the voter.

Once the Supervisors verify the ballot has been voided by the Clerk, they may reissue a ballot to the voter, who should go to an available voting booth to mark the new ballot.

CLOSING RESPONSIBILITIES OF THE CLERK

RED PROVISIONAL BALLOT BAG

The Clerk must ask the Moderator to open the Red Provisional Ballot Bag and count the number of Provisional Ballots inside and write the number of ballots on the “Election Certificate”. The Red Provisional Ballot Bag is locked with the Gold Key and the “slot end” must be sealed with a Red Tie Seal found in the “Seals Envelope” in the Clerk’s Supply Bag.

ELECTION CERTIFICATE

When the poll closes, the Clerk completes the “**Election Certificate**” by writing how many ballots were cast at the poll, how many voided ballots, ExpressVote ballots or manual count ballots there were. Make sure you note the number of ballots cast into the DS-200, which is shown on the “public display counter” on the front of the DS-200.

You must also write on the “Election Certificate” how many Provisional Ballots/Provisional Applications were used. You must retrieve from the Supervisors the number of Poll Pads check-ins and record the numbers and total on the “Election Certificate”. The “Election Certificate” is signed by the Moderator, Clerk, two (2) Supervisors and placed in the Board of Elections Return Bag. An identical separate copy is placed in the Board of Canvassers Return Bag.

SERIAL AND SECURITY SEALS NUMBER TRACKING FORM

The Clerk must record the security seal numbers on the certificate for the Blue Supply Box, the Red Supply Box, the Red Provisional Bag and the Blue USB Pouch. The certificate should be signed by the Moderator, Clerk, two (2) Supervisors and placed in the Board of Elections Return Bag.

BOARD OF ELECTIONS RETURN ENVELOPE

The Clerk must also fill the Board of Elections Return Bag with items. On the front of the bag is a list of everything the Clerk needs to place inside. Make sure to complete the “Poll Worker Feedback” form and place it into the Board of Elections bag as well.

VOIDED BALLOTS ENVELOPE

The Clerk must count how many ballots were placed in the Voided Ballot Bag and record this number on the “Election Certificate” and on the Voided Ballot Bag.

MANUAL COUNT BALLOT ENVELOPE

Any **manual count ballots** must also be accounted for. If you have manual count ballots, **you and the Moderator must write on the front of the Manual Count Bag the reason why these ballots were not counted by the DS-200**, and you must also document the reason on the “Discrepancy Report”.

BOARD OF CANVASSERS RETURN BAG

Seal the following items and return to the **Board of Canvassers:**

- Board of Elections Return Envelope
- Board of Canvassers Return Envelope
- Manual Count Ballot Envelope
- Voided Ballot Envelope
- Sealed Red Provisional Bag
- Sealed USB Drive Blue Pouch
- Voted Ballots Locked and Sealed in Blue Metal Security Case
- Write-in Report (Presidential Preference Primary and General Election only)
- Mifi and Cord in its Box
- Equipment Keys

Remember to refer to the list on the front of all return bags/envelopes for a complete list of items that must be placed in the bag. Return bags/envelopes are sealed and delivered to the Board of Canvassers by the Moderator and Clerk along with other return items.

GUIDELINES FOR THE CLERK'S CLOSING RESPONSIBILITIES

1. Review your "Election Certificate" carefully and complete it accurately.
2. Complete and sign the "Serial and Seal Number Tracking" form accurately .
3. Make sure you have reviewed all the Return Envelopes and placed all the necessary items inside them before sealing them.
4. Make sure all Provisional Ballots are locked and sealed inside the Red Bag.
5. Sign the "Election Certificate" and "Results Report" from the DS-200.
6. Review the Closing Checklist in the Clerk's Supply Bag.

Chapter 6

Supervisor's Duties

OPENING RESPONSIBILITIES OF THE SUPERVISORS

POLL PADS

Poll Pads are electronic devices that contain the list of all eligible voters by precinct who registered 30 days or more prior to the election/primary. The Poll Pads must be assembled and turned on prior to the opening of the polling place on election day. The Supervisors should verify that the home screen of the device states the correct name of the polling location, date of election and that the check-in count is at zero. Supervisors are responsible for assembling the Clerk's Poll Pads.

MIFI

A wireless router that acts as a mobile WIFI hotspot. This provides connections to all the Poll Pads in the precinct and throughout the state. One Mifi will be distributed to each polling location. It will be the responsibility of the Supervisors to plug in and turn on the Mifi in the morning. At the close of the polls, it must be turned off and turned in to the Warden/Moderator.

VOTING BOOTHS

Make sure the voting booths are placed as shown on the polling place diagram. Each voting booth must also have a pen inside. Pens can be found inside the Supervisors Supply Bag. Occasionally, during the day check the booths to make sure there is a pen available and that there is no trash or political literature in the booth.



**Refer to the
setup checklist
included with your
supplies to ensure
everything is set
up correctly**

SIGNAGE INSIDE THE PRECINCT

The Supervisors must hang posters and signs in highly visible areas inside the polling place. In Providence, Pawtucket, Woonsocket, and Central Falls all signage must be posted in English and Spanish. All posters can be found inside the Supervisors Supply Bag. The following posters must be placed inside the polling place, either inside the room or in the hallway:

- Vote Here/Vote Aqui (on the door to the room)
- Voter ID
- How to Vote
- Powers and Duties
- Provisional Voting
- Voter Fraud
- Voting Rights
- Leaving?
- Sample Ballots

Note

If you have more than one precinct in the same room, you can use the set of posters from one precinct, but you must put up the sample ballots for **Both** precincts. If you are in different rooms, posters for both precincts must be put up in each room.

In statewide elections, there may also be posters that need to be put up **inside each voting booth**. In Providence, Pawtucket, Woonsocket, and Central Falls all signage must be in both Spanish and English. You will be instructed in class if this

will be required for the election in which you are working. These posters may also be found in your Blue Election Supply Box.

SIGNAGE OUTSIDE THE PRECINCT

The following posters must be placed outside the polling place (In Providence, Pawtucket, Woonsocket, and Central Falls all must be posted in English and in Spanish):

- Vote Here/Vote Aqui (visible from the street)
- Polling Place Hours
- Polling Place Location

VOTER ID

State law requires that the “Vote Here/Vote Aqui” sign is visible from the street. If your sign is not visible from the street, let the Moderator know so he/she contacts the Board of Canvassers to get more signage posted near the street.

GUIDELINES FOR THE SUPERVISOR'S OPENING RESPONSIBILITIES

1. Plug in and turn on the MiFi (hotspot).
2. Turn on the Poll Pads one at a time and allow each to connect to the MiFi. Verify the precinct name, election date and that the check-in count is zero.
3. Put up interior posters in a location where voters can easily see them.
4. If it's raining or windy, make sure you secure any exterior signs or if the front door is glass, place it on the inside of the glass and verify that it is visible from the outside.
5. Get organized! Set up your tables with ballots, Poll Pads, and supplies.

6. Make sure the accessible voting booth is set up with the included black leg extenders.
7. Make sure to put a pen inside each voting booth and check each booth throughout the day to ensure that a pen is available for use.

ELECTION DAY RESPONSIBILITIES OF THE SUPERVISORS

WORK IN PAIRS

Supervisors work in bi-partisan pairs and check-in voters at the polling place by checking IDs, matching voter's names and addresses against the Poll Pads, having voters sign the Poll Pads, and issuing ballots to voters. Supervisors are also responsible for helping voters in the voting booth if asked by the Moderator.

VOTER IDENTIFICATION

All voters must show **photo** identification to vote a regular ballot. The voter must present the ID to the Supervisor before being allowed to sign the Poll Pads. Check the ID and make sure it meets the requirements below.

Valid photo identification

(On a photo ID, the address does not need to match the voting list, but the ID must be valid and not expired more than six months prior to the election. If an ID does not have an expiration, it is acceptable identification.)

- *RI Driver's License (no out of state licenses)*
- *RI Voter ID Card*
- *U.S. Passport*
- *ID Issued by a U.S. Educational Institution*
- *U.S. Military ID Card*
- *ID Issued by the U.S. or the State of Rhode Island*
- *Government-Issued Medical Card*
- *Native American Tribal Identification card*

If the voter **does not** present valid and current photo identification, the voter has the right to vote using a Provisional Ballot, which is processed by the Clerk.

After voting the Provisional Ballot, the voter has until 4 p.m. the day after the election to contact the Board of Canvassers and provide information that may help qualify his/her ballot.

CHECK-IN VOTERS

The voter must present **valid photo identification** to one of the Supervisors. The Supervisor will verify the identity of the voter and that the identification is valid or if expired, not expired more than 6 months. If identification is n RI Driver's License, RI State Identification Card issued by the DMV, the Supervisor will place it on the identification holder, barcode facing the Poll Pads and tap scan barcode. The Poll Pads will search for the best match. When the voter file appears, ask the voter to state his/her name and current address. If the information matches the file on the Poll Pads, repeat the voter's name and address in a loud and clear voice, turn the Poll Pads towards the voter and ask the voter to verify that the information is correct and instruct the voter to tap accept. The Poll Pads will automatically advance to the signature page. Have the voter sign and instruct the voter to tap the "done signing" tab and to turn the Poll Pads back towards you. Both Supervisors initial the Poll Pads, tap "submit" the screen will then turn green and the "voter has been processed" message will appear on the screen. The voter may now be issued a ballot.

If a voter shows any other type of photo identification, tap "manual entry", and enter the first 3 initials of the voter's last and first name. If a single voter file appears tap anywhere to the right to pull up the complete file. Ask the voter to state his/her name and address. If the information matches the Poll Pads repeat the voter's name and address in a loud and clear voice and complete the check-in process

stated above. When using manual entry, if more than one voter file appears, ask the voter to state his/her name, address, and date of birth. Tap to the right of the correct voter file to pull up the voter file. You may complete the check-in process as stated above.

Note: If you cannot locate a voter file (No Voter Found) using the above methods, tap "manual entry", tap "advanced search", and type in the voter's address or date of birth. Multiple records may appear. Simply search for the correct voter. If no record is found, send the voter to the Clerk.

DISCREPANCIES

If the voter's name or address does not match the Poll Pads send the voter to the Clerk to complete an "Affirmation" form.

Verify the name, address, **and party affiliation** of the voter you are checking in.

Voters who are 17 years of age but will be 18 years of age by the Primary's respective General Election are eligible to vote in the Primary.

If a voter disputes the party affiliation on their voter file, send the voter to the Clerk to vote a Provisional Ballot.

If a voter is unaffiliated, prior to signing the Poll Pads the "choose party" screen will appear, and the voter must choose which ballot he/she would like to vote. After choosing, the voter will tap "submit" and the screen will move to the signature page.

The voter should verify that the correct party is listed, sign the Poll Pads, and press "submit". Supervisors may then complete the check-in process.

IN ALL ELECTIONS:

Plug your Poll Pads into the battery base at 11:00 a.m. This will recharge your Poll Pads.

Make sure to always give the voter the ballot in a **secrecy sleeve**, which you'll find bundled in the Supervisor's Supply Bag. Remind the voter to fill in the oval next to his/her choice and to not make an x, check or circle his/her choice. Then, send the voter to an open voting booth and remind the voter that after marking the ballot he/she must enter it into the DS-200 tabulator machine so that it gets counted.

IMPORTANT: KEEP THE LINE MOVING!

If you have any problems finding a voter's name in the Poll Pads or he/she has a dispute about anything, send the voter to the Clerk to resolve the problem, and take the next person in line.

POLL PADS BATTERY BASE

You will be required to plug your Poll Pads into the battery base at 11:00 a.m. To plug into the base, remove the green cord from the Poll Pads case. With the words Poll Pads facing you on the battery, plug the large end of the cord into the left port. The port is labeled "B". The small end of the cord is plugged into the Poll Pads charging port. The port is located on the right side of the Poll Pads next to the "home" button. It is labeled "A". The battery lights on the front of the battery base will illuminate to blue. On the Poll Pads, a lightning bolt will appear in the upper right corner signaling that the Poll Pads is charging. If you do not have a lightning

bolt, try the other port on the battery base. If you still have no icon, try the white cord located in your Poll Pads green case or switch out the battery base.

