

**DUVAL COUNTY
SUPERVISOR OF ELECTIONS**
JERRY HOLLAND







HANDBOOK

for Precinct Managers

2024

We convey **the voice of the people** by providing fair, accurate and accessible elections with **transparency** and **integrity**.

-  904-255-VOTE
-  duvalelections.gov
-  105 E. Monroe St., Jacksonville, FL 32202
-  1 Imeson Park Blvd., Jacksonville, FL 32218

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How To Use This Manual

Document Conventions

This manual cross-references Florida Statutes regarding election law and procedures. In Florida election law, the Manager (or Assistant Manager) is referred to as a “Clerk”. To learn more, visit <https://dos.myflorida.com/elections>.

Informational Symbols/Icons

The following icons are used to emphasize information:



Alert – indicates alert; warning; special attention needed



Information – indicates highlighted or additional information



Deadline – indicates a time sensitive issue or a deadline

Assistance

If you have any questions about the material covered in this manual or need further assistance, please contact:

Call Center: (904) 255-VOTE [8683]

Manager Hotline: (904) 255-3466

Technology Hotline: (904) 255-3477

Website: www.duvalelections.com

Education/Outreach Email: DuvalElectionsEdu@coj.net

Jerry Holland
Supervisor of Elections
jholland@coj.net
(904) 318-6877

Main Office
105 East Monroe Street
Jacksonville, Florida 32202

Elections Center
1 Imeson Park Blvd
Jacksonville, Florida 32218

Justin Gicalone
Deputy Supervisor of Elections
jgicalone@coj.net

Robert Phillips
Special Assistant to the Supervisor of Elections
phillips@duvalelections.gov

Greg Clark
**Education, Outreach
& Poll Worker Recruitment**
gaclark@coj.net
(904) 742-1277

