

Inspector Table

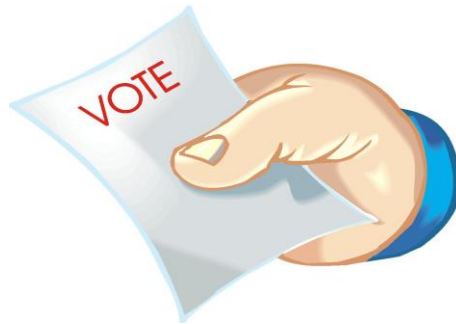
INSTRUCTIONS

How to greet a Voter:

Every Voter's qualifications must be verified. Two Inspectors, one from each political party, should supervise the verification for each voters' registration at the polling site.

1. Greet the Voter 😊
2. Ask for the FULL Voter's name and RESIDENCE
3. Distinctly repeat the person's name and address.
4. Find the Voter's registration in E- poll book
(using the 3-3 rule) after asking for the complete full name & address

"I Voted Stickers" are handed out as voter leaves poll site



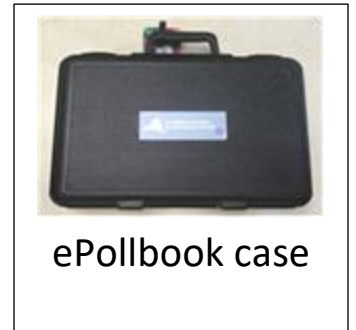
INSPECTOR TABLE SETUP INSTRUCTIONS

Return this in the delivery truck in the inside right door pocket

INSPECTOR TABLE SET UP

Separate into two bipartisan teams. One coordinator may take an inspector from the opposite party to assist in opening voting machines while the other coordinator will help the other inspectors in setting up ePollbooks, on demand printer, inspector table and the rest of the site. The chairperson should be on the team setting up the inspector table. The team that sets up the table is the same team that will close the table at the end of the night.

1. Place on demand printer carts on each side of the inspector table.
Key to cart found in key pocket inside delivery truck.
Plug into nearest power outlet. Lock wheels.
If needed there is a power strip located in the delivery truck.
Unlock printer cart. The ePollbook case with two ePollbooks will be in one of the carts. Remove **Blue string seal** from ePollbook case.
Verify **Blue seal** on ePollbook seal report, place seal in baggie and keep in the case. Match printer cart numbers with ePollbook numbers.
Plug in ePollbooks with the cord on top of the cart.
Do not pull cord past zip tie. You should have enough cord length to place ePollbook on the table. Place ePollbook case back in cart.
Open printer door and slide tray out just to Velcro strip located on the door.
Lift paper guide.
Use "Cheat" sheet to open ePollbook and set up on demand printer.



BEWARE if tray is pulled out to far the cart will tip over.

2. From the Delivery Truck obtain:
 - a. **Blue Ballot Bag with blank ballot paper.**
 - b. **Inspector Bag**Place these items on your inspector table and begin to set up your table.



3. **Blue Inspector Bag** -verify & remove **Blue** string seal place in the baggie attached to the ballot seal report and unpack.

This will contain:

- a. Challenge binder – Affidavit Envelopes with ballots & empty envelopes for on-demand Affidavit ballot printing.
- b. Spoiled Ballot Bag
- c. Supply Bag & a note book
- d. STATE YOUR NAME AND ADDRESS sign(s)
- e. Name Tags with Dry Erase



Blue Inspector Bag

4. **BLUE** Ballot Bag – Get out the privacy folders and bundle of pens. Verify Affidavit ballots delivered on the seal report and keep report in bag with the ballot supply and the Orange un-scanned bag.



Blue Ballot Bag



Contents of Blue Ballot Bag

5. Table should be set up as seen on next page : ePollbooks, Challenge Binder, Privacy Folders, Spoiled Stamp, **Notice to Voter pad** and on demand printer carts on each side. Printers will be preloaded with 50 blank ballots.



Example of an Inspector Table set-up front



Example of an Inspector Table set-up back

6. Keep the Inspector Bag, Orange Un-Scanned Bag, Spoiled Ballot Bag and the Blue Ballot Bag with the blank ballot bundles under/near Inspector table.
BE AWARE OF HOW MANY BALLOTS HAVE BEEN ISSUED AS NOT TO RUN OUT OF PAPER IN PRINTER
7. Once table is set up; from the delivery truck obtain the Information Totem Bag, Absentee Ballot Box, distance markers, doorbell if provided and any other items that you need to setup your poll site according to your schematics. Sneeze guards and Covid cleaning items are still provided. Use sneeze guards at your discretion. Please continue cleaning heavily used/touched surfaces.
8. Refer to the polling site schematics to verify the correct placement of voting machine(s), inspector table(s), on demand printer carts, router (this was set up by the delivery crew, just be aware of its location), voting booths/tables with privacy screens, greeter table, totem etc.
Place Distance Markers outside 100' from the site entrance. (33 steps)
9. The Yellow Emergency Bag – one per poll site. This may remain in the delivery truck. Please note that there is a County Street List and County Maps in this bag that you may use to properly direct voters to the correct voting site. The emergency pollbook and Inactive Voter list and a bundle of emergency ballots are located here as well.