PERSON WITH A DISABILITY

If there is a voter in the line with an obvious disability, the law allows the Moderator to offer the voter the chance to go to the front of the line if, in the opinion of the Moderator, standing in line would cause the voter to experience severe discomfort. A good example of this would be a voter on crutches. Alternatively, the Moderator may offer the voter a chair while sitting in line if this seems to be a more appropriate accommodation under the circumstances.

Or, a voter can show the Moderator a certificate from a licensed physician or Christian Science practitioner attesting that the voter has a disability which makes his or her standing in line inadvisable.

Each polling place has at least one handicap-accessible voting booth, which should be given priority use by voters with disabilities. State law also requires that this handicap-accessible booth be given priority use by voters 65-years-old or older. If you receive more than one handicap-accessible voting booth, set them both up at the end of the row closest to the DS-200.

VOTER ASSISTANCE FROM POLL WORKERS

Any voter who needs assistance to vote may request it by asking the Moderator. If the voter needs help marking his/her ballot, the Moderator must direct a

bipartisan pair of Supervisors to accompany the voter to a voting booth. At the voter's request, the Supervisors may read the ballot and mark the ballot at the voter's direction. **Do not attempt to influence the voter's choice of candidate or issue.** The voter's choices must remain secret, and you should never leave the voter alone with only one Supervisor. The bipartisan pair may then assist the voter in casting the ballot into the DS-200.

VOTER ASSISTANCE FROM PERSON OF VOTER CHOICE

Any voter may bring an individual to assist them in the act of voting if the voter is **blind, disabled, or unable to read and write English.** However, state law does not allow a voter to be helped by the voter's union representative or employer. All individuals providing assistance must complete the **"Voter Requiring Assistance" form**, that is located in the Supervisor's Supply Bag. This form must also be signed by the voter and the Moderator. Generally, the "assistant" should not mark the ballot for the voter unless the voter requests it.

SPECIAL MESSAGES IN THE POLL PADS

HAVA ID REQUIRED

The voter must show one of the 7 acceptable photo IDs listed above and be allowed to vote. If they do not have one of the 7 photo IDs, send the voter to the Clerk to vote a Provisional Ballot.

VOTER INACTIVE

The voter must see the Clerk and complete a pink “Voter Affirmation” form. This process is covered in the Clerk’s section of this manual.

VOTED BY MAIL CANNOT SIGN

The voter must see the Clerk and vote a Provisional Ballot. This process is covered in the Clerk’s section of this manual.

“VOTED” APPEARS ON THE VOTER FILE

The voter cast a ballot during the early voting period. Send the voter to the Clerk for assistance.

WHEN A VOTER ASKS TO USE THE EXPRESSVOTE MACHINE

In all Rhode Island elections, every polling place is equipped with a device known as the ExpressVote machine. This device is designed to assist voters with disabilities to independently mark his/her ballot. The ExpressVote machine has the ability to read a ballot to a voter, mark a ballot for a voter, and summarize a marked ballot for the voter. It may be especially beneficial to voters who are blind, who cannot read, or who have motor disabilities that make it difficult to

mark a ballot with a pen. All voters are allowed to use the ExpressVote machine.

In Providence, Pawtucket, Woonsocket, and Central Falls, the ExpressVote machine offers the voter the choice of displaying his/her ballot in **English** or **Spanish**.

If a voter asks to use the ExpressVote machine, tell the Moderator, who will bring the voter to the ExpressVote machine and provide the voter instructions.

Remember, when a voter asks to use the ExpressVote machine, do not ask the voter if he/she has a disability. Do not try to discourage anyone from using the ExpressVote machine for any reason. **All voters may use the ExpressVote machine, regardless of whether they have a disability or not.**

GUIDELINES FOR THE SUPERVISOR'S ELECTION DAY RESPONSIBILITIES

1. Be attentive and prepared to process each voter.
2. Repeat each voter's name and address in a loud and clear voice.
3. The address on the identification is not relevant for voting purposes.
4. All interactions with voters should be conducted in a professional manner. Be polite and courteous.
5. Keep your line moving. If any issues arise regarding the voter's address, party affiliation or anything else, politely refer the voter to the Clerk to address the issue so that you may process the next person in line.
6. If your lines are long, ask the Greeter (if available) to remind everyone in line to have his/her identification ready to show to you when he/she approaches your table.
7. If you see anyone with an obvious difficulty standing in line, inform the Moderator so that they may have the person come to the front of the line.

8. Keep your ballots securely on your table. One Supervisor in the pair should handle the Poll Pads, and the other Supervisor should handle giving the voter a ballot in the Secrecy Sleeve.

CLOSING RESPONSIBILITIES OF THE SUPERVISORS

COUNT CHECK-INS

Prior to turning off your Poll Pads inform the Clerk of the number of check-ins.

This number is in the upper center of the Poll Pads.

FORMS

Give all forms completed by voters to the Clerk for filing.

VOTING BOOTHS

All voting booths must be folded by the Supervisors. **Make sure you REMOVE any pens or posters inside the booths BEFORE you fold them.** Make sure you put the plastic "leg extensions" inside the handicapped-accessible booth."

SIGNAGE

All election posters inside and outside the poll must be removed and put into the Blue Election Supply Box. **DO NOT FOLD THE 'VOTE HERE' SIGN.** Any unused forms and other supplies must be put into the election supply box as well.

GUIDELINES FOR THE SUPERVISORS' CLOSING RESPONSIBILITIES

1. Give the Clerk the check-in count from the Poll Pads.
2. Help the Moderator remove the ballots from the DS-200 and place them in the Blue Metal Security Case.
3. Remove all interior and exterior signs and posters from the walls and door and place them back in the Blue Supply Box.

4. Put any other unused forms back into the Blue Supply Box.
5. Fold up all voting booths, and make sure the black leg extenders are placed inside the accessible voting booth.
6. Help the Moderator put the ExpressVote machine back in its carrying case.
7. Break down and store the ExpressVote machine table in its box.
8. Sign the "Election Certificate" and "Total Report" from the DS-200 if asked.
9. Review the closing checklist in the Supervisor's Supply Bag.
10. Wait until you are dismissed by the Moderator.

Chapter 7

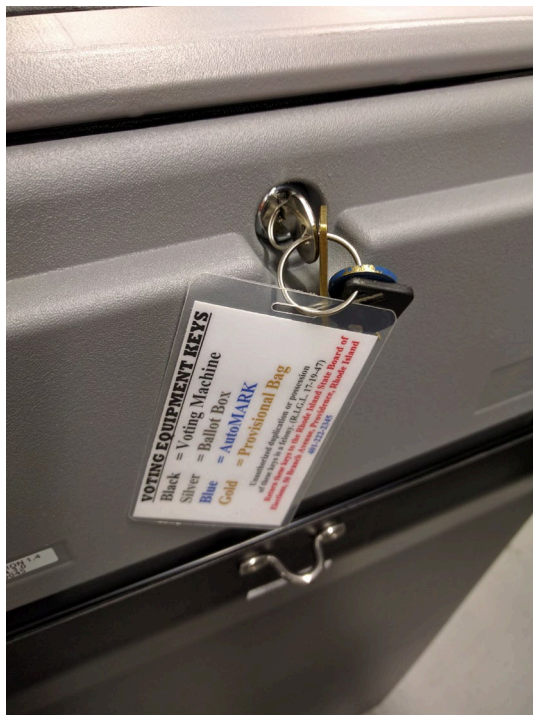
DS-200:

A Guide for Moderators

OPENING THE DS-200

Locate the DS-200 unit and verify that the identification tag on it shows your correct precinct number and location. Follow these steps to set up, operate, and shut-down the DS-200:

Step 1. Use the Silver Key to open the access door on the **back** of the DS-200.



Step 2. Carefully remove the power cord from the rear storage bay and plug it into a functional three-pronged electrical outlet or extension cord. **The door cannot be closed while the DS-200 is plugged-in. Leave it open.**



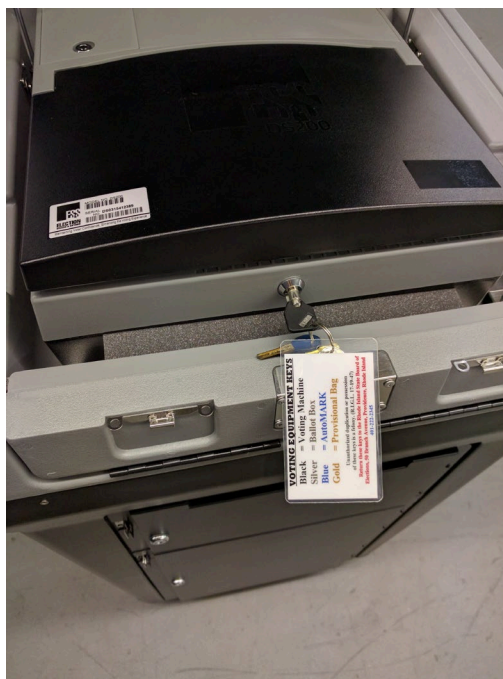
Step 3. Use the Silver Key to open the **front** lid of the DS-200 case.



Step 4. Lift up the two latches on both sides of the lock.



Step 5. Raise the lid and insert the Black Key into the front to unlock the DS-200 touchscreen. Lift the screen into place.

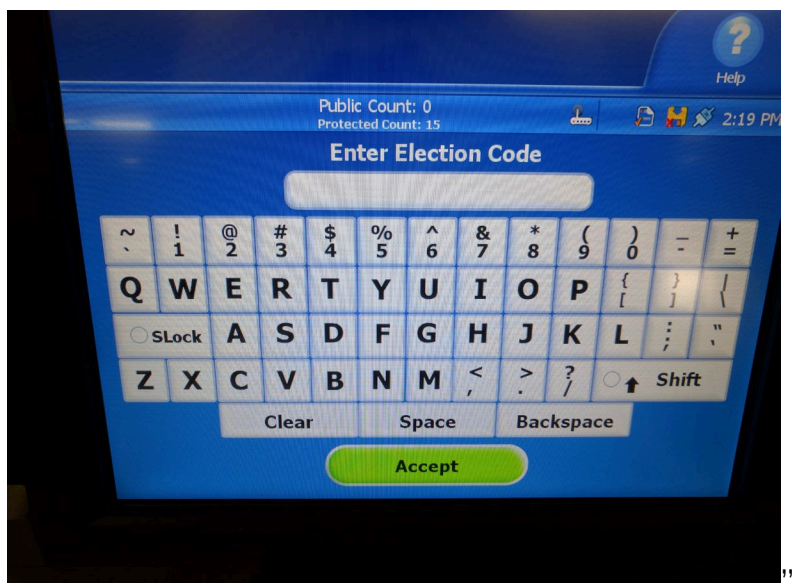


Step 6. If the DS-200 is receiving power from an electrical outlet, it will power-on automatically. The touchscreen will illuminate after 10-20 seconds, and the DS-200 will go through its boot up process.

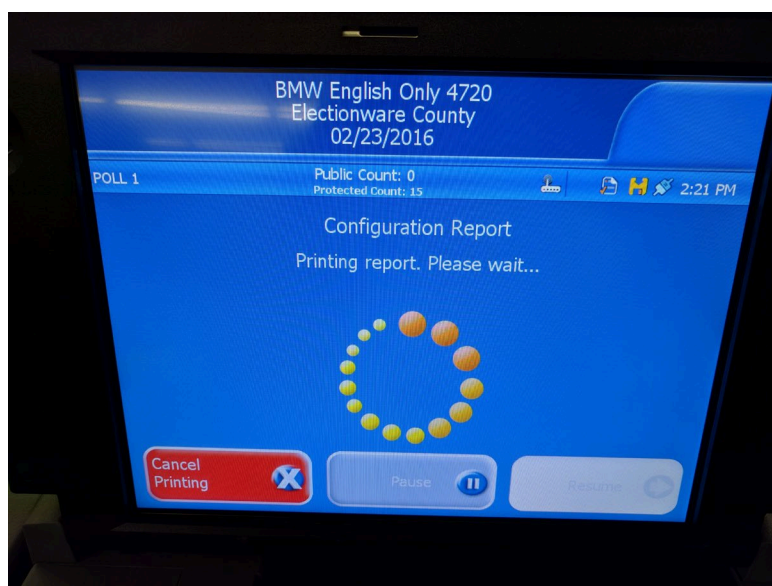


NOTE: If the screen doesn't power-on automatically, check to make sure the DS-200 is receiving power from the outlet or power strip.

