



2026 OFFICIAL POLL WORKER MANUAL



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Welcome Rhode Island Poll Workers,

Thank you for your commitment to supporting democracy and serving your community. As a poll worker for the State of Rhode Island, you play a vital role in ensuring our elections are fair, accessible, and secure. Your dedication helps uphold the integrity of the electoral process and ensures that every eligible voter has a meaningful opportunity to make their voice heard.

This manual is your comprehensive guide to election day. Inside, you will find the information, procedures, and best practices you need to carry out your responsibilities with confidence and care. Whether you are returning for another election cycle or joining us for the very first time, we are glad you are here. Your service truly makes a difference in the State and beyond.

We encourage you to review this guide thoroughly and refer to it throughout your service. Should you need assistance, your local Board of Canvassers and election officials are here to support you.

Together we make democracy work.

With gratitude,

A handwritten signature in black ink, reading 'Miguel J. Nuñez'.

Miguel J. Nuñez
Executive Director

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.

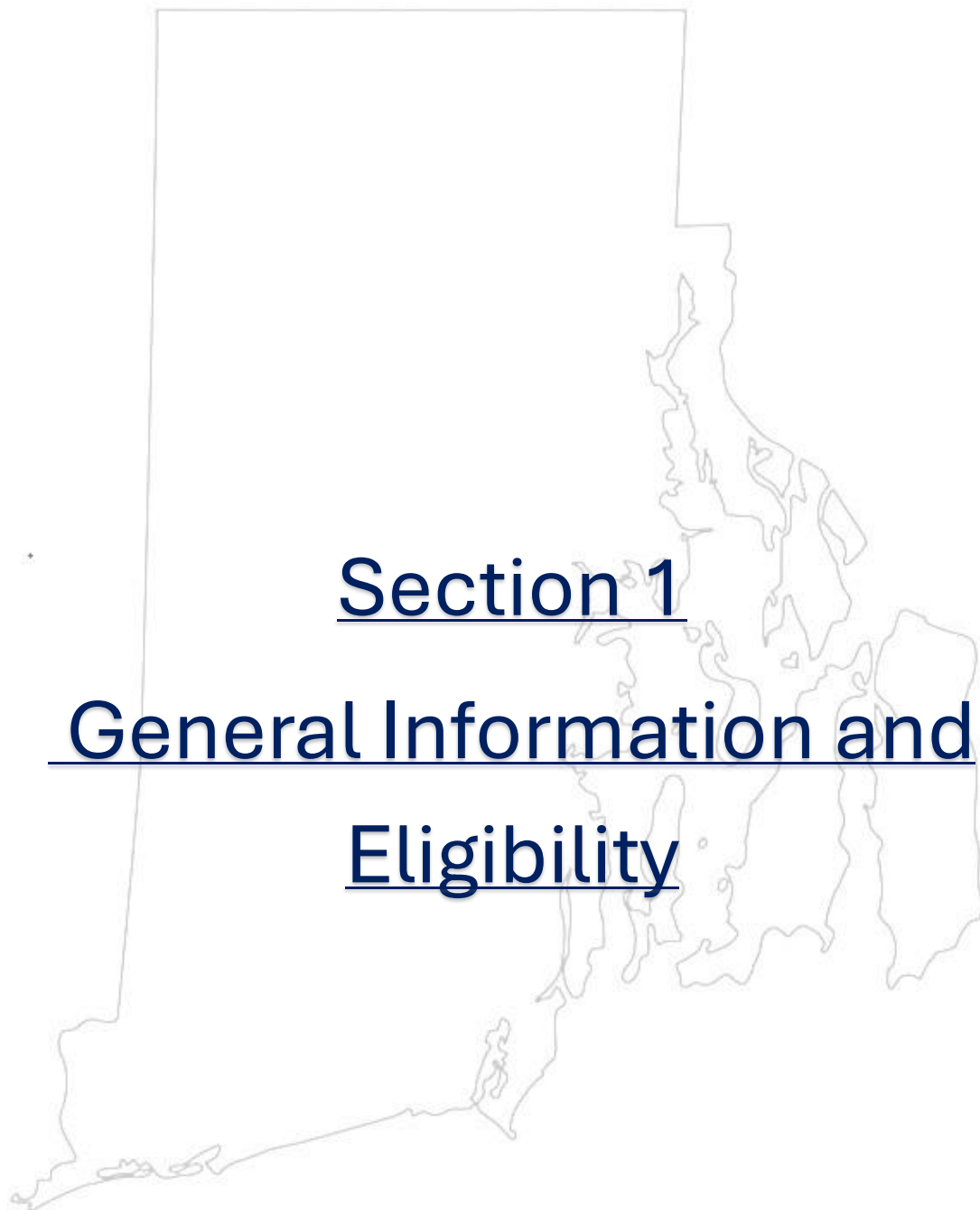
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Section 1

General Information and

Eligibility

Election Day Rules & General Information



POLLING PLACE HOURS

- Poll workers **arrive** at 6 am
- Poll workers **finish** at around 9pm
- Polls **open** at 7 am*
- Polls **close** at 8 pm

Any voter in line by 8:00pm must be allowed to vote.

***Special Note for New Shoreham:** Presidential Preference Primary opens at 12:00pm. All other elections opens at 9:00am.



VOTING FOR POLL WORKERS

Plan ahead!

If you are working the polls on Election Day, you cannot leave the polling place to vote.

Working at your local polling place?

➡ You can vote right there during a slow time.

Working somewhere else?

- ➡ You must vote **before** Election Day.
- **Option A:** Vote early in person.
 - **Option B:** Mail-in your ballot. (Request it from the RI Department of State at least **21 days before** the election).



MEALS & BREAKS

Your comfort matters! Because **you cannot leave the polling place during your shift**, please plan accordingly:

- **Food & Drinks:** Check with your local Board of Canvassers to see if meals are provided. Bring plenty of your own food, snacks, and non-alcoholic drinks.
- **Medications:** Don't forget to pack any necessary medications for the day.
- **Breaks:** Moderator will assign your break times throughout the day.

Thank you for your service! Your commitment ensures every eligible RI voter can vote with confidence.



PHONE & DEVICE RULES

Keep the focus on voters, but feel free to use your tech **during down-time**:

- **Official Business:** You can use your phone anytime for official election work.
- **Personal Use:** Texting, reading, and using apps are totally fine **only during quiet moments when no voters are around**.
- **The Golden Rule:** Your devices must never distract you from your duties or disrupt the polling place.



DRESS CODE & NEUTRALITY

Dress professionally but comfortably, and keep the environment neutral.

- **What to Wear:** Business casual or nice jeans.
- **What to Avoid:** Sweatpants, t-shirts, and lounge clothes.
- **Pro-Tip:** Temperatures change! Dress in layers and bring a sweater or jacket.
- **Stay Neutral:** Absolutely no political messages, candidate names, or campaign clothing/accessories allowed.



Note: Televisions inside the polling place must remain turned off.



PROFESSIONAL CONDUCT & NEUTRALITY

To keep the election fair, all poll workers must remain strictly neutral and professional.

- **No Political Talk:** Do not comment on candidates, parties, or issues.
- **Respect Voter Choice:** Never try to influence, persuade, or sway a voter's decision.
- **Focus on Service:** Be alert, helpful, and courteous, and assist voters promptly.

Poll workers are expected to follow procedure, treat every voter and visitor with dignity, respect and courtesy to ensure a positive experience at the polls and remain calm and neutral in all circumstances.

RHODE ISLAND POLL WORKER ELIGIBILITY REQUIREMENTS





1. VOTER STATUS

MUST BE A REGISTERED VOTER IN RHODE ISLAND





2. LITERACY

MUST BE ABLE TO READ THE STATE CONSTITUTION IN ENGLISH & WRITE YOUR OWN NAME



3. CANDIDACY

CANNOT BE A CANDIDATE FOR PUBLIC OFFICE



4. MUNICIPAL EMPLOYMENT

DURING A PRIMARY, MUNICIPAL EMPLOYEES CANNOT WORK IN THEIR EMPLOYMENT LOCATION (TEACHERS EXCEPTED)

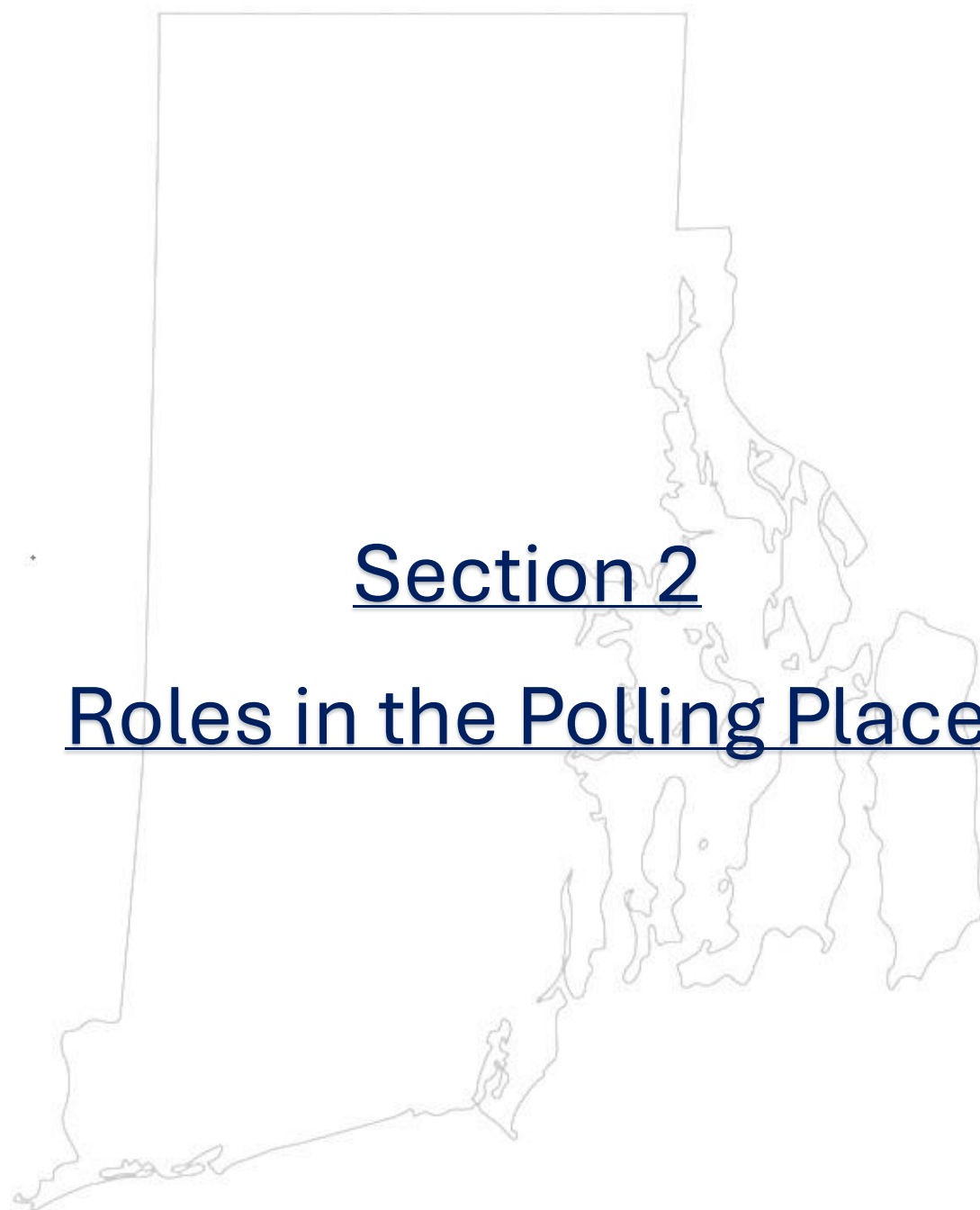




5. CRIMINAL RECORD

NO CONVICTIONS OR GUILTY/NOLO CONTENDERE PLEAS FOR CRIMES INVOLVING MORAL TURPITUDE OR ELECTION LAW VIOLATIONS (DEFERRED/SUSPENDED SENTENCE)





Section 2

Roles in the Polling Place

Election Day Team

Support your fellow poll workers, work together for a successful election day!

Poll Worker Roles & Responsibilities

MODERATOR

= Polling Place Manager

- Oversees the polling place
- Distributes supplies to poll workers for their respective roles
- Assigns supervisors in bipartisan pairs
- Responsible for DS200/DS300 and ExpressVote machines
- Assists voters with machines as needed
- Coordinates poll worker breaks
- Reports issues (including campaigning within 50 ft zone) to the Board of Canvassers
- Maintains order
- Oversees opening and closing of the poll
- Completes all necessary paperwork and dismisses poll workers after close

CLERK

= Polling Place Troubleshooter & Ballot Custodian

- Verifies seals, certificates, all polling place documents & ensures correct filing
- Assists Moderator with marking the 50 ft zone outside the polling place
- Maintains control of all ballots inside the blue supply box
- Processes Provisional Ballots and assists with the Voter Affirmation Process (e.g., name/address changes)
- Accounts for all ballots listed on the Election Certificate
- Signs opening and closing reports

SUPERVISOR

= Voter check-in & poll pad specialist

- Sets up and assigns Poll Pads
- Hangs all required posters and signage
- Checks in voters by looking up each voter in the Poll Pad, verifies ID, and confirms correct polling place
- In a primary, identifies the voter's party affiliation
- After voter signs Poll Pad, announces name and address clearly for party checkers
- All voter interactions must be conducted in bipartisan pairs (as assigned by Moderator)

GREETER

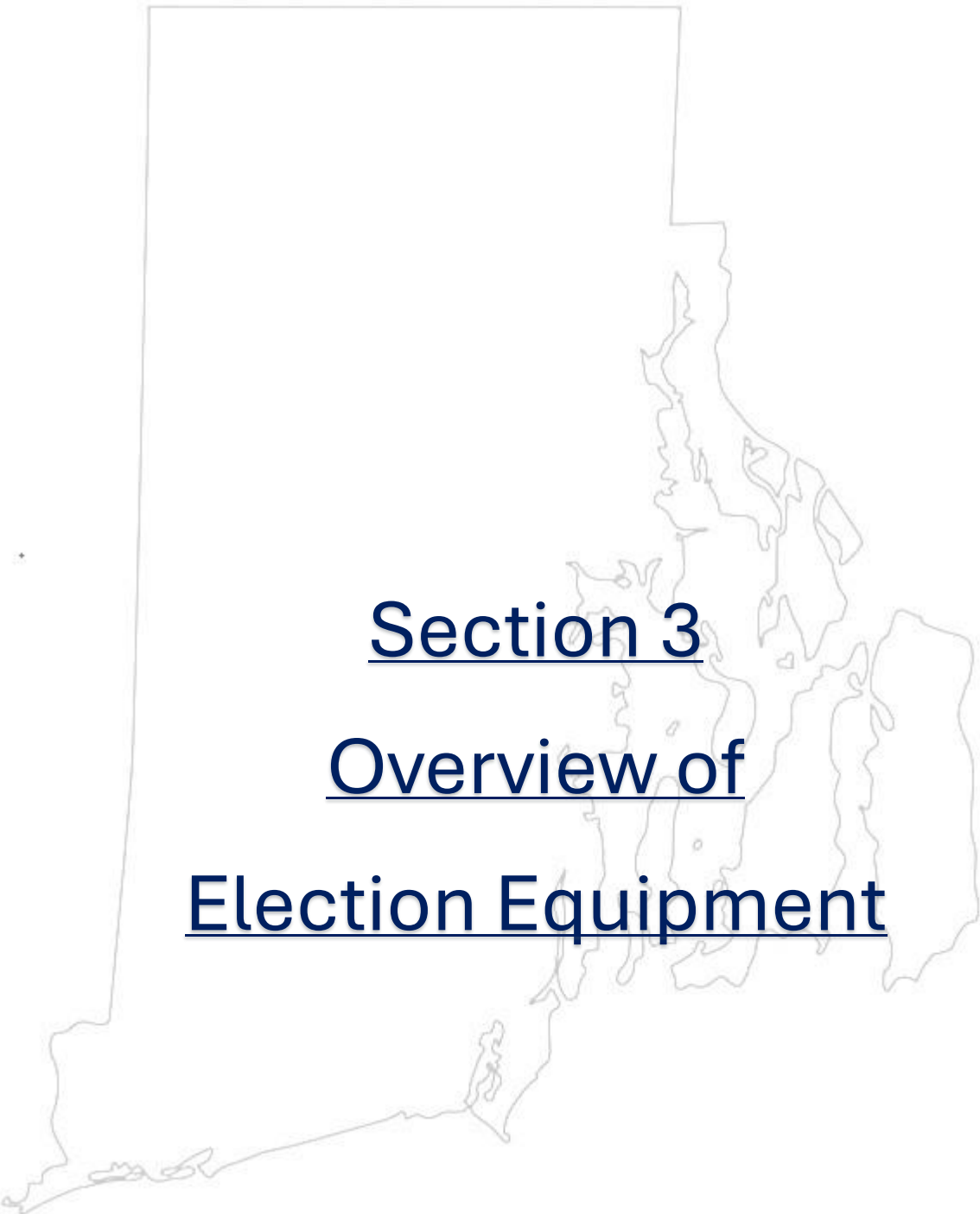
- Stands at the polling place entrance; answers voter questions about registration and where to vote
- Trained as a Supervisor to cover breaks
- Assists with setup and breakdown of the polling place

BOE ELECTION EQUIPMENT TECHNICIAN

- Assigned to multiple polling places within an area
- Troubleshoots voting equipment clears ballot jams, cleans/calibrates the scanner
- Coordinates machine swaps when on-site repair is not possible
- Carries extra supplies including seals, stickers, signage, and forms
- Confirms polling place is setup per the diagram

OTHER

- The Board of Elections may assign additional positions (e.g., Assistant Moderator or Assistant Clerk) at polling places expecting high turnout

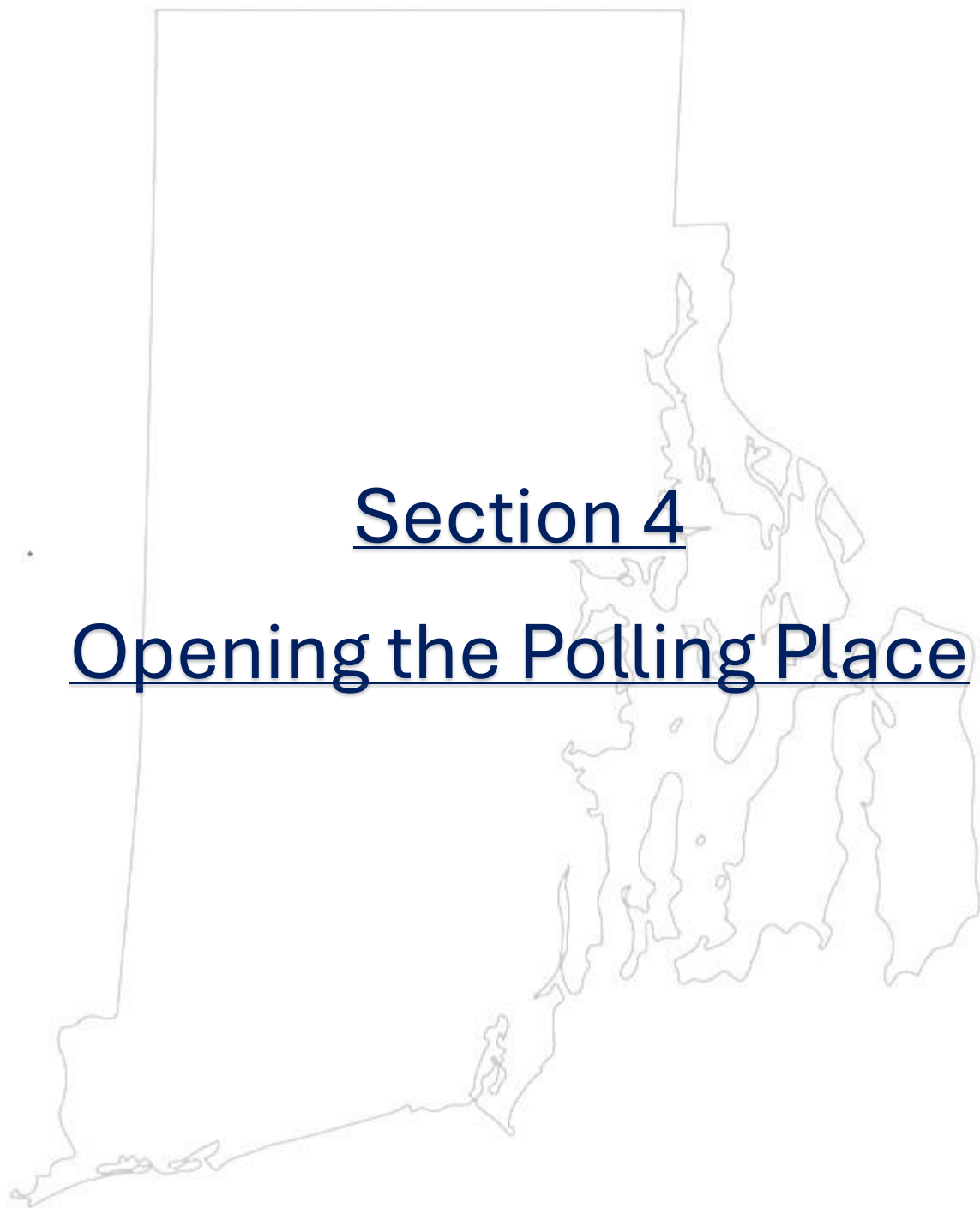
A faint, light gray outline map of the state of Indiana serves as a background for the title. The map shows the state's irregular borders, including the Michigan and Ohio peninsulas to the east.

Section 3 Overview of Election Equipment

Election Day Equipment Overview

All voting equipment is maintained and distributed by the **Rhode Island Board of Elections**. Each precinct is equipped with at least one DS200/DS300 digital scanner & vote tabulator, one ExpressVote ADA marking device, and at least three electronic poll pads (Poll Pads).

Equipment	Core Purpose	How It Works	Important Notes for Poll Workers
DS200/DS300 Digital Ballot Scanner & Tabulator 	Scans and tabulates Election Day ballots.	• Accepts traditionally hand-marked paper ballots and printed ExpressVote cards. • Verifies ballots are neither blank nor overvoted. • Tallies voter selections and stores ballots securely in the ballot box.	NOTE: Select precincts may receive more than one unit depending on expected voter turnout.
ExpressVote Ballot Marking Device 	ADA-compliant ballot marking device for independent voting.	• Accessible marking system that may be used by ANY voter. • Touchscreen interface. • Audio voice guidance with tactile keypad navigation.	PRIVACY: Headphones and a privacy screen are included in supplies and must be made available to maintain voter privacy.
Poll Pads Electronic Poll Books 	Digital tablets for voter check-in and lookup.	• Digitally stores the complete, updated registered voter list. • Eliminates the need for traditional paper voter lists although a back-up voter list must be available at all polling locations. • Allows Supervisors and Clerks to look up voter info directly on screen.	CONNECTIVITY: All Poll Pads are equipped with cellular capability to ensure real-time secure lookups.



POLLING PLACE OPENING RESPONSIBILITIES

Warden / Moderator Duties (General Supervision & Equipment Setup)

- **Room Configuration:** Retrieve the Polling Place Diagram from the Blue Supply Box to verify the polling place is set up in accordance with the layout on the diagram including all the voting equipment, booths, and tables.
- **DS200/DS300 Scanner Setup:** Ensure the DS200/DS300 is positioned within the secure 'Voters Only' area, plugged into a functional outlet, and completely powered on prior to the opening of the polls.
- **Zero-Tape Verification:** Coordinate the printing of the zero-tape before voting begins. Ensure it shows zero counts for all candidates/issues, and have four election officials sign it. Keep it attached and tucked into the scanner well.
- **ExpressVote Setup:** Verify the ExpressVote machine is plugged in, powered on, properly positioned sideways for privacy compliance, and covered with its privacy hood. Ensure that the headphones and keypad are visible and accessible.
- **Exterior Management:** Measure and mark off the 50-foot campaign-free zone from the building entrance using the tape measure and chalk; report any literature or survey violations.
- **Signage and Fixes:** Check that all 'Election Day Fixes' from the diagram are completed, walk the voter path to ensure clear path of travel and access signage from the parking area, and confirm breaks are staggered throughout the day.

Clerk Duties (Ballot Accountability & Documentation)

- **Ballot Inventory:** Account for all official ballots sent in the Blue Election Supply Box. Verify the precinct number on the packages and cross-check totals with the preprinted numbers on the Election Certificate.
 - **Discrepancy Reporting:** Document any differences in ballot quantities or equipment numbers immediately on the pink Discrepancy Report and notify the Board of Canvassers.
 - **Security Verification:** Work jointly with the Moderator to verify all box seal numbers and equipment serial numbers against the Serial and Security Seals Certificate.
 - **Station Organization:** Set up the clerk station with required guidebooks, including the 'Guide to Affirmation and Provisional Voting' and the 'Provisional Voter Quick Reference Guide.'
 - **Supply Distribution:** Issue exactly one package of shrink-wrapped regular ballots (100 per package) and at least five blank Express Vote cards to each pair of Supervisors; replenish securely from the Blue Box as needed.
- Forms Preparation:** Layout all essential voter affirmation and provisional forms on the table to be ready for front-of-line address updates, inactive statuses, or voter eligibility processing.