Jennifer Casey
Education and Outreach
jenniferca@coj.net

Roxy Tyler
Education and Outreach
rtyler@coj.net

Sommer Sallette
Poll Worker Services
shinson@coj.net
(904) 255-3439

Autumn Cato
Supervised Voting/Early Voting
autumnf@coj.net

Cody Childress
Warehouse
cchildress@coj.net

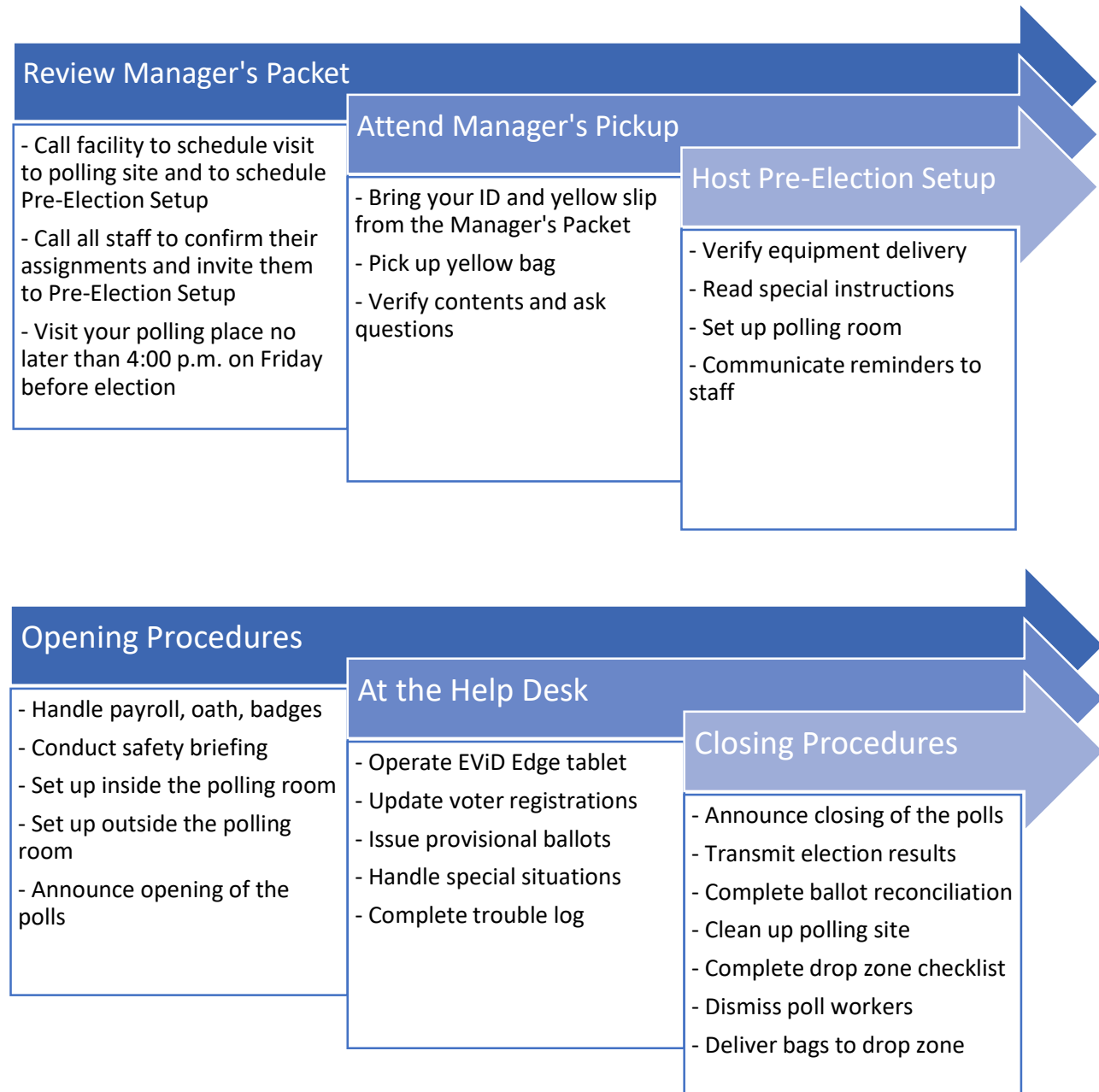
Chapter 1 – Introduction

(Sections 102.031, 102.012, 102.014, Fla. Stat.)

A Manager is responsible for the management of the polling place and poll workers. A Manager (or Assistant Manager) is stationed at the Help Desk to process provisional ballots, resolve voter challenges, address voting situations and check in voters when there are no special situation to address. A Manager has the added responsibility of transporting secure election supplies, contacting poll workers for pre-election setup, setting up and taking down the polling room, and making sure that all procedures are followed correctly. An Assistant Manager will relieve poll workers when they go on break.

A. Overview

Here is an overview of action items for Managers.

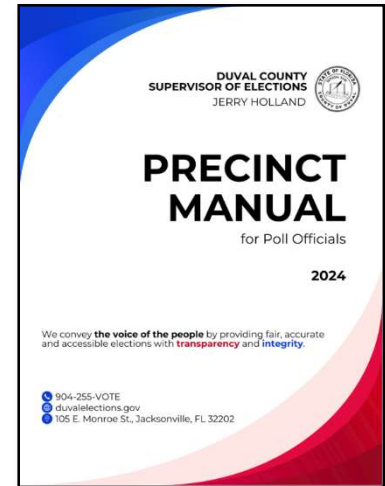


B. Training Manuals

(Section 102.014, Fla. Stat.)

The *Handbook for Precinct Managers* details all the procedures and documents that are the responsibility of a Manager on Election Day. The *Precinct Manual for Poll Officials* details the laws and procedures that must be followed by all poll workers at every polling location on Election Day. In many cases, the *Handbook for Precinct Managers* will reference the *Precinct Manual for Poll Officials* for specific procedures and then provide additional information relevant to the role of a Manager.

All poll workers are expected to familiarize themselves with the manuals in the time between their training and their work assignment. Poll workers are required to bring their manuals with them on Election Day.



C. Quick Reference

The various bags referenced in this manual will be referred to by the naming conventions below. For a complete list of all bags and their contents, please see *Visual Aid Packing Chart* (p. 14).

Yellow Bag	Essential Items
Orange Bag	Provisional Ballots
Teal Bag	Ballot Report Form
Gray Bag	Unscanned Ballots
Black Pouch	Memory Stick/Activator/Hotspot
White Bag	Paper Register
*Administrative Folder	Manager’s Resources

Red Bag	Voted Ballots
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Blue Bag with Red Handles	Ballot Stubs and Partial
----------------------------------	---------------------------------

Purple Bag	Administrative Supplies
Form Folder	English Forms
Clear Folder	Spanish Forms

Blue Bag	Precinct Supplies
Blue Pouch	Supply Case

Green Bag	Extended Polling Hours Only
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*The Administrative Folder starts in the Yellow Bag. On Election Day, the Administrative Folder is moved to the Help Desk and returned in the Purple Bag. See *Unpacking the Bags* (p. 15).

Chapter 2 – Before Election Day

A. Staffing Assignments

Poll Worker Services will mail you a Manager Packet which includes a Yellow Slip with your precinct assignment, a Staff Roster with contact information, and a Blue Polling Place Sheet with assigned polling place contact information. Expect this to arrive by USPS approximately three weeks prior to Election Day. An updated final roster will be emailed the week before Election Day.