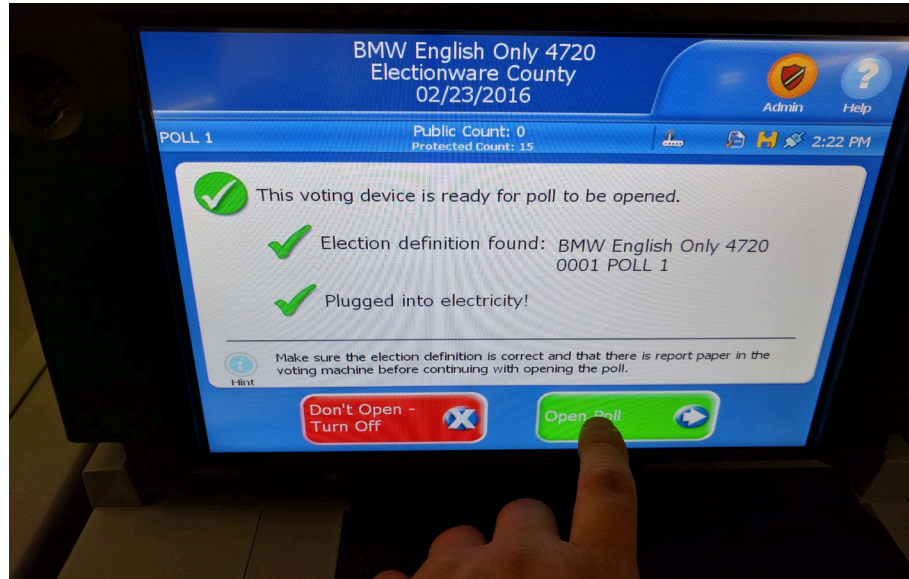
Step 7. At the end of the boot up process, you will be prompted to enter an Election Code. You will find the code in your supply bag. It will be on lime green paper. Using the onscreen keyboard to type in the code. The code is case-sensitive, so you will need to press the shift key to switch to capital letters. It will automatically switch back to lower-case.



Step 8. If the code is accepted, the DS-200 will automatically print a "Configuration Report. Leave this report attached to the DS-200.



Step 9. To complete the opening of the polls, touch the green “Open Poll” button on the screen.



Step 10: The DS-200 will now print a “Zero” report. Compare all candidates and issues listed on the report to a sample ballot form the Supervisor’s supplies and verify all have the zero vote totals. The Moderator/Warden, Clerk and two (2) Supervisors must sign the report. Leave it attached to the DS-200 the entire day.

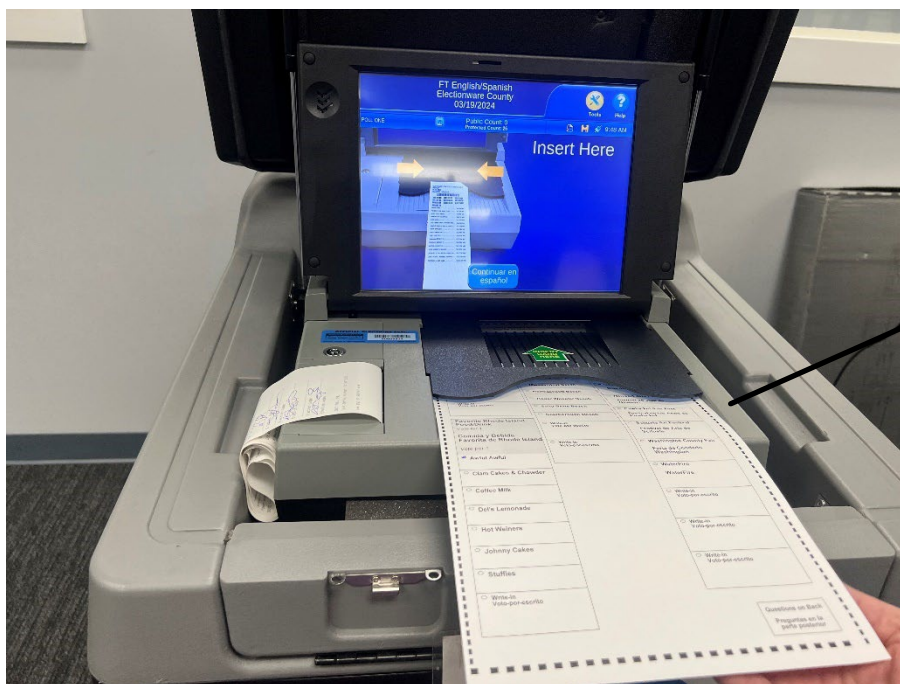
Note: We recommend that you roll the tape up and tuck it into the left side of the DS-200.



Step 11: The DS-200 is ready to accept ballots once you see “Welcome. Please Insert Your Ballot” and the animation of a ballot being inserted onscreen

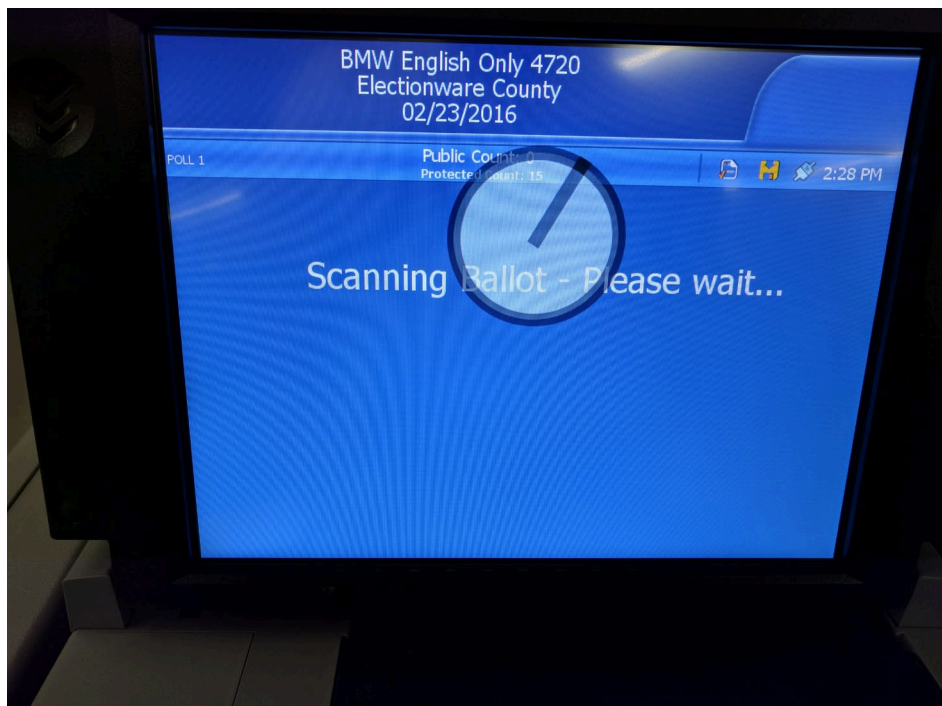


Step 12: The voter may insert the ballot face-up or face-down into the ballot feed slot of the DS-200.

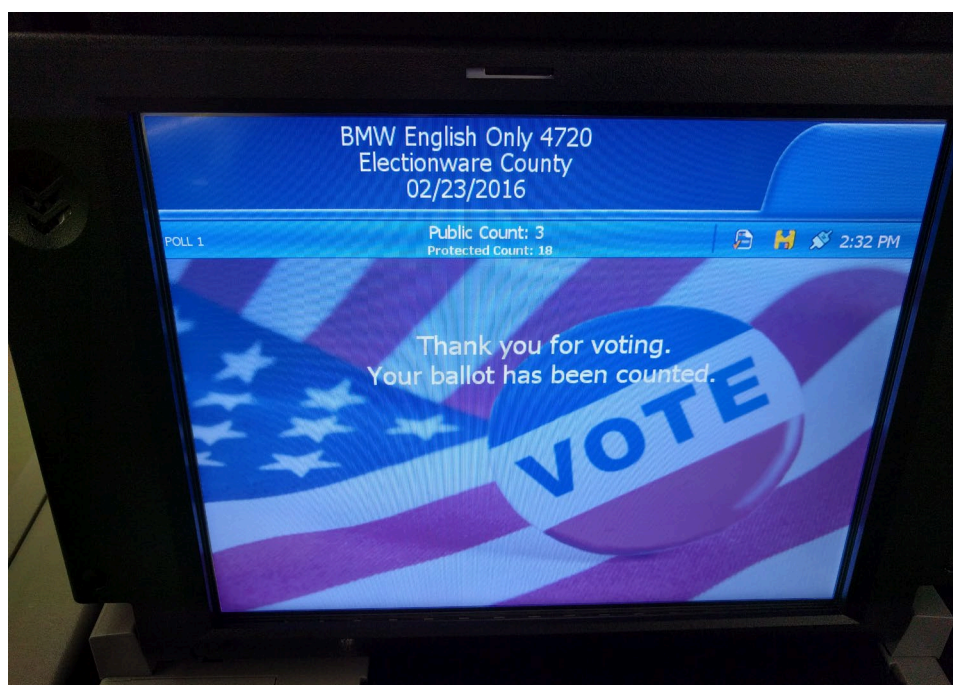


Ballot Feed Slot

Step 13: Once the ballot has been inserted, the DS-200 will take 1-2 seconds to process it.



Step 14: Once the ballot has been processed, the DS-200 will display "Thank you for voting. Your ballot has been counted". The voter may now insert the next page of their ballot if a multi page ballot.

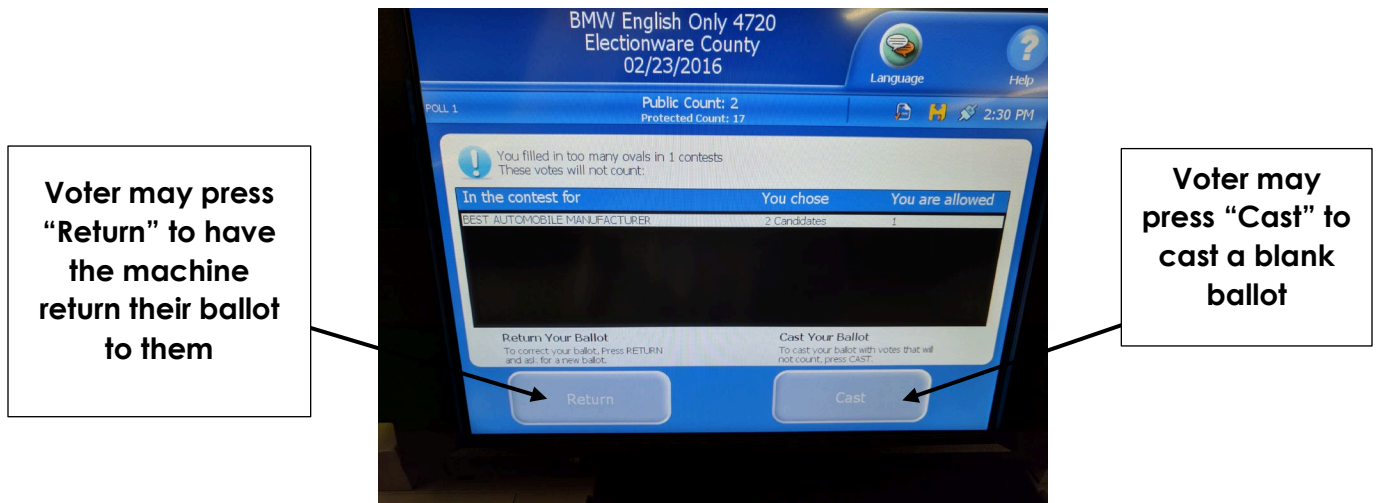


BALLOT ERRORS

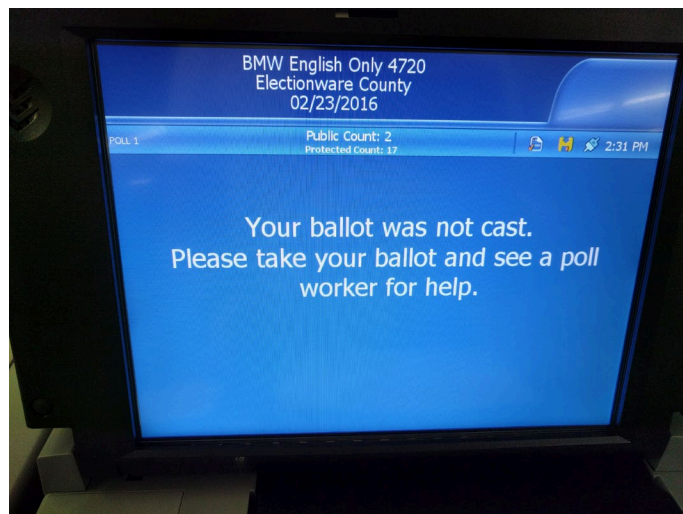
Occasionally, a ballot will be rejected if there is an error. There are four (4) different types of errors a voter may encounter:

1. OVERVOTED BALLOT

The DS-200 will display a message to the voter on the screen such as “You filled in too many ovals in one (1) contest. These votes will not count.”