Supervisor's Duties (Voter Check-In Stations & Polling Environment)

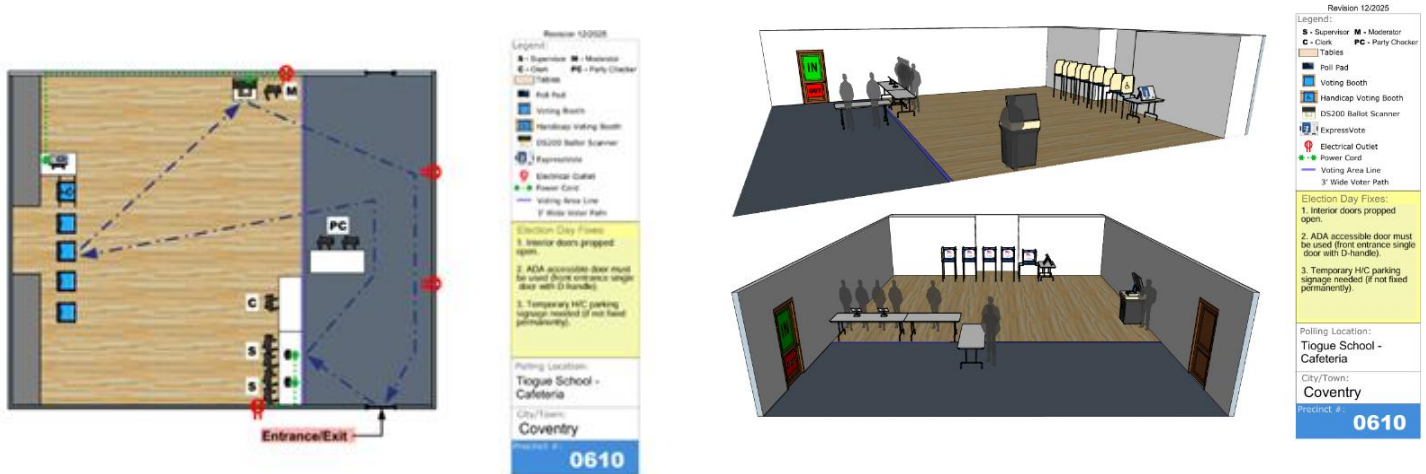
- **Poll Pads Activation:** Assemble and turn on the electronic Poll Pads one by one, allowing them to connect to the secure network. Verify that the correct precinct name and election date display and ensure the check-in count reads exactly zero.
- **Clerk Station Assistance:** Cooperate with fellow supervisors to successfully assemble and prepare the Clerk's designated Poll Pad.
- **Voting Booth Assembly:** If not already assembled, fold out and position all regular and accessible voting booths per the room diagram; ensure the accessible booth uses the included black leg extenders and that every booth is stocked with a black ballpoint pen.
- **Interior Signage:** Post required instructional posters ('Vote Here,' 'Voter ID,' 'How to Vote,' 'Voting Rights,' and official sample ballots) in highly visible locations. (Signage must be bilingual in English/Spanish in designated cities).
- **Exterior Signage:** Hang the 'Vote Here/Vote Aqui' sign visible from the street, and post the 'Polling Place Hours,' 'Polling Place Location,' and 'Voter ID' signs on the exterior entrance door.

Section 5
Moderator/Warden's
Duties

Moderator/Warden Duties

Opening Responsibilities

Note: Rhode Island uses the terms Warden for cities and Moderator for towns. Wardens are referred to as Moderators throughout this manual. The positions are identical.



While the Board of Canvassers typically sets up most polling places in advance, it's the Moderator's responsibility to retrieve the Polling Place Diagram from the supply bag in the Blue Supply Box, use it to understand the general room configuration—including the placement of all voting equipment, voting booths, and tables—and follow the polling place set-up guide on the back of the diagram, with the Moderator or a BOE Election Day Technician allowed to make necessary changes to the poll's configuration (an example diagram, with frontside on the left and backside on the right, is shown above).

Equipment Setup & Initial Checks



Equipment Placement:

- For the DS200/DS300 Voting Machine, position it within the "Voters Only" area to ensure device security and voter privacy, make sure it's plugged in and completely powered on before polls open (never turn it on before it's plugged in), and have four election officials sign the zero-tape confirming no votes have been cast, keeping that tape attached to the DS200/DS300 and tucked into the well on the left side of the machine.
- For the ExpressVote Machine, plug it in, power it on completely, ensure it faces to the side as shown on the diagram to comply with privacy requirements, and cover it with the privacy hood.

General Setup:

- For General Setup & Flow, verify you have the same number of extension cords as indicated on the diagram and contact your Board of Canvassers if you don't; always direct voters to the designated yellow entrance rather than any other entrance shown on the diagram; make sure there's enough room for voters to line up in front of the Supervisors' tables so lines don't extend outside the room or building, managing lines effectively; note that Poll Pads eliminate the need for two separate lines by letting Supervisors assist the next voter in line; complete any "Election Day Fixes" listed in the box on the bottom right of the diagram, contacting your Board of Canvassers immediately if you can't complete one; ensure Supervisors and Clerks have adequate space to fill out forms and set up Poll Pads while preserving voter privacy; and provide the Moderator a small table or surface for discarded privacy sleeves or important documents, positioned so it doesn't block access to the DS200/DS300.

*Reminder: if your polling place has two DS200/DS300 machines, both must be opened and used for the entire day.

Opening (Exterior Outside Building/Voter Entrance)

Setup Details

- Verify several exterior setup details. For the 50-foot no-campaigning zone, if it hasn't already been marked by the local Board of Canvassers, use the tape measure and chalk from the Moderator's Supply Bag to mark it off from the building entrance; under RI law 17-19-49, no posting or distribution of campaign literature or conducting of voter surveys is allowed within this area, and any violations should be reported to the local Board of Canvassers or local police.

Specific Signage

- For "Vote Here/Vote Aqui" signage, ensure Supervisors have posted at least one sign on the exterior of the building entrance, visible from the street, and contact the Board of Canvassers if it's not visible and no additional signage has been provided.
- For voter navigation, walk from the voter parking area into the building before opening to confirm there's enough signage for voters to easily find the entrance being used for voting, and contact the Board of Canvassers for additional signage if you believe voters will have difficulty.
- For exterior door postings, Supervisors should have posted the "Hours of Operation of the Polling Place" sign, the "Polling Place Location" sign, and the "Voter ID" sign on the exterior door.

*Also review the "Election Day Fixes" on your Polling Place Diagram and ensure any requirements related to disability parking, accessible entrances, voter parking, signage, and similar items are in place, and review the opening checklist found in the Moderator's Supply Bag.

Election Day Responsibilities

Voter Assistance

- The Moderator should stay positioned within the voting area, **ideally within 5 feet of the DS200/DS300**, to help any voter who has trouble casting their ballot. If a voter seems confused about where to insert the ballot, stay nearby to guide them to the ballot feed slot. If the DS200/DS300 detects a problem and displays an error message, first let the voter try to resolve it on the screen themselves; if they seem to need more help, offer to explain what the error message means and what options are available—but crucially, if the voter wants the ballot back or wants to cast it despite the error, the voter must make that selection on the DS200/DS300 screen themselves, since the Moderator should never make selections for the voter unless specifically asked to do so.
- Once a voter has successfully cast their ballot, take their privacy sleeve, and set up a small table nearby, if possible, for voters to place their secrecy sleeves. Please see the DS200/DS300 Operation chapter of this manual for more information on various error messages 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

Attire and Prohibited Activities

- As the Moderator, you're responsible for ensuring appropriate conduct is observed inside the polling place and within 50 feet of the entrance and should contact your Board of Canvassers if you're unable to resolve any rule violations.
- Voters may wear political campaign materials like buttons, pins, or shirts, but are expected to vote and leave the polling place promptly, whereas poll workers, party checkers, and observers cannot wear any political campaign material.
- Photography of a voter's own ballot is allowed, as is general photography outside the voter area, though news media should be informed that they may not zoom in on a voter's ballot, which would violate the voter's privacy. Phone calls are not allowed inside the polling place unless they are for election-related purposes, while text messaging is allowed for anyone in the polling place as long as it doesn't interfere with the voting process or a poll worker's duties.
- No campaign material may be distributed or posted, and no voter opinion surveys may be conducted, within 50 feet of the voter entrance to the building. Finally, tampering with an official sample ballot and leaving the polling place with an official ballot are both felonies.

Closing Responsibilities

Report Generation & DS200/DS300 Closing

- Follow the instructions in this Guide for closing the DS200/DS300, obtaining the results, transmitting the results to the Board of Elections, and removing the voted ballots. The DS200/DS300 will automatically generate five "Results Reports" (plus a write-in report in the Presidential Preference Primary and General Election) when you press the "Close Polls" button to print them. Be sure to transmit your results, and if your transmission fails three times, call your Board of Canvassers for closing instructions. Once the

DS200/DS300 is powered down and off, unplug it before removing the USB Drive, then place the USB Drive in the Blue Pouch along with a signed "Results Tape" and seal it for return to the Board of Canvassers. Remove all voted ballots from the DS200/DS300, making sure none are left in the Emergency Ballot Compartment, and lock and store the DS200/DS300 back where you found it in the morning.

ExpressVote Closing

- For the ExpressVote machine, turn it off and store the machine & cord in the black carrying case. Store the headphones in the blue supply box. Store the ExpressVote table in the grey box (all communities except Providence).

*Reminder: if you have two DS200/DS300s you must close, transmit, and empty both machines, keeping the ballots from each machine separate ballots from one machine go in the box labeled "A," and ballots from the other go in the box labeled "B."

8pm Close

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

Results Tape(s)

- All copies of the Results Tapes must be **signed by the required four election officials.** The first tape—consisting of the signed "Opening Tape" and the "First Totals" Tape—must be signed and placed in the **Board of Elections bag**, while additional Results Tapes are distributed as follows: one goes in the **Board of Canvassers Return Bag**, one goes in the **Blue USB pouch** with the USB drive, one goes in the **Metal Ballot Security Case** or Vinyl Bag with the voted ballots, and one is placed on the exterior door outside the polling place.

Posters & Signage

- Make sure 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 blue seals found in the Seals Envelope in the Moderator's Supply Bag.

Sealing Items

- You'll find the Seals Envelope in the **Blue Supply Box**, within the **Clerk's Supply Bag**, and the Clerk will need to record these seal numbers on the **"Serial and Security Seals Certificate."** *Working with the Clerk, seal the Blue Supply Box and Red Supply Box with blue seals, the Red Provisional Ballot Bag with a red seal, the Blue Metal Ballot Security Case with an orange seal (usually placed in advance inside the case by the Board of Canvassers), and the USB Drive Blue Pouch with the yellow seal found inside the pouch. Finally, sign the "Election Certificate," "Serial and Security Seals Certificate," and "Election Results Tapes Report" from the DS200/DS300. Review the closing checklist in the Moderator's Supply Bag.*

*NOTE: Returns to the Board of Canvassers

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

- USB drive from the DS200/DS300 sealed in the Blue Pouch.
- Voted ballots in the Blue Metal Ballot Case(s).
- Board of Elections Return Envelope/Bag.
- Board of Canvassers Return Envelope/Bag.
- Red Provisional Ballot Bag.
- Board of Canvassers Supplies.

Below includes the Moderator checklists you will use on Election Day. It could be beneficial to familiarize yourself with them ahead of time.

Checklists: Opening, During the Day & Closing

Board of Elections
POLLING PLACE CHECKLIST
OPENING

Warden/Moderator – If you received two DS200/DS300's, you **MUST** use both machines all day! Check off each task as you complete it.

- ☐ Open the red & blue supply boxes giving the broken seals to the Clerk for verification & retention in the **Clerk's** Seals envelope. Distribute the supply bags to each polling place position.
- ☐ Working with the Clerk & Using the Clerk's *Official Serial & Security Seals Numbers* tracking form, verify the Precinct ID Tags on supply boxes, DS200/DS300(s), and ExpressVote all **match** the form. If you have a discrepancy, note it on the discrepancy form in Clerk's bag.
- ☐ Retrieve the DS200/DS300/ExpressVote start-up password from your supply bag, which is Item #3, using the DS200/DS300 quick start guide open the DS200/DS300(s) verifying that it is plugged in, Zero Report printed, and the unit(s) is ready to receive ballots.
- ☐ Zero Report(s) has been signed by the 4 required election officials and remains attached to the DS200/DS300, tucked into the side of the machine.
- ☐ Using the ExpressVote quick start guide, open the ExpressVote verifying that it is plugged in, powered on & ready for use with the headphones/keypad visible. It is positioned so that it is handicap accessible (5 feet of space for wheelchair access), & the privacy hood is installed.
- ☐ Measure and mark 50 ft. from building entrance with supplied measuring tape and chalk if your Board of Canvassers have not already done so.
- ☐ All equipment, booths and tables are **setup according to the diagram**.
- ☐ The Supervisors are using Poll Pads from the **correct** precinct. Home screen will state your polling location name and the date of the election.
- ☐ All posters and signs have been posted in correct locations. Certain communities will have Spanish versions and they too must be posted.
- ☐ You or the Board of Canvassers have assigned the Supervisors in bipartisan pairs.
- ☐ There are **no** extension cords in pathways causing a **tripping-hazard**.
- ☐ Party checkers/watchers are seated at separate **table** from the poll workers. **Note:** voters **do not interact** with party checkers/watchers.
- ☐ You verified you have a "manual count" ballot bag in your supplies.
- ☐ **Your Precinct must open at 7:00 AM sharp!**

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.
(Statewide Election 2026)

Board of Elections
POLLING PLACE CHECKLIST
DURING THE DAY

Warden/Moderator

- ☐ Assist voters with any issues involving casting the ballot into the DS200/DS300.
- ☐ Assist voters with any issues involving marking the ballot using the ExpressVote.
- ☐ Supervise the polling place.
- ☐ Maintain order at the polling place, such as having voters form proper lines and suspending check-ins temporarily if all booths are full.
- ☐ Be vigilant and responsible to prevent any voter from voting more than once. Be always within 5 feet **from** the DS200/DS300.
- ☐ Only allow voters who are in the act of voting/any person aiding a voter, election technicians and election officials in the voting area. (Voting area is considered anything behind the supervisors table)
- ☐ Maintain order within 50 ft. of the polling place.
- ☐ Remove any person or official causing disruption or violating election law.
- ☐ Ensure the Mail Ballot receptacle is always in view of and monitored by the Supervisors.

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.
(Statewide Election 2026)

Board of Elections
POLLING PLACE CHECKLIST
CLOSING

Warden/Moderator

- ☐ Announce the closing of the poll at exactly **8 a.m.** (No additional voters allowed to enter line). Seal the mail ballot drop box with seal found in Clerks Seal Envelope.
- ☒ After all voters have been processed and ballots placed into the DS200/DS300 begin the closing process following the DS200/DS300 Quick Closing Guide. The DS200/DS300 will print 5 Copies of the Election Results and then one Write-in report (Write-in report prints for **Presidential Primary and General Elections only**).
- ☐ As the results **print** read the results off the tape in a loud & clear voice and separate the 5 tapes. You will see "end of report" when one tape is finished printing. You will be signing these after you transmit your results.
- ☐ Transmit the election results from the DS200/DS300 and if you have issues transmitting immediately call your technician and then your Board of Canvassers.
- ☐ When transmission is complete, select finish and turn off. When DS200/DS300(s) is/are powered down and off, remove the USB Drive and place it in the blue USB pouch.
- ☐ Warden/Moderator, Clerk and 2 Supervisors sign the tapes and place in the proper receptacle.
 - Original zero tape & the first results tape attached together go in the BOE returns bag.
 - One tape goes in the BOC returns bag.
 - One tape goes in the USB Drive Return pouch with USB. Seal with the yellow seal.
 - One tape goes in **ggs** of the Voted Ballot storage cases.
 - One tape goes on the outside door of the poll.
 - The Write-in report tape goes in the Write-in report envelope then the BOC returns bag.
- ☐ All **voted** ballots from the DS200/DS300(s) have been placed in the Voted Ballot storage boxes and sealed with the **orange** seal. (One storage box must have a copy of the results tape. This must be clearly indicated on the box).
- ☐ The ExpressVote is turned off and has been **properly** secured in its case & **headphones** stored in the padded cardboard box and placed in the blue supply bag. Break down the table and store legs and table in grey box.
- ☐ All voting booths have been disassembled & the legs returned inside each booth & all posters removed by the Supervisors.
- ☐ The DS200/DS300(s) has been locked and keys placed in the BOC bag.
- ☐ The election supply boxes have been sealed with new seals found in the Clerks supply bag and recorded by the Clerk on the *Official Serial & Security Seals Numbers* tracking form.
- ☐ You, with another election official, will transport your election returns to the Board of Canvassers.
- ☐ Place this completed and signed checklist in the BOC return bag.

I, the undersigned, have completed all items of this checklist.

Warden/Moderator	Precinct #
Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason. (Statewide Election 2026)	

Section 6
DS200/DS300

DS200/DS300

Operations Guide

This guide provides step-by-step instructions for setting up, operating, and shutting down the DS200/DS300 unit. Moderators should follow these instructions carefully to ensure smooth operation and accurate election results.

Required Items Checklist

Before you begin, locate your DS200/DS300 unit and confirm that its identification tag matches your assigned precinct number and location. You will need the following items:

- **Silver Key** – Used to unlock the rear access door, front lid, and ballot compartments
- **Black Barrel Key** – Used to unlock the DS200/DS300 touchscreen and access door
- **Lime Green Paper** – Contains the Election Code (case-sensitive password)

Opening the DS200/DS300 Unit

STEP 1: Unlock the Rear Access Door

Use the Silver Key to open the access door located on the back of the DS200/DS300 unit.



STEP 2: Connect Power

Remove the power cord from its storage area at the rear of the unit. Plug the cord into a working three-pronged electrical outlet or extension cord.



Power Connection Confirmation

When the DS200/DS300 is properly receiving power, a green light will illuminate on the power pack, and you will hear a single, distinct chime. This indicates a good connection.

⚠ IMPORTANT: The rear access door cannot be closed while the DS200/DS300 is plugged in. Leave it open.

Troubleshooting Power Issues

If you don't hear the chime or see the green light, or if the unit emits a continuous beeping sound, the unit is not receiving proper power and is running on its internal battery. This backup battery will only last a few hours and will eventually die. Take the following steps:

- Check that all plugs and attachments are securely connected
- Verify that the electrical outlet is functional

STEP 3: Unlock the Front Lid

Use the Silver Key to open the main lid on the front of the DS200/DS300 case.

**STEP 4: Release Lid Latches**

Lift the two latches positioned on both sides of the lid lock. This will allow the main lid to lift open.

**STEP 5: Raise & Unlock the Screen**

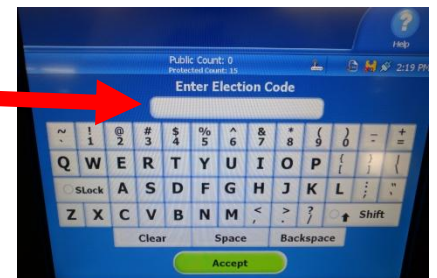
Raise the front lid fully. Insert the Black Key into the front lock to unlock the DS200/DS300 touchscreen. Lift the screen into its upright secure position.

**STEP 6: Power-on Sequence**

If the DS200/DS300 is receiving Power from an outlet, it will power on automatically. The touchscreen will illuminate within 10-20 seconds & proceed through its boot-up process.

**STEP 7: Enter the Election Code**

After boot-up, you will be prompted to enter an Election Code. This code is found on the lime green sheet of paper in the Moderator's Supply Bag. Use the on-screen keyboard to type in the code.



If the Election Code is entered incorrectly three consecutive times, the DS200/DS300 will automatically power down. If this occurs, lower the screen, wait 5 seconds then raise the screen again to restart the boot-up sequence.

NOTE: The election code is case-sensitive. Press the "shift" key for capital letters (it will automatically switch back to lowercase).

Step 8: Configuration Report Prints

Once the code is accepted, the DS200/DS300 will automatically print a "Configuration Report."

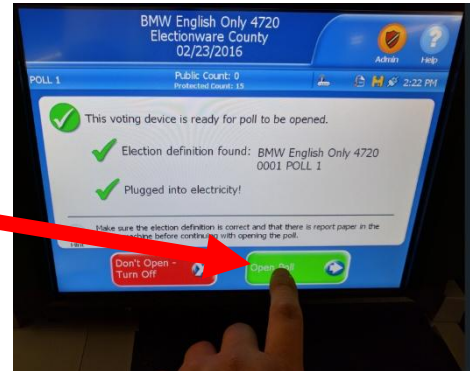
⚠ IMPORTANT: This report must remain attached to the DS200/DS300 unit at all times.



Opening the Polls

Step 9: Open Polls and Generate Zero Report

To complete opening of the polls, touch the green "Open Poll" button on the screen.



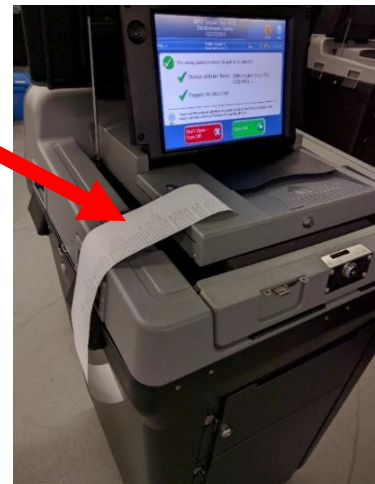
Step 10: Open Polls and Generate Zero Report

The DS200/DS300 will print a "Zero Report." It is critical to compare all candidates and issues listed on this report to a sample ballot from the Supervisor's supplies. Verify that all vote totals are indeed zero.

Zero Report Requirements:

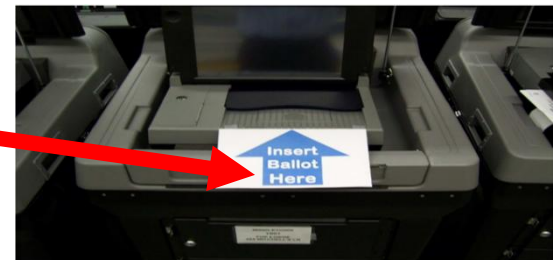
- The Moderator/Warden, Clerk, and two (2) Supervisors must sign this report
- This report must remain attached to the DS200/DS300 throughout the entire polling day

**Helpful Tip: We recommend rolling the tape up and neatly tucking it into the left side of the DS200/DS300.*



Step 11: Attach Signage

Attach the "Insert Ballot Here" (bilingual for Central Falls, Pawtucket, Providence, Woonsocket) sign to the front of the DS200/DS300 as shown in the reference image. This sign is in the Moderator's supply bag.

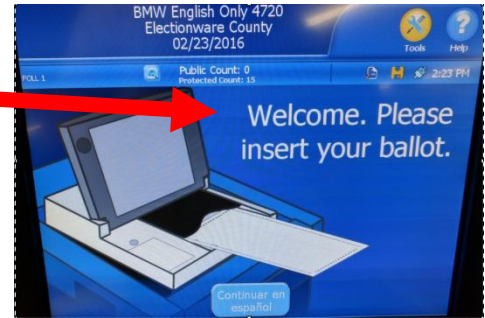


⚠ IMPORTANT: Ensure that neither the sign nor any tape obstructs the ballot path.

Accepting Ballots

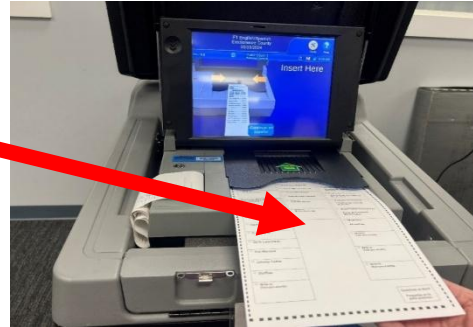
Step 12: Ballot Acceptance Readiness

The DS200/DS300 is ready to accept ballots once the screen displays "Welcome. Please Insert Your Ballot" along with an animation of a ballot being inserted.



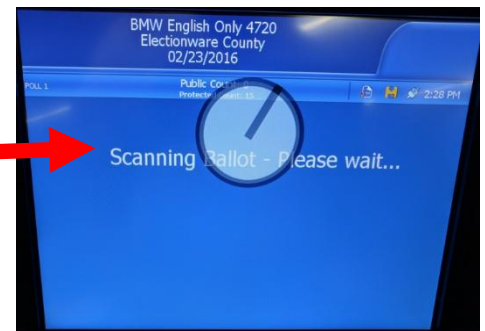
Step 13: Ballot Insertion

Voters may insert their ballot into the ballot feed slot of the DS200/DS300 either face-up or face-down.



Step 14: Ballot Processing

Once a ballot has been inserted, the DS200/DS300 will take approximately 1-2 seconds to process it.



Step 15: Ballot Confirmation

After the ballot has been successfully processed, the DS200/DS300 will display the message: **"Thank you for voting. Your ballot has been counted"** with an American Flag image. If a voter has a multi-page ballot, they may then insert the next page.



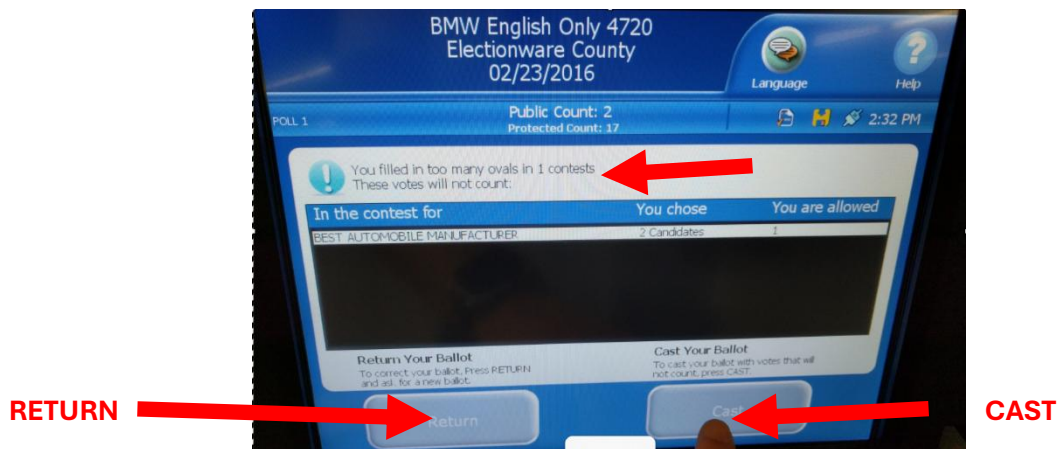
BALLOT ERRORS

Occasionally, the DS200/DS300 may reject a ballot if an error is detected. **Voter may encounter four (4) different types of ballot errors:**

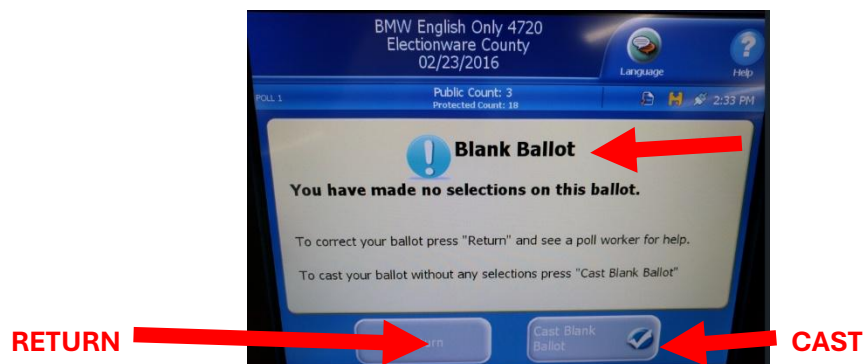
1. **OVERVOTED BALLOT** - If a voter selects too many options in a single contest, the DS200/DS300 screen will display a message such as: "You filled in too many ovals in one (1) contest. These votes will not count."