10. The Chairman/Coordinator will call the BOE at (518)761-6456 or 6457 to say you are up and running and give your contact phone #. As well as your runner.

11. Be sure to sign pay voucher and return to the BOE in the White District Envelope.

Setup the Information Totem in the entry way (as shown on your schematics) of the polling site so that voters have access to both sides of the Totem (*Unfold the Totem and gently squeeze the sides together and it will pop into shape*). Post additional signs.



Totem Bag will include:

- Blue tape.
- Any additional signs to hang.



Yellow Emergency Use Only Bag – (one per poll site)

Yellow Emergency Bag will house the printed Emergency paper poll book, Inactive Voter List, maps and countywide street list and emergency ballots.

You may use the Inactive list and countywide street list to correctly direct voters if needed.

KEEP IN DELIVERY TRUCK

THIS IS ONLY USED IN CASE OF EMERGENCY

AFTER YOU HAVE SPOKE WITH THE BOE

CLOSE OF POLLS

All voters in line by 9:00 pm must be allowed to vote and have their ballot cast successfully. Have an inspector go to the end of the line and inform any additional voters that the polls have closed.

The team that sets up the table is the same team that will close the table at the end of the night.

1. Shut down ePollbooks first following instructions on your "Cheat" sheet. This gives time for all files to update. Power down on demand printer.
2. All four inspectors must sign the Oath in the front of the Black Challenge Binder.
3. Count spoiled ballots and record on Ballot Seal Report . Seal the Spoiled Ballot Bag by removing the blue strip near the opening of the bag, folding the flap over and pressing down, record security # from the bottom of the bag on the Ballot Seal Report.
4. Complete the Ballot Seal Report – Total # of Spoiled Ballots, Unscanned Ballots in the Orange un-scanned bag and the # of voted and unvoted Affidavit Ballots.
5. Repack the Inspector Bag. This will include:
 - ✓ All supplies from the inspector table (pens, spoiled stamp, etc.)
 - ✓ Black Challenge Binder(Including all voted and un-voted affidavit ballots and any court orders)Seal the Inspector Bag with the **Red String Seal** found in the baggie attached to the Ballot Seal Report and record seal number.
6. Pack up ePollbooks ,seal the case with **Red String Seal** attached to the ePollbook Seal Report. Place case inside one of the printer carts. Close up and lock printer carts. Place key back into plastic key pocket inside the delivery truck.



The Runner will take the White District Envelope and the Absentee Drop Box back to the Board of Elections.

7. Pack the **Blue Ballot Bag**
 - * **Remaining blank ballot paper**
 - **Orange Un-Scanned Ballot Bag - This contains any un-scanned ballots -Counted & recorded**
 - **Spoiled Ballot Bag - Count the number of ballots. Seal the bag. Record number of ballots and the security seal number on the Ballot Seal Report.**
 - **Privacy Folders & Bundle of Pens**
 - **Completed and signed Ballot Seal Report (on top)**
8. Seal the **Blue Ballot Bag** with the **Red String Seal**. (found in baggie attached to the Ballot Seal Report.)
Be sure the seal # has been recorded on the Ballot Seal Report before sealing
9. Take down the Polling Place entrance sign, any other information posted and Information Totem (put all signs/sample ballots , **Blue tape** back in totem bag). Gather distance markers and any other items replace in delivery truck. (emergency bag, etc...)

PLEASE LEAVE THE POLL SITE CLEAN AND AS IT WAS WHEN YOU ARRIVED

WARREN COUNTY BOARD OF ELECTIONS

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(518) 761-6458



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Democratic Commissioner
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**SAMPLE
BALLOT SEAL
REPORT**

ELECTION DAY BALLOT/INSPECTOR BAG SEAL REPORT

Election _____

Town Ward District _____

Table # _____

KEEP in BLUE BALLOT BAG



OPENING	CLOSING
Inspector Bag Blue String Seal # _____	Affidavits Voted _____ Un-Voted _____
Affidavit Ballots Sent in Black Challenge Binder	Inspector Bag Red String Seal # _____
_____ Empty envelopes for on demand ballot printing	*****
_____ Envelopes with paper ballots	Blue Ballot Bag Red String Seal # _____
*****	Items in Blue Ballot Bag:
Tech Signature _____	1. Total # of Spoiled Ballots including any Abandoned Ballots in Security Bag Spoiled _____ Abandoned _____
Tech Signature _____	ID # _____ (found on bottom of bag)
Inspector Signatures: Print and Sign	2. Total # of Un-scanned Ballots in Orange Bag _____
1 _____	* this signed seal report
2 _____	Inspector Signatures: Print and Sign
_____	1 _____
_____	2 _____
_____	_____
_____	_____