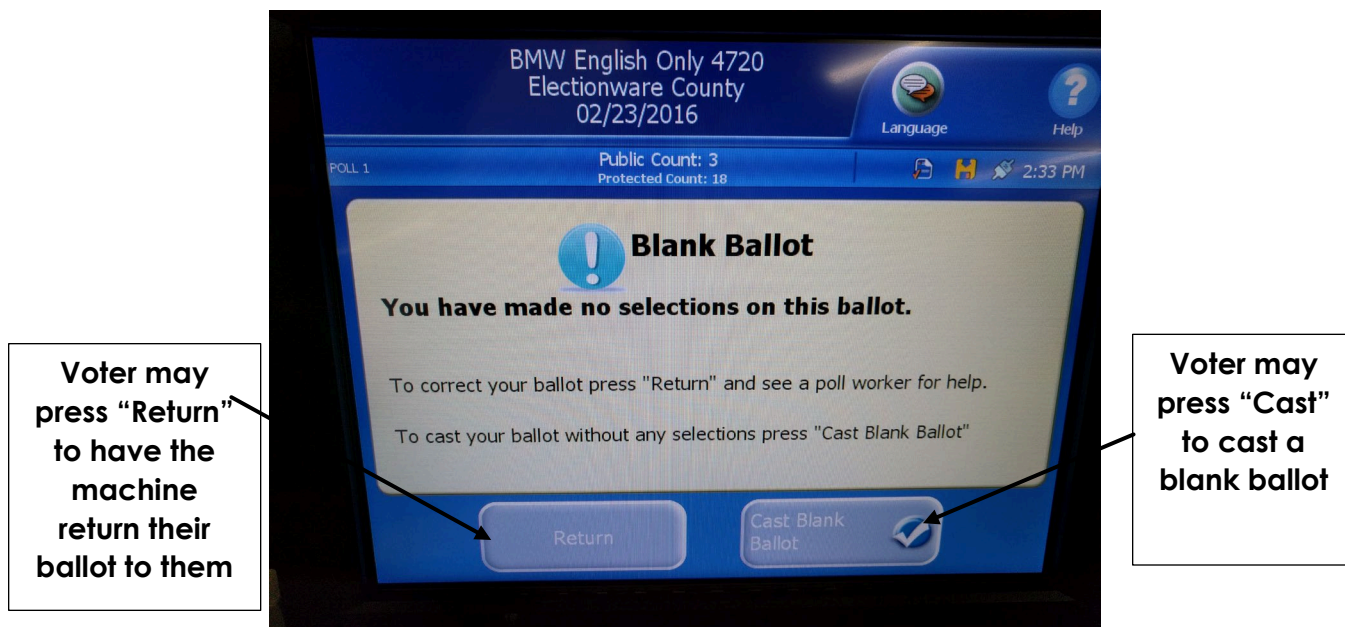


The voter must choose to return the ballot or cast the ballot. If they choose to return the ballot, the following message will display.

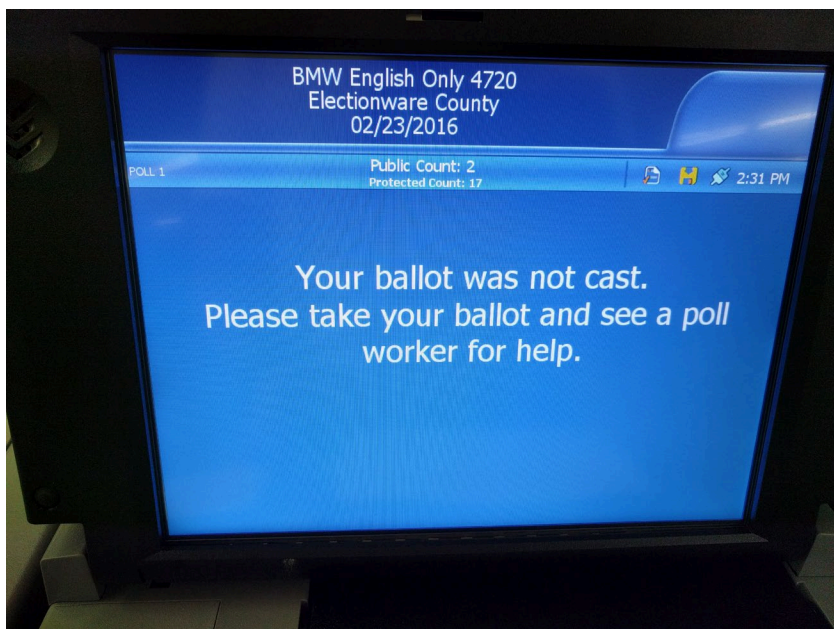


2. BLANK BALLOT

If the voter inserts a blank ballot into the DS-200, an error message will appear on screen and the voter will have two choices:

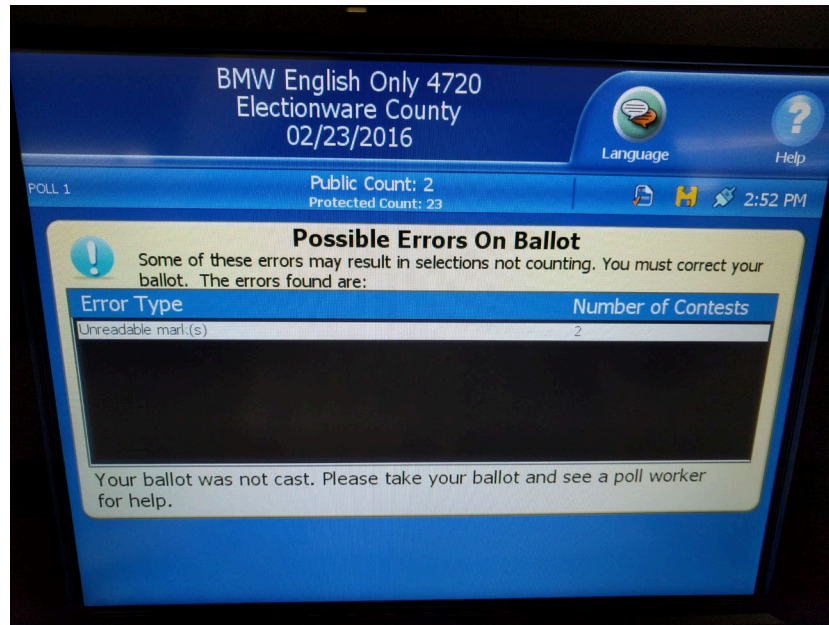


The voter must choose to return the ballot or cast the ballot. If they choose to return the ballot, the following message will display.



3. UNREADABLE MARKS

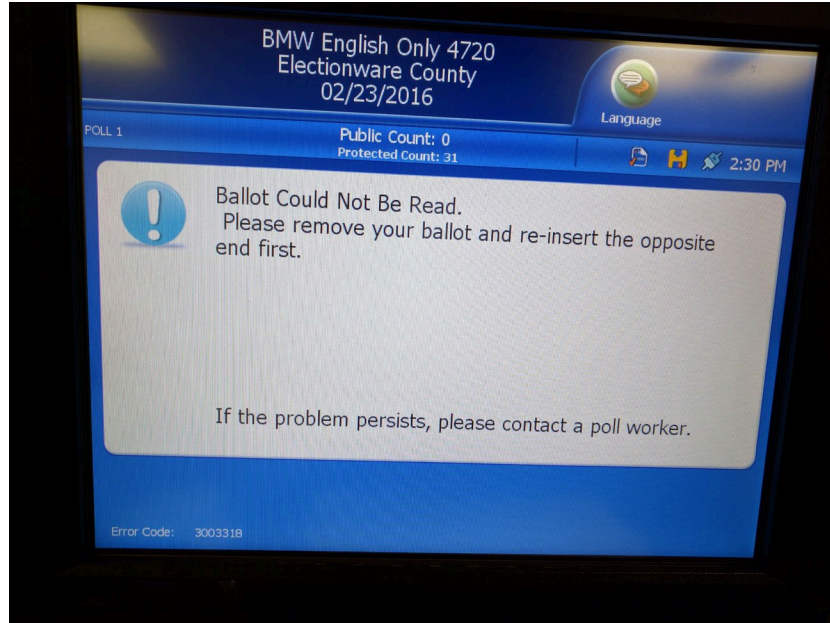
The voter may not have completely filled-in the oval or made other marks on the ballot that the DS-200 cannot read. If this happens, the DS-200 will display the following message on the screen.



The DS-200 will automatically return the ballot to the voter. The ballot must be voided by the Clerk and placed in the "Voided Ballot" envelope. The voter must receive a new ballot.

4. BALLOT COULD NOT BE READ

If a ballot from a different precinct is inserted into the DS-200, or the ballot is somehow damaged or defaced, the DS-200 will not be able to read it and will return it to the voter. This message will also appear if the "Provisional Voting" sticker has been applied to the top left corner of the ballot. Instruct the provisional voter that his/her ballot must be inserted into his/her "Provisional Ballot" envelope and returned to the Clerk.



DS-200 Emergency Compartment

If the DS-200 becomes inoperable immediately call your technician and alert the technician of the problem.

While waiting for your technician to arrive, you will continue the voting process but you will need to utilize the emergency compartment.

The emergency compartment is the top, small door on the front of the DS-200.

Using the Silver Key, unlock the compartment door and open it.

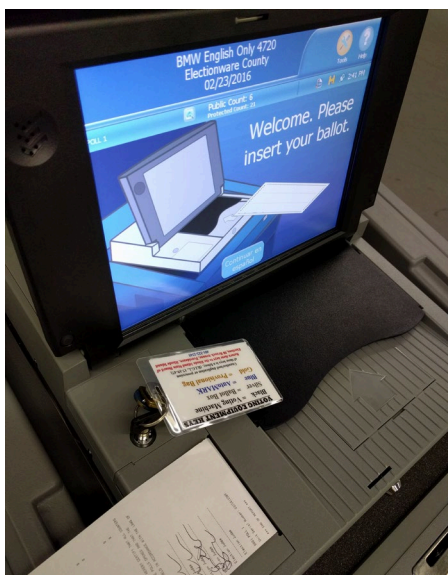
Located on the inside door panel is a silver flap. Place the flap in the down position, close the door and relock it.

The compartment now becomes a mail slot that voters slide their ballot into also known as the emergency compartment.

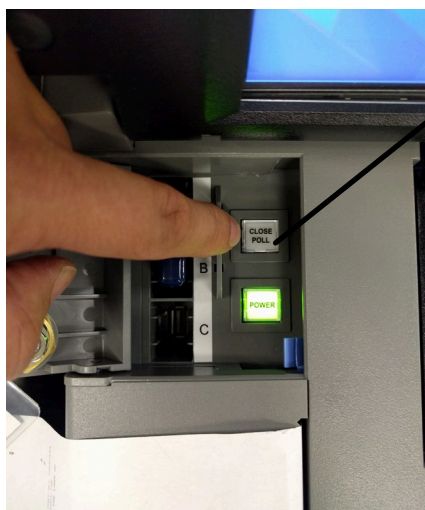
CLOSING THE POLLS ON THE DS-200

At 8 p.m. the polls close. Announce in a loud and clear voice that the polls are now closed. Any voter who is in the Supervisor's line at 8 p.m. Supervisors should be checked in and allowed to cast a ballot. Once the last voter has cast their ballot into the DS-200, you may begin closing.