The voter will then be presented with two choices:

- a. Press **"Return"** to have the machine return their ballot.
- b. Press **"Cast"** to cast the ballot as is, knowing the overvoted selection(s) will not be counted.

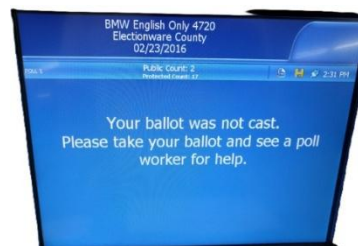


2. **BLANK BALLOT** - If a voter inserts a ballot with no selections made, an error message will appear on the DS200/DS300 screen, offering the voter two options:



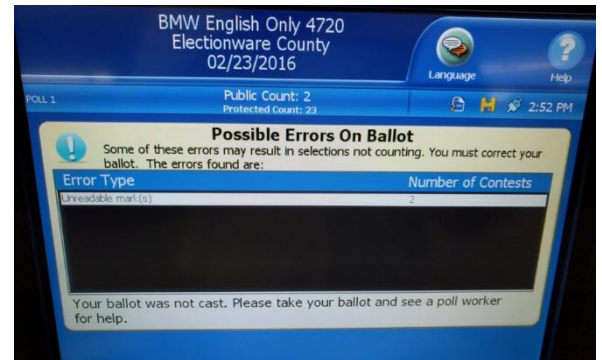
With both, the overvote and blank ballot, the voter may choose to **"return"** or **"cast"** the ballot by pressing the corresponding button on the screen.

If the voter chooses to return the ballot, the following message will appear on screen –

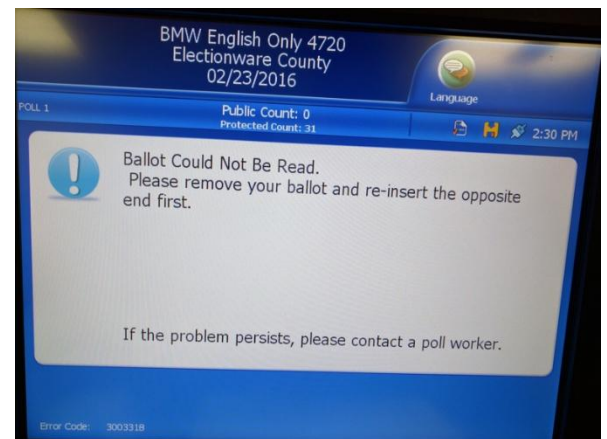


BALLOT ERRORS - CONTINUED

3. **UNREADABLE MARKS** - Sometimes, a voter may not have completely filled in an oval, or other marks on the ballot may prevent the DS200/DS300 from reading it correctly. In such cases, the DS200/DS300 will display a specific message on the screen. The DS200/DS300 will automatically return this ballot to the voter. When this occurs, the Clerk must **void** the ballot and place it in the designated "Voided Ballot" bag. The voter must then be issued a new ballot.



4. **BALLOT COULD NOT BE READ** - If a ballot from a different precinct is inserted, or if the ballot is damaged or defaced, the DS200/DS300 will be unable to read it and will return it to the voter. This message will also appear if a "Provisional Voting" sticker has been applied to the top left corner of the ballot. For provisional voters, instruct them that their ballot must be inserted into their "Provisional Ballot" envelope and returned to the Clerk.



DS200/DS300 EMERGENCY COMPARTMENT

Should the DS200/DS300 unit become inoperable, **immediately contact your technician** and inform them of the issue.

While awaiting the technician's arrival, the voting process must continue by utilizing the emergency compartment.

The emergency compartment is the small, top door located on the front of the DS200/DS300.

To activate the emergency compartment:

1. Use the **Silver Key** to unlock and open the compartment door.
2. Inside the door panel, locate a silver flap. Place this flap in the down position.
3. Close the compartment door and **re-lock it**.
4. The compartment will now function as a mail slot, allowing voters to slide their ballots directly into it.

Closing the Polls on the DS200/DS300

At 8 p.m., the polls officially close. Please announce loudly and clearly that the polls are now closed. Any voter already in the Supervisor's line at 8 p.m. should be checked in and allowed to cast their ballot. Once the very last voter has inserted their ballot into the DS200/DS300, you can begin the closing procedures.

Step 1: Open the Access Door

Remove the blue seal from the access door and place it in the Clerk's "seals" envelope. Use the **Black Key** to open the access door located to the left of the screen on the DS200/DS300.



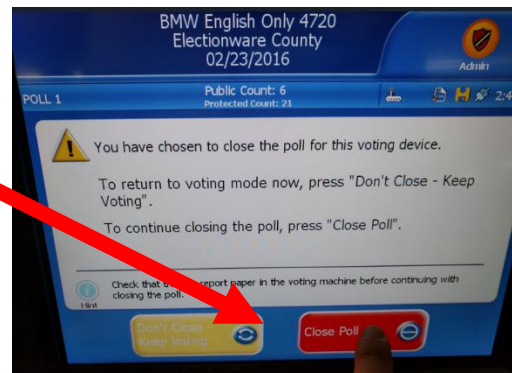
Step 2: Close Poll Button

Locate and press the **"Close Poll" button** on the screen.



Step 3: Confirm Poll Closure

The DS200/DS300 will display a confirmation message. To proceed with closing the poll, press the red **"Close Poll" button** on the screen again.



Step 4: Print Reports and Announce Results

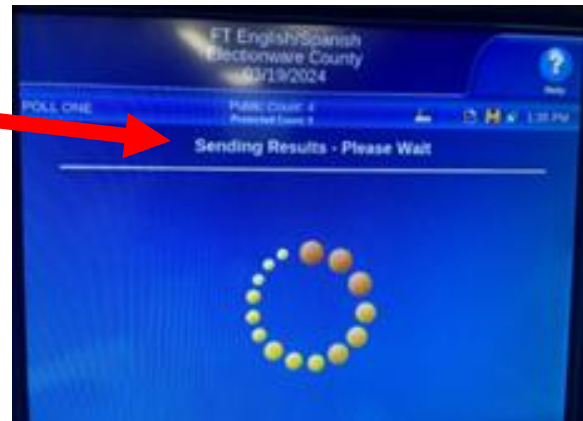
A message will appear indicating that the DS200/DS300 is printing the "Ballot Status Accounting Report" and the "Results Report." Five (5) copies of the "Results Report" will print. All copies must be signed by the Moderator/Warden, Clerk, and two (2) Supervisors. As the results are printing, you are required to announce them in a loud and clear voice, as mandated by RI General Law 17-19-32.



Note: During a General Election, a write-in report will also print after the 5th copy of the Results report.

Step 5: Transmit Your Results

After all, five copies of the "Results Report" have finished printing, the screen will automatically attempt to connect to the server and send your results.



Step 6: Results Successfully Sent Confirmation

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

Note: This process can take up to 3 minutes. Please be patient while it is completed.



Troubleshooting: Transmission Error

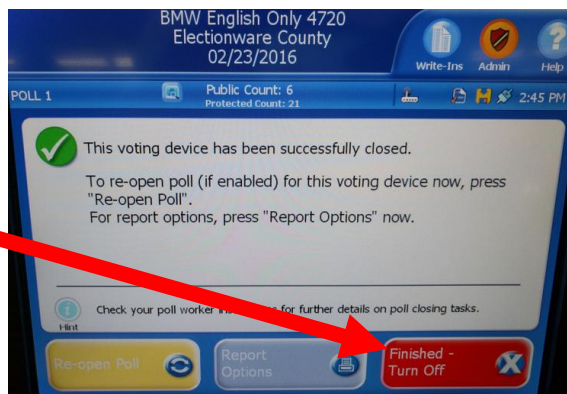
Occasionally, the DS200/DS300 may experience difficulty connecting to the server and sending your results. If you see an error message on the screen indicating this problem:

1. Unplug your DS200/DS300 and move it closer to a window.
2. Once positioned, tap the **"retry"** button on the bottom right of the screen. Wait 3 minutes to see if the transmission is successful.
3. If you receive a failure message a second time, turn the DS200/DS300 sideways in front of the window and tap **"retry"** again. Wait another 3 minutes.
4. If the results are still not sent, tap **"exit"** and proceed to Step 7. **Please call your Board of Canvassers immediately to inform them that you have attempted transmission three times unsuccessfully.**



Step 7: Turn Off the DS200/DS300

Tap the red **"Finished - Turn Off"** button on the screen. The DS200/DS300 will begin to power down. When the screen turns completely black, the unit is powered off. *Confirm that the power button and the "close poll" button are no longer illuminated.*



Step 8: Unplug and Secure the Power Cord

Unplug the DS200/DS300 from the electrical outlet. Carefully place the power cord back inside its designated rear compartment. Lock the door with the **Silver Key**.

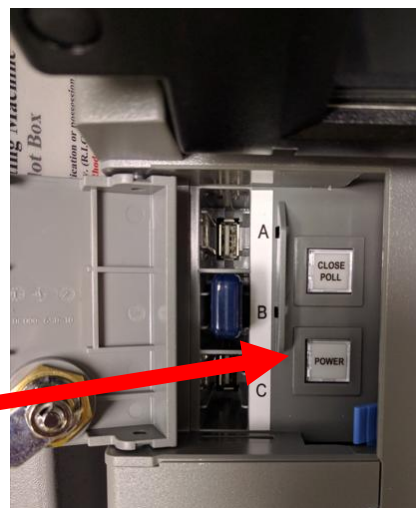


Step 9: Remove USB Drive

Remove the USB drive from the compartment you accessed earlier to close the polls. Close and lock this door using the **Black Key**.

⚠ IMPORTANT: NEVER REMOVE THE USB DRIVE WHILE THE POWER BUTTON IS LIT!!

Be sure the Power Button is OFF!



Step 10: Secure Contents in Blue USB Pouch

Locate the blue pouch labeled with your precinct name and number. Inside this pouch, you will find a yellow seal. Place the USB drive and the signed opening/results tape inside the pouch and seal it with the yellow seal.



⚠ IMPORTANT: Make sure the seal number has been recorded on the "Serial and Security Seals Certificate."

Step 11: Remove Voted Ballots

You must now remove all voted ballots from the DS200/DS300. Use the **Silver Key** to open the voted ballot compartment (the lower compartment) on the front of the DS200/DS300.



Step 12: Collect All Ballots

Remove all ballots from inside the ballot compartment.

Note: Please verify that every single ballot has been removed before locking the compartment. It's always a good idea to have someone else double-check this bin.



Step 13: Secure Ballots in Blue Metal Ballot Box

Place all of the voted ballots into your blue metal ballot box. Seal the case with the **orange seal** provided by the Board of Canvassers. Ensure the seal number is recorded on the "Serial and Security Seals Certificate."



Step 14: Lock Voted Ballot Compartment

Lock the voted ballot compartment door with the **Silver Key**.



Step 15: Secure the DS200/DS300 Unit

Lower the DS200/DS300 screen and lock it into its closed position. Lower the main case cover of the DS200/DS300 and lock it as well. Engage the two latches on either side of the lock. Double-check that both the Voted Ballot Compartment and the Emergency Ballot Compartment are securely locked. Finally, place the DS200/DS300 in a designated secure area.



Section 7
ExpressVote
(ADA Ballot Marking Device)

ExpressVote - Operations Guide

Each polling place is provided with an ExpressVote machine. This device is specifically designed to assist voters with disabilities in marking their ballots independently. It offers features such as reading the ballot aloud and marking selections for the voter, which is particularly helpful for those who are blind, have difficulty reading, or experience motor disabilities that impede manual ballot marking. While primarily for accessibility, **all voters are permitted to use the ExpressVote machine**, and we encourage offering this option to a diverse group of voters throughout the day.

Election Day Setup

Step 1: Unpack the ExpressVote

Remove the ExpressVote machine from the main section of its black padded carrying case. Also, take out the power cord from the side compartment of the case.



Step 2: Connect Power

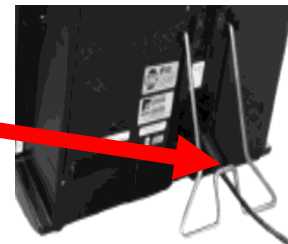
Plug one end of the power cord into a grounded, three-pronged electrical outlet or power strip. Firmly plug the other end into the power connection port on the back of the machine until it "clicks." Plug only one ExpressVote machine into each outlet.

⚠ IMPORTANT: Do not force the cord; it inserts flat side up.



Step 3: Position the Machine

Lift out and extend the metal prop bar located on the back of the ExpressVote machine. Use this to position the device so it rests in an upright, slightly angled position.



Step 4: Open Access Door and Verify Connections

Open the access door on the left side of the ExpressVote machine using the **black barrel key**. Verify that the keypad is securely plugged into its designated port. Place the headphones (found in the Blue Supply Box) and the keypad on a table where they are easily accessible for voters.



Step 5: Power On and Enter Election Code

- Verify that the **mode switch** is set to "Voter," then flip the power switch to "On." The ExpressVote machine will now power on and begin its boot-up process (this takes approximately three minutes to fully complete).

- Once the system initializes, you will be prompted to enter the **Election Security 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. Work as a team: one official should enter the code while another watches the screen to prevent accidental errors. After entering, press **"Accept."**



- Note on incorrect code entry:** If you enter the code incorrectly three times, you will need to reboot the ExpressVote machine. To do this, use the black barrel key to open the left access compartment and flip the power switch to "off". Once off, start the **"Power On and Enter Election Code"** process again.



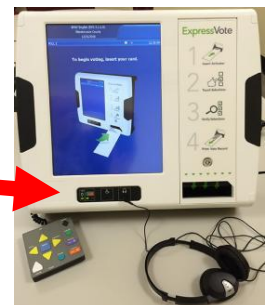
Step 6: Close and Re-Lock the Access Door

Remember to **take the keys** with you.

Step 7: Verify Precinct and Secure

Verify that the precinct number and name displayed on the screen are correct and confirm that the unit is receiving power. Press **"Ok."** Carefully thread the keypad cord through the circular opening at the top of the access door. Close and relock the door.

- Remove the keypad from the side and position it at the front of the ExpressVote machine.
- Plug the headphones into the designated port (marked with a headphones symbol).
- Place a privacy booth around the ExpressVote machine and position the screen so it faces away from public view. The ExpressVote machine is now ready for use.



Assisting Voters with the ExpressVote Machine

Assisting a Blind Voter

When assisting a voter who is blind or visually impaired with the ExpressVote machine:

- Orient the Voter:** Clearly describe the location of the headphones, tactile keypad and the ballot insertion slot.
- Braille Labels:** Inform the voter that each key on the keypad is labeled with Braille.
- Ballot Insertion Assistance:** Ask the voter if they would like assistance inserting the ballot into the machine.
- Explain the Process:** Let the voter know that the scanning process will take approximately 30 seconds, during which the machine will be silent.

- **Audio Instructions:** Once the ExpressVote scans the ballot, audio instructions will begin automatically through the headphones.
- **Ballot Verification:** After making their selections, the voter will reinsert the ballot into the ExpressVote to verify their choices using audio output.
- **Orientation Reminder:** If the voter chooses to insert the ballot independently, remind them that the cut corner of the ballot should be on the **right-hand side**.

Assisting a Voter Using a Personal ADA Device

If a voter is using their own assistive device (as permitted under the Americans with Disabilities Act):

- **Insert the Ballot:** Poll workers must insert the ballot into the ExpressVote on behalf of the voter.
- **Read Aloud the On-Screen Message:**
“You’ve connected an ADA device. This device lets you navigate your ballot using ‘YES’ or ‘NO’ buttons.”

Navigation Instructions:

- When a new screen appears:
 - Press **NO** to skip to the next screen
 - Press **YES** to begin navigating the options on the current screen
- When an item is highlighted in yellow:
 - Press **NO** to move to the next selectable item
 - Press **YES** to activate or select the highlighted item

Action Examples:

- **Candidates or Questions:** YES selects or deselects the item
- **“More” Scroll Bars:** YES scrolls the screen up or down
- **Function Buttons (e.g., “Zoom”):** YES activates the function
 - For example, pressing YES while “Zoom” is highlighted will zoom in; pressing it again will return to normal view
- To advance to the next screen:

Continue pressing **NO** until the yellow highlight reaches the “NEXT” button, then press **YES**

Troubleshooting the ExpressVote

This section outlines common technical issues and error messages that may occur while using the ExpressVote voting machine. Follow the procedures below to address each issue. If a problem arises that is not described here, immediately contact your local Board of Canvassers or the Board of Elections.

All incidents must be documented on the Discrepancy Report.

ExpressVote Will Not Power On:

- Confirm that the ExpressVote is securely plugged into a functioning electrical outlet or power strip.
- Ensure that the power switch is in the “On” position.
- If the machine does not power on:
 - Try a different outlet.
 - Verify that the power strip (if used) is switched on and functioning.
- If the battery indicator on the front of the machine is orange or yellow, the ExpressVote is operating on battery backup. Recheck the outlet or power source to ensure proper AC power.

Error Messages

Many issues are accompanied by the international “Alert”  symbol. Always follow the on-screen instructions for more information.

1. "Not Ready for Voting"

This error typically indicates that the USB device inside the side power compartment has become dislodged.

- Remove and reinsert the USB stick to ensure a secure connection.
- If the error persists, contact your Board of Canvassers or Election Technician.

2. "Cannot Recognize Ballot"

If the message reads: “Alert: The card was not recognized,” instruct the voter to:

- Eject the ballot.
- Reinsert it with the cut corner on the right side and the cut corner end inserted first.
- If the issue is not resolved, contact your Election Technician.

3. Ballot Jam

If a ballot becomes jammed in the ExpressVote:

- Do not attempt to clear the jam.
- Immediately contact your Election Technician for assistance.

4. Error During Printing or Spoiled Ballot

If the machine displays an error while printing the ballot or if a ballot becomes spoiled:

- Eject the ballot and return it to the voter without viewing the voter's selections.
- Offer the voter two options:
 1. The voter may take the spoiled ballot to the Clerk. The Clerk will:
 - Place the spoiled ballot in the envelope or bag marked “Void”
 - Request a replacement ballot from a bipartisan pair of supervisors
 2. The Moderator may:
 - Bring the spoiled ballot to the Clerk for voiding
 - Obtain a replacement ballot from the bipartisan pair of supervisors
 - Return the new ballot to the voter

5. Audio Issues

If the voter is unable to hear audio through the headphones:

- Increase the volume by tapping the volume-up button (marked with a “+” symbol)
- Confirm that the headphone jack is fully inserted into the correct audio port
- If there is still no sound, the headphones may be damaged – contact your Election Technician for a replacement.

6. Power Supply and Battery Backup

The ExpressVote operates using standard AC power and is equipped with an internal battery backup capable of running the unit for at least two hours during a power outage.

- Always ensure the ExpressVote is connected to an electrical outlet using the provided power cord.
- If using a power strip, confirm that it is turned on and receiving power.
- To power down the system, move the power switch to the “Off” position.

Powering Down the ExpressVote

Step 1: Prepare for Shutdown

Remove the ExpressVote machine from its privacy booth. Open the Access Door using the **black barrel key**, and then flip the power switch to "Off." The screen will ask you to confirm if you are turning off the ExpressVote machine; tap **"Yes."**



Step 2: Machine Powers Down

The ExpressVote machine will begin its power-down sequence (this takes approximately three minutes to fully power off).



Step 3: Close and Relock Door

Once fully powered off, close and relock the access door.



Step 4: Fold Prop Bar

Close the metal prop bar on the back of the ExpressVote machine and position the device so it rests securely in an upright position on its base.



Step 5: Unplug Power Cord

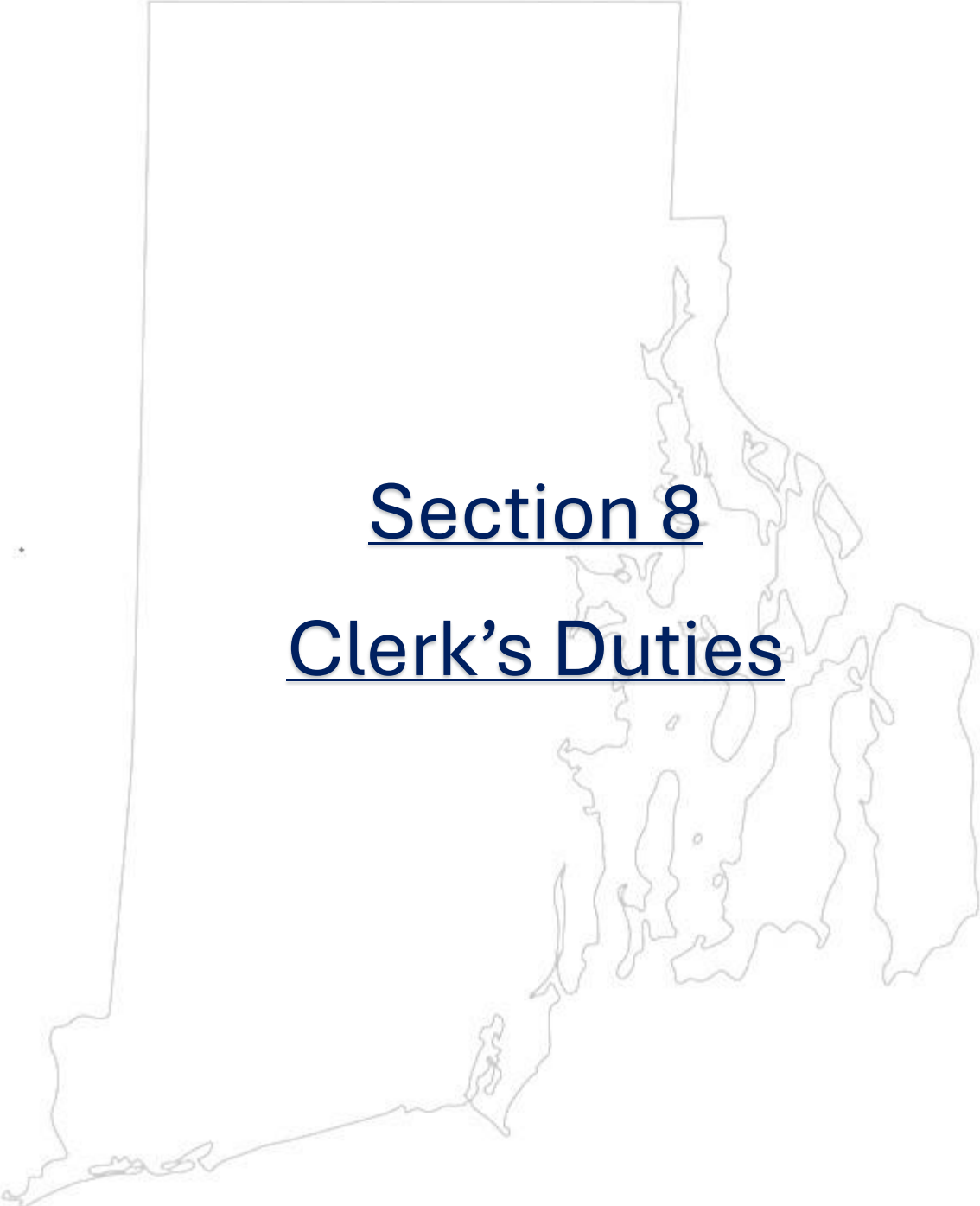
Unplug the power cord from the power connection port on the back of the ExpressVote machine. Pull the release latch on the cord to remove it. Then, unplug the power cord from the power strip, and finally from the AC outlet.



Step 6: Pack Up

Place the ExpressVote machine into the main compartment of the black padded carrying case. Place the power cord into the side compartment of the case. Return the case to the designated storage area, typically with the DS200/DS300. Return the headphones to the Blue Supply Box.



A faint, light gray outline map of the state of Connecticut serves as a background for the title. The map shows the state's irregular coastline and internal county boundaries.

Section 8

Clerk's Duties

Clerk's Duties

*As the Clerk, you play a vital role in ensuring a smooth and accurate election. Your primary responsibility is **accounting for all ballots** in the polling place and managing critical election forms.*

Election Day Setup

Ballot Management – Your Top Priority

- **Ballot Accountability:** You are responsible for every ballot. This is tracked on the "**Election Certificate**" and is a state law requirement.
- **Voiding Ballots:** If a voter makes a mistake, you'll work with the Supervisors to void the incorrect ballot and issue a new one. Even though Supervisors issue ballots, you're the one making sure they're properly accounted for.
- **Form & Affidavit Oversight:** Ensure all election forms and affidavits are signed and placed in their correct return envelopes and bags.
- **Provisional & Affirmation Processing:** You'll handle voters using **Provisional Ballots** and those going through the **affirmation process**.

Getting Started with Ballots

The **Blue Election Supply Box** contains the official ballots for your precinct.

Standard Ballots: Each shrink-wrapped package holds **100 ballots**.

- **Verify Precinct:** Always check the **precinct number** on the upper left-hand corner of the ballots to ensure they're for your location.
- **Quantity Check:** Compare the total number of ballots received against the "**Election Certificate**."
- **Distribution:** Each pair of Supervisors should receive one package of ballots to start.
- **Optional Count:** When you open a package, you *can* count the ballots inside. Note any discrepancies on the **pink "Discrepancy Report."**
- **Missing Ballots/Discrepancies?** If you can't find your ballots, or the count doesn't match the "Election Certificate," **call the Board of Canvassers immediately** and note the issue on your "Discrepancy Report."

Official Serial and Security Seal Numbers tracking form

Official Serial and Security Seal Numbers tracking form

These numbers are crucial for election security.

- **Preprinted Verification:** Most box seal numbers and equipment serial numbers will be **preprinted on the "Serial and Security Seal Numbers tracking form."** Your job is to verify them.
- **Discrepancies:** If you find a mismatch, write it on your **"Discrepancy Report"** (found in the Clerk's Supply Bag).
- **Missing Preprints:** If numbers aren't preprinted, you **must write them in.**

Key Actions for Seals:

- **Check Everything:** Make sure all seals and supplies match what's in the polling place.
- **Record Replacements/Discrepancies:** Document any wrong numbers, machine swaps, or damaged seals.
- **Affix at Closing:** At the end of the day, affix seals from the seals bag to the proper places and record their numbers.
- **Sign Off:** The Moderator, Clerk, and two (2) Supervisors must sign at the end of the day.