- Communicate with the polling place contact person to:
 - Schedule a visit to your polling site before 4:00 p.m. on Friday before the election.
 - Schedule Pre-Election Setup the day before the election (if your facility will allow it).
 - Verify who will open the polling place on Election Day morning at 6:00 a.m. and obtain a cell and/or home phone number of that person. Do not assume that the contact person you meet for your site visit or for Pre-Election Setup is the same contact person for Election Day. Some locations may provide you with a key and alarm code during your site visit or Pre-Election Setup. Some locations have their own representatives open the building for you on Election Day.
- Contact your staff within 48 hours of receiving your roster to confirm that (1) they will be working on Election Day and (2) they know their precinct number and polling site location. Provide them with the date/time of Pre-Election Setup. While participating in Pre-Election Setup is not required of poll workers, many will accommodate this request as it makes Election Day morning easier for everyone. Remind poll workers that arrival time on Election Day is 6:00 a.m. sharp.
- If anyone will not be available to work, email Poll Worker Services at DuvalElectionsEdu@coj.net as soon as possible so that a substitute may be found. If you are not notified of a substitute within 48 hours of the election, call the Manager Hotline.



If the facility contact person or phone numbers are not the same as those listed on the Blue Polling Place Sheet, call the Manager Hotline with the update.

B. Visit to Polling Site

Most election equipment is delivered to precincts by Friday before the election. Managers are required to visit the polling site no later than 4:00 p.m. on Friday before the election to verify delivery of equipment. If Poll Worker Services notifies you that the delivery of equipment to your precinct will be on Monday before the election, then you do not need to visit your polling site until you meet for Pre-Election Setup on Monday.

- Ensure that you know how to open the polling site.
- Identify the polling room and where to locate your equipment. Do not change the polling room to a different room in the building. If the facility refuses access to the assigned room noted on the Blue Polling Place Sheet, notify the Manager Hotline immediately.

The image shows a document titled "Duval County Supervisor of Elections Polling Place Information Sheet Presidential Preference Primary March 19, 2024". It contains the following information:

- Precinct #: 101
- Precinct Address: 7801 Lone Star Rd
- Precinct Zip Code: 32211
- Precinct Contact: Kathleen
- Precinct Contact Phone Number: 904-867-5309
- Opening Instructions: Location will open for manager.
- Keys: Yes
- Alarm Code: N/A

Facility Notes: Take out trash at the end of the night.

Precinct is also a drop zone: No
Assigned Drop Zone: DZ_2

Assigned Rover: Bob Walter
Rover Contact Information: 904-255-3567

Accessibility: Site has a call bell. – See instructions in call bell box for placement.
Ramps: Site does not have any ramps.
Cone Placement: See pictures below.

At the bottom of the sheet, there are three small photographs showing the polling site: a close-up of a call bell box, a view of the building entrance with a ramp, and a view of the parking area with orange traffic cones.

C. Secure Supply Pickup

Pick up your Yellow Bag at the Elections Center on your assigned date and time as instructed in the Manager's Packet. Only the Managers or Assistant Managers may pick up the Yellow Bag. If the Assistant Manager picks up the Yellow Bag, they must have the Yellow Slip.

- At the Elections Center have a picture ID ready and have your Yellow Slip with your precinct number ready to show staff. Follow the directional signs and cones. Provide a picture ID and the Yellow Slip to the Elections Center staff. You will be given the Yellow Bag.
- While you are still at the Elections Center, verify that these items are in your Yellow Bag:
 - Blue Polling Place Sheet (facility contact list, key status/alarm code, ADA information, drop zone assignment and rover contact information)
 - Facility Key, if applicable
 - Black pouch with two EVID activators
- Take your Yellow Bag inside your home. Do not leave election materials in your vehicle.
- If unsure about anything – park and see the warehouse manager or precinct coordinator at the dock.



D. Pre-Election Setup

(Sections 102.031, Fla. Stat.)

Pre-Election Setup on the day before the election is the best time for poll workers to familiarize themselves with their assigned working location, where to park, which entrance to use, and what facilities will be available during breaks. It is also the best time for poll workers to get to know each other and everyone's work assignments for Election Day. Bring your Yellow Bag with you. By noon on Friday, the movers will have delivered your equipment and supplies. Notify the Manager Hotline immediately if your equipment has not been delivered, keys do not work, or if your bags are missing items.