Step 1. Remove the blue seal on the access door and place it in the “seals” envelope. Use the Black Key to open the access door to the left of the screen on the DS-200.

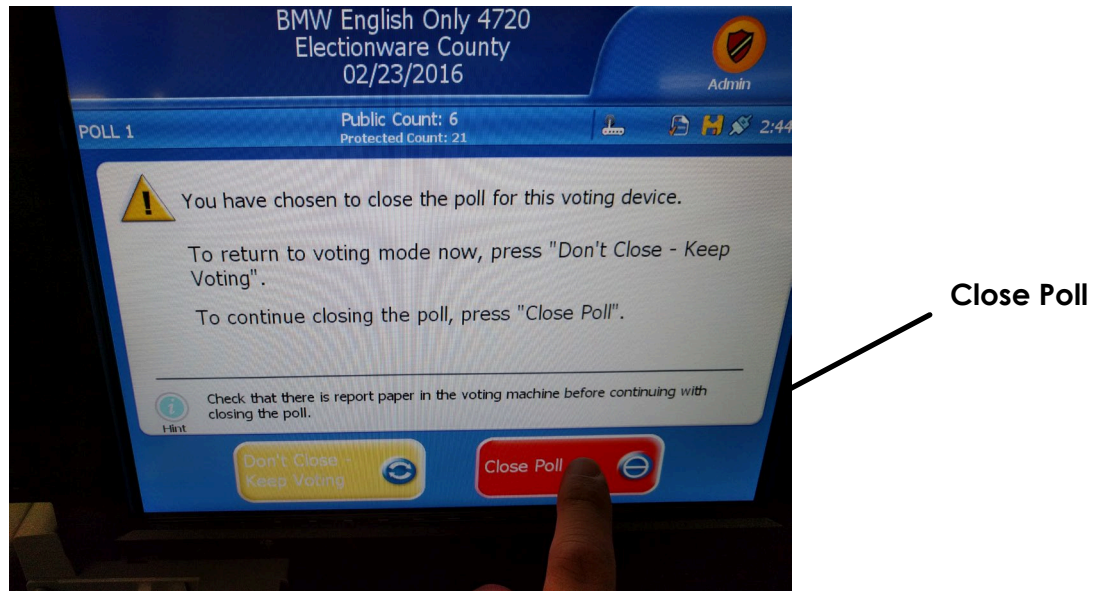


Step 2. Locate and press the “Close Polls” button.



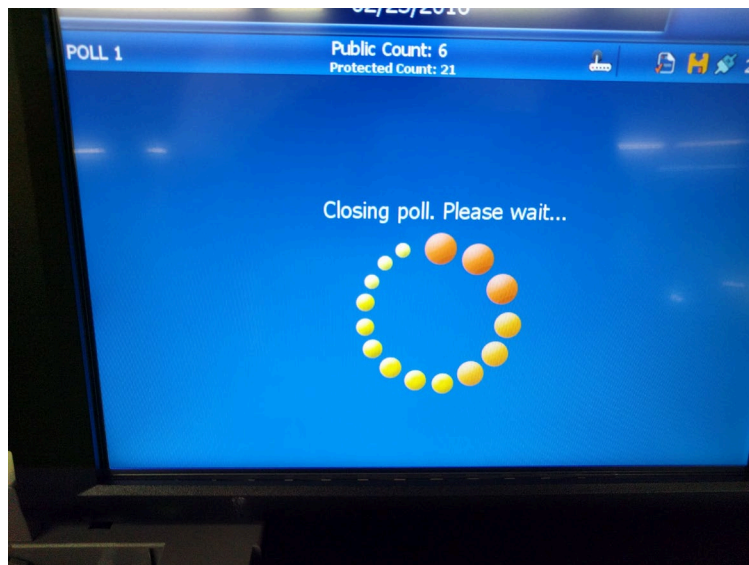
CLOSE POLL
BUTTON

Step 3. The DS-200 will display a confirmation message on the screen. To close the poll, press the red “Close Poll” button on the screen.



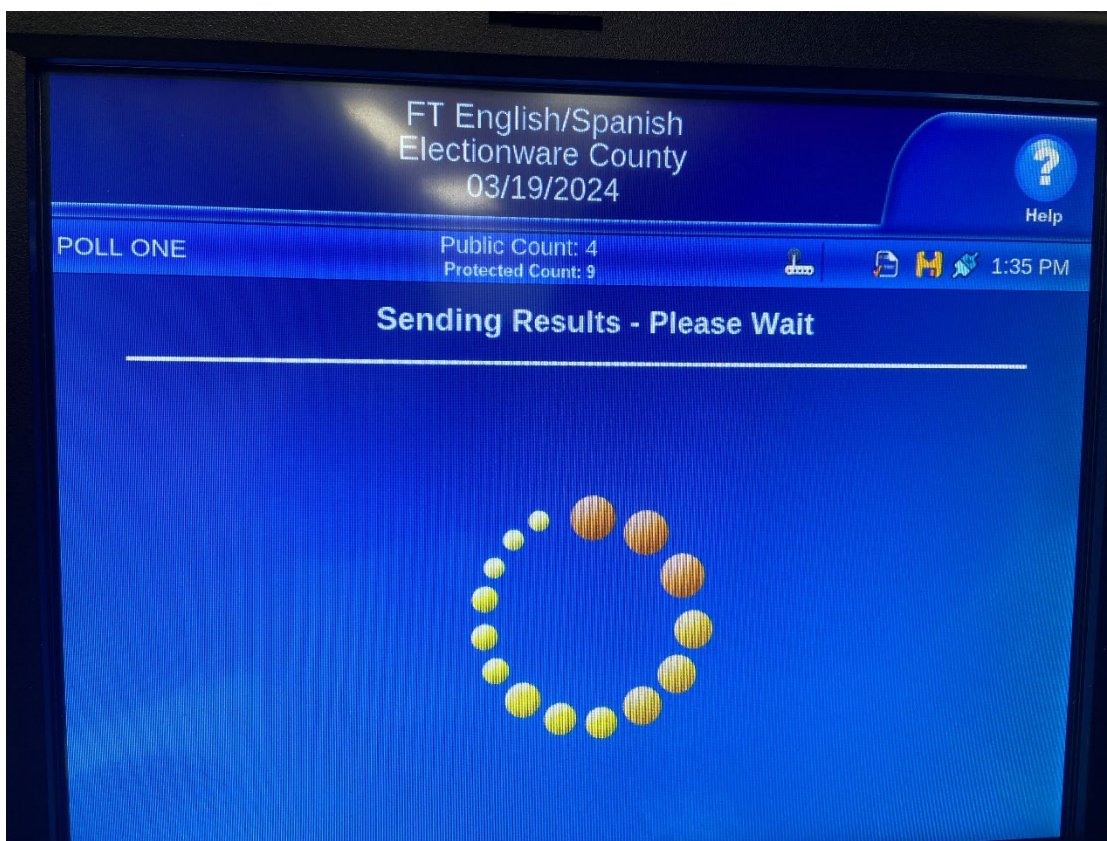
Step 4. A message will display showing that the DS-200 is printing the “Ballot Status Accounting Report” and the “Results Report”. Five (5) copies of the “Results Report” will print. All copies must be signed by the Moderator/Warden Clerk and two (2) Supervisors. As the results are printing, you should announce the results in a loud and clear voice. This is required under RI General Law 17-19-32.

Note: during the General Election a write-in report will print after the “results” tapes.



Step 5. TRANSMIT YOUR RESULTS

When the “Results Report” has finished printing (5) four copies, the screen below will appear as the DS-200 now automatically connects to the server to send your results.

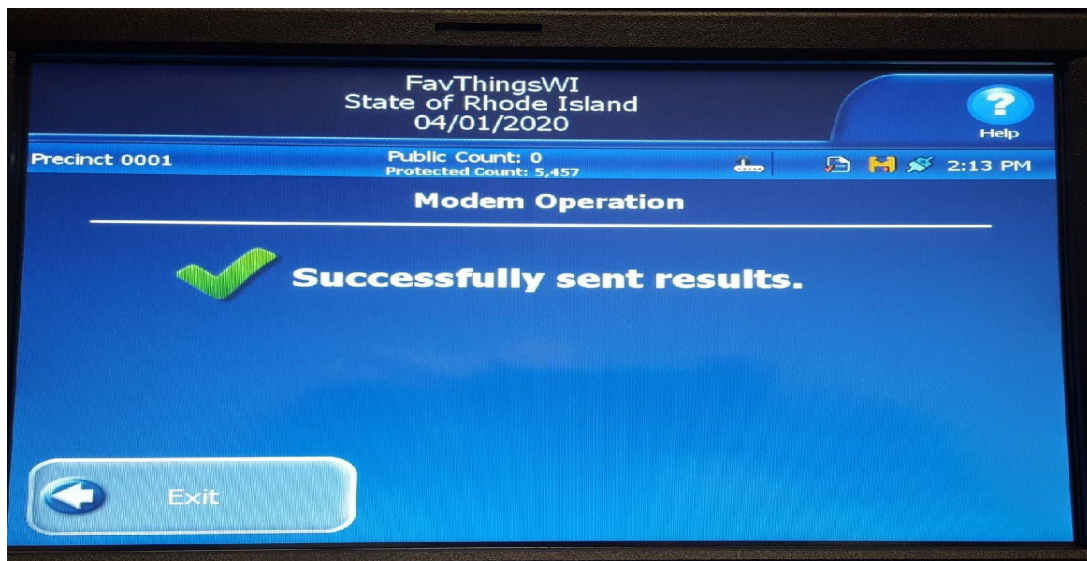


STEP 6. RESULTS SUCCESSFULLY SENT

Once the results have been transmitted successfully, the following screen will appear. Press "Exit" to return to the main screen

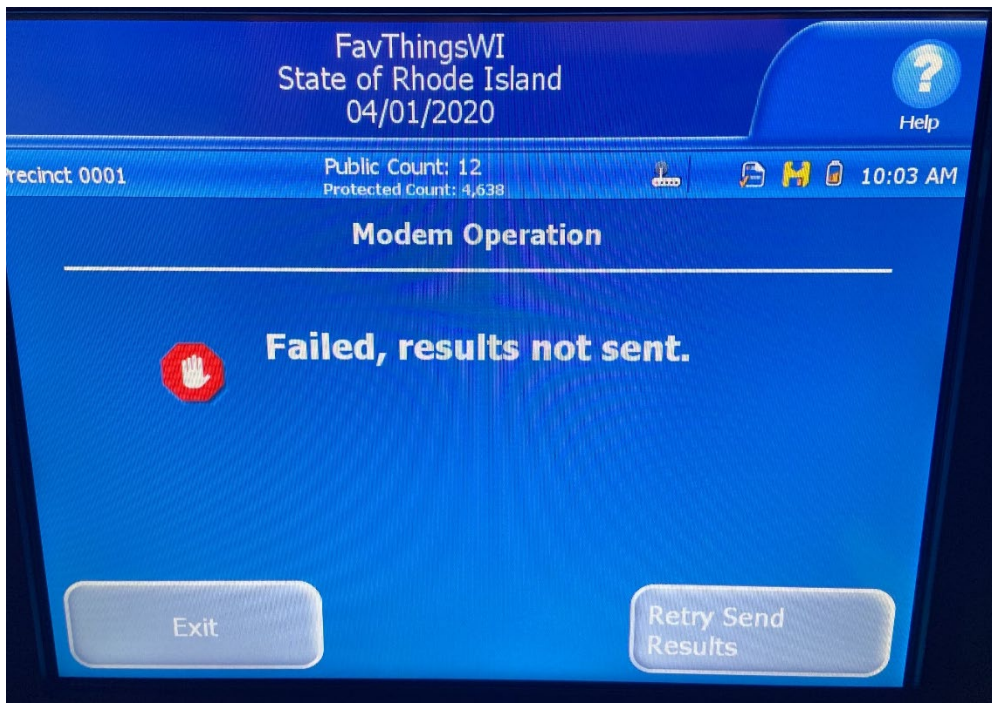
Note: It can take up to 3 minutes to send your results.