Discrepancy report

State of Rhode Island Board of Elections



Election Date

Name of City/Town

Precinct Number

We, the Warden/Moderator and the Clerk of the above listed voting precinct note the following discrepancies with the supplies, voting list, election returns or voting machine: (Please Print)



OFFICIAL SERIAL & SECURITY SEALS NUMBERS

ELECTION DATE: 08/05/2025PRECINCT: **0101**CITY/TOWN: **BARRINGTON**

LOCATION: BARRINGTON HIGH SCHOOL

OPENING SERIAL & SEAL NUMBERS

- ☐ DS200 SERIAL #'s: 0141490
☐ DS200 USB DOOR SEAL #'s: 50610277
☐ DS200 BALLOT BOX SEAL #'s: 6086249
☐ EXPRESSVOTE SERIAL #: EV0221350500 (top left side of unit)
☐ NUMBER OF BLUE SUPPLY BOXES: 1
☐ NUMBER OF RED SUPPLY BOXES: 1
☐ SUPPLY BOX SEAL #'s: 0305366 0305367 0305368 0305369

CLOSING SEAL NUMBERS

- ☐ **USB RETURN POUCH SEAL #:** (yellow seal, inside the pouch) _____
- ☐ **BLUE SUPPLY BOX SEAL #'s:** (blue seal) _____
- ☐ **RED SUPPLY BOX SEAL #'s:** (blue seal) _____
- ☐ **RED PROVISIONAL BAG SEAL #'s:** (red seal) _____
- ☐ **BALLOT STORAGE CASE SEAL #'s:** (orange seal) _____

Comments:

Signatures

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.

Moderator	Clerk
Supervisor	Supervisor

Completed form goes in BOE & BOC Return Bags

Official Serial & Security Seals C-44 07/16/25

-  Found in the Clerk's supply bag
-  Clerk/Warden-Moderator compare with seals on equipment & supplies before powering on the DS200/DS300
-  New seals are found in the seals envelope

The Election Certificate: Your Master Record

Election Certificate

The "Election Certificate" is your central document for verifying and accounting for all ballots.

- **Ballot Usage:** Use it to track how all ballots were used.
- **Poll Pad Check-Ins:** Record the number of check-ins from each Poll Pad.

Understanding the Election Certificate Sections

- **Ballot Pages:** In a General Election, you might have more than one page to the ballot. In a Primary, this section shows the number of Republican and Democratic ballots.
- **DS200/DS300 Count:** This number will be displayed on the screen of the DS200/DS300 tabulator.
- **Precinct Verification:** Double-check that your precinct number is correct.
- **Voided Ballots:** Do not add the number of voided ballots to any other number. Keep them separate.
- **Signatures:** Make sure all poll workers sign the bottom.
- **Copies:** Place identical copies in the **Board of Elections** and **Board of Canvassers Return Envelopes**.
- **Refer to Handout:** For additional details, refer to the handout distributed during poll worker training.

- ☐ You will have two copies
- ☐ Verify precinct & location
- ☐ Precinct name & # is on equipment & supply boxes
- ☐ Precinct # is on ballots
- ☐ Verify you received all ballots
- ☐ After verification, put form away until the end of the night, when you will complete

ELECTION CERTIFICATE					
Precinct Information					
Precinct #:	3209				
City/Town:	SOUTH KINGSTOWN				
Location:	NEW LIFE ASSEMBLY 251 POST RD				
Election Date:	Tuesday February 03, 2026				
BALLOTS - OPENING					
Time Polling location was open: _____ If not exactly 7:00 AM explain why on discrepancy report.					✓
Number of ballots sent to your polling place					BALLOTS 1900
BALLOTS - CLOSING					
1. Public count on the DS200's.....		DS200-A	DS200-B		
2. Number of provisional envelopes in the red bags.....				+	
3. Number of ballots in the manual count bag (usually zero)				+	
Enter Number of ExpressVote Ballots Cast in DS 200's (Do not add to the total)	Enter Number of Voided Ballots (Do not add to the total)	Add ONLY lines 1-3 and enter the total here		TOTAL Ballots Cast	
				=	
VOTERS					
1 Poll Pad	2 Poll Pad	3 Poll Pad	4 Poll Pad	5 Poll Pad	6 Poll Pad
				N/A	N/A
4. Total Poll Pad check-ins (Sync Poll Pads then record Check-ins 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

Locate the **Provisional Ballot Supply Bag** within the Blue Election Supply Box.

- **Contents:** Each bag contains applications/envelopes and provisional voting handouts.
- **Checklist:** Use the provisional voting checklist in the Provisional Supply Bag to confirm all items are present.
- **Missing Supplies?** If you can't find your Provisional Applications and materials, **contact the Board of Canvassers immediately.**
- **Provisional Labels:** You'll find "Provisional Ballots" labels. **Do not pre-stick these!**
- **Affixing Labels:** When assisting a voter with a Provisional Ballot, get a ballot from the Supervisors and place a Provisional Label over the barcode on the upper left-hand side of the ballot. (This is covered in more detail in the "Provisional Ballot" section).

Election Day Duties

Master Voting List (on Poll Pads)

All Poll Pads include the "**State Master Voting List**," which lists all registered voters in Rhode Island.

- **Utility:** This list helps you determine if a voter is registered in your City/Town and their assigned precinct.
- **Clerk's Note for Verification:** When verifying a voter's name on the Poll Pad, **always ask the voter to confirm their current residential address** before sending them to a different polling place. Their address on the "Master Voter List" might be outdated.
- **Find a Precinct:** Use the "find a precinct" option on the Poll Pads to look up a voter's new polling place based on their current address.
- **Registration Deadline:** Remember, state law requires registration **30 days before an election** to be eligible for a regular ballot. If a voter registered less than 30 days before the election in your City/Town, they won't be on your list and aren't eligible for a regular ballot.
- **Provisional Option:** However, if a voter insists they registered 30+ days prior, they *can* vote a Provisional Ballot.

Voter Registration Deadlines:

September Statewide Primary: 8/10/2026

November General Election: 10/4/2026

Election Dates:

Statewide Primary Election: 9/9/2026

General Election: 11/3/2026

Summary of Opening Duties

- **Get Organized:** Lay out all your supplies and compare them to the "**Inventory List**" in your Clerk's Supply Bag. Call the Board of Canvassers if anything is missing.
- **Set Up Your Station:** Place your "**Guide to Affirmation and Provisional Voting**" and your "**Provisional Voter Quick Reference Guide**" at your station.

- **Verify Seals & Serials:** Use the "**Security and Seals Certificate**" to verify seals and serial numbers with the Moderator.
- **Verify Ballots:** Use the "**Election Certificate**" to verify the number of ballots received.
- **Issue Ballots:** Give one (1) package of ballots to each pair of Supervisors. In a Primary, each pair should get a set for each party. Replenish as needed.
- **Issue ExpressVote Cards:** Provide at least five (5) blank ExpressVote cards to each pair of Supervisors.
- **Secure Ballots:** Keep the **Blue Supply Box** next to your station in the voting area and ensure all ballots are secure.
- **Prepare Forms:** Have all necessary forms ready on your table.
- **Review Checklist:** Go over the "**Opening Checklist**" in the Clerk's Supply Bag.

Voter Affirmation

The Voter Affirmation process, required by Federal and State Law, allows voters to **affirm or change their address and/or name** at the polling place. This is for changes to *existing* voter files within your City/Town.

- **Inactive Voters:** If a voter's record on the Poll Pads shows "**INACTIVE**" (meaning mail from the Board of Canvassers or the Jury Commissioner couldn't be delivered), they must complete a **pink "Voter Affirmation" form** to confirm their current address before voting a regular ballot. You'll sign this form and place it in the Board of Canvassers Return Bag.
- **Name Change:** The "Voter Affirmation" form can also be used for a name change. Ensure the voter includes their *previous* legal name so the Board of Canvassers can find their original record. The voter will sign the Poll Pads with their *new* legal name, even if the record still shows the old one. **Do not ask for legal documents to prove the name change.**
- **Change of Address *Within* the Same City/Town:**
 - If a voter moved *within* your City/Town and is now in your precinct, they must complete a **pink "Voter Affirmation" form**.
 - **Movement Dates & Voting Location:**
 - **Less than 30 days before election:** The voter votes at the polling place assigned to their *previous* address (this will appear on the Poll Pads).
 - **30 days or more before election:** The voter votes at the polling place assigned to their *new* address (use "find a precinct" on Poll Pads to locate it).
 - **"Did not move":** Usually indicates an "Inactive" voter who didn't actually move.
 - **Voter ID:** Write the voter's "**Voter ID**" number (found on the Poll Pads under their address) in the appropriate box on the "Voter Affirmation" form.
 - **Reference Guide:** Your Clerk's Supply Bag contains a "**Quick Reference Guide to Voter Affirmation and Provisional Voting**" for step-by-step guidance.
 - **Note for Clerk:** After an affirmation, **escort the voter to the first available Supervisor**. They've already waited once. If you need to send them to another polling location in your City/Town, send them with the *completed* "Voter Affirmation" form for reconfirmation by the Clerk at the new location.

Provisional Voting

Information Sheet: The "**Provisional Voting**" information sheet explains *why* the voter is using a Provisional Ballot and *how* they can check if their ballot was counted. **This sheet *must* be given to the voter, as required by Federal Law.**

- **Completing the Application:**
 - The voter must complete all required fields on the "Provisional Ballot Application."
 - You, as the Clerk, must complete certain fields on the *back* of the application.
 - Write your precinct number and City/Town in the appropriate spaces at the top back of the application.
 - Check off the reason(s) for the Provisional Ballot.
 - In a Primary, write in the ballot type the voter is requesting.
 - **Both the voter and Clerk must sign the application.**
- **Poll Pad Flagging:** Some provisional reasons require the voter to sign the Poll Pads and for you to "flag" them as casting a Provisional Ballot. Follow the "Provisional Voting Quick Reference Guide" for these steps.
- **Issuing the Provisional Ballot:**
 - Once the application is complete and the voter flagged (if applicable), give the voter a Provisional Ballot. This is a ballot you get from the Supervisors and affix a "Provisional Label" across the top-left barcode.
 - **IMPORTANT:** If the voter is using the ExpressVote machine, **do not affix the "Provisional Label" until *after* the voter has marked the ballot.**

 **Crucial Rule: DO NOT allow a voter to insert the Provisional Ballot into the DS200/DS300!**

- **Voting Process:** The voter takes the Provisional Ballot (with the application/envelope) to a voting booth, marks it with the pen, folds it, and seals it inside the envelope. They then return it to you.
- **Verify Seal:** Make sure the ballot is inside the envelope and sealed.
- **Provisional Ballot Receipt:** Tear off the bottom of the application—this is the "**Provisional Ballot Receipt.**" It has the Provisional Ballot number, which the voter will need to check if their ballot was counted after the election.
- **Storage:** Place the sealed envelope (containing the ballot and attached application) into the **Red Provisional Ballot Bag** for delivery to the Board of Canvassers.
 - **Never tear the application off the envelope!** If the voter seals the application inside the envelope, you must void the entire envelope and complete a new one.
- **Red Provisional Ballot Bag Return:** The **Red Provisional Ballot Bag *must* be returned to the Board of Canvassers after polls close, even if it's unused and empty.**

Guidelines for Provisional Voting

- **Always Offer:** If a voter insists on voting but doesn't seem to qualify, **always offer a Provisional Ballot.**
- **Counting Disclaimer:** You *can* inform the voter that their Provisional Ballot might not be counted if the Board of Canvassers can't determine their eligibility, or if they don't provide evidence by 4 p.m. the following day.

- **Information Sheet:** Always give the voter a "**Voter Information Sheet**" from your Provisional Voting Supply Bag.
- **No Supervisor Check-in:** A provisional voter **does not check in on the Supervisors' Poll Pads.**
- **Poll Pad Flagging Process:**
 - If the voter's file on your Clerk's Poll Pads is **highlighted in white:** Tap the "provisional box" at the bottom of the voter file, choose a reason, tap "apply" twice, tap "accept," have the voter sign, tap "done signing," enter your initials, and tap "submit."
 - If the voter's file is in **grey, red, or blue:** Tap anywhere to the right of the voter's name, then tap the "process provisionally" box. Have the voter review the screen for accuracy, sign, tap "done signing," swivel the Poll Pads back to you, initial the boxes, tap "submit," then tap "done."
 - This process **flags the voter as voting provisionally** but does not "check them in."
 - Voters who requested a mail ballot or voted emergency in-person are already flagged, as are voters casting a ballot in the wrong location. You won't need to choose a reason for them, but they still need to be processed on the Poll Pads.
- **Affirmation First:** Make sure the voter doesn't qualify for the **affirmation process** instead of a Provisional Ballot.
- **Valid Reasons:** Remember, a voter should be casting a Provisional Ballot for one or more reasons listed on the "Provisional Application."
 - **Torn Application:** If a voter tears the "Provisional Application" from the envelope, they **must complete a new one.** Write "VOID" on the torn application and discard it in the Blue Supply Box.
 - **Label Placement:** Place the "Provisional Ballot Label" on the top left corner of the ballot to prevent it from being inserted into the DS200/DS300.

Voting Discrepancies – Discrepancy Report

Any discrepancies involving the Poll Pads must be noted in detail on the "**Discrepancy Report.**"

- **Voter Signs, Then Doesn't Vote:**
 - If a voter signs the Poll Pads but then decides *not* to cast their ballot into the DS200/DS300:
 - They must complete a "**Surrender of Ballot**" form.
 - The unmarked ballot will be marked "Void" and placed in the **Voided Ballot Bag.**
 - The Board of Elections will delete the voter check-in.
 - If the voter returns to vote later, they will be given a **Provisional Ballot.**
- **Voter Appears Already Checked In:**
 - If a voter presents to vote and the Poll Pads show they've already been checked in:
 - Question the Supervisors to understand the circumstances.
 - If, after talking with the voter, it's determined the prior check-in was for a *different voter with the same name*, note this on the "**Discrepancy**" form.
 - The voter will be allowed to vote **provisionally.**
 - They will complete the Provisional Application. You'll manually pull up their voter file, tap to the right of their name in the green shaded area, tap the "provisional box," have them sign the Poll Pads, initial, and tap "submit." They will then complete the provisional process.

- The Board of Elections will investigate the erroneous check-in to correct the voter file.

Voiding Ballots

You are responsible for voiding a ballot at a voter's request and issuing a new one, usually when a mistake has been made.

- **Voter Action:** Ask the voter to return to the booth and fill in *all the ovals* on the mistaken ballot. This protects their privacy.
- **Surrender:** The voter will then surrender the ballot to you.
- **Marking:** Write "VOID" in large letters across the front of the ballot.
- **Supervisor Verification:** Show the voided ballot to a bipartisan pair of Supervisors when requesting a new ballot for the voter.

Closing Duties

- **Reissue:** Once Supervisors verify the voided ballot, they can reissue a new ballot to the voter, who should go to an available voting booth.

As the polls close, you'll shift your focus to carefully accounting for everything and preparing materials for return.

Red Provisional Ballot Bag

- Ask the Moderator to open the **Red Provisional Ballot Bag**.
- **Count & Record:** Count the Provisional Ballots inside and write the number on the "**Election Certificate**."
- **Seal:** Lock the bag with the Gold Key, and seal the "slot end" with a Red Tie Seal from the "Seals Envelope" in your Clerk's Supply Bag.

Election Certificate

- **Final Completion:** Once polls close, accurately complete the "**Election Certificate**."
- **Record Counts:** Enter the number of ballots cast at the poll, voided ballots, ExpressVote ballots, and manual count ballots.
- **DS200/DS300 Count:** Note the number of ballots cast into the DS200/DS300 (shown on its "public display counter").
- **Provisional Ballots:** Record the number of Provisional Ballots/Applications used.
- **Poll Pad Check-ins:** Get the total number of Poll Pad check-ins from the Supervisors and record the numbers and total on the "Election Certificate."
- **Sign & Distribute:** The "Election Certificate" must be signed by the Moderator, Clerk, and two (2) Supervisors. Place one copy in the **Board of Elections Return Bag** and an identical copy in the **Board of Canvassers Return Bag**.

Serial and Security Seals Number Tracking Form

- **Record Numbers:** Record the security seal numbers for the Blue Supply Box, Red Supply Box, Red Provisional Bag, and Blue USB Pouch on the certificate.
- **Sign & Return:** The certificate should be signed by the Moderator, Clerk, and two (2) Supervisors, then placed in the **Board of Elections Return Bag**.

Board of Elections Return Envelope

- **Fill the Bag:** Fill the Board of Elections Return Bag with the items listed on the front of the bag.
- **Feedback Form:** Complete and place the **"Poll Worker Feedback" form** into this bag.

Voided Ballots Envelope

- **Count & Record:** Count the ballots in the Voided Ballot Bag.
- **Record Numbers:** Record this number on both the **"Election Certificate"** and on the **Voided Ballot Bag**.

Manual Count Ballot Envelope

- **Account For:** Any manual count ballots must be accounted for.
- **Document Reason:** If you have manual count ballots, you and the Moderator must write the reason they weren't counted by the DS200/DS300 on the front of the Manual Count Bag and document it on the **"Discrepancy Report."**

Board of Canvassers Return Bag

Seal the following items and return them 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)
- Equipment Keys

Important Reminder: Always refer to the list on the front of all return bags/envelopes for a complete list of items to place inside. Return bags/envelopes are sealed and delivered to the Board of Canvassers by the Moderator and Clerk, along with other return items.

Summary of Closing Duties

- **Review Election Certificate:** Carefully review and accurately complete your **"Election Certificate."**
- **Complete Seals Form:** Accurately complete and sign the **"Serial and Seal Number Tracking"** form.

Checklists

- **Check Return Envelopes:** Make sure you've reviewed all Return Envelopes and placed all necessary items inside before sealing them.
- **Secure Provisional Ballots:** Confirm all Provisional Ballots are locked and sealed inside the **Red Bag**.
- **Sign Reports:** Sign the "**Election Certificate**" and "**Results Report**" from the DS200/DS300.
- **Closing Checklist:** Review the "**Closing Checklist**" in the Clerk's Supply Bag.

Below includes the Clerk Checklists you will use on Election Day. It could be beneficial to familiarize yourself with them ahead of time.

Board of Elections POLLING PLACE CHECKLIST OPENING

Clerk Check off each task as you complete it.

- ☐ Working with the Warden/Moderator and using the *Official Serial & Security Seals Numbers* tracking form found in your supply bag, verify the Precinct ID Tags on supply boxes, DS200/DS300(s), and ExpressVote all **match the form**. If you have a discrepancy note it on the discrepancy form in your supply bag.
- ☐ You have counted your printed ballots and verified the correct precinct number is printed on the upper corner of each package of ballots. You have checked off the ballot count box on the *Election Certificate*.
- ☐ You have opened one package of ballots for each set of Supervisors and issued to them. Verify packages of each ballot's type/page is on your supervisors' table.
- ☐ You have verified you have one white box of ExpressVote Cards, and you have filled in your precinct number and date on the white card affixed to the box.
- ☐ You have issued at least 5 ExpressVote cards to each set of Supervisors.
- ☐ You have one Poll Pad setup and open at your workstation.
- ☐ Your Quick Reference Guide to Affirmation/Provisionals is on your table.
- ☐ Pink voter affirmation forms are on your table **or** easily accessible in the supply box next to your station.
- ☐ You prepared your table with provisional materials according to the Provisional Voting Checklist found in the provisional supply bag **or** they are easily accessible in the supply box next to your station.
- ☐ The "voided ballots" bag is in your possession at your table.
- ☐ The "discrepancy report" is available for you to log any discrepancies.

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.
(Statewide Election 2026)

Board of Elections POLLING PLACE CHECKLIST CLOSING

Clerk

- ☐ You recorded the public count from the DS200/DS300 and the ExpressVote count from the DS200/DS300 on the Election Certificates. (If DS200/DS300 is closed, you may find this on the printed results tape under **Master Accounting** at the beginning of the results tape.)
- ☐ The **exact** number of provisional ballots inserted into the red bag is recorded on the Election Certificates. (There are two spots line 2 and line 5).
- ☐ You recorded the number of manual count ballots (if any) on the Election Certificates and **sealed** the "manual count ballots bag" (if used).
- ☐ You recorded the number of voids on the Election Certificates and sealed the "voided ballots bag".
- ☐ You recorded the number of poll pad check-ins on the Election Certificate.
- ☐ You have signed all 5 copies of the election results tapes.
- ☐ Both copies of the Election Certificates have been **completed accurately, signed by required election officials**, and placed in the **Board of Elections and Board of Canvassers bag** respectively.
- ☐ Both copies of the Official Serial & Security Seal Tracking Form have been **completed accurately, signed by required election officials**, and placed in the **Board of Elections and Board of Canvassers bag** respectively.
- ☐ You placed unused ExpressVote cards in the white storage box and recorded the number of unused ExpressVote cards on the white card affixed to the ExpressVote Storage box. Return to blue supply box.
- ☐ The Seals envelope now containing broken seals is in the Board of Elections return bag.
- ☐ The "discrepancy report" has been completed, signed and the original placed in **Board of Elections bag** and the copy in the Board of Canvassers bag.
- ☐ The **Board of Elections and Board of Canvassers** return bags have been filled, items checked off and **sealed**.

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.
(Statewide Election 2026)

Board of Elections POLLING PLACE CHECKLIST DURING THE DAY

Clerk

- ☐ Using the Quick Reference Guide to Affirmation/Provisionals you have voters complete pink "voter affirmation" forms as necessary.
- ☐ Using the Quick Reference Guide to Affirmation/Provisionals you have voters cast a provisional ballot as necessary. Utilize the guide provided with your Provisional supplies to complete all necessary steps.
- ☐ Void and re-issue ballots to voters as necessary (voids placed in voided ballots bag).
- ☐ Regulate the packages of ballots issued to Supervisors.
- ☐ Assist the Supervisors & Warden/Moderator as needed.
- ☐ Prefill the seals and serial numbers on the *Official Serial & Security Seals Numbers* tracking form using the new seals found in the Seals envelope in your supply bag.
- ☐ Review the closing timeline supplied to you below:
Pre-Closing Timeline: Gather the information needed to complete the Election Certificate Times are approximate.
- ☐ **7:30 p.m.** -Remind Supervisors to record the final number of check-ins on their poll pad after the polls close and all voters that were waiting in line have been processed. You will need this number **to** complete the Election Certificate.
- ☐ Have Supervisors count the number of open/unused ballots on their table and after the polls are closed and all voters have been checked-in, give you the total number of remaining ballots. These are placed in the Unused Ballots vinyl bag and the number noted on a label on the vinyl bag. (The Unused Ballot bag is in Supervisor Bag)
- ☐ **7:55 p.m.** -Have the Moderator/Warden unlock the provisional bag and count the number of envelopes in the bag and relock. Once the polls are closed and all voters have been processed, seal the bag with the red seal and record the number on the Election Certificates. Count your voids and record the number on your Election Certificate.
- ☐ **8:00 p.m.** -After the polls have closed but prior to DS200/DS300 being closed (all voters have placed the ballot into the DS200/DS300) have the Moderator/Warden give you the total number of ballots placed into the DS200/DS300 by taping the blue icon to the left of the public count number. This will break down the number of preprinted ballots **and** ExpressVote ballots deposited into the DS200/DS300. You will need both numbers to complete the Election Certificates.

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.
(Statewide Election 2026)

Clerk Closing Continued

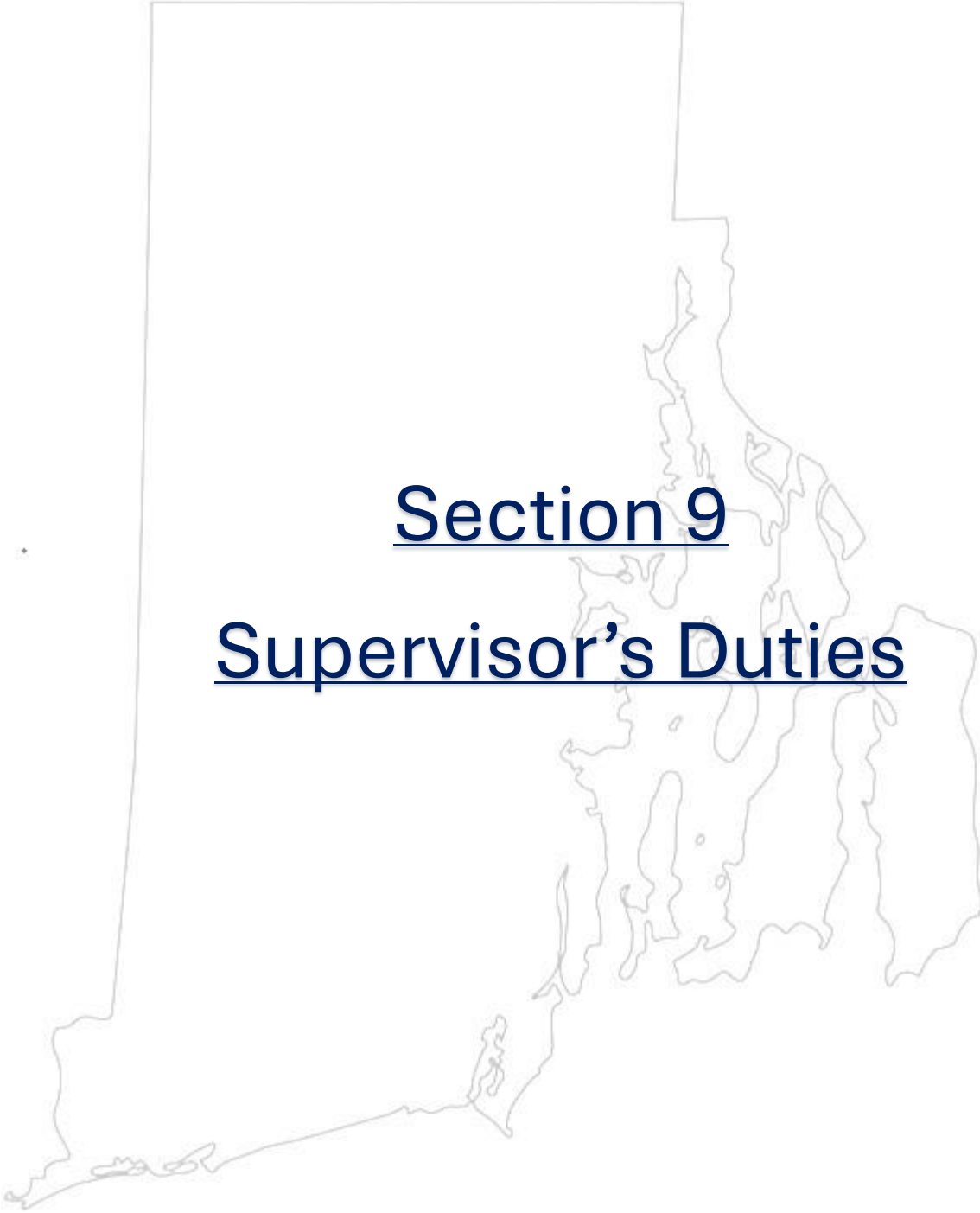
- ☐ Unused and Unopened ballots have been left in the blue supply box.
(Open packages from the Supervisors tables must be counted and placed in the "Unvoted Ballot Return Bag" first, sealed and bag placed in blue supply box. This bag is in the Supervisor Bag.)
- ☐ All unused forms and unused affidavits have been returned to the blue supply box.
- ☐ Place this completed and signed checklist in the BOC return bag and **seal it**.