Pre-Election Setup Checklist

- Verify delivery of election equipment and confirm that the precinct number on the label matches your precinct assignment:
 - 4 Bags tied together (Purple, Blue, Red, Blue with Red Handles)
 - EVID Compact units in black cases
 - EVID Edge tablet in gray hard case
 - DS300(s) in free standing black case(s)
 - ExpressVote in soft black case
 - ExpressVote printer in black laptop case
- Confirm that the following additional equipment has been delivered:
 - Voting booths in silver cases
 - ADA booth
 - ADA table
 - A-frame Sign
 - Chairs
 - No Solicitation Zone orange cones
 - Sign Kiosk
 - Ramps (only certain precincts)
 - ADA orange cones (only certain precincts)
 - Call bell (only certain precincts)

- Become familiar with your supplies using the Visual Aid Packing Chart found in the Administrative Folder.
- Read and follow the directives listed on the Manager’s Special Instructions found in the Administrative Folder.
- Familiarize yourself with the building in preparation for your Emergency Safety Procedures Briefing on Election Day. Determine emergency exit route and emergency meeting area. See *Safety Briefing* (p. 11).
- Direct poll workers to set up the polling room. See *Precinct Manual for Poll Officials, Set-up Inside the Polling Room (Ch. 2)*.
- Lock up the facility when you leave and take the Yellow Bag back with you to your home.
- Locate your Drop Zone Assignment found on the Blue Polling Place Sheet. Consider driving from the polling location to the drop zone location if unfamiliar with the route.



If desired, you may start up your MIFI hotspot, EVIDs and ExpressVote to check connectivity. See *Precinct Manual for Poll Officials, Voting Systems Operation (Ch. 7)*. Place the startup tickets in the EVID Accordion Folder. While you may leave them plugged in, you must **shut them down and remove the EVID activator** and return it to the Black Pouch in the Yellow Bag.



Do not break any seals during Pre-Election Setup. The only time you may break seals is on Election Day.

Chapter 3 – Opening Procedures

(Sections 102.012, 102.031, 101.5610, 104.29, Fla. Stat.)

The public and the media are allowed to witness the assembling of the precinct before the polls open, but photography is not allowed.

A. Payroll

Retrieve the Payroll Envelope from the Yellow Bag and have all poll workers sign the payroll sheet. They must verify their address on the payroll sheet before signing. The address we have on file is the mailing address we use to issue the paycheck. If an assigned worker fails to report at 6:00 a.m. you must call the Manager Hotline immediately so that an alternate may be assigned. After arrival, alternates should be added to the payroll sheet. Place the signed payroll sheet in the Payroll Envelope.



SAMPLE PAYROLL SHEET		Supervisor of Elections		Duval County, FL	
Date: 05/18/2023	Time: 7:00 AM	153	1206	2020 Election Cycle (P)	Atlantic Beach City Hall
Election Precinct					
1031.59753 Time In: 7:00 AM 105 E. Monroe St	<u>Dennis, Jesse</u> Time Out: _____ Jacksonville FL	Position: Worker Duties: _____ Phone: _____	C	Signature: _____ Title: Manager	SSN: # (012)04067-5389
32202	(W)				000-00-0000
1031.59753 Time In: 7:00 AM 105 E. Monroe St	<u>Dick, John</u> Time Out: _____ Jacksonville FL	Position: Worker Duties: _____ Phone: _____	A	Signature: _____ Title: Assistant Manager	SSN: # (012)04067-5310
32202	(H0904067-5309)				000-00-0000
1031.59753 Time In: 7:00 AM 105 E. Monroe St	<u>Green, William</u> Time Out: _____ Jacksonville FL	Position: Worker Duties: _____ Phone: _____	D	Signature: _____ Title: Deputy	SSN: # (012)04067-5311
32202	(W)				000-00-0000
1031.59753 Time In: 7:00 AM 105 E. Monroe St	<u>Highman, Alize</u> Time Out: _____ Jacksonville FL	Position: Worker Duties: _____ Phone: _____	IT	Signature: _____ Title: Inspector Tech	SSN: # (012)04067-5312
32202	(H0904067-5309)				000-00-0000

B. ID Badges

Retrieve Election Day Poll Official ID Check Form and the name tags from the Yellow Bag. All poll workers must present a valid photo ID. Verify that the ID of each Board Member matches the badge. Badges are to be worn for the entire Election Day. Special badges may be assigned to bilingual poll workers providing language assistance. The Manager and Assistant Manager must sign the Election Day Poll Official ID Check Form. Place it in the Payroll Envelope and return it to the Yellow Bag. If an alternate poll worker arrives, be sure to verify that their ID matches their badge.



C. Oath of Election

Retrieve the Oath of Election from the Form Folder in the Purple Bag. Administer the Oath of Election to all poll workers (except the Deputy who was sworn in during training). The Assistant Manager administers the Oath to the Manager. After all poll workers sign the Oath of Election form, file it in the Completed Documents Envelope. If an alternate poll worker is assigned, they should take the oath upon arrival and sign the form.