Please wait patiently for this process to complete.



ERROR MESSAGE APPEARS WHEN TRANSMITTING:

Occasionally, the DS-200 may have problems connecting to the server and sending your results. You will see this message on the screen when this occurs.



You will need to unplug your DS-200 and roll it over to a window. After positioning near a window, tap the “retry” button on the bottom right. Wait 3 minutes to see if the transmission is successful. If it has transmitted successfully continue on to Step 7.

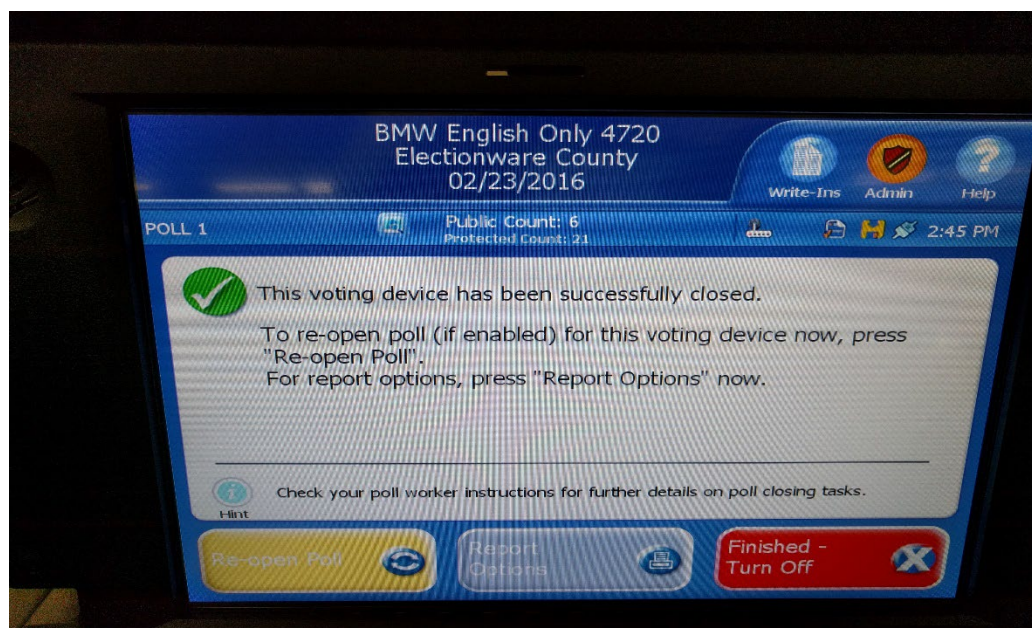
If you receive a failure message a second time, turn the DS-200 sideways in front of the window and tap “retry”. Wait 3 minutes to see if the transmission is successful. If that does not send the results, tap “exit” and continue on to Step 7. Please call your Board of Canvassers to let them know you have tried 3 times to transmit and were unsuccessful.

STEP 7. TURN OFF THE DS-200

Tap the red "Finished - Turn Off" button on the screen. The DS-200 will now begin to power down. The screen will show a gibberish code and a blue line on the bottom of the screen will go from blue to white.

The screen will turn completely black and the unit is now powered off.

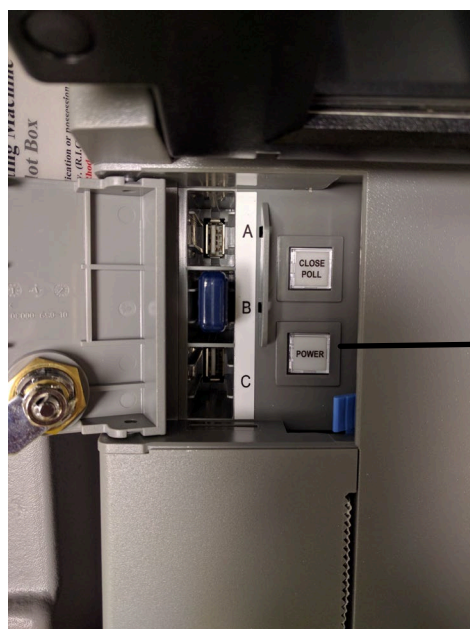
The power button and the close poll button will no longer be illuminated.



STEP 8. UNPLUG THE DS-200 AND PLACE THE CORD INSIDE THE REAR COMPARTMENT. LOCK THE DOOR WITH THE SILVER KEY.



STEP 9. REMOVE THE USB DRIVE IN THE COMPARTMENT THAT YOU ACCESSED TO CLOSE THE POLLS. CLOSE AND LOCK THE DOOR USING THE BLACK KEY.



USB Drive

Make sure
power button is
NOT lit!

STEP 10. BLUE POUCH WILL BE LABELED WITH YOUR PRECINCT NAME AND NUMBER. YELLOW SEAL IS STORED INSIDE OF THE POUCH. PLACE USB DRIVE AND SIGNED

OPENING/RESULTS TAPE INSIDE AND SEAL WITH YELLOW SEAL. MAKE SURE SEAL HAS BEEN RECORDED ON THE “SERIAL AND SECURITY SEALS CERTIFICATE”.



STEP 11. REMOVE THE VOTED BALLOTS

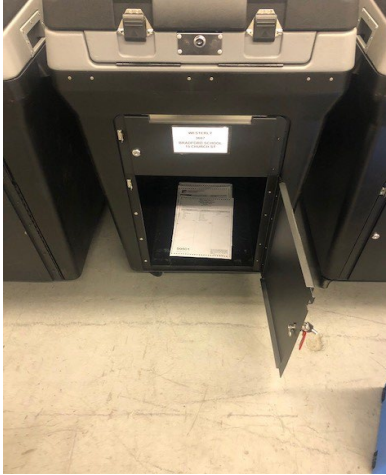
Now, you must remove the ballots from the DS-200. Use the Silver Key to open the voted ballot compartment on the front of the DS-200 (the lower compartment).



**Voted Ballot
Compartment**

STEP 12. REMOVE ALL THE BALLOTS FROM INSIDE THE BALLOT COMPARTMENT.

NOTE: Please verify all ballots have been removed before locking the compartment. It is a good rule of thumb to have someone double-check this bin.



STEP 13. PLACE ALL OF THE VOTED BALLOTS INTO YOUR METAL BALLOT SECURITY CASE. SEAL THE CASE WITH THE ORANGE SEAL PROVIDED BY THE BOARD OF CANVASSERS. MAKE SURE THE SEAL NUMBER IS RECORDED ON THE “SERIAL AND SECURITY SEALS CERTIFICATE”.

STEP 14. LOCK THE COMPARTMENT DOOR WITH THE SILVER KEY.



Step 15. Lower the screen to the DS-200 and lock it closed. Lower the case cover of the DS-200 and lock it. Engage the two latches on either side of the lock. Make sure the Voted Ballot Compartment and Emergency Ballot Compartment are locked. Place the DS-200 in a secure area.

Latch

Latch

Lock



Chapter 8

ExpressVote: A Guide for Moderators

WHAT IS THE EXPRESSVOTE MACHINE?

Every polling place is equipped with a device called the ExpressVote machine. This device is designed to assist a voter with disabilities to independently mark his or her ballot. The ExpressVote machine has the ability to read a ballot to a voter, and it can mark a ballot for a voter. It may be especially beneficial to a voter that is blind, who cannot read, or who has motor disabilities which make it difficult to mark a ballot with a pen. All voters are allowed to use the ExpressVote machine. A mix of voters should be offered the opportunity to vote using the ExpressVote machine.

FOLLOW THE START-UP/SHUT DOWN PROCEDURES BELOW ON ELECTION DAY

SETUP PROCEDURES

1. Remove the ExpressVote machine from the main compartment of the black padded carrying case. Remove the power cord and headphones from the side compartment of the case.



2. Plug the power cord into an outlet. Plug the other end of the power cord into the power connection port on the back of the ExpressVote machine. Insert the cord until you hear a click to ensure cord is secure.



The power cord only plugs into the ExpressVote machine one way (flat side up). Do not attempt to force the power cord into the ExpressVote unit.

Only plug the ExpressVote into a grounded, three-pronged electrical outlet or power strip. Plug only one ExpressVote into each outlet.

3. Lift out and extend the metal prop bar on the back of ExpressVote machine. Position the device so that it rests in an upright position at a slight angle.



4. Open the Access Door on the left side of the ExpressVote machine with the black barrel key. Verify that the keypad is plugged into the keypad port. Place the headphones and the keypad on a table so they are accessible for voters.



5. Verify the mode switch is set to "Voter", then flip the power switch to "On". The ExpressVote machine powers on and boots up (the device takes approximately three minutes to fully power on)



After the system initializes, enter the Election Security Code. Work as a team: one official enters the code as the other official watches the screen to avoid inadvertent entries. Press "Accept".

Note: If you enter the code incorrectly 3 times you will need to reboot the ExpressVote machine.

Using the black barrel key, you will open the left access compartment and power the unit to off. Slide the black cover above the power button to the right and remove the USB drive. Reinsert the USB drive and power the ExpressVote machine back on to reboot and restart the opening process.



6. Verify that the precinct number/name on the screen is correct and that the unit is receiving power. Press "Ok" Place the keypad cord so it threads through the circular opening at the top of access door. Close and relock the door.



Remove the keypad from the side and place it in the front of the ExpressVote machine. Plug the headphones into the port. Place a privacy booth around the ExpressVote machine and position the screen so it is facing away from public view. The ExpressVote machine is now ready for use.

ASSISTING A BLIND VOTER WITH THE EXPRESSVOTE MACHINE

Describe where the keypad is located to the voter, and where to insert his/her ballot. Also, inform the voter that each button has Braille text on it. Ask the voter if he/she would like you to insert the ballot into the ExpressVote Machine. Tell the voter that the scanning of the ballot will take about 30 seconds and that the ExpressVote machine will be silent during the scanning process. When the scanning process is complete, the ExpressVote machine will give the voter audio instructions over the headphones for completing his/her ballot. After the ExpressVote machine has marked the ballot, instruct the voter to reinsert the ballot into the ExpressVote machine and verify his/her selections over the headphones.

Note: if the voter is inserting the ballot, remind the voter the cut corner should be on the right.

ASSISTING THE VOTER WHO USES AN ADA DEVICE

If a voter is using an ADA device, the poll worker should:

- Insert the ballot for the voter,
- Read the following instructions to the voter:
“You have plugged in an ADA device. This allows you to navigate through your ballot using YES or NO inputs”.

When a screen is displayed, you may select “NO” to bypass that screen or “YES” to move to the first selectable choice on that screen. When you are on a selectable item of the screen, the item will be highlighted in yellow. Selecting

“NO” will move on to the next selectable item on the screen. Selecting “YES” will provide the same results as if you had clicked on that item.

When on a candidate or question, choice “YES” will select or deselect that candidate.

When on a “MORE” scroll bar, “YES” will cause the screen to scroll up or down as indicated.

When on a screen button, “YES” will invoke that action. For example, entering “YES” when the “ZOOM” is highlighted will cause the screen to zoom. Entering “YES” again will return the screen to non-zoomed mode.

Pressing “NO” at any time will move to the next highlighted item.

As you enter “NO” repeatedly, the highlight will move down the screen, across the bottom from right to left and then loop back to the top.

When you are done making selections on any given screen, enter “NO” repeatedly until the yellow highlight is on the “NEXT” button and then enter “YES” to move to the next screen.

TROUBLESHOOTING THE EXPRESSVOTE

This section contains common troubleshooting procedures and a description of error messages. Contact the Board of Canvassers or Board of Elections if you have a problem that is not described in this chapter. Make sure to document any issues on your “Discrepancy Report”.

EXPRESSVOTE WILL NOT POWER ON

Make sure the ExpressVote **machine** is plugged into a working outlet or power strip and the power button is turned to the “On” position. Try a different outlet if

necessary or verify the switch on the power strip is set to “On”. If the ExpressVote has an orange or yellow light illuminated on the front at the battery icon, this means it is operating on battery reserve power. Check your outlet or power strip to make sure it is working.