I, the undersigned, have completed all items of this checklist.

Clerk _____

Precinct # _____

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.
(Statewide Election 2026)

A faint, light gray outline map of the state of Indiana serves as a background for the title. The map shows the state's irregular borders, including the Michigan and Lake Michigan area to the northeast.

Section 9

Supervisor's Duties

Supervisor's Duties

This Section outlines the key responsibilities of Poll Worker Supervisors, covering opening duties, election day procedures, and closing tasks. Your attention to detail and professional conduct are crucial for a smooth and fair election.

Checklists

Before the polls pen, Supervisors play a critical role in setting up the polling place.

Poll Pads

- Poll Pads are electronic devices used to check in voters. They contain a list of all eligible voters in the precinct who registered **30 days or more** before the election or primary.
- **Before polls open**, Supervisors must:
 - Assemble and power on each Poll Pad.
 - Verify the **home screen displays**:
 - The correct **polling location**.
 - The **election date**.
 - A **check-in count of zero**.
- Supervisors are also responsible for assembling and setting up the **Clerk's Poll Pad**.

Voting Booths

- Refer to the **Setup Checklist** included in your supply packet to ensure proper booth setup.
- Make sure:
 - Booths are positioned as shown on the **polling place diagram**.
 - Each booth contains a **pen**, which can be found in the **Supervisor's Supply Bag**.
- **Throughout the day**, check booths periodically to:
 - Replace any missing pens.
 - Remove any trash or **campaign materials**.

Signage Inside the Precinct

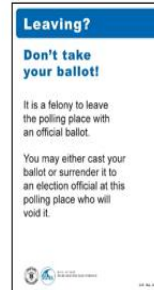
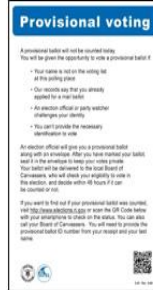
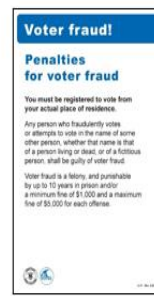
- Supervisors must hang all required signage in clearly visible areas **inside** the polling place.
- In **Providence, Pawtucket, Woonsocket, and Central Falls**, signs must be posted in **both English and Spanish**.

Special Instructions:

- If there are **multiple precincts in the same room**, use **one full set of posters** and display **sample ballots for all precincts**.
- If each precinct is in a **separate room**, a **full set of posters** must be posted in **each room**.
- During **statewide elections**, you may be instructed to post additional signs **inside voting booths**. These will be provided and noted during training and can be found in the **Blue Election Supply Box**.

Required signage includes:

- “Vote Here / Vote Aquí”
(on the entrance door)
- Voter ID Requirements
- How to Vote
- Powers and Duties
- Provisional Voting
- Voter Fraud
- Voting Rights
- Leaving?
- Sample Ballots



Signage Outside the Precinct

- The following posters must be posted **outside** in visible locations:
 - “Vote Here / Vote Aquí” (must be visible from the **street**)
 - Polling Place Hours
 - Polling Place Location
- In **Providence, Pawtucket, Woonsocket, and Central Falls**, all signs must be posted in **English and Spanish**.
- **Weather Considerations:**
 - If it is **raining or windy**, secure all outdoor signage.
 - If the entrance has a **glass front door**, post signs **inside the glass**, ensuring they remain visible from outside.

Important Note: State law requires the “Vote Here” to be **visible from the street**. If it is not, alert the Moderator, who will contact the **Board of Canvassers** for additional signage.



Summary of Opening Duties

1. **Poll Pads:** Turn on Poll Pads. Verify precinct name, election date, and zero check-in count.
2. **Interior Signs:** Place interior posters where voters can easily see them.
3. **Exterior Signs:** If raining or windy, secure exterior signs or place them inside glass doors, ensuring visibility from outside.
4. **Organization:** Set up your tables with ballots, Poll Pads, and supplies.
5. **Accessible Booth:** Ensure the accessible voting booth is set up with its black leg extenders.
6. **Voting Booth Pens:** Place a pen in each voting booth and check throughout the day for availability.

Election Day Duties

Supervisors are the frontline for voter check-in and assistance.

Work in Pairs (Bi-Partisan)

- Supervisors work in **bi-partisan pairs** to check-in voters.
- **Check-in Process:** This involves checking IDs, matching voter information on Poll Pads, obtaining voter signatures, and issuing ballots.
- **Voter Assistance:** Assist voters in the voting booth if requested by the Moderator.

Voter Identification

All voters must show **photo identification** to vote a regular ballot.

- **Presentation:** The voter must present ID to the Supervisor *before* signing the Poll Pads.
- **Validity Check:** Ensure the ID meets the requirements below.
- **Valid Photo Identification:**
 - The address on the ID does **not** need to match the voting list.
 - The ID must be valid and **not expired more than six months** prior to the election.
 - If an ID has no expiration, it is acceptable.
 - **Accepted IDs:**
 - RI Driver's License or State ID (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
 - Government-Issued Medical Card
 - Native American Tribal Identification Card

No Valid ID: If a voter does not present valid photo ID, they have the right to vote using a **Provisional Ballot** (processed by the Clerk). The voter has until 4 p.m. the day after the election to provide qualifying information to the Board of Canvassers. Alternatively, if the signature on the provisional ballot matches their voter record, the ballot will be counted.

Check-In Voters Process

Check ID: Voter presents valid photo ID. Supervisor verifies identity and ID validity (or if expired, not more than 6 months).

Scanning (RI Driver/State ID):

1. **If an RI Driver's License or RI State ID**, place it on the holder (barcode facing Poll Pads) and tap "scan barcode".
2. **Match & Confirm:** Poll Pads will search for a match.
 - When the voter file appears, ask the voter to state their name and current address.
 - If information matches, repeat name and address loudly and clearly.
 - Turn Poll Pads to voter, ask them to verify info and tap "accept".
3. **Signature:** Poll Pads automatically advance to the signature page. Have the voter sign and tap "done signing", then turn Poll Pads back.
4. **Process Completion:** Both Supervisors initial the Poll Pads, tap "submit". Screen will turn green with "voter has been processed".
5. **Ballot Issuance:** The voter may now be issued a ballot.

Manual Entry (Other IDs or No Scan)

1. **Initiate:** Tap "manual entry".
2. **Enter Initials:** Enter the first 3 initials of the voter's last and first name.
3. **Single Match:** If one file appears, tap to the right to pull up the full file. Ask voter for name and address. If match, complete check-in as above.
4. **Multiple Matches:** If multiple files appear, ask for name, address, and date of birth. Tap to the right of the correct file and complete check-in as above.

Note: If "No Voter Found" after manual entry/initials, tap "advanced search" and type in voter's address or date of birth. Search for the correct voter. If still no record, **send the voter to the Clerk.**

Ballot Issuance

- Always give the voter the ballot in a **secrecy sleeve** (bundled in Supervisor's Supply Bag).
- Remind voters to **fill in the oval** next to their choice (no "x", check, or circle).
- Direct voters to an open voting booth.
- Remind them to enter the marked ballot into the **DS200/DS300 tabulator machine** for counting.

Discrepancies & Special Cases

- **Name/Address Mismatch:** If a voter's name or address does not match the Poll Pads, direct them to the Clerk to complete an "Affirmation" form.
- **Verify Information:** Always verify the voter's name, address, and party affiliation.
- **17-Year-Old Voters:** Voters who are 17 years old but will turn 18 by the General Election following the Primary are eligible to vote in the Primary.
- **Party Affiliation Dispute:** If a voter disputes their party affiliation, send them to the Clerk to cast a Provisional Ballot.
- **Unaffiliated Voters:**
 - Before signing the Poll Pads, the "choose party" screen will appear.

- The voter must select a ballot, then tap "submit."
- The screen will then move to the signature page. The voter verifies their party affiliation, signs, and presses "submit."
- Supervisors will then complete the check-in process.

Keep the Line Moving! If there are problems finding a voter's name or any disputes, **send the voter to the Clerk** to resolve the issue and take the next person in line.

Voters with Disabilities

- **Line Priority:** The Moderator may offer a voter with an obvious disability (e.g., on crutches) the chance to go to the front of the line if standing would cause severe discomfort. Alternatively, a chair may be offered.
- **Medical Certificate:** A voter can show a Moderator a certificate from a physician or Christian Science practitioner attesting to a disability making line-standing inadvisable. This is not required for accommodation.
- **Accessible Voting Booths:** Each polling place has at least one accessible voting booth.
 - Prioritize its use for voters with disabilities and voters 65 years or older.
 - If more than one, set them up at the end of the row closest to the DS200/DS300.

Voter Assistance from Poll Workers

- **Requesting Assistance:** *Any voter* needing assistance to vote may ask the Moderator.
- **Bi-Partisan Pair:** If a voter needs help marking their ballot, the Moderator must direct a **bi-partisan pair of Supervisors** to accompany the voter to a voting booth.
- **Marking Ballot:** At the voter's request, Supervisors may read the ballot and mark it at the voter's direction.
 - **Do not** attempt to influence the voter's choice.
 - Voter choices must remain secret.
 - **Never** leave the voter alone with only one Supervisor.
 - **The voter assistant may only mark the ballot at the direction of the voter.**
- **Casting Ballot:** The bipartisan pair may assist the voter in casting the ballot into the DS200/DS300.

Affidavit of a Voter Requiring Assistance
State of Rhode Island Board of Elections

Name of Voter _____ Street Address of Voter _____
City/Town of Voter _____ Name of Assistant _____

Under the penalty prescribed by law, I hereby make affidavit that I have chose this individual to provide assistance to me because I am either blind, disabled, or unable to read or write in the English language and do hereby certify that the person chosen to assist me is not my employer, or agent of my employer, or officer or agent of my union.

Voter's Signature _____

Name of Assistant _____ Street Address of Assistant _____
City/Town of Assistant _____ Name of Voter _____

Under the penalty prescribed by law, I hereby make affidavit that I have been chosen to provide assistance to the voter by reason of either blindness, disability, or inability to read or write in the English language on the part of the voter, and do hereby certify that I am not the voter's employer, or agent of that employer, or officer or agent of the voter's union.

Assistant's Signature _____

Subscribed and sworn to me on MM DD YYYY
Voter's Ballot Application No. _____ Warden/Moderator Signature _____

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Voter Assistance from Person of Voter Choice

- **Eligibility:** Any voter may bring an individual to assist them.
- **Restrictions:** State law does **not** allow assistance from the voter's union representative or employer.
- **Required Form:** All individuals providing assistance must complete the "Voter Requiring Assistance" form (in Supervisor's Supply Bag). This form must be signed by the voter and the Moderator.
- **Ballot Marking:** Generally, the "assistant" should **not** mark the ballot unless the voter requests it.

Messages in the Poll Pads

When these messages appear, follow the instructions below:

- **HAVA ID REQUIRED:**
 - Voter must show one of the 7 acceptable photo IDs.
 - If no valid ID, send to Clerk to vote a Provisional Ballot.
- **VOTER INACTIVE:**
 - Voter must see the Clerk and complete a "Voter Affirmation" form.
- **VOTED BY MAIL CANNOT SIGN:**
 - Voter must see the Clerk and vote a Provisional Ballot.
- **"VOTED" APPEARS ON THE VOTER FILE:**
 - 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

The **ExpressVote machine** is designed to assist voters with disabilities to independently mark their ballot, but may be used by or offered as an option to any voter.

- **Capabilities:** Reads a ballot, marks a ballot, and summarizes a marked ballot.
- **Beneficial For:** Voters who are blind, cannot read, or have motor disabilities.
- **Universal Access:** All voters are allowed to use the **ExpressVote machine, regardless of disability.**
- **Language (Providence, Pawtucket, Woonsocket, Central Falls):** Offers English or Spanish ballot display.
- **Procedure:**
 - If a voter asks to use it, tell the Moderator.
 - The Moderator will bring the voter to the machine and provide instructions.
 - **Do not ask** if the voter has a disability.
 - **Do not try to discourage** anyone from using it.

Summary of Election Day Duties

1. **Attentiveness:** Be attentive and prepared to process each voter.
2. **Voter Confirmation:** Repeat each voter's name and address loudly and clearly.
3. **ID Address:** The address on the identification is **not relevant** for voting purposes.
4. **Professionalism:** Conduct all interactions with voters professionally, politely, and courteously.
5. **Keep Line Moving:** If issues arise (address, party affiliation, etc.), politely refer the voter to the Clerk and process the next person in line.
6. **Long Lines:** If lines are long, ask the Greeter (if available) to remind voters to have their ID ready.
7. **Disability Assistance:** If you see anyone with obvious difficulty standing, inform the Moderator to offer front-of-line access.
8. **Security:** Keep ballots securely on your table. One Supervisor handles Poll Pads, the other handles issuing ballots in secrecy sleeves.

Closing Duties

As polls close, Supervisors assist with packing up and reporting.

1. Count Check-Ins

- **Report to Clerk:** Before turning off your Poll Pads, inform the Clerk of the final check-in count (found in the upper center of the Poll Pads screen).

2. Forms

- **Submit to Clerk:** Give all completed voter forms to the Clerk for filing.

3. Poll Pads

- **After giving the count to the clerk:** Turn off the **Poll Pads**, disassemble them, and place them in their **green cases**. Return all cases to the **Red Supply Box**

4. Voting Booths

- **Folding:** All voting booths must be folded by Supervisors.
- **Emptying:** **REMOVE** any pens or posters from inside the booths **BEFORE** folding them.
- **Accessible Booth:** Place the plastic "leg extensions" inside the accessible booth before folding.

5. Signage

- **Removal:** Remove all election posters (inside and outside) and place them into the Blue Election Supply Box.
- **"Vote Here" Sign:** **DO NOT FOLD** the 'Vote Here' sign.
- **Unused Supplies:** Place any unused forms and other supplies into the election supply box.

Summary of Closing Duties

1. **Check-in Count:** Give the Clerk the check-in count from the Poll Pads.
2. **Ballot Transfer:** Help the Moderator remove ballots from the DS200/DS300 and place them in the Blue Metal Security Case.
3. **Signage Collection:** Remove all interior and exterior signs and posters and return them to the Blue Supply Box.
4. **Unused Forms:** Put any other unused forms back into the Blue Supply Box.
5. **Fold Booths:** Fold up all voting booths, ensuring black leg extenders are placed inside the accessible booth.
6. **ExpressVote Machine:** Help the Moderator put the ExpressVote machine back in its carrying case.
7. **ExpressVote Table:** Break down and store the ExpressVote machine table in its box.
8. **Sign Reports:** Sign the "Election Certificate" and "Total Report" from the DS200/DS300 if asked.
9. **Review Checklist:** Review the closing checklist in the Supervisor's Supply Bag.
10. **Dismissal:** Wait until you are dismissed by the Moderator.

The next page includes the Supervisor Checklists you will use on Election Day. It could be beneficial to familiarize yourself with them ahead of time.

Checklists

Board of Elections POLLING PLACE CHECKLIST OPENING

Supervisors – Check off each task as you complete it.

- ☐ Retrieve your supplies and Poll Pads after the red and blue supply boxes are opened.
- ☐ Assemble and place the Poll Pads on your table and power on.
- ☐ Assemble and place one Poll Pad on the Clerk table and power on.
- ☐ Verify the precinct name on Poll Pad is correct and check in count is zero.
- ☐ Verify packages of each ballot's type/page are on your [Supervisors'](#) table.
- ☐ Verify you have all supplies on your inventory list.
- ☐ Place the list of acceptable IDs on your workstation.
- ☐ Display the "Ask Me about ExpressVote" sign on your [Supervisors'](#) table.
- ☐ Post all the posters & signs up. Including any for the booths - including Spanish posters, if applicable.
- ☐ Post the "Vote Here" signs, "Polling Place Hours", and "Polling Place Location", outside at the handicap accessible main entrance.
- ☐ All voting booths are assembled.
- ☐ Correctly [setup](#) the handicap accessible booth and place it nearest the DS200/DS300 if it hasn't been done for you.
- ☐ "Voter requiring assistance" forms are on Supervisors table available for use.
- ☐ The "magnifying sheet" is in the handicap voting booth.
- ☐ Sign the zero report if requested by the Warden/Moderator.

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.
(Statewide Election 2026)

Board of Elections POLLING PLACE CHECKLIST CLOSING

Supervisors – Complete the following after all voters waiting in line at 8p.m. have been checked in.

- ☐ Count the number of open, unused ballots on your table and give ballots with the Unused Ballot Bag and the total to the Clerk.
- ☐ Record the number of check-ins from your Poll Pad and give to the Clerk.
- ☐ All **Poll Pads** are turned off, in green cases and returned to the **red supply box**.
- ☐ You removed all posters and signs and placed them in the blue supply box.
- ☐ You forwarded all forms completed by the voters to the Clerk for filing.
- ☐ Sign the "Affidavit of the Supervisors" form and file with the Clerk.
- ☐ Two Supervisors signed the Voting Results reports from the DS200/DS300.
- ☐ Two Supervisors signed **both** copies of the Clerk's "Election Certificate".
- ☐ Two Supervisors signed **both** copies of the Clerk's "Official Serial & Security Seals Number" tracking form.
- ☐ You verified all ballots have been removed from the DS200/DS300(s). You may be asked to assist with emptying DS200/DS300 & storing voted ballots in the storage cases.
- ☐ You assisted the Warden/Moderator with storing the ExpressVote.
- ☐ You disassemble all the voting booths. Booth legs are stored inside each booth.
- ☐ All **unused** ballots & the Unused Ballot Bag or forms have been placed in the blue supply box.
- ☐ Place this completed and signed checklist in the BOC return bag.

We, the undersigned, have completed all items of this checklist. Precinct# _____

Supervisor _____

Supervisor _____

Supervisor _____

Supervisor _____

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.
(Statewide Election 2026)

Board of Elections POLLING PLACE CHECKLIST DURING THE DAY

Supervisors – Below are the steps to check-in voters. Exclusions are listed on the bottom of the page.

- ☐ Ask each voter for valid **photo** identification (see list of IDs in your supplies).
- ☐ Scan the voter's **BI driver license** or manually look up the voter on the Poll Pad if voter presents other form of acceptable ID. (Note: Manual ID entry may pull up more than one voter if there are voters with the same name in your precinct. You must ask the voter for the date of birth and then tap anywhere to the right of that voter's name on the correct file to access the full-page voter file).
- ☐ After accessing the full-page voter file, ask the voter to state his/her name and current address. If it is a match to the poll pad repeat the **name** and **address** of the voter in a loud and clear voice.
- ☐ Swivel the Poll Pad around and instruct the voter to verify name, address, date of birth and in **primaries only** party affiliation (Democrat or Republican). If the information is correct instruct the voter to tap accept.
- ☐ **Primary Only:** Unaffiliated voter after reviewing the voter information screen and accepting it will have an additional screen appear with his/her ballot options. The voter must tap one ballot style and tap accept. This is the ballot the voter will be issued.
- ☐ Direct the voter to sign the Poll Pad with stylus, tap done signing when completed and swivel poll pad back to you.
- ☐ **Two** Supervisors should note the ballot being issued to the voter, initial the Poll Pad screen with stylus, tap submit and then tap done. Screen will automatically revert to the check-in screen.
- ☐ Issue voter the correct ballot and place in a green Privacy Sleeve. (**Do not pre-fill privacy sleeves with ballots.**)
- ☐ You control the flow of voters. Ask the Warden/Moderator if you may stop checking-in voters if there are no available voting booths.

Exclusions: Voters that state the name, address or party affiliation is incorrect or voters with a message that states "inactive", "voted by mail cannot sign", "voted", or "early ballot processed" are sent to the Clerk. You do not check this voter in or issue a ballot. The Clerk may give you directions on checking in the voter after working with the voter.
To return to the check-in screen after working with this voter tap start over and you will be returned to the check-in screen. Check-in the next voter in line.

Contact the Board of Canvassers immediately if any of these items cannot be completed for any reason.
(Statewide Election 2026)

Section 10
Electronic Poll Books
(Poll Pads)

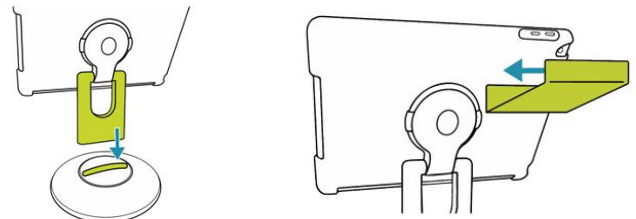
Poll Pad – Operations Guide

Poll pads (also called electronic poll books or e-pollbooks) are tablet-based devices used at voting locations to check in voters on Election Day. They replace the traditional paper voter rolls, allowing poll workers to quickly look up a voter's registration record by scanning an ID or searching by name, then verify eligibility, confirm the correct precinct and ballot style, and mark the voter as having voted. Because poll pads are often networked (sometimes wirelessly) within a county or jurisdiction, they can update voter records in near real-time, helping prevent someone from voting at multiple locations. They speed up the check-in process, reduce human error compared to manual roll checks, and can flag issues like address changes, party affiliation for primaries, or the need for a provisional ballot.

Setting Up the Poll Pad

Step 1: Connect Stand Arm to Base & Attach the ID Tray

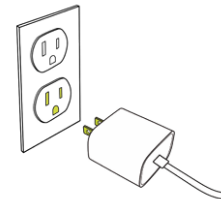
Insert the stand arm into the Poll Pad stand base. Once attached, rotate the Poll Pad until it is in a landscape orientation with the camera at the top. Then, attach the ID Tray to the Poll Pad with the mounting clip, insert the stylus, and adjust the angle of the Poll Pad.



Step 2: Connect to Power

Plug the power adapter into an outlet.

The Poll Pad will power on automatically once connected to power.



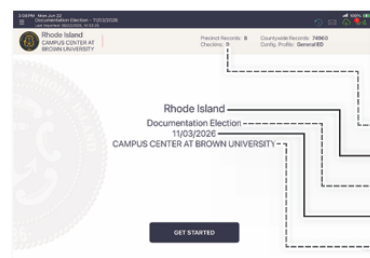
*NOTE: If the Poll Pad application does not open automatically when the device powers on, tap the Poll Pad icon on the Home Screen. Verify that the correct home page is displayed. Also, do **not** perform a software update on the Poll Pad. In the unlikely event that an iOS update prompt appears on the device, select Install Later from the on-screen options.



Standard Check-In

Step 1: Home Screen Checklist

Confirm the Following Information: Battery life is 90% or greater, Check-ins = 0, Name of Jurisdiction, Election Name, Election Date, Polling Place Name. Then, tap “get started.”



1. Home Screen Checklist

Confirm the following information:

- Battery life is 90% or greater
- Checkins = 0
- Name of Jurisdiction
- Election Name
- Election Date
- Polling Place Name

Step 2: Check-ins – Search for Voter

Choose one of the following methods to search for a voter:

- A. Scan Barcode (Select “scan barcode” to scan a driver’s license or State ID card).
- B. Manual Entry (Select “manual entry” to search by the voter’s name).

Step 2A: Scan Barcode

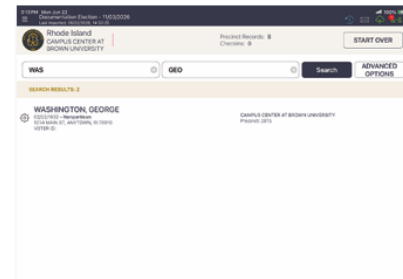
Place the ID or voter information card on the Scanning Tray with the barcode facing the camera, then tap “scan barcode.” Once the barcode is recognized; the voter’s information will appear on the screen.



Step 2B: Manual Entry

Locate the voter’s record by using the on-screen keyboard to enter the first three (3) letters of their last and first names, then tap Search.

Locate the voter’s record, then tap it to select the voter.



Step 4: Voter Confirmation

Confirm that the correct voter is displayed, then tap “accept.” Optional: If you need to mark a voter as provisional, tap “provisional” and refer to the “Marking a Voter as Provisional” section.

Step 5: Party Selection (Primary Only)

If this is a Primary election, the party selection screen will appear. Ask the voter to select a party, then tap Accept. If it is not a Primary election, proceed to the next step.



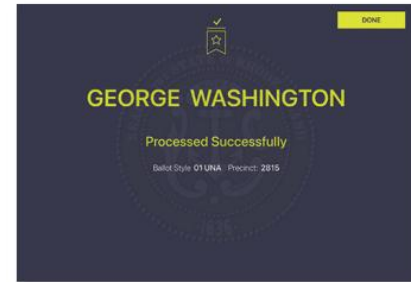
Step 6: Signature Confirmation

Ask the voter to confirm the information by signing, then tap Done Signing.



Step 7: Poll Worker Confirmation

Confirm that the information on the Poll Worker Confirmation screen is correct, initial the provided fields, then tap Submit. A confirmation screen then appears, indicating the voter has been successfully processed. Tap Done to return to the voter search screen.



Marking a Voter as Provisional

Provisional Voters

Tapping “Provisional” on the Voter Confirmation screen displays a Provisional form. **Complete that form:**

- Select a reason from the Choose Reason drop-down menu.
- Enter the voter’s phone number.
- Enter any applicable details, then tap Apply

The voter’s record is then marked provisional.



Advanced Search Options

Step 1: Voter Not Found

If the voter is not found, the No Records Found dialog is displayed. Tap OK to return to the voter search screen.

Step 2: Advanced Options

If the voter is not found, you can search again by tapping Advanced Options and adjusting the search criteria.

Step 3: Reset Name Fields

Tap Reset to clear the previous search criteria.