OATH OF ELECTION BOARD MEMBERS		
PRECINCT:	_____	
ELECTION DATE:	_____	
We, the undersigned members of the Election Board for the above-numbered precinct, affirm that we will perform our respective duties according to the law and will endeavor to prevent fraud, deceit, and abuse.		
Precinct Manager	Assistant Manager	Inspector
_____	_____	_____
Inspector	Inspector	Inspector
_____	_____	_____
Inspector	Inspector	Inspector
_____	_____	_____

D. Safety Briefing

It is important that all poll workers are aware of what to do in an emergency (e.g., bomb, electrical outage, fire, knife/shooting, flood, or other disaster). Prior to Election Day, the Manager will identify the emergency exit route from the polling room and will designate a meeting area outside the building. On Election Day, prior to the polls opening, the Manager will conduct the following emergency procedures briefing. For additional safety information, see *Precinct Manual for Poll Officials, Contingency (Ch. 9)*.

1. Provide poll workers with the name of the facility where they are located.
2. Advise poll workers that if they hear a fire alarm and/or if the Manager announces that an evacuation is necessary, they should exit the room.
3. Give the poll workers direction as to how to exit the building (i.e., “Turn left, walk about 10 yards and look to your left where you will see a door marked FIRE EXIT”).
4. Give the poll workers directions to the location of the pre-designated meeting area outside the building.

5. The Assistant Manager calls 911 in case of an emergency requiring assistance from the police, fire department, or medical personnel. The Assistant Manager must have possession of the written address of the polling location and a cell phone. The Assistant Manager should direct emergency personnel when they arrive. After the Assistant Manager calls 911, they should immediately call the Manager Hotline to report the emergency.
6. Assign a poll worker to oversee assisting voters in exiting the building safely and quickly.
7. Ask if any of the poll workers have special health or medical conditions that the group needs to be aware of in case of an emergency.
8. Remind poll workers that if there is an active shooter to “Avoid, Deny, Defend”. Share any specific details about your facility that may be relevant (i.e. inaccessible rooms, additional exits, situational awareness).

Manager	Announce calmly that the polling room must be evacuated. Retrieve the Staff Roster (if the situation is not life-threatening). Once outside, take roll to account for staff. Follow instructions given by emergency personnel.
Assistant Manager	Call 911 and provide emergency personnel with address of polling location.
Inspector Techs	If the situation is not life threatening, unplug the tabulator but leave the screen up. Carefully roll the unit to the designated meeting area.
Deputy	Ensure everyone exits in a safe and orderly manner.



Do not re-enter the building until directed to do so by emergency personnel or law enforcement.

General Polling Place Security

- Make sure that your cell phone is fully charged and turned on for Election Day!
- Continually monitor entrances and exits to ensure that only authorized persons are in the polling room and any surrounding restricted areas.
- Prevent unauthorized access to equipment, election materials and sensitive and/or confidential documents including signed forms, voted ballots, ballot stock and provisional ballots.
- Follow established procedures for securing, counting, and transporting ballots.
- Use the Trouble Log to document procedures, incidents, and troubleshooting.
- Ensure electronic transmission of results, data, and files are secure. For example, if the signal is weak, exercise caution if moving equipment to window or door within public view or access.
- Review chain-of-custody procedures.
- Review your emergency procedures for responding to a threat to public safety.
- Do not allow a sheriff, deputy, police officer or other officer of the law to access a polling room until the Manager or majority of the Inspector Techs grant permission or unless the member of law enforcement is there to vote. When the Poll Deputy is allowed inside the polling room in an official capacity the Poll Deputy is subject to the Manager’s or Inspector Tech’s commands.
- If there are disruptions outside the polling place, reinforce the Deputy’s instructions. You may also call the Manager Hotline. If the situation is life threatening, call 911.

E. Set Up the Inside Polling Room

If your poll workers did not meet for Pre-Election Setup on Monday before the election, ensure that poll workers assemble voting booths, arrange the room for an orderly flow of traffic, situate the Help Desk clear of the Check-in Station, position the tabulator at a distance from voting booths and set up Sign Kiosk. See *Pre-Election Setup* (p. 9).

F. Technology

Ensure Inspector Techs set up and power on the MiFi hotspot, electronic poll book(s), ballot-marking device(s) and the tabulator(s). For detailed procedures, see *Precinct Manual for Poll Officials, Voting Systems Operation (Ch. 7)*.

MiFi Hotspot

Provide the Inspector Techs with the Black Pouch from the Yellow Bag. They will complete opening procedures.