ERROR MESSAGES

The international symbol  may accompany various error messages. Follow the instructions on the screen for further information.

NOT READY FOR VOTING

The ExpressVote machine contains a USB stick that is housed in the side power compartment. Remove the USB stick and then reinsert as it may have come loose in shipping. If this does not correct the problem, contact your Board of Canvassers or Election Technician. **CANNOT RECOGNIZE BALLOT**

If you receive the message “Alert the card was not recognized” simply eject the ballot and then reinsert. Make sure that the corner-cut end is inserted first with the corner-cut on the right. If this does not correct the problem contact your Election Technician.

BALLOT IS JAMMED IN THE EXPRESSVOTE

Call your Election Technician for assistance.

EXPRESSVOTE DISPLAYS AN ERROR MESSAGE WHILE PRINTING/SPOILED BALLOT

If you encounter an error that causes a spoiled ballot, eject the ballot to the voter and **do not** look at the voter's selections.

Offer the voter these two options:

- Ask the voter if he/she would like to go to the Clerk's table where the Clerk will place the spoiled ballot in a bag marked “Void” and obtain a new ballot for the voter from the bipartisan pair of Supervisors.

- Or you may also give the voter the option of having the Moderator take the spoiled ballot to the Clerk to be voided and obtain a new ballot from the bi-partisan pair of Supervisors and bring the ballot to the voter.

PROBLEMS WITH AUDIO

If you cannot hear any audio from the headphones, make sure the volume is raised by tapping the volume button with the “+” sign. Also, make sure the headphone jack is inserted into the correct outlet. The correct outlet will have headphones symbol over it. If you still cannot hear anything over the headphones, the headphones may be damaged. Contact your Election Technician for assistance.

SYSTEM POWER

The ExpressVote machine contains a built-in power supply that operates from standard AC line voltages. It also includes batteries with sufficient capacity to allow the unit to continue to operate for at least **2 hours** after loss of AC power. Therefore, make sure the ExpressVote machine is plugged into an outlet using the supplied power cord. **Make sure that if you are using a power strip, you have turned the power strip on.**

When the system is powered up and the on/off switch is moved to the “OFF” position the ExpressVote machine will power down.

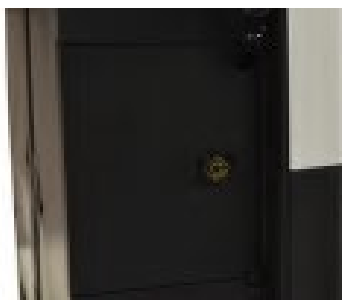
POWERING DOWN THE EXPRESSVOTE

1. Remove ExpressVote machine from privacy booth. Open Access Door with black barrel key, and flip power switch to “Off”. The screen will ask you if you are turning off the ExpressVote machine, tap “yes”.

-
2. The ExpressVote machine powers down (device takes approximately three minutes to fully power off).



-
-
3. Close and relock the Door



-
-
-
4. Close metal prop bar on back of Expressvote machine and position device so it rests in an upright position on its base.
5. Unplug the power cord from power connection port on the back of ExpressVote machine. Pull the release latch on cord to remove. Unplug the power cord from the power strip, then from the AC outlet.



6. Place the ExpressVote machine, and headphones into the main compartment of the black padded carrying case. Place the power cord into the side compartment of the case, then return case storage area containing the DS-200.

Chapter 9

VOTING RIGHTS AND CURRENT BEST PRACTICES WHEN WORKING WITH VOTERS WITH DISABILITIES

VOTING RIGHTS

THE RIGHT TO ASSISTANCE

Voters with disabilities have a right to assistance with reading and marking their ballot. The voter may request the assistance of a bipartisan pair of poll workers. Federal and State Laws also allow voters who are blind, disabled, or unable to read or write to bring a person of their choice into the voting booth for assistance. An affidavit must be completed by the voter and the person providing assistance. Details on voting with assistance can be found in Chapter 6 of this Poll Worker Manual.

THE RIGHT TO ASSISTIVE TECHNOLOGY

Every polling place is required to have an accessible voting system. Rhode Island uses the ExpressVote machine voting system. The ExpressVote machine has the ability to read and mark a ballot for the voter. This machine affords many individuals with disabilities the opportunity to vote privately and independently. Details on the ExpressVote machine may be found in Chapter 8 of this Poll Worker Manual.

THE RIGHT TO AN ACCESSIBLE POLLING PLACE

The law requires that every polling place be situated in a building that can be entered and exited by people who have disabilities. Narrow pathways can impede access for voters with disabilities. Make sure that paths in the polling place are wide enough for voters in wheelchairs to pass. Loose carpeting, upturned floor mats, or wiring may pose a threat to any voter so ensure that paths are clear of these items. If you notice any access barriers at your polling place such as lack of accessible parking or problems with the path of travel, notify the Moderator.

THE RIGHT TO REASONABLE ACCOMMODATIONS

Voters with disabilities have a right to reasonable accommodations while voting. If there is a voter in the line with an obvious disability and it appears that standing in line would cause the voter severe discomfort, the Moderator may offer the voter the chance to go to the front of the line. Other examples of accommodations include providing the voter a chair while waiting in line or allowing the voter extra time to vote if needed due to a disability. Details on disability and standing in line can be found in Chapter 6 of this Poll Worker Manual.

THE RIGHT TO CAST A PROVISIONAL BALLOT

No one should be turned away at the polls. All voters, including voters with disabilities, have the right to request a Provisional Ballot if they believe they are a qualified, registered voter and their name cannot be found on the voter list or if they do not bring an acceptable photo ID to the polling place. Details on Provisional Ballots may be found in Chapter 5 of this Poll Worker Manual and details on Voter ID can be found in Chapter 6 of this Poll Worker Manual.

HIDDEN DISABILITIES AND VOTERS WHO APPEAR TO HAVE OTHER DISABILITIES

Try not to assume a person needs assistance. Offer assistance first. Exercise patience use straight forward language and concrete examples. Demonstrate when appropriate. Check with the voter to make sure that he or she understands your instructions. Many disabilities are hidden including Anxiety, Depression or Autism. Since polling places are busy many people can become overwhelmed. If any voter becomes anxious or upset, be patient, speak in a normal voice, and calmly explain yourself. If appropriate, offer to move to a quieter location to speak with the voter.

When you encounter a voter with a speech impairment, do your best to understand what the person is trying to say. If you do not understand what the person is saying, politely bring this to his/her attention. You should not give the impression you understand when you do not. If you cannot understand what the voter is saying ask whether the voter could write down his/her question.

Chapter 10

EMERGENCY PROCEDURES

Emergency Procedures

Refer to this section for important information on procedures if there is an emergency in the polling place on Election Day.

During Election Day at the polling place it is important that you know what to do in case of an emergency, such as a fire alarm or power outage. Use the information provided in this section to ensure the safety of election officials and voters, and to take certain steps to secure the voting equipment and supplies if possible.

Situations

The most important thing to remember in case of an emergency is the safety of everyone in the polling place. Make sure everyone is able to get out of the building safely, if necessary. These procedures contain basic instructions that election officials can follow to secure the voting equipment and ballots if it can be done safely.



Fire

In the event of a fire or fire alarm in the building, immediately evacuate the building and contact local emergency personnel to report the fire or alarm, and then contact your local board of canvassers. If possible, before evacuating, the Warden/Moderator should secure the head of the power cord of the voting machine inside the back panel and take the keys to the voting machine outside. Once it is safe to re-enter the building, the Warden/Moderator should plug the voting machine into a wall power outlet and allow voting to resume. Note the incident on the Discrepancy Report, which can be found in your election supplies.



Power Outage

If there is a power outage at your polling place, contact the local Board of Canvassers immediately. If the building you are located in has sufficient emergency lighting or windows to allow sunlight in, then operate the precinct using the emergency ballot compartment until the Board of

Canvassers or the Board of Elections arrives on-site to provide further instructions. If the power outage occurs at night, and there is not enough emergency lighting to work, then the Warden/Moderator must suspend voting until the Board of Canvassers or Board of Elections arrives to provide instruction.



Flooding

If your polling place is flooded, attempt to place all election supplies, including ballots and voting lists in a safe area so that they are not damaged by water. The Warden/Moderator should unplug the voting machine if it can be done safely, and lock the head of the power cord in the back panel of the voting machine and hold onto the keys. All election officials and voters should evacuate outside if necessary and the Warden/Moderator should call the Board of Canvassers and inform them of the emergency. The Board of Canvassers or Board of Elections will provide further instructions when they arrive.



Crime

If a crime takes place in your polling place (i.e. an assault), inform the on-site police officer or contact the local police department immediately to report the incident, and then contact your local Board of Canvassers. Continue to operate the precinct as normally as possible until the Board of Canvassers or Board of Elections staff arrives to provide further instruction.

Know Your Evacuation Routes

Before reporting for work on Election Day, take time to become familiar with the emergency evacuation routes from the area of your assigned precinct. Many streets and intersections have evacuation route signage. This could be essential in the event of an emergency, such as a powerful storm or heavy snowstorm. Also remember to become familiar with the location of all exits in the building your polling place is in.

Such knowledge will be vital in case of a fire or other type of emergency where a quick evacuation is needed.

Chapter 11

GLOSSARY

Black Key – Barrel key used to unlock the DS-200 screen and access the USB Drive compartment. Key is also used to unlock the access door of the ExpressVote.

Blue Supply Box – Will be in your polling place in the morning. The sealed Blue Box in which all ballots, ballot applications, election forms, and election supplies are delivered to the polling place. All unused ballots, ballot applications, election forms, and all election supplies (ball-point pens, ballot pens, magnifying glass, etc.) should be sealed in the Blue Election Supply Box at the close of the polling place.

Blue USB Drive Pouch- stores the USB drive after the election. Sealed with a yellow seal found in the pouch.

Clerk – handles ballots and ballot accounting.

Disaffiliation – Also known as a “Change of Party Designation” form, this is used at the polls or at the canvassing office which allows a voter to withdraw from his/her registered party. Disaffiliation does not take effect until 30 days *after* the form is submitted to the Warden/Moderator or at the canvassing office.

DS-200 – the model name of the voting machine, which is manufactured by Election Systems & Software, based in Omaha Nebraska.

Emergency Ballot Compartment – section at the front of the voting equipment which is used to accept ballots while voting equipment is awaiting repair by a BOE technician or power is restored to the polling place.

Election Certificate – special document completed by the Clerk at the opening of the polls and at the closing of the polls. The morning portion certifies the Zero Report and readiness of the DS-200. The closing portion verifies the Results Report and accounting of all ballots and Poll Pads check-ins. Must be signed by Moderator, Clerk, and two Supervisors.

ExpressVote- a device designed to assist voters with disabilities to independently mark their ballot in the polling place.

Serial and Security Seal Certificate-certificate which lists the serial and seals numbers on the equipment sent to the polling location. These numbers are verified by the Clerk and Moderator prior to the polls opening. New serial and seals numbers are recorded by the Clerk on this form at the close of the polls.

Gold Key – the key to the Red Provisional Ballot Bag.

Moderator – poll worker responsible for the polling place. (referred to as Warden in cities)

Party Checker – a representative from a political party who is present at the polling place on election/primary day and who must register with the local canvassing board in advance. Party checkers typically track which voters in a particular voting district have turned out to vote as the day progresses. Party checkers are NOT poll workers and therefore are NOT allowed into the Voting Area unless they are voting themselves.

Polling Place Diagram – document sent to the polling place in the Blue Supply Bin which serves as a guide to poll workers as to where the tables, voting booths, and voting equipment should be set up in the polling place. It also indicates a gray area known as the *Voting Area*, in which only the election officials and voters are allowed.

Precinct Poll Pads – Electronic device issued by the Board of Elections which includes ALL eligible voters in the *precinct* who registered 30 days or more prior to the election/primary. This electronic device also contains all the registered voters in the State of Rhode Island.

Red Supply Box-Sealed red box in which Poll Pads are stored in the green cases with one MiFi and delivered to the polling location. At the close of the polling location the Poll Pads are returned to the cases and with the MiFi are stored in the sealed Red Supply Box.