Step 4: Advanced Search Tabs

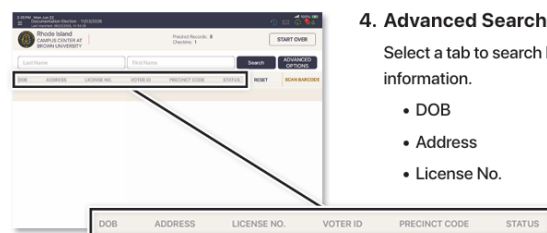
Select a tab to search by that type of information: DOB, Address, License No., Voter ID, Location Code, Status.



4. Advanced Search Tabs

Select a tab to search by that type of information.

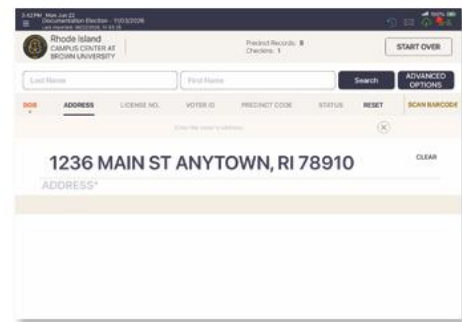
- DOB
- Address
- License No.
- Voter ID
- Location Code
- Status



Step 5: Enter Search Criteria

Enter your search criteria.

If you search by address, the system displays a list of similar addresses as your type. Selecting an address from the list auto-populates the address field. Continue adding criteria as needed. Tabs with search criteria will show a red dot. Tap “search” when finished.



Step 6: Voter Found

If the voter is found using advanced options, follow the standard check-in procedure to process them.

Wrong Location

Step 1: Wrong Location

If a voter is not at the correct polling place, their record will be marked “wrong location.” Tap the voter record, then “display map” to view the correct location and provide directions.

Step 2: Correct Location

A map and directions to the correct location are displayed. Tap to select one of the following options from the drop-down menu: walking, driving, mass transit.

Step 3: Provide Directions

Tap either “text location” or “email location.” Enter either the voter’s phone number or email, depending on the selection, then tap done.



Exceptions

Inactive Voter

If a voter record is marked inactive, tap the record, then follow the on-screen prompts.

Issued Emergency Ballot

If a voter record is marked “issued emergency ballot,” they have already cast a ballot. Follow your jurisdiction’s procedures.

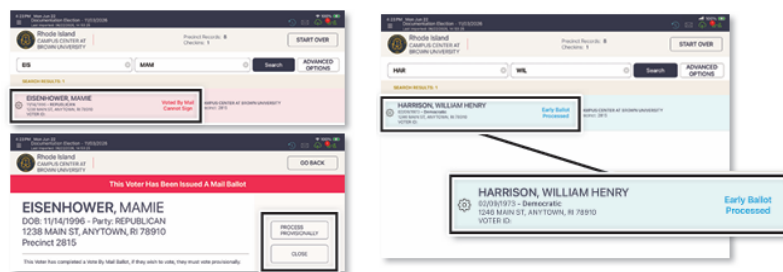


Voted by Mail Cannot Sign

If a voter record is marked “voted by mail cannot sign,” tap the record, then follow the on-screen prompts.

Early Ballot Processed

If a voter record is marked “early ballot processed,” they have already cast a ballot. Follow your jurisdiction’s procedures.



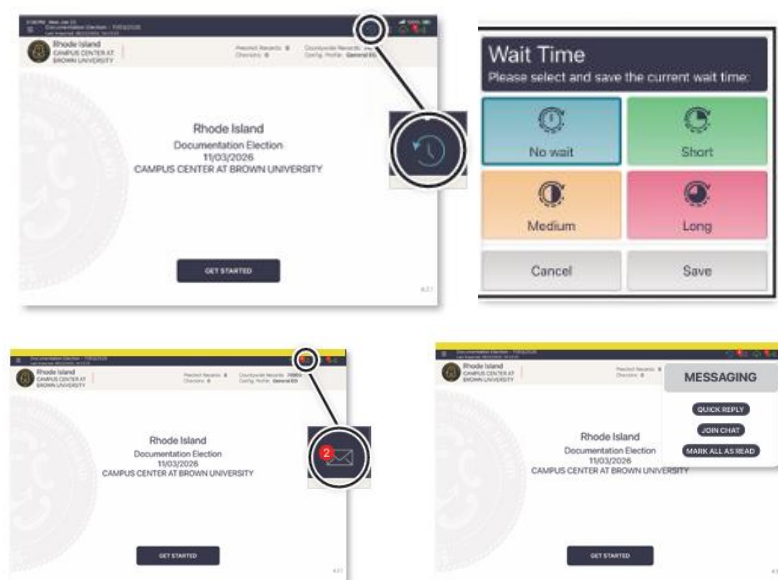
Features

Voter Wait Time

The voter wait time feature on the Poll Pad can help calculate the average wait time for voters. The information is then synced to ePulse. Press the clock icon, then, choose the option that best describes the current wait time.

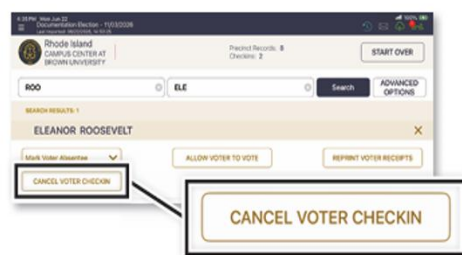
Messages – Incoming:

An incoming message notification will appear as a yellow banner at the top of the screen, and a red number badge will appear on the envelope icon. To view the new message, tap the envelope icon in the Poll Pad tool bar. A pop-up will display the new message. Tap “quick reply” to send a message from the pop-up. Tap “join chat” to view the full message thread. Tap “mark all as read” to clear all notifications.



Cancel Voter Check-In:

- To cancel a voter’s check-in, tap Cancel Voter Check-In.
- When the “Cancel Voter Check-In” form appears, enter your name and select a cancellation reason.
- Optional: Add any relevant details, then tap Next.
- Review the information on the “Review, Sign, and Submit” screen, sign your name, then tap Submit. The voter’s check-in is canceled



Closing – Packing the Poll Pad

Step 1: Take the Stand Apart

1. Unplug the Poll Pad.
2. Remove the scanning tray.
3. Lift the stand arm out of the base.

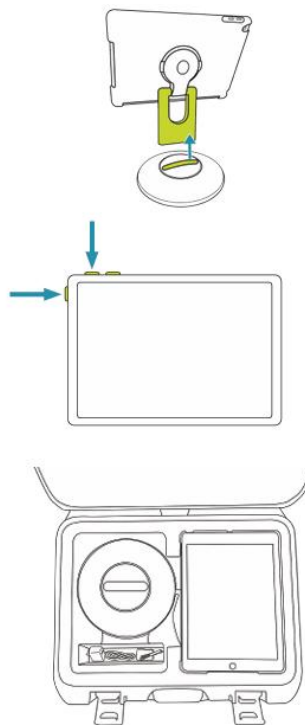
Step 2: Power Off the Poll Pad

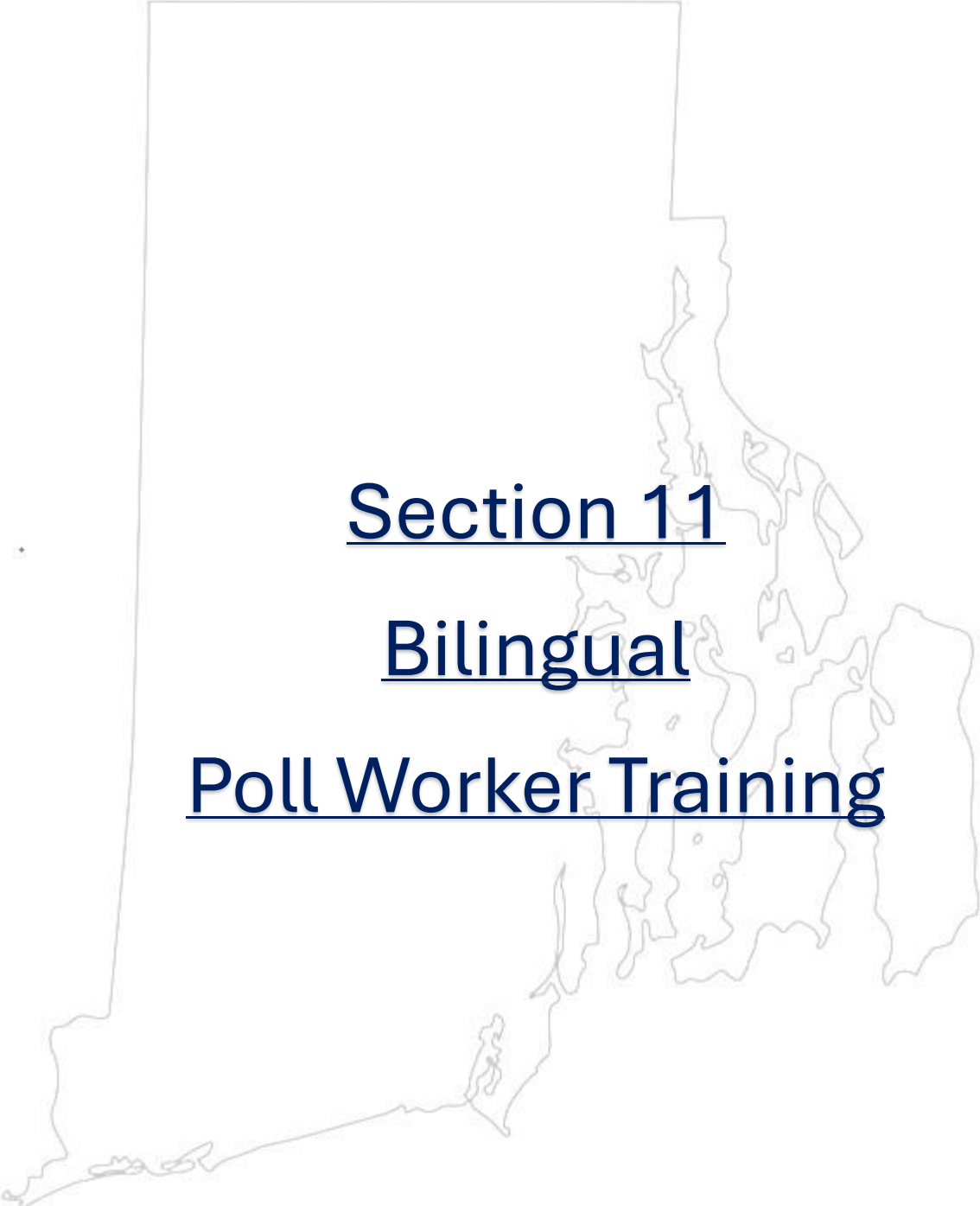
1. Press and hold the top button and
2. either volume button.
3. Drag the power off slider to the right.
4. Wait 30 seconds for the device to turn
5. off.

Step 3: Pack the Case

Return the Poll Pad and accessories to the case.

- Poll Pad & Stand Arm
- Stand Base
- Scanning Tray
- Power Cord with Adapter
- Stylus
- Cleaning Cloth



A faint, light gray outline map of the state of Indiana serves as a background for the title. The map shows the state's irregular borders, including the Michigan and Lake Michigan area to the north and the Ohio River to the east.

Section 11 Bilingual Poll Worker Training

Bilingual Poll Worker Training: Ensuring Equal Access

*We are deeply committed to ensuring every voter has an equal opportunity to participate in the electoral process. This special training supplement outlines your vital role in upholding the **Federal Voting Rights Act's** mandate to provide essential language assistance.*

Your Indispensable Role: Bridging Language Gaps

*As a bilingual poll worker, you are crucial to providing both **written and oral language assistance**.*

Absolute Fluency: You *must* understand, speak, read, and write **Spanish AND English** fluently.

Providing Comprehensive Language Assistance

Written Materials:

- **Complete Translation:** Anything the voter sees – including the ballot itself – is translated into Spanish and displayed in both English and Spanish.
- **Your Duty:** Ensure all written materials provided by the Board of Canvassers are prominently displayed.
- **Be Prepared:** Familiarize yourself with all translations to offer effective voter assistance.

Oral Support:

- **Designated Support:** Voters needing language assistance will be referred directly to you.
- **Direct Engagement:** Listen carefully to voters, answer their questions, and translate responses as necessary.
- **Assistance Zones:** You can assist voters at the **privacy booth** and the **DS200/DS300 Scanner**, if requested.
 - *(Note: One poll worker from each political party must assist the voter at these locations.)*
- **Proactive & Polite:** Approach voters with a helpful and courteous demeanor.

Specific Ways You'll Help (using Spanish terminology):

- Locating the correct **precinct**.
- Explaining and translating the ballot.
- Demonstrating how to cast their ballot.
- Explaining how to complete a **Provisional Ballot**.

Key Operational Detail

- **Terminology Mastery:** A comprehensive **English/Spanish and Spanish/English glossary** is provided in this manual. You are required to master these terms for accurate translation.
- **Identification:** Wear a name tag clearly identifying you as "bilingual."
- **Role Clarity:** You are **NOT** assigned to supervise other poll workers. Your function is the same as all poll workers – to assist the voter.

Assignments and Duties

- **Wrong Polling Place:** If a voter is in the wrong location, direct them to the **Clerk**, who will offer the choice of going to the correct polling location or completing a **Provisional Ballot**.
- **Flexible Assistance:** Provide assistance wherever it's needed.
- **Targeted Help:** Only ask voters for their information in Spanish if they explicitly require assistance.
- **Signage Check:** Verify that all **English/Spanish signs** are correctly posted inside and outside the polling place, using a checklist from the Warden.
- **Completing Forms:** Assist voters in completing **Affirmation Forms, Provisional Ballots**, etc.
- **Voting Machine Assistance:** Help voters to use the Voting Machines (DS-200/DS-300 & ExpressVote as needed).

ALWAYS preserve the voter's privacy.

- **DO NOT** handle the voter's ballot (unless they ask for assistance).
- **DO NOT** watch them insert their ballot into the scanner (unless they've asked you to do so).

Glossary: English - Spanish

This section contains the meaning of words that are found in the Poll Worker's Manual.

A

Accessibility - Accesibilidad – Measurable characteristics that indicate the degree to which a system is available to, and usable by, individuals with disabilities. The most common disabilities include those associated with vision, hearing and mobility, as well as cognitive disabilities.

Accessible Entrance - Entrada Accesible - Posted at poll sites giving disabled voters an alternate entrance into a polling place when the main entrance makes it difficult to enter safely. This alternate entrance is either already accessible or is made accessible by use of a ramp or other device.

Affidavit - Declaración Jurada - A written statement confirmed by oath or affirmation.

Assembly District (AD) - Distrito de la Asamblea - One of a fixed number of districts into which a state is divided, each district electing one member to the lower house of the state legislature.

B

Ballot - Papeleta de Votación – The official presentation of all of the contests to be decided in a particular election. Either in paper or electronic format, the mechanism for voters to show their voter preferences.

C

Candidate - Candidato - A person who is seeking nomination or election to a specified office and who either has met the legal requirements to have his/her name printed on the ballot or is eligible to have his/her name written in on the ballot and counted as the voter's choice for the contest. Note - federal campaign finance and some states do not require a person to have filed petitions to be considered a candidate. Raising money alone can make you a candidate.

Certification - Certificación - Procedure by which a third party gives written assurance that a product, process, or service conforms to specified requirements.

Court Order - Orden Judicial - An order signed by a Supreme Court judge on Election Day. This must be read carefully by the poll worker to determine whether the judge is allowing a voter to vote on the voting machine or instructing them to vote by affidavit ballot.

D

DS 200 (Voting Machine) - Máquina de Votación – The model name of the voting machine on which voters cast their vote.

E

Election District (ED) - Distrito Electoral - Contiguous geographic area represented by a public official who is elected by voters residing within the district boundaries. The district may cover an entire state or political subdivision, may be a portion of the state or political subdivision, or may include portions of more than one political subdivision.

Electioneering - Hacer Propaganda Electoral - The activity of trying to persuade people to vote for or against a particular candidate, measure or political party. Electioneering is prohibited in the polling place and within a 50-foot radius from the entrance to the polling place.

Electronic Poll Book (Poll Pad) - Tableta de Registro – Tablet that contains the voter roll with identifying information including each voter’s signature. There is space for the voter to sign and for the Supervisor to make various required entries.

Enrolled Voter - Votante Inscrito en un Partido Político - A registered voter who has chosen to affiliate with a particular political party. An enrolled voter may vote in the primary elections of the party in which she/he is enrolled.

G

General Election - Elección General - An election held to elect individuals to public office. Any registered voter may vote in a General Election.

H

Help America Vote Act Of 2002 (HAVA) - Ley Ayude a América a Votar de 2002 - Act passed by the U.S. Congress in 2002 to make reforms to the nation’s voting process. HAVA addresses improvements to voting systems and voter access that were identified following the 2000 election.

Interpreter - Intérprete - Assists non-English speaking voters by interpreting information provided by other poll workers, instructing the voter on using the voting machine.

N

No Electioneering Sign - Letrero sobre la Prohibición de Hacer Campaña Política - A sign to be posted 50 feet from the entrance to the poll site prohibiting electioneering between the sign and the entrance.

P

Poll Watcher - Observadores Electorales - Individuals that monitor the opening and closing of voting locations and the voting process.

Voting Area - Area de Votación - The place in the Poll Site containing the voting machines, privacy booth(s), tables and chairs for each ED.

Polling Place - Lugar de Votación - Facility to which voters are assigned to cast in-person ballots.

Primary Election - Elecciones Primarias - Election held to determine which candidate will represent a political party for a given office in the general election. Rhode Island has a closed primary. Sometimes elections for nonpartisan offices and ballot issues are held during primary elections.

Provisional Ballot - Papeleta de Votación Provisional - A ballot cast by a voter who was not on the list of eligible voters, whose information was incomplete or not accurate, or who has already received a ballot in the mail and was allowed to vote. Provisional ballots are usually kept separate from the other ballots until an election official can determine if the voter is eligible to vote. These ballots are sometimes called fail-safe ballots.

Provisional Ballot Envelope - Sobre de papeleta de Votación Provisional - An official envelope used to enclose a ballot that was cast provisionally to separate the ballot from other cast ballots until the voter’s eligibility can be determined.

R

Registered Voter - Votante Inscrito - A voter who is listed on an electoral roll for the jurisdiction where a voter resides.

S

Sample Ballot - Papeleta De Votación De Muestra – Sample ballots simply show the elections and candidates and any ballot measures that will be on the real ballot.

Service Animal - Animal de Servicio - Service animals (Seeing Eye dogs) help individuals with disabilities perform certain functions and tasks.

Spanish Bilingual Badges - Credenciales para los Bilingües – Provided by local boards of canvassers, these tags say “I Speak Spanish” (in English and Spanish) and should be worn by any poll worker who speaks Spanish.

Street Directory - Directorio de Calles - A directory of every address in a town/city showing the political subdivisions (ED, AD, CD, etc.) to which each address belongs. It is ordered first by street name and then lists each house number on that street in odd and even groups.

Supply Bag - Bolsa de Suministros - The bag containing many of the supplies needed on Election Day.

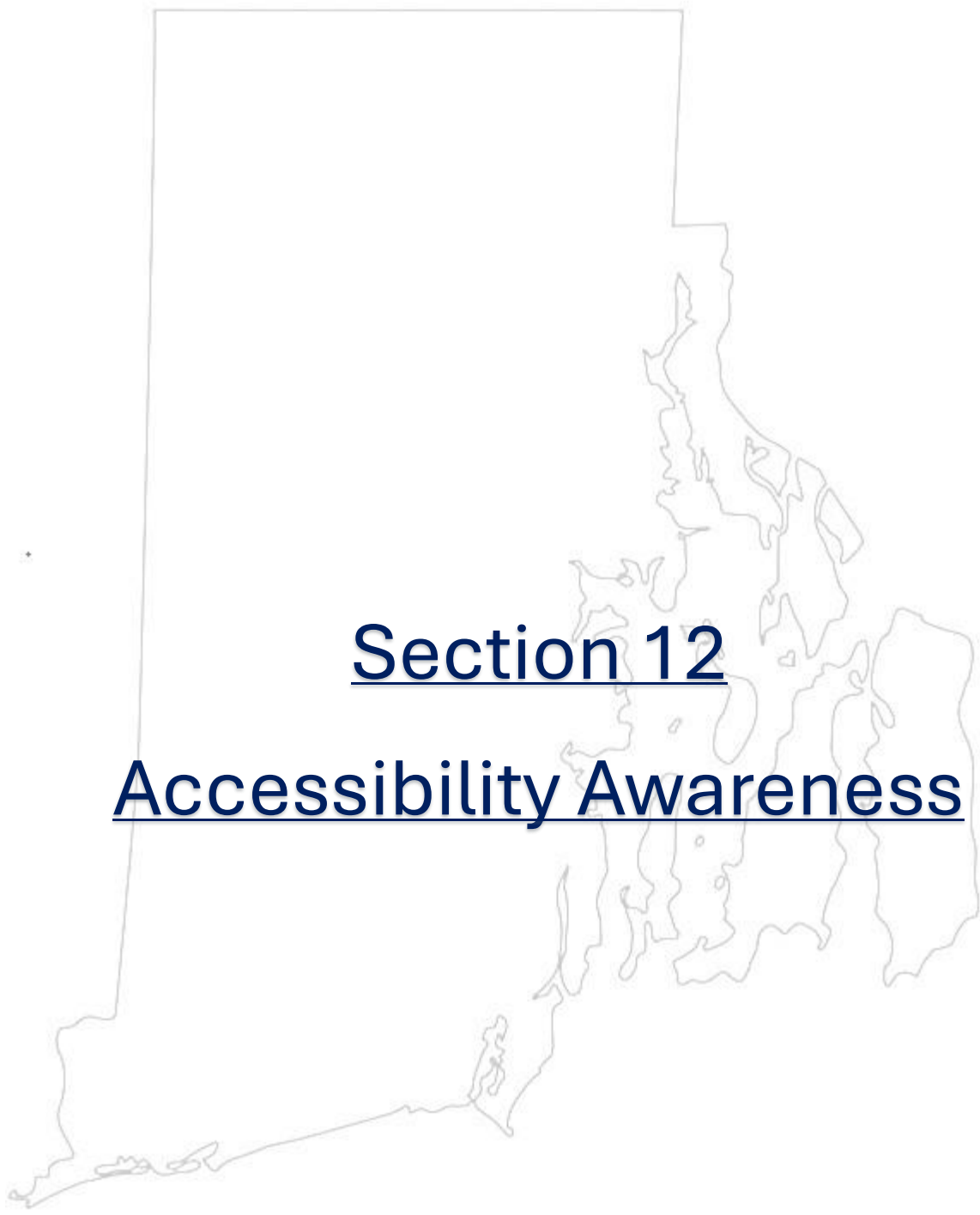
V

Vote Here Sign - Letrero “Vote Aquí” - A sign placed at the entrance to the polling place telling voters that voting is conducted there.

Voting Rights Act (VRA) - Ley Federal de Derechos Electorales - A federal law that makes it illegal to discriminate against voters or candidates on the basis of race, color or language. The act also provides for language assistance to ensure that voters who do not speak English can vote. Federal observers may visit polling places to make sure this law is being followed.

W

Watcher’s Certificate - Certificado de Observadores - A document signed by the candidate or organization that sent a poll watcher to observe the election. There must be a separate Poll Watcher’s Certificate for each election district they want to observe. The poll watcher must hand in the certificate to the Inspectors at the election district and it must be returned to the Board of Elections at the close of polls



Section 12

Accessibility Awareness

Disability Rights



Never assume a voter requires assistance.

If you think a voter needs assistance, ask how you can be helpful. Listen to and respect the voter's answers.

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 with disabilities.
- Be 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 a lack of accessible parking or problems with the path of travel to the accessible entrance or inside, 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 severe discomfort, the Moderator may offer the chance to go to the front of the line. Other examples of accommodations include providing a voter a chair while waiting in line or allowing the voter extra time to vote. More details are available in Section 9 of this manual.

The Right to Assistive Technology

- Every polling place is required to have an accessible voting system. Rhode Island uses the Express Vote machine voting system. The Express Vote machine has the ability to read and mark a ballot for the voter. The machine affords many individuals the opportunity to vote privately and independently. Details on the Express Vote machine may be found in Section 7 of this manual.

The Right to Assistance

- As an alternative to Assistive Technology, voters with disabilities have the 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 and 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 about voting with assistance can be found in Section 9 of this manual.

The Right to Cast a Provisional Ballot

- **No one should be turned away at the polls!** Every voter, including those with disabilities, has the right to request a provisional ballot if they believe they are a qualified, registered voter but their name is missing from the voter list or if they arrive at the polling place without acceptable photo identification.

Voters with Cognitive Disabilities

- Be patient, flexible and supportive. Take time to understand the voter and make sure that the voter understands you.
- Do not try to finish the voter's sentences.
- Try to limit distractions and keep things simple - take one task at a time.
- Offer assistance completing forms or understanding written instructions and provide extra time for decision making.

Disability Rights

General Guidelines

- If a voter asks you for assistance, listen to and ask for instructions as to how you can best assist.
- Do not be afraid to ask the voter questions about the assistance they are asking for if you are unsure of what to do.
- If a voter is assisted by an aide, make eye contact and speak directly to the voter, not the aide.
- Be patient. Take as much time as necessary.

Voters Who are Deaf or Hard of Hearing

- If you do not understand something, do not pretend that you do.
- Make eye contact and speak directly to the voter. Speak clearly and use short, simple sentences. Don't shout. Ask the voter to repeat and then repeat it back to make sure you understand correctly.
- Rephrase; do not repeat your statements. Sometimes different words are understood better than others.
- Have a pen and pad available for written communication in case that appears helpful. Keep in mind that some voters who speak sign language may not be able to communicate in written English.
- Keep your hands and other objects away from your mouth and do not chew gum.

Voters with Speech Disabilities

- If you do not understand something, do not pretend that you do. Ask the voter to repeat and then repeat it back to make sure you understand correctly.
- Do your best to understand the voter, but if you continue to have difficulty, ask if the voter can suggest another option for communicating. The voter may offer to write the questions but do not assume this is what the voter should do. Do not become impatient or finish the sentences for the voter.