Ballot-Marking Device

Provide the Inspector Techs with the round barrel key from the Yellow Bag. They will complete opening procedures.

Electronic Poll Book(s)

Provide the Inspector Techs with the EVID activator from the Black Pouch. They will complete opening procedures at the Check-in Station. The Manager will set up the EVID Edge Tablet and the ExpressVote printer at the Help Desk. See *Setting Up the EVID Edge Tablet (p. 50)*.

Tabulator(s)

Retrieve the Broken Seals Envelope from the Purple Bag and provide it along with the Black Pouch, the flat silver key, and the flat black key to two Inspector Techs to open polls on the tabulator(s).

Once technology is all operational and polls on the tabulator are opened, place the signed Zero Tape into the Tape Envelope in the Yellow Bag, return the Broken Seals Envelope to the Purple Bag, return the black pouch and all keys to the Yellow Bag. You may also choose to wear the keys on your wrist, if preferred.

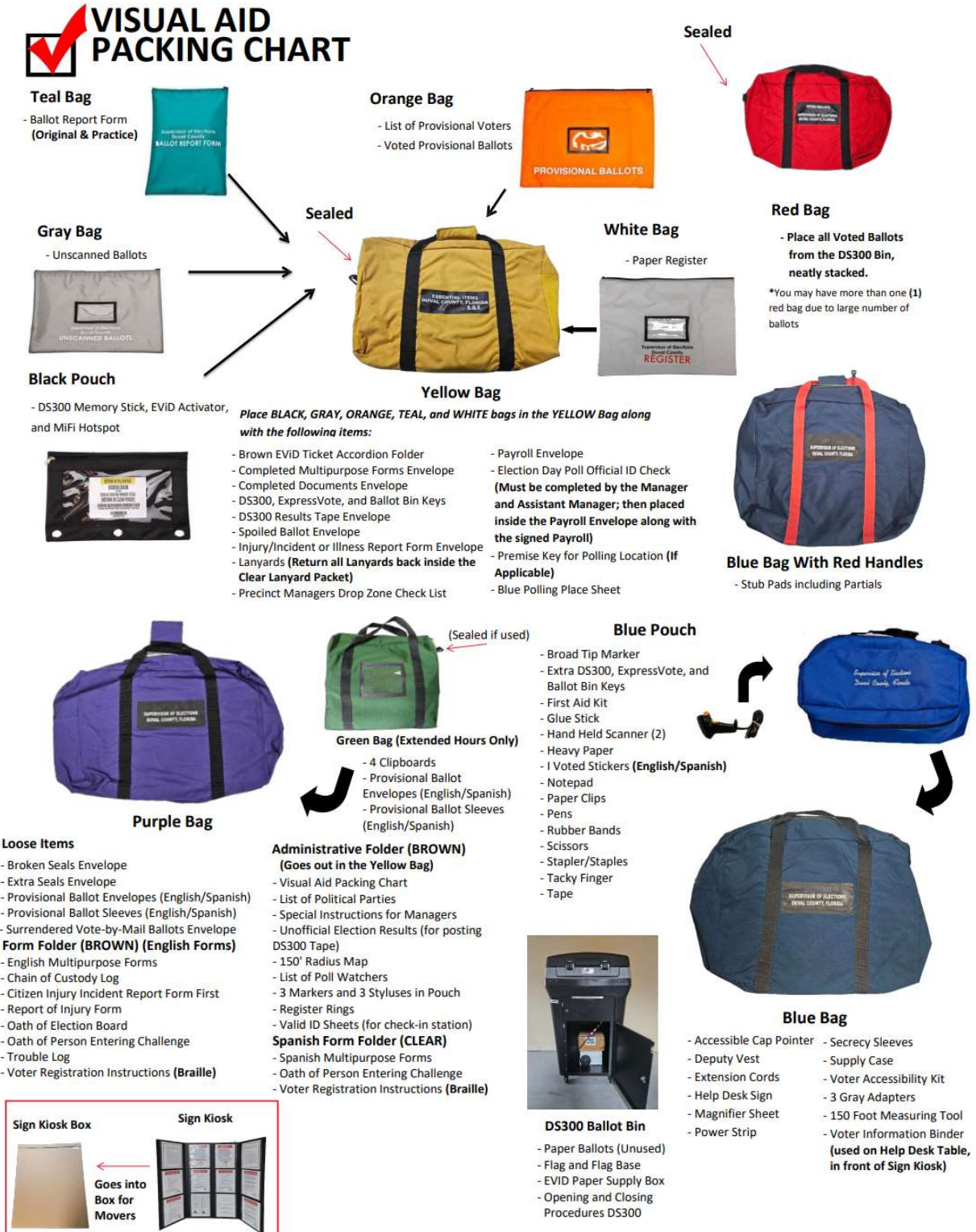
G. Chain of Custody Log

Retrieve the Chain of Custody Log from the Form Folder. Verify in Section 1 on the Chain of Custody Log that the serial number, tracking number, and the three seal numbers on the tabulator(s) are accurate. Remove red memory stick label seal on the top of the tabulator(s) and place it on the Chain of Custody Log. If you have two tabulators, be sure to verify both units. The Manager and Assistant Manager should sign Section 1 of the Chain of Custody Log. Return the Chain of Custody Log to the Form Folder.

Return inside the PURPLE BAG		CHAIN OF CUSTODY LOG			
PRECINCT: 101		SECTION 1		ELECTION DATE: March 19, 2024	
DS300		Seal	Seal	Seal	
Serial #	<u>DS0111320210</u>	DS300	80431	80432	80433
Tracking #	<u>DS077</u>	Seal #			
OFFICIAL ELECTIONS SEALS Duval County SOE 104486					
DS300		Seal	Seal	Seal	
Serial #	_____	DS300			
Tracking #	_____	Seal #			
Place Memory Stick Label Here					
I hereby certify that the seal numbers recorded above correspond to those affixed to the DS300 prior to opening the polls and that there is no evidence of tampering.					
_____ Precinct Manager's Signature			_____ Assistant Manager's Signature		

H. Visual Aid Packing Chart

All supplies and documents required for Election Day can be found on the Visual Aid Packing Chart below. There is also a copy in the Administrative Folder. Please note that the Administrative Folder is initially provided to you in the Yellow Bag. While you are setting up the polling room on Election Day, you will move the Administrative Folder to the Help Desk. See *Unpacking the Bags* (p. 15).



I. Unpacking the Bags