Red Provisional Ballot Bag– lockable bag in which Provisional Ballots are stored throughout the day and transported to the Board of Canvassers after the poll has closed.

Red Tie Seal – Used to seal the Ballot Security Case.

Supervisors – poll workers responsible for affixing all signs and posters in the morning. Also, process voters as they approach the Supervisors' tables, matching the voter's name on the precinct poll book. They remove all posters and signs at the closing of the polls, fold-up voting booths, and assist the Moderator as needed.

Secrecy Sleeve – blue folder issued by the Supervisor and used by the voter to shield his/her ballot from the view of others in the polling place.

Secure Designated Area – the area designated by the Board of Elections or the local canvassing board as being secure for overnight storage of the voting equipment before the polling place opens and after the polling place closes. Equipment should be left in the same area it was found in the morning.

Silver Key – Used to access the regular ballot box and emergency ballot box of the DS-200.

Totals Report – printed by the DS-200 when it is totaled at the close of the polling place. **Four** copies of this report are printed automatically, and all copies must be signed by the Moderator, Clerk, and two (2) Supervisors.

USB Drive – removable USB memory stick installed in the DS-200 which stores the vote totals. The USB Drive is delivered by the Moderator and Clerk with other election returns to the local canvassing office after the results have been wirelessly transmitted and the polling place has been closed.

Voting Area – the grayed area on the Polling Place Diagram, which is typically behind the poll worker tables. This area is for voters and election officials (poll workers, the board of elections, the board of canvassers) ONLY.

Voting Equipment – the term used to describe the voting machine or the ExpressVote machine.

Warden – poll worker responsible for the polling place. (referred to as Moderator in towns)

Write-in Report- Used in a general election only. This report prints automatically after the four (4) Totals Report. This is placed in the Board of Canvassers' return envelope.

White Vinyl Bag – a white-labeled bag which may be used to carry voted ballots and/or other returns to the local canvassing office after the closing of the polling place.

Zero Report – report printed upon starting the DS-200 in the morning before the polling place opens. This report should list zero counts for all candidates and issues and should NOT be detached from the DS-200 until the polling place closes.

Chapter 12

BOARD OF CANVASSERS CONTACT INFORMATION

Board of Canvassers		UPDATED 07/28/24	
Barrington Town Hall 283 County Road Barrington, RI 02806 Meredith Desisto, Town Clerk Email: mdesisto@barrington.ri.gov Hours 8:30-4:30	# 247-1900 x301 Fax 247-3765	Bristol Town Hall 10 Court Street Bristol, RI 02809 Melissa Cordeiro, Town Clerk Email: mcordeiro@bristolri.gov Hours 8:30-4:00	# 253-7000 Fax 253-2647
Burrillville Town Hall 105 Harrisville Main Street Harrisville, RI 02830 Vicki Martin, Town Clerk Email: vmartin@burrillville.org Hours M-W 8:30-4:30, Th 8:30-7PM, F 8-12:30	# 568-4300 x133 Fax 568-0490	Central Falls City Hall 580 Broad Street Central Falls, RI 02863 Attn: Alberto Deburgo, City Clerk Email: adeburgo@centralfallsri.us Hours 8:30-4:30	# 616-2414 BOC'S # 616-2421 Fax 727-7406
Charlestown Town Hall 4540 South County Trail Charlestown, RI 02813 Attn: Amy Weinreich, Town Clerk Email: arweinreich@charlestownri.org Hours 8:30-4:30	# 364-1200 Fax 364-1238	Coventry Town Hall 1670 Flat River Road Coventry, RI 02816 Attn: Lori Anderson, Clerk Email: landerson@coventryri.org Hours 8:30-4:30	# 822-9150 Fax 822-9132
Cranston City Hall 869 Park Avenue Cranston, RI 02910 Attn: Nick Lima, Registrar, Dir. of Elections Email: nlima@cranstonri.gov Hours 8:30-4:30	# 780-3128 Fax 780-3125	Cumberland Town Hall 45 Broad Street Cumberland, RI 02864 Attn: Sandra Giovanelli, Town Clerk Email: sgiovanelli@cumberlandri.org Hours 8:30-4:30	# 475-9010 Fax 724-1103
East Greenwich Town Hall PO Box 111,125 Main St. East Greenwich, RI 02818 Attn: Elaine Vespia, Town Clerk Email: evespia@eastgreenwichri.com Hours 8:30-4:30	# 886-8603 Fax 886-8625	East Providence City Hall 145 Taunton Avenue East Providence, RI 02914 Attn: Leslie Shattuck-Moore, Canvassing Admin. Email: lshattuck-moore@eastprovidenceri.gov Hours 8:00-4:00	# 435-7503 Fax 563-4333
Exeter Town Hall 675 Ten Rod Road Exeter, RI 02822 Attn: Mary B. Hall, Clerk Email: canvassers@exeterri.gov Hours 9:00-4:00 Canvassing Hrs 9:00-12:00 Tuesday only	# 294-2287 or 294-3891 Fax 295-1248	Foster Town Hall 181 Howard Hill Road Foster, RI 02825 Attn: Susan Dillon, Town Clerk Email: sdillon@townoffoster.com Hours: 8:30-5:30 Mon-Thur only	# 392-9200 x116 Fax 702-5010
Glocester Town Hall 1145 Putnam Pike, PO Box B Chepachet, RI 02814 Attn: Jean Fecteau, Town Clerk Email: JeanFecteau@glocesterri.org Hours 8:00-4:30	# 568-6206 Fax 568-5850	Hopkinton Town Hall 1 Townhouse Road Hopkinton, RI 02833 Attn: Marita Murray, Town Clerk Email: marita.murray@hopkintonri.gov Hours 8:30-4:30	# 377-7777 Fax 377-7788

Board of Canvassers			
Jamestown Town Hall 93 Narragansett Avenue Jamestown, RI 02835 Attn: Keith Ford, Deputy Town Clerk Email: kford@jamestownri.net Hours 8:00-4:30		Johnston Town Hall 1385 Hartford Avenue Johnston, RI 02919 Attn: Cinzia Travisono Email: ctravisono@johnston-ri.us Hours 8:30-4:30	
# 423-9801 Fax 423-7230		# 553-8856 Fax 553-8835	
15		16	
Lincoln Town Hall PO Box 100, 100 Old River Road Lincoln, RI 02865 Attn: Lillian Silva, Town Clerk Email: lsilva@lincolnri.org Hours 9:00-4:30		Little Compton Town Hall 40 Commons, PO Box 226 Little Compton, RI 02837 Attn: Carol Wordell, Town Clerk Email: cwordell@littlecomptonri.org Hours 8:00-4:00	
# 333-8453 Fax 333-3648		# 635-4400 Fax 635-2470	
17		18	
Middletown Town Hall 350 East Main Road Middletown, RI 02842 Attn: Wendy J.W. Marshall, Town Clerk Email: wmarshall@middletownri.com Hours 8:00-4:00		Narragansett Town Hall 25 Fifth Avenue Narragansett, RI 02882 Attn: Janet Tarro, Town Clerk Email: jtarro@narragansett-ri.gov Hours 8:30-4:30	
# 849-5540 Fax 845-0406		# 782-0623 Fax 783-9637	
19		20	
Newport City Hall 43 Broadway Newport, RI 02840 Attn: Hugh Moren, Election Administrator Email: hmoren@cityofnewport.com Hours 8:30-4:30		New Shoreham Town Hall PO Box 220 New Shoreham, RI 02807 Attn: Millie McGinnes, Town Clerk Email: mmcginnes@newshorehamri.gov Hours 9:00-3:00	
# 845-5384 Fax 848-5750		# 466-3201 Fax 466-3219	
21		22	
North Kingstown Town Hall 100 Fairway Drive North Kingstown, RI 02852 Attn: Kerry Rollinson, BOC Supervisor Email: krollinson@northkingstownri.gov Hours 8:30-4:30		North Providence Town Hall 2000 Smith Street North Providence, RI 02911 Attn: Denise Vasques, Director Email: bocdirector@northprovidenceri.gov Hours 8:30-4:30	
# 294-3331 x128 Fax 583-4140		# 232-0900 x1230 Fax 719-1609	
23		24	
North Smithfield Town Hall 83 Green Street North Smithfield, RI 02896 Attn: Joanne Buttie, Town Clerk Email: jbuttie@nsmithfieldri.org Hours M-F 8:00-4:00, Th 8-7pm, Fri 8-12		Pawtucket City Hall 137 Roosevelt Avenue Pawtucket, RI 02861 Attn: Ken McGill, Registrar Email: kmcgill@pawtucketri.com Hours 8:30-4:30	
# 767-2200 X 326 Fax 356-4057		# 722-1637 Fax 728-8932	
25		26	
Portsmouth Town Hall 2200 East Main Road Portsmouth, RI 02871 Attn: Jacqueline Schulz, Registrar of Voters Email: jschulz@portsmouthri.gov Hours 9:00-4:00		Providence City Hall 25 Dorrance Street Providence, RI 02903 Attn: Michael Narducci, Administrator Email: mnarducci@providenceri.gov Hours 8:30-4:30	
# 683-3157 Fax 683-2107		# 680-5530 Fax 421-9397	
27		28	

Board of Canvassers	
<p>Richmond Town Hall # 539-9000 5 Richmond Townhouse Road Fax 539-1089 Wyoming, RI 02898 Attn: Erin Liese, Town Clerk Email: townclerk@richmondri.com Hours 9:00-4:00</p>	<p>Scituate Town Hall # 647-2822 PO Box 328 195 Danielson Pike Fax 647-7220 North Scituate, RI Attn: Gloria Taylor, Canvassing Clerk Email: gtaylor@scituateri.org Hours 8:30-4:00</p>
<p>Smithfield Town Hall # 233-1000 x111 64 Farnum Pike Fax 232-7244 Smithfield, RI 02917 Attn: Lyn Antonuccio, Town Clerk Email: lantouccio@smithfieldri.gov Hours 8:30-4:30</p>	<p>South Kingstown Town Hall 180 High Street # 789-9331 x1232 Wakefield, RI 02879 Fax 788-9792 Attn: Susan Flynn, Town Clerk Missy Durkin-Couture, x1231 Email: sflynn@southkingstownri.gov Hours 8:30-4:30</p>
<p>Tiverton Town Hall # 625-6703 343 Highland Road Fax 625-6705 Tiverton, RI 02878 Attn: Sarah Urshan, Canvassing Clerk Email: canvassers@tivertonri.gov Hours: 8:30-4:00</p>	<p>Warren Town Hall # 245-7340 X4 514 Main Street Fax 245-7341 Warren, RI 02885 Attn: Sandra Speroni, Town Clerk Email: ssperoni@townofwarren-ri.gov Hours: 9:00-4:00</p>
<p>Warwick City Hall # 921-9523 3275 Post Road Fax 732-3439 Warwick, RI 02886 Attn: Krista Tracy, Director of Elections Email: Krista.M.Tracy@warwickri.gov Hours: 8:30-4:30</p>	<p>Westerly Town Hall # 348-2503 45 Broad Street Fax 348-2571 Westerly, RI 02891 Attn: Mary O'Bryan, Registrar/Clerk to BOC Email: mobryan@westerlyri.gov Hours: 8:30-4:30</p>
<p>West Greenwich # 392-3800 x100 280 Victory Highway Fax 392-3805 West Greenwich, RI 02817 Attn: Shirley Desautels, Canvassing Clerk Email: BOC@wgtownri.org Hours: 8:30-4:00</p>	<p>West Warwick Town Hall # 822-9201 1170 Main Street Fax 822-9266 West Warwick, RI 02893 Attn: Colleen Crowley, Canvassing Clerk Email: ccrowley@westwarwickri.org Hours 8:30-4:30</p>
<p>Woonsocket City Hall #767-9221 169 Main Street Fax 767-9226 Woonsocket, RI 02895 Attn: Giana Savastano, BOC Manager Email: gsavastano@woonsocketri.org Hours 8:30-4</p>	<p>Rhode Island Department of State (ri.gov) Directory of City and Town Officials with updates & changes. and a link to their web site.</p>