Voters with Limited Mobility

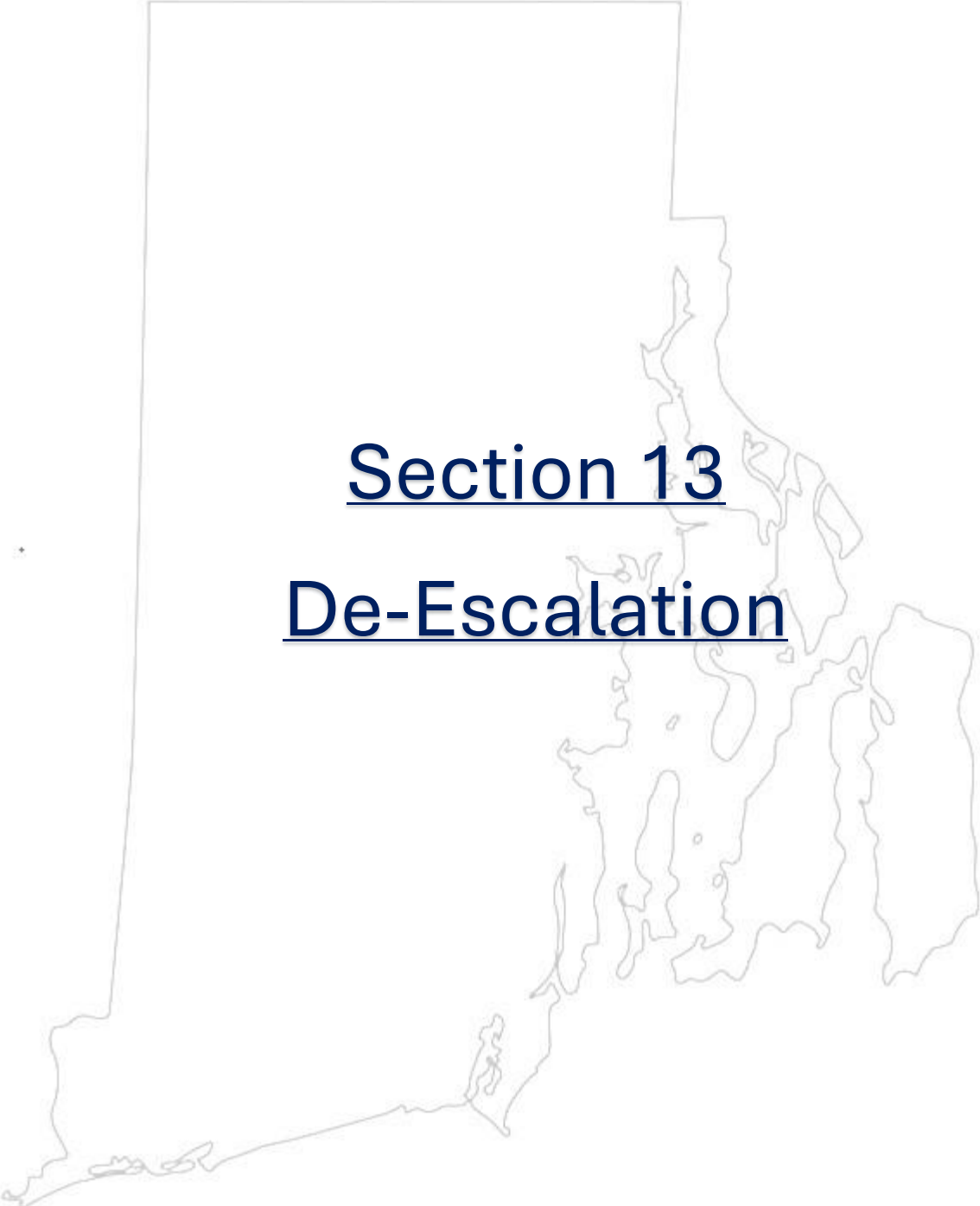
- Try to place yourself at eye level. Do not hover over the voter. Do not lean on a wheelchair or other assistive device – these items are considered personal space.
- Do not assume a voter in a wheelchair wants to be pushed. Poll workers may push a wheelchair if requested by the voter.
- Keep the polling place free of clutter or barriers in the path of voters.

Service Animals

- Many people use service animals for reasons that may not be visible or apparent. Dogs are permitted to serve as service animals in Rhode Island.
- Service animals are NOT required to "wear" identification such as vest or bandana. If a voter says an animal is a service animal, it is permitted into the polling place. Do not touch or interact with any service animal.

Hidden Disabilities

- 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.

A faint, light gray outline map of the state of Connecticut serves as a background for the title. The map shows the state's irregular coastline and internal county boundaries.

Section 13

De-Escalation

De-Escalation

This chapter provides poll workers with tools and strategies to safely and respectfully de-escalate tense situations at polling places. It is designed to help you manage conflict, ensure a safe voting environment, and maintain professionalism under stress.

Guiding Principles and Purposeful Actions

- **Remain Neutral**
Always remain impartial and avoid reacting emotionally.
- **Prioritize Safety**
Your safety and the safety of voters and staff is always the highest priority.
- **Demonstrate Courtesy**
Treat all individuals with respect, regardless of their behavior.
- **Stabilize and Diffuse**
Your goal is not to "win" but to reduce the tension and restore calm.

1. Remain Calm

Take a deep breath before responding. Keep your voice low and your posture relaxed. Your calm presence can influence others.

2. Change the Setting

If possible, move the conversation away from crowds. This can help reduce embarrassment and tension for the person involved.

3. Respect Personal Space

Maintain a safe and respectful distance. Avoid any form of physical contact.

4. Listen Actively

Give the person your full attention. Make eye contact, nod appropriately, and allow them to speak without interruption.

5. Empathize Genuinely

Acknowledge their feelings. Use statements like "I understand why you're upset" to show you are listening and care.

Body Language

Positive Body Language

- Stand at a slight angle, not directly in front of the individual.
- Keep your hands open and at your sides.
- Move slowly and deliberately.
- Maintain a neutral, attentive facial expression.

Avoid Negative Body Language

- Don't stand rigidly or too close.
- Don't point your finger.
- Avoid exaggerated gestures or pacing.
- Don't force a smile—stay genuine.

Verbal Techniques

How you say something is just as important as what you say. The tone, volume, speed, and emphasis of your words can either calm or escalate a situation.

Tone – Speak softly and sincerely.

Volume – Keep your voice low and steady.

Rate of Speech – Speak slowly and clearly.

Avoid rushing your words.

Inflection – Be mindful of how your tone might be interpreted. Avoid sarcasm or sharp emphasis.

Instead of Saying

“Calm down.”

“I can't help you.”

“I know how you feel.”

“Come with me.”

Try Saying

“I can see that you are upset.”

“I want to help. What can I do?”

“I understand that you feel...”

“May I speak with you over here?”

Common Scenarios

Voter Refuses ID or Disputes Eligibility

- Explain the law calmly.
- Offer a provisional ballot if appropriate.
- Avoid saying “You can't vote.”

Voter Becomes Agitated Over Wait Time or Equipment Issues

- Acknowledge their frustration.
- Offer updates or alternatives if available.
- Thank them for their patience.

Observers or Campaigners Overstep Boundaries

- Politely explain the rules.
- Ask them to step back or move if necessary.
- Report any refusal to comply to the Moderator/Warden.

Disruptive or Aggressive Behavior

- Avoid matching their energy.
- Use calm, clear statements.
- Involve the Moderator or Clerk if needed.

When to Call for Help

Get assistance immediately if:

- You feel unsafe or threatened.
- Someone refuses to follow lawful instructions.
- A voter is physically aggressive or may be impaired.
- A suspicious item or activity is observed.

Notify the **Moderator/Warden** or **Clerk**. Document the incident on the **Discrepancy Report**.



DE-ESCALATION ACTION GUIDE

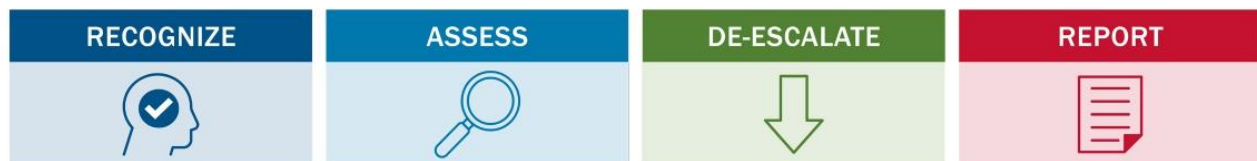


Critical infrastructure and public gathering locations face a dynamic threat environment, which requires the implementation of various types of security measures to mitigate the threat of violence. Organizations can augment existing security protocols by training personnel to identify a potentially violent situation and to take quick actions to de-escalate the incident. The Cybersecurity and Infrastructure Security Agency (CISA) offers a suite of resources to assist organizations by empowering security and non-security staff with these critical skills.

This Action Guide provides an overview of the primary steps that may be taken to de-escalate a potentially violent situation and consolidates the CISA De-escalation Series¹ into this single, easy-to-use resource.

“De-escalation’ is the use of communication or other techniques during an encounter to stabilize, slow, or reduce the intensity of a potentially violent situation without using physical force or with a reduction in force.”²

CISA identifies four categories of activities for effective de-escalation:



RECOGNIZE

Recognizing the warning signs and behavioral indicators of someone on a pathway to violence is key to violence prevention. Individuals who are planning acts of targeted violence often display threatening or concerning behaviors over time that are observable to those closest to them. In situations where an individual’s baseline behavior is unknown, decisions should be made based on how the individual is behaving and knowledge of what would be typical behavior for that situation.³

*If a **hostile act** is imminent or occurring, remove yourself from the situation and seek safety, if possible. Report the hostile act to law enforcement as soon as it is safe to do so.*

In situations where concerning behavior or activities have been identified, individuals should:

- Rely on observable behavioral indicators of aggression.
- Make informed decisions based on knowledge of what is considered typical behavior in that situation, context, or location.
- Inform others of what has been observed or is known.
- Notify a supervisor, security staff, or law enforcement in accordance with your organization’s security policies and procedures.

Note

1 CISA, De-escalation Series, cisa.gov/de-escalation-series

2 Department of Homeland Security Policy Statement 044-05, dhs.gov/publication/law-enforcement | Homeland Security

3 This guidance describes activities and behaviors that may be concerning or indicative of impending violence but are also constitutionally protected. Only report when there are sufficient facts to support a rational conclusion that the behavior or activity represents a potential threat of violence and not based solely on race, religion, gender, sexual orientation, age, disability, or a combination of only such factors. The approaches, techniques, and tactics described in this guidance are options for consideration. They are not intended to mandate policy or direct any action. CISA accepts no liability for the failure of this guidance to prevent violent incidents.

ASSESS

Assessing concerning behavior or suspicious activity is a continuous process and requires the person assessing the situation to determine if immediate emergency response is required, if de-escalation is possible, or if a more formal assessment is required.

When **assessing the situation**, individuals should:

- Identify what concerning behaviors or activities were observed.
- Determine if a threat is present.
- Assess how the person of concern will respond or react when approached.

DE-ESCALATE

De-escalating a situation involves taking purposeful actions to calm a volatile situation and should be attempted by trained and proficient personnel, if safe to do so.

When attempting to defuse a potentially violent situation without using physical force, individuals should:

ACT WITH PURPOSE	COMMUNICATE WITH EMPATHY	MONITOR BODY LANGUAGE
Remain calm	Monitor tone and volume	Maintain a relaxed and alert stance
Change the setting (if appropriate)	Choose your words with care	Keep hands down, open, and visible
Respect personal space	Adjust rate of speech	Use slow and deliberate movements
Engage in active listening	Adjust inflection	Maintain a neutral and attentive facial expression

Remember:

- Your safety and the safety of others is the highest priority.
- Know your limits and obtain assistance if needed.

REPORT

Reporting is critical to preventing workplace and community violence. When sharing information through your organization or community's reporting mechanisms, be sure to provide the facts of what was observed or heard and avoid conjecture.

Effective and timely reporting may provide key pieces of information needed to get an individual of concern help before an incident occurs and can be useful for threat assessment and management teams.

If violence appears imminent, **immediately contact 9-1-1**. If there is no immediate threat to safety, follow organizational or community reporting mechanisms.

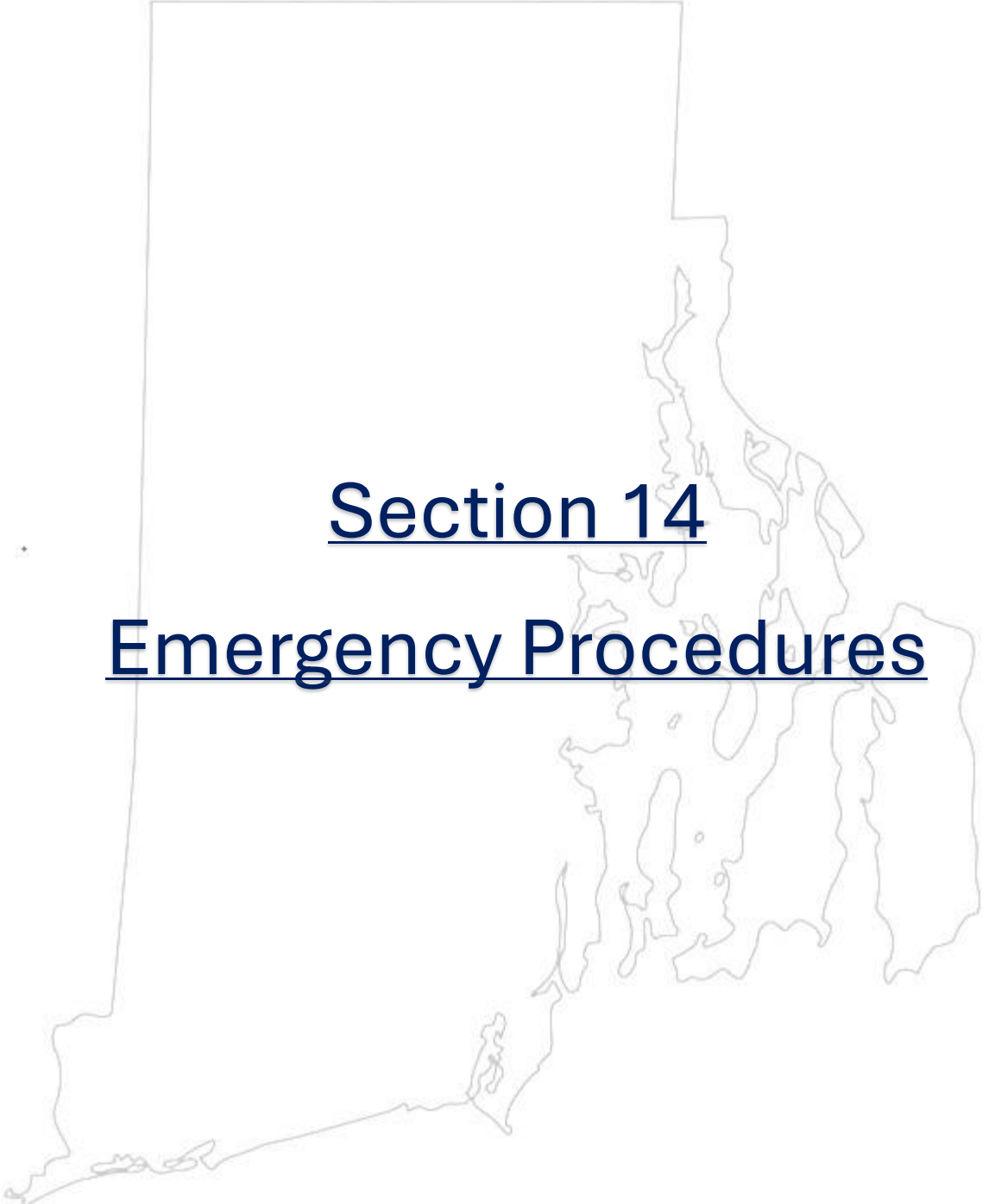
When **reporting**, individuals should:

- Relay the exact nature and context of the observed concerning behaviors, comments, and/or threats.
- Identify the individual who made the threat (if known).
- Specify any argumentative or confrontational actions or attempts to avoid security taken by the individual.
- Share any grievances the individual may have (if known).

For more information on de-escalation: cisa.gov/de-escalation-series

Additional conflict prevention resources: cisa.gov/conflict-prevention





Section 14

Emergency Procedures

Polling Place Emergency Procedures

This chapter provides essential information and procedures for election officials to follow in the event of an emergency at the polling place on Election Day. *The primary goal in any emergency is to ensure the safety of all voters and election officials.*

General Guidelines

- **Prioritize Safety:** The safety and well-being of everyone in the polling place is the absolute highest priority. Ensure all individuals can evacuate safely if necessary.
- **Stay Calm:** Maintain a calm and authoritative demeanor to help guide voters and other officials.
- **Communicate Immediately:** Contact the appropriate emergency services (911) and your local Board of Canvassers as soon as it is safe to do so.
- **Secure Equipment (If Safe):** If conditions permit without risking personal safety, take steps to secure voting equipment, ballots, and sensitive materials.
- **Document Everything:** Record all incidents, actions taken, and observations on the Discrepancy Report, which can be found in your election supplies.

Emergency Scenarios and Procedures

Fire or Fire Alarm

In the event of a fire or fire alarm, immediate evacuation is paramount.

- **Evacuate Immediately:** Direct all voters and election officials to calmly and quickly evacuate the building using the nearest safe exit.
- **Contact Emergency Services:** Once safely outside, call **911** to report the fire or alarm.
- **Contact Board of Canvassers:** As soon as it is safe, contact your local Board of Canvassers to report the incident.
- **Secure Equipment (If Safe):**
 - If time and conditions allow without risk, the Warden/Moderator should secure the power cord of the voting machine inside the back panel and take the machine keys.
- **Assembly Point:** Guide everyone to a pre-designated assembly point away from the building (e.g., at least 300 feet away).
- **Re-entry:** Do NOT re-enter the building until emergency personnel declare it safe.
- **Resume Voting:** Once safe to re-enter, plug the voting machine into a wall power outlet and allow voting to resume.
- **Documentation:** Note the incident, time, and actions taken on the Discrepancy Report.

Power Outage

If the polling place experiences a power outage:

- **Contact Board of Canvassers:** Immediately contact your local Board of Canvassers. They will provide guidance and may arrange for power restoration or auxiliary power.
- **Assess Lighting:**
 - **Sufficient Lighting:** If the building has sufficient emergency lighting or natural light (windows), continue operating the precinct using the emergency ballot compartment. Instruct voters to deposit ballots into the emergency slot.
 - **Insufficient Lighting (especially at night):** If there is not enough light to safely continue operations, the Warden/Moderator must suspend voting until the Board of Canvassers or Board of Elections arrives to provide further instructions.
- **Equipment:** To ensure uninterrupted voting, our election equipment is equipped with battery backup, though the operating time on battery power can differ between machines based on usage.
 - **PollPads: approx. 8 hours**
 - **DS200/DS300: approx. 6 hours**
 - **ExpressVote: approx. 6 hours**
- **Unplug Sensitive Electronics:** Unplug these sensitive electronics to protect them from power surges when power is restored.
- **Documentation:** Note the incident on the Discrepancy Report.

Flooding

If your polling place experiences flooding:

- **Prioritize Safety:** Ensure the immediate safety of all individuals. Evacuate outside if the flooding poses a risk.
- **Protect Supplies:** Attempt to place all election supplies, including ballots and voting lists, in a safe, elevated area to prevent water damage.
- **Secure Equipment (If Safe):**
 - If it can be done safely, the Warden/Moderator should unplug the voting machine.
 - Lock the head of the power cord in the back panel of the voting machine and hold onto the keys.
- **Contact Emergency Services (if severe):** If the flooding is severe or poses a danger, call **911**.
- **Contact Board of Canvassers:** The Warden/Moderator should call the Board of Canvassers immediately to inform them of the emergency.
- **Await Instructions:** The Board of Canvassers or Board of Elections will provide further instructions upon their arrival.
- **Documentation:** Note the incident on the Discrepancy Report.

Medical Emergency

In the event of a medical emergency involving a voter or election official:

- **Call 911:** Immediately call **911** to request emergency medical assistance. Provide the exact address of the polling place and a clear description of the situation.
- **Do Not Move Injured Person (Unless Necessary):** Do not move the person unless they are in immediate danger (e.g., from fire or falling debris).
- **Clear Area:** Create space around the individual for emergency responders.
- **Maintain Privacy:** Do your best to maintain the individual's privacy while awaiting help.
- **Contact Board of Canvassers:** As soon as possible, contact your local Board of Canvassers to report the incident.
- **Documentation:** Note the incident on the Discrepancy Report.

Disruptive Behavior or Crime

If a crime takes place, or if there is disruptive, threatening, or unruly behavior (excluding bomb threats):

- **Assess Immediate Threat:**
 - **Immediate Danger:** If there is an immediate threat to safety (e.g., active violence, display of weapons), prioritize evacuation of voters and officials if safe to do so, and call **911** immediately.
 - **No Immediate Danger:** If there is no immediate threat, proceed with caution.
- **Contact Law Enforcement:** Inform any on-site police officer or contact the local police department (**911**) immediately to report the incident.
- **Contact Board of Canvassers:** Then, contact your local Board of Canvassers.
- **Maintain Order (If Safe):** If safe to do so, attempt to de-escalate the situation calmly. Two election officials may ask the offender(s) to leave.
- **Continue Operations:** Continue to operate the precinct as normally as possible until law enforcement or Board of Canvassers/Elections staff arrives to provide further instruction.
- **Voter Intimidation/Suppression:** Report any instances of voter intimidation or suppression to law enforcement and the Board of Canvassers. Do not engage directly in arguments.
- **Documentation:** On the Discrepancy Report, fully document the event, listing all individuals involved and actions taken.

Bomb Threat or Device

In the event of a bomb threat (received by phone, written, or social media) or the discovery of a suspicious device:

- **Do NOT use cell phones or radios near the suspected area.** These devices can trigger explosive devices.
- **Call authorities and leave the area immediately if the polling place is unsafe.**

Severe Weather

In the event of severe weather conditions (e.g., powerful storm, heavy snowstorm, tornado warning):

- **Monitor Alerts:** Stay informed about local weather alerts and advisories.
- **Contact Board of Canvassers:** Contact your local Board of Canvassers for guidance. They will monitor conditions and provide instructions, including potential relocation or suspension of voting.
- **Shelter-in-Place (Tornado/High Winds):** If a tornado warning or severe wind advisory is issued, direct voters and election officials to an interior space away from windows, preferably in a basement or sturdy interior room. Get under sturdy furniture if possible.
- **Accessibility:** If snow or ice affects entrances, assign an election official to keep pathways clear and post "caution" signs.
- **Relocation:** If your Board of Canvassers & The Board of Elections authorizes relocation, follow their specific instructions for securing equipment and ballots, and post clear directions to the new polling place at the evacuated location.
- **Documentation:** Note the incident on the Discrepancy Report.

Pre-Election Day Preparation

Before reporting for work on Election Day, election officials should:

- **Know Evacuation Routes:** Become familiar with all emergency evacuation routes from your assigned precinct and the building.
- **Identify Exits:** Know the location of all exits in the polling place building.
- **Locate Emergency Equipment:** Know the location of fire extinguishers, fire alarms, and first-aid kits.
- **Designate Assembly Point:** Be aware of the pre-determined outdoor assembly point for evacuations.
- **Review Emergency Contacts:** Your Local BOC will provide a readily accessible list of emergency phone numbers (911, local Board of Canvassers, facility management).
- **Discuss Roles:** Understand assigned tasks during an emergency. **Follow all directions given by the polling place Moderator.**

Documentation

Always complete a **Discrepancy Report** (shown below) for any emergency, equipment malfunction, or unusual occurrence. Provide as much detail as possible, including:

- Date and Time of Incident
- Type of Emergency
- Actions Taken
- Individuals Involved (if applicable)
- Impact on Voting Operations
- Outcome and Resolution
- Names of officials present

[illegible]

Section 15
Poll Watchers, Observers,
Checkers, Runners, & Media

Watchers, Observers, Checkers, Runners, & Media

The Board of Elections voted unanimously on October 15, 2024, to issue the following guidance regarding the presence of poll Checkers, Runners Watchers, and Observers pursuant to Rhode Island General Laws § 17-19-22, 17-15-22 and Board Regulation 410-RICR-20-00-12.

Official Recognition:

- Poll Checkers and poll Watchers are only officially recognized if they bear proper credentials from the proper ward or town committee party chairperson.
- A letter from the proper ward or town committee party chairperson may qualify as accepted credential.
- Without these credentials, individuals have no legal standing to act as poll Checkers or poll Watchers.

Poll Checkers:

- Poll Checkers shall be allowed to sit for the purpose of keeping track of those who are voting. These may be changed during the day.
- A representative, known as a **Runner**, of each of the parties shall be allowed to come to the table at frequent intervals for the purpose of taking whatever list or memoranda the
- Checkers may wish to give the runner.

Poll Watchers:

- The proper ward or town committee party chairperson is allowed to appoint one poll Watcher per polling location.
- Poll Watchers are the only designees who have the right to challenge the identity of a voter, other than Election Officials. This must be based on good cause and will be evaluated by the polling place Moderator/Warden.

Observers:

- The public may be present in the polling place to observe the conduct of an election. Only voters and election officials are allowed in the Railed or Enclosed Voting Area. No person(s) may willfully hinder the orderly conduct of an election.

Media:

- Media representatives and other non-voters are prohibited from displaying or distributing campaign materials within 50 feet of a polling place entrance during voting hours. This restriction covers posters, papers, circulars, campaign buttons, badges, and any other item designed to benefit or detract from a specific political party or candidate.
- Surveys and polling: No form of voter opinion poll or survey is permitted inside the polling place or within 50 feet of the polling place entrance.
- Recording/Filming: Media may record the election process inside the polling place, provided recording takes place outside the railed or enclosed voting area and does not hinder the voting process or compromise ballot secrecy.
- Please remember, the *Moderator* has final say in enforcing these rules and any others concerning media.

Voter Challenges:

- Challenges made by poll Watchers must be based on "good cause" and will be evaluated by the polling place Moderator/Warden.
- If the challenge is accepted by the Moderator/Warden, the voter will be required to cast a provisional ballot.
- The Moderator/Warden is responsible for notifying the local Board of Canvassers whenever a challenge is made.
- Poll Watchers may not make frivolous challenges. Frivolous challenges may lead to poll Watchers being removed from the polling place and credentials being voided. The poll Watcher is not permitted to disrupt the voting process.