Distribute items from the Yellow Bag, Purple Bag, and Blue Bag using the chart below. All communications printed in both English and Spanish must be placed conspicuously inside the polling room. Any supplies not listed below remain in their bags.

Distribute supplies from the PURPLE BAG as follows:

Pink Provisional Envelopes	Help Desk
Pink Provisional Sleeves	Help Desk
Brown Form Folder	Help Desk
Clear Form Folder Spanish	Help Desk
Completed Documents Envelope	Help Desk
Surrendered VBM Ballot Envelope	Help Desk
Voter Information Binder	Help Desk (at Sign Kiosk)

Distribute supplies from the YELLOW BAG as follows:

Administrative Folder	Help Desk
Valid ID Sheets	Check-in Station
Brown EViD Accordion Folder	Ballot Station
Spoiled Ballot Envelope	Help Desk
Orange Provisional Ballot Bag	Help Desk
List of Provisional Voters	Help Desk
Completed Multipurpose Form Envelope	Help Desk
Styluses (pouch in Administrative Folder)	Check-in Station/Help Desk

Distribute supplies from the BLUE BAG as follows:

White Secrecy Sleeves	Ballot Station and Help Desk
Handheld Scanners	Check-in Station
"I Voted" Stickers	Tabulator
Pens	Check-in Station
Deputy Vest	Deputy
Measuring Line	Deputy
"Help Desk" Sign	Help Desk
Note pad	Check-in Station

J. Ballot Accounting

Retrieve the Practice Ballot Report Form from the Teal Bag. Compare the ballot styles and the number of ballot pads on the top portion of the Ballot Report Form with the actual styles and number of pads stored in the tabulator's ballot bin. After verifying for accuracy, write the same information to the right of the pre-printed information. Return the Ballot Report Form to the Teal Bag until ready for use after closing the polls. Report missing items to the Manager Hotline immediately.

Return in
TEAL BAG

BALLOT REPORT FORM
Duval County, Florida

**PRACTICE
BALLOT REPORT
FORM**

PRECINCT: 101

ELECTION DATE:

PRE-ELECTION BALLOT ALLOCATION


Ballot Style	# of Pads	Ballots per Pad	# of Ballots	Ballot Style	# of Pads	Ballots Per Pad	# of Ballots
001	41	25	1025	001	41	25	1025
		25				25	
		25				25	
		25				25	
		25				25	
		25				25	
		25				25	
		25				25	
		25				25	
		25				25	

K. Set Up Outside the Polling Room

Retrieve the Deputy Vest and 150' Measuring Line from the Blue Pouch. Locate the outdoor sign package and cones. Provide all items to the Deputy. Ensure that the Deputy places A-frame near the curb, places the "Weapons at the Polling Place" sign on the facility property near the entrance to the polling room, and marks the 150' boundary with orange cones. For a full list of Deputy responsibilities during setup, see *Precinct Manual for Poll Officials, Set-Up Outside the Polling Room (Ch. 2)*.