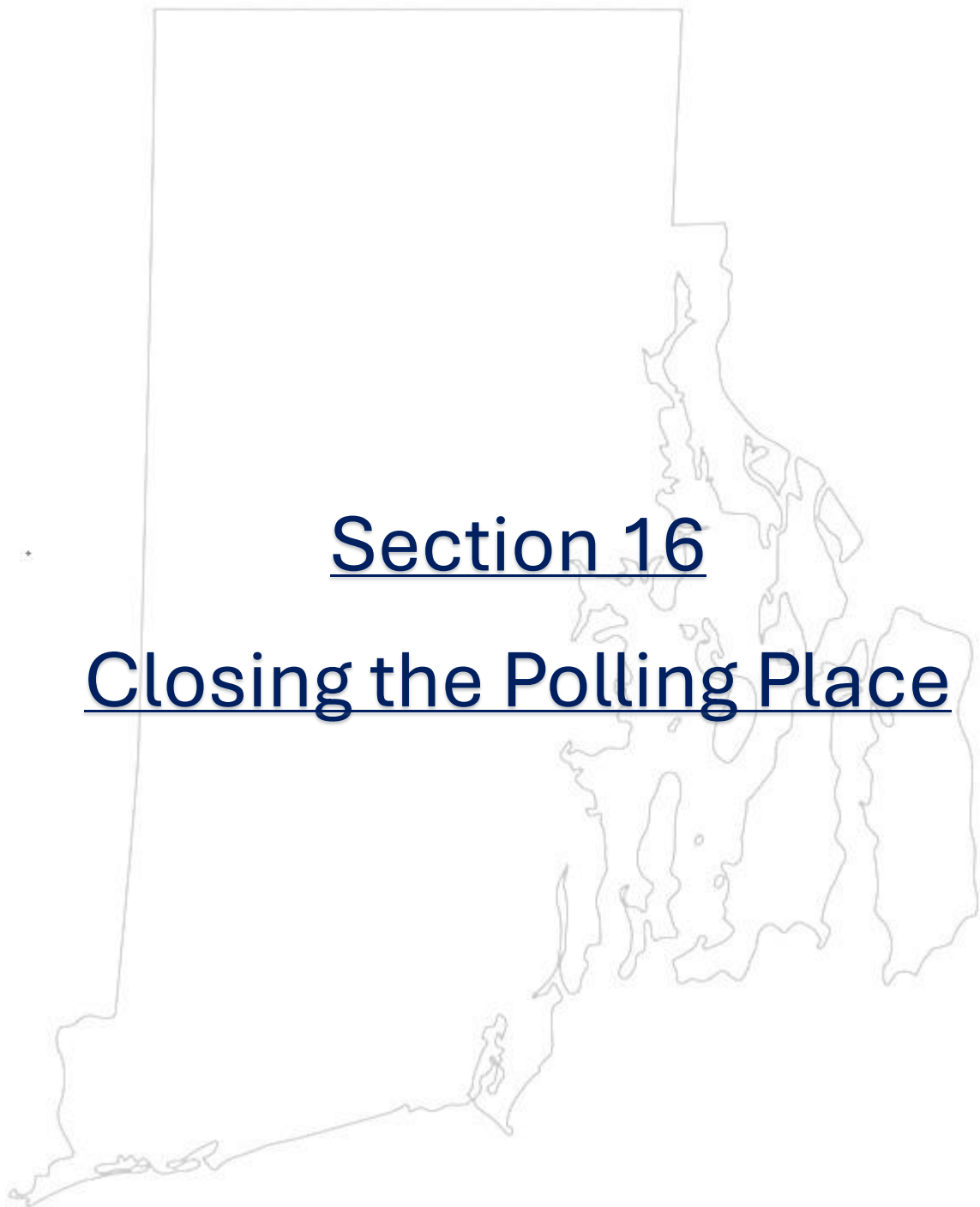
Procedures and Collaboration:

- A table and chairs must be provided outside the enclosed space by the city/town for the party representatives known as Checkers and Watchers. In the absence of party representatives, the public may use the table and chairs.
- Local Boards of Canvassers should inform all board members, staff, local party chairs and police departments of the rules and guidelines concerning poll Checkers, Runners, Observers and Watchers to ensure proper understanding and coordination.

Important Notes:

- Only poll Watchers (with credentials) can challenge the identity of a voter.
- All challenges must be reviewed and determined by the Moderator/Warden.
- Clear communication between Boards of Canvassers, election staff, and local law enforcement is essential for smooth polling operations.

This guidance document summarizes the official procedures and guidelines for poll Checkers, poll Watchers, poll Runners and poll Observers as determined by the Rhode Island Board of Elections. For further information, contact the Board of Elections at 401-222-2345 or email.elections@elections.ri.gov.



Section 16

Closing the Polling Place

POLLING PLACE CLOSING RESPONSIBILITIES

Warden / Moderator Duties *(Results Transmittal, Security, & Equipment Shutdown)*

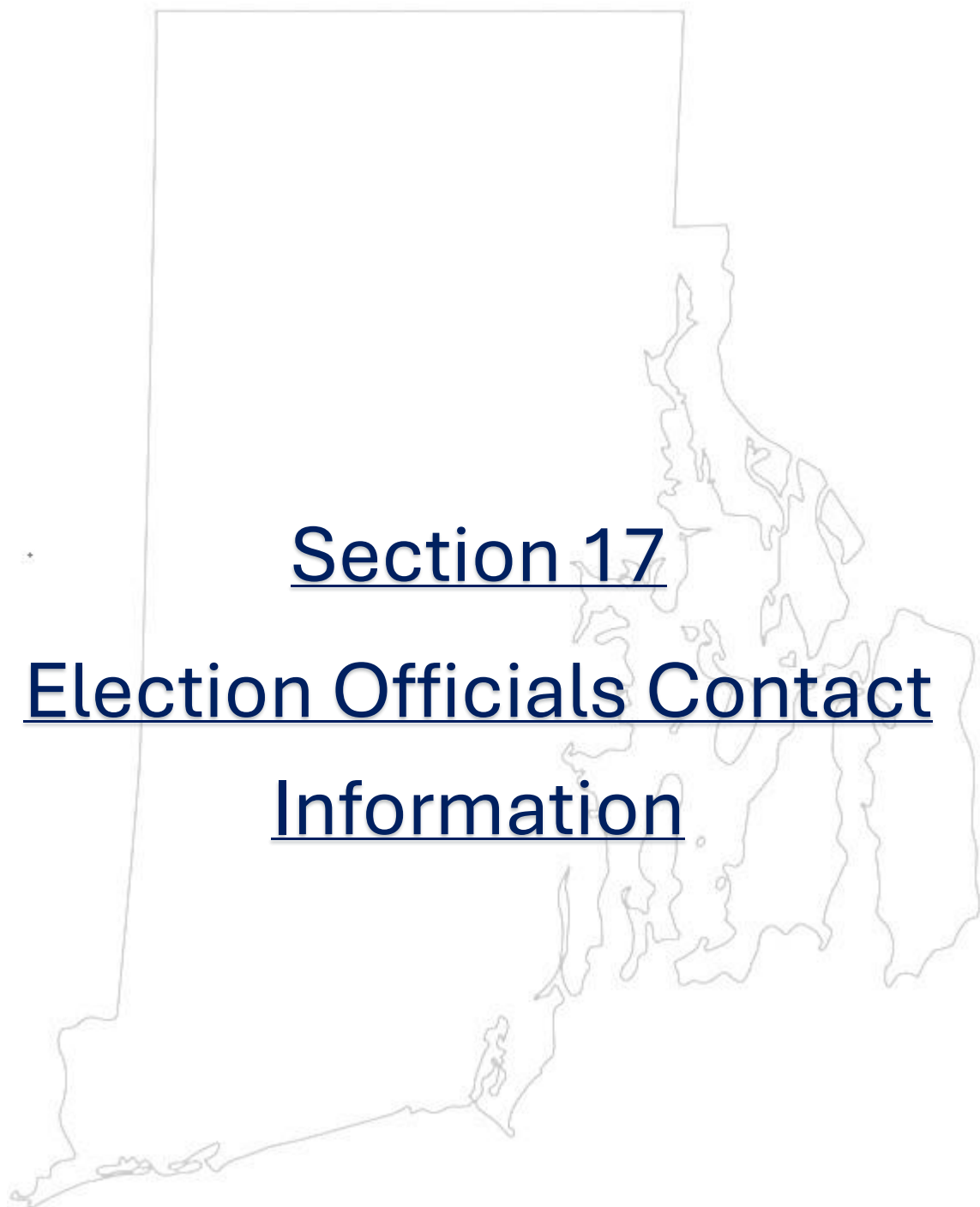
- **Poll Declaration:** At 8:00 p.m., announce loudly that polls are closed. Ensure any voter currently in line at 8:00 p.m. is permitted to check in and cast a ballot.
- **DS200/DS300/DS-300 Tabulation:** Open the side door with the Black Key (barrel key for DS200/DS300 regular push and turn-key for DS-300 and press 'Close Polls'. Confirm on-screen to print 5 copies of the Results Report. Announce the results clearly in a loud voice as required by law. (A write-in report prints during General/PPP elections).
- **Results Distribution:** Sign all copies of the results tape with 3 other officials. Distribute one tape each to: BOE bag (with opening tape), BOC bag, Blue USB pouch, blue metal ballot box, and the exterior door.
- **USB Drive Security:** Unplug the DS200/DS300/DS-300, remove the USB drive from the compartment, and lock the compartment door using the Black Key. Place the drive into the designated Blue Pouch and seal it with a yellow tie seal.
- **Ballot & Machine Storage:** Remove all voted ballots from the compartment and double-check that the Emergency Ballot compartment is empty. Place voted ballots in the blue metal ballot box, lock it, and secure it with an orange seal. Power down, lock, and store the DS200/DS300/DS-300 and ExpressVote units.
- **Official Returns:** Jointly sign the Election Certificate and Seals tracking forms, then accompany the Clerk to deliver the sealed USB pouch, blue metal ballot box(es), and return bags, directly to the Board of Canvassers.

Clerk Duties *(Ballot Accounting, Forms Reconciliation, & Bag Sealing)*

- **Provisional Audit:** Direct the Moderator to unlock the Red Provisional Ballot Bag. Count the physical provisional ballots inside, document the quantity on the Election Certificate, and seal the slot end with a Red Tie Seal.
- **Voter Check-In Audit:** Retrieve the final check-in counts from the Supervisors' Poll Pads, sum them up, and record the totals securely on the Election Certificate.
- **Ballot Certification:** Complete the 'Election Certificate' by reconciling and recording public counts from the DS200/DS300/DS-300, voided ballots, ExpressVote cards used/unused, and manual count ballots. Securely sign the form alongside the Moderator and two Supervisors.
- **Seal Tracking Log:** Record all closing security seal numbers (Blue Supply Box, Red Supply Box, Red Provisional Bag, and Blue USB pouch) on the Serial and Security Seals tracking certificate, and obtain all 4 required poll worker signatures.
- **Envelope Packing:** Pack the Board of Elections Return Bag according to its checklist, ensuring the signed Election Certificate, Seals Certificate, and Poll Worker Feedback form are placed inside before sealing.
- **BOC Returns & Supply Cleanup:** Place an identical duplicate copy of the certificates into the Board of Canvassers Return Bag. Ensure the Voided Ballot envelope, Manual Count envelope, and all remaining return packages are properly sealed and prepared for delivery.

Supervisors' Duties *(Data Reporting, Signage Removal, & Supply Breakdown)*

- **Data Reconciliation:** Before shutting down any check-in devices, find the final total check-in count at the upper center of each Poll Pad screen and report it directly to the Clerk.
- **Voter Forms Cleanup:** Collect all completed forms and affidavits filled out by voters throughout the day (such as voter assistance affidavits) and pass them to the Clerk for formal filing.
- **Voting Booth Breakdown:** Remove all instructional posters and black pens from inside the voting booths. Fold down all structures and ensure the plastic black leg extensions are stored inside the accessible booth.
- **Signage & Supply Retrieval:** Dismantle all interior and exterior wall signage, banners, and street signs. Carefully pack them, ensuring the 'Vote Here' sign is not folded, and place all unused forms back into the Blue Supply Box.
- **Hardware Packing:** Help the Moderator carefully pack the ExpressVote device into its padded carrying case and store the headphones in the blue supply bin. Disassemble the machine's table and store it securely in its designated box.
- **Secure Box Sealing:** Help transfer voted ballots to the blue metal ballot box if requested. Place all consolidated materials into the Blue and Red Supply Boxes and seal them with the designated blue seals. Remain at the precinct until formally dismissed by the Moderator.



Section 17

Election Officials Contact Information

Local Boards of Canvassers

Community	Address	Contact Information
Barrington	Town Hall 283 County Rd Barrington, RI 02806 Stephanie Bernardo, Town Clerk	Phone: (401) 247-1900 Fax: (401) 247-3765 Email: sbernardo@barringtonri.gov
Bristol	Town Hall 10 Court Street Bristol, RI 02809 Melissa Cordeiro, Town Clerk	Phone: (401) 253-7000 Fax: (401) 253-2647 Email: mcordeiro@bristolri.gov
Burrillville	Town Hall 105 Harrisville Main Street Harrisville, RI 02830 Vicki Martin, Town Clerk	Phone: (401) 568-4300 x124 Fax: (401) 568-0490 Email: elections@burrillville.org
Central Falls	City Hall 580 Broad Street Central Falls, RI 02863 Alberto Deburgo	Phone: (401) 616-2414, (401) 616-2421 Fax: (401) 727-7406 Email: adeburgo@city.centralfallsri.gov
Charlestown	Town Hall 4540 South County Trail Charlestown, RI 02813 Amy Rose Weinreich, Town Clerk	Phone: (401) 364-1200 Fax: (401) 364-1238 Email: arweinreich@charlestownri.gov
Coventry	Town Hall 1670 Flat River Road Coventry, RI 02816 Marcy Alves, Registrar	Phone: (401) 822-9150 Fax: (401) 822-9132 Email: registrar@coventryri.gov
Cranston	City Hall 869 Park Avenue Cranston, RI 02910 Nick Lima, Registrar	Phone: (401) 780-3121 Fax: (401) 780-3125 Email: canvassing@cranstonri.gov
Cumberland	Town Hall 45 Broad Street Cumberland, RI 02864 Sandra Giovanelli Town Clerk	Phone: (401) 728-2400 ext. 136 Fax: (401) 724-1103 Web: http://www.cumberlandri.org Email: sgiovanelli@cumberlandri.org
East Greenwich	Town Hall PO Box 111 East Greenwich, RI 02818 Elaine Vespia, Deputy Town Clerk	Phone: (401) 886-8603 Fax: (401) 886-8625 Email: evespia@eastgreenwichri.gov

East Providence	City Hall 145 Taunton Avenue East Providence, RI 02914 Leslie Shattuck-Moore, Clerk	Phone: (401) 435-7502 Fax: (401) 435-1909 Email: shattuck-moore@eastprovidenceri.gov
Exeter	Town Hall 675 Ten Rod Road Exeter, RI 02822 Nancy Anderton, BOC Chairperson	Phone: (401) 294-2287 Fax: (401) 295-1248 Email: canvassers@town.exeter.ri.us
Foster	Town Hall 181 Howard Hill Road Foster, RI 02825 Susan Dillon, Town Clerk	Phone: (401) 392-9200 Fax: (401) 702-5010 Email: sdillon@townoffoster.com
Glocester	Town Hall 1145 Putnam Pike PO Box B Glocester, RI 02814 Jeanne Fecteau, CMC, Town Clerk	Phone: (401) 568-6206 Fax: (401) 568-5850 Email: jeanfecteau@glocesterri.gov
Hopkinton	Town Hall One Townhouse Road Hopkinton, RI 02833 Marita Murray, Town Clerk	Phone: (401) 377-7777 x1 Fax: (401) 377-7788 Email: marita.murray@hopkintonri.gov
Jamestown	Town Hall 93 Narragansett Avenue Jamestown, RI 02835 Keith Ford, Canvassing Clerk	Phone: (401) 423-9801 Fax: (401) 423-7230 Email: kford@jamestownri.net
Johnston	Town Hall 1385 Hartford Avenue Johnston, RI 02919 Cinzia Travisono	Phone: (401) 553-8856 Fax: (401) 553-8835 Email: ctravisono@johnstonri.gov
Lincoln	Town Hall 100 Old River Road Lincoln, RI 02865 Lillian Frye, Town Clerk	Phone: (401) 333-1140 Fax: (401) 753-7112 Email: lfrye@lincolnri.org
Little Compton	Town Hall P.O. Box 226 Little Compton, RI 02837 Heather Cook, Town Clerk	Phone: (401) 635-4400 Fax: (401) 635-2470 Email: hcook@littlecomptonri.gov
Middletown	Town Hall 350 East Main Road	Phone: (401) 849-5540 Fax: (401) 845-0406 Email: wmarshall@middletownri.gov

	Middletown, RI 02842 Wendy J.W. Marshall, Town Clerk	
Narragansett	Town Hall 25 Fifth Avenue Narragansett, RI 02882 Sarah Masson, Town Clerk	Phone: (401) 782-0625 Fax: (401) 783-9637 Email: smasson@narragansetttri.gov
Newport	City Hall 43 Broadway Newport, RI 02840 Hugh Moren, Election Administrator	Phone: (401) 845-5384 Fax: (401) 848-5750 Email: hmoren@newportri.gov
New Shoreham (Block Island)	Town Hall 16 Old Town Road PO Box 220 Block Island, RI 02807 Millie McGinnes, Town Clerk	Phone: (401) 466-3200 Fax: (401) 466-3219 Email: townclerk@newshorehamri.gov
North Kingstown	Town Hall 100 Fairway Drive N. Kingstown, RI 02852 Kerry Rollinson, Clerk	Phone: (401) 294-3331 Fax: (401) 583-4140 Email: KRollinson@northkingstownri.gov
North Providence	Town Hall 2000 Smith Street N. Providence, RI 02911 Denise Vasques, Director	Phone: (401) 232-0900 ext 1230 Fax: (401) 719-1609 Email: bocdirector@northprovidenceri.gov
North Smithfield	Town Hall 83 Green Street North Smithfield, RI 02896 Joanne Buttie, Town Clerk	Phone: (401) 767-2200 ext 326 Fax: (401) 356-4057 Email: JButtie@nsmithfieldri.gov
Pawtucket	City Hall 137 Roosevelt Avenue Pawtucket, RI 02861 Ken McGill, Registrar	Phone: (401) 722-1637 x207 Fax: (401) 729-9499 Email: kmcgill@pawtucketri.gov
Portsmouth	Town Hall 2200 East Main Road Portsmouth, RI 02871 Jacqueline S. Schulz, Registrar	Phone: (401) 683-3157 Fax: (401) 683-2107 Email: jschulz@portsmouthri.gov
Providence	City Hall 25 Dorrance Street Providence, RI 02903 Michael Narducci, Administrator	Phone: (401) 421-0495 Fax: (401) 421-9397 Email: mnarducci@providenceri.gov
Richmond	Town Hall 5 Richmond Townhouse Rd Wyoming, RI 02898 Kendra Tanguay, Town Clerk	Phone: (401) 539-9000 Fax: (401) 539-1089 Email: townclerk@richmondri.com

Scituate	Town Hall 195 Danielson Pike Scituate, RI 02857 Gloria Taylor, Canvassing Clerk	Phone: (401) 647-2822 Fax: (401) 647-7220 Email: gtaylor@scituateri.org
Smithfield	Town Hall 64 Farnum Pike Smithfield, RI 02917 Lyn Antonuccio, Town Clerk	Phone: (401) 233-1001 Fax: (401) 232-7244 Email: lantonuccio@smithfieldri.gov
South Kingstown	Town Hall 180 High Street Wakefield, RI 02879 Emily Houle, Town Clerk	Phone: (401) 789-9331 x 1230 Fax: (401) 788-9792 Email: ehoule@southkingstownri.gov
Tiverton	Town Hall 343 Highland Road Tiverton, RI 02878 Sara Urshan, Clerk of Canvassers	Phone: (401) 625-6703 Fax: (401) 625-6705 Email: canvassers@tiverton.ri.gov
Warren	Town Hall 514 Main Street Warren, RI 02885 Sandrea Speroni, Town Clerk	Phone: (401) 245-7340 Fax: (401) 245-7341 Email: ssperoni@townofwarren-ri.gov
Warwick	City Hall 3275 Post Road Warwick, RI 02886 Krista Tracy, Director of Elections	Phone: (401) 738-2010 Fax: (401) 732-3439 Email: krista.m.tracy@warwickri.gov
Westerly	Town Hall 45 Broad Street Westerly, RI 02891 Rees S. Harold, Registrar	Phone: (401) 348-2503 Fax: (401) 348-2571 Email: rhareld@westerlyri.gov
West Greenwich	Town Hall 280 Victory Highway West Greenwich, RI 02817 Kelly Laiho, Clerk	Phone: (401) 392-3800 Ex. 108 or Ext. 100 Fax: (401) 392-3805 Email: townclerk@wgtownri.org
West Warwick	Town Hall 1170 Main Street West Warwick, RI 02893 Sarah Rapose, Clerk	Phone: (401) 822-9200 Fax: (401) 822-9266 Email: srapose@westwarwickri.org
Woonsocket	City Hall 169 Main Street Woonsocket, RI 02895 Gianna Savastano, Manager	Phone: (401) 767-9221 Fax: (401) 767-9226 Email: gsavastano@woonsocketri.gov

Board of Elections (BOE)

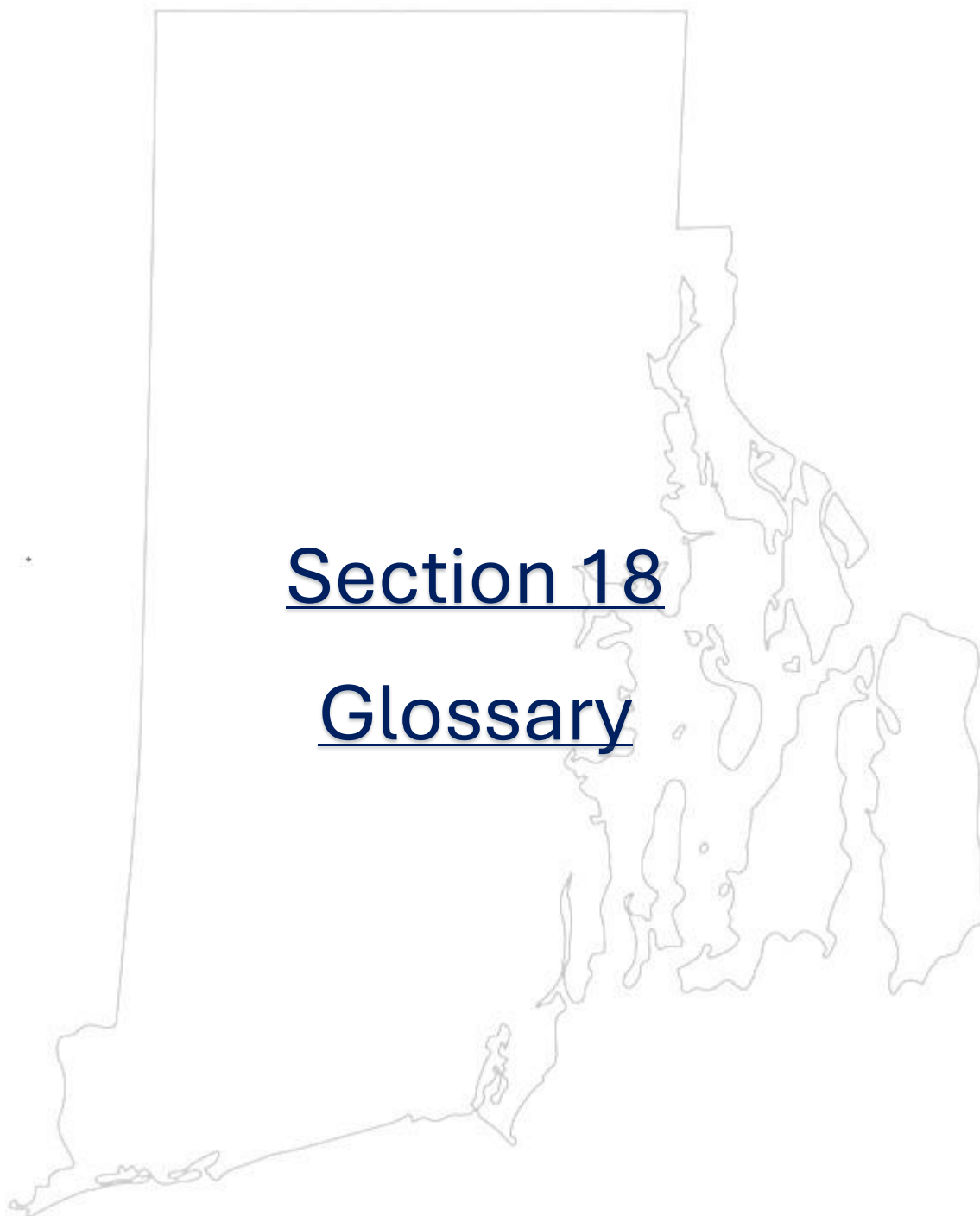
401-222-2345

elections.email@elections.ri.gov

RI Department of State, Elections Division

401-222-2340

elections@sos.ri.gov



Section 18

Glossary

Glossary

B

Black Barrel Key – Barrel key used to unlock the DS200/DS300 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.

C

Clerk – Handles ballots and ballot accounting.

D

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.

DS200/DS300 – The model name of the voting machine, which is manufactured by Election Systems & Software, based in Omaha Nebraska.

E

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 DS200/DS300. 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.

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.

ExpressVote – Device is specifically designed to assist voters with disabilities in marking their ballots independently. Any voter is welcome to use the ExpressVote.

Electronic Poll Book (Poll Pad) – Electronic device used to check in voters issued by the Board of Elections which includes ALL eligible voters who registered 30 days or more prior to the election/primary. This electronic device contains all the registered voters in the State of Rhode Island, and is programmed to accept voters assigned to the precinct in which the poll pad is being used.

G

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

M

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

P

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 displays the exact layout 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.

R

Red Supply Box – Sealed red box in which Poll Pads are stored in the green cases and delivered to the polling location. At the close of the polling location the Poll Pads are returned to the cases and sealed in the 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 Blue Metal Ballot Security Case.

S

Secrecy Sleeve – Green or tan folder issued by the Supervisor and used by the voter to shield his/her ballot from the view of others 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.

Silver Key – Used to access the regular ballot box and emergency ballot box of the DS200/DS300.

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.

T

Totals Report – Printed by the DS200/DS300 when it is totaled at the close of the polling place. **Five** copies of this report are printed automatically, and all copies must be signed by the Moderator, Clerk, and two (2) Supervisors.

U

USB Drive – Removable USB memory stick installed in the DS200/DS300 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.

V

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.

W

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 five Totals Reports. 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.

Z

Zero Report – Report printed upon starting the DS200/DS300 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 DS200/DS300 until the polling place closes.