Accessibility Features

Review the Blue Polling Place Sheet in the Yellow Bag for accessibility features required at your location. These features may include placing a call bell or ramp and/or marking accessible parking places with orange cones. Provide instructions to the Deputy regarding any required accessibility features.


 Duval County Supervisor of Elections
 Polling Place Information Sheet
 Presidential Preference Primary
 March 19, 2024

Precinct #: 101
 Precinct Address: 7801 Lone Star Rd
 Precinct Zip Code: 32211
 Precinct Contact: Kathleen
 Precinct Contact Phone Number: 904-867-5309
 Opening Instructions: Location will open for manager.
 Keys: Yes Alarm Code: N/A

Facility Notes: Take out trash at the end of the night.
 Precinct is also a drop zone: No
 Assigned Drop Zone: DZ_2
 Assigned Rover: Bob Walter
 Rover Contact Information: 904-255-3567

Accessibility: Site has a call bell. - See instructions in call bell box for placement.
 Ramps: Site does not have any ramps.
 Cone Placement: See pictures below.

L. Announce the Opening of the Polls



Make a public proclamation, **"The polls are officially open!"** at 7:00 a.m. sharp. Throughout the day, rotate staff between the Check-in Station, Ballot Station and Tabulator.

Chapter 4 – At the Help Desk

(Sections 101.045, 101.5608, Fla. Stat.)

The Help Desk is used to answer voter questions, process all provisional ballots, and resolve voting situations. Either the Manager or Assistant Manager should always occupy the Help Desk. If there is no one waiting for assistance at the Help Desk, the Manager or Assistant Manager should check in voters.

A. Help Desk Tickets

Voters should have a Help Desk ticket in hand when they arrive at the Help Desk. The tickets state, “Refer to Clerk” and indicate the nature of the assistance required (provisional required, address change, etc.).

If a voter arrives at the Help Desk with an Action Required Ticket, then they are at the incorrect precinct. See *Wrong Precinct* (p. 41).

If there is a line at the Help Desk, taking a quick glance at the tickets of the next few voters in line may allow you to provide voters with a Multipurpose Form or Provisional Ballot Envelope to fill out while they wait.

Call the Manager Hotline for assistance with any Help Desk situations not covered in this Handbook.

DO NOT ISSUE BALLOT

REFER TO CLERK
Provisional Required
Voter did not provide picture/
signature ID

VR Demo Election
May 31, 2023
SOE Office

Voter Information
Terri Tabitha Smith
123 Haunted House Ln
Anytown, FL 12301
502746164

Poll Worker Initials: VRS
6/1/2023 02:51:09 PM
(EE036-18900461)

Help Desk Tickets

DO NOT ISSUE BALLOT

REFER TO CLERK
Registration Change Required

VR Demo Election
May 31, 2023
SOE Office

Voter Information
Terri Tabitha Smith
123 Haunted House Ln
Anytown, FL 12301
502746164

Poll Worker Initials: VRS
6/1/2023 02:50:49 PM
(EE036-18900461)

Action Required
VR Demo Election

DO NOT ISSUE BALLOT

**Voter is at incorrect polling place.
Voter belongs at:**
Precinct: **1A08**
Place: **Main Street Library**
Address: **123 Main Street Anytown,
FL 12301**
Directions: From the Election's Office,
head South on 1st Street, turn left on
Park Avenue, turn right on Main
Street, Library is across the street
from Main Street Church

SMITH, JOHN T
100 SPONGE DR
Anytown, FL 12301

Election Worker: VRS
Site: Crestview Library
5/4/2023 09:24:04 AM EE-12345678

Action Required Ticket

B. Multipurpose Form


(Sections 101.045, 101.048, Fla. Stat.)

The Multipurpose Form combines four common forms into one convenient form:

- Florida Voter Registration Application
- Declaration to Secure Assistance
- Declaration to Provide Assistance
- Signature Affidavit

Only one form is needed per voter with the relevant sections completed. A voter must only complete the section of the form that applies to the voter's situation. Completed Multipurpose Forms must be filed in the Completed Multipurpose Form Envelope and returned in the Yellow Bag.

SECTION 1
Florida Voter
Registration
Application

Section 1		Florida Voter Registration Application Part 1 – Instructions (DS-DE 39, R1S-2.040, F.A.C.)(eff. 10/2013)		Información en español: Sírvase llamar a la oficina del supervisor de elecciones de su condado si le interesa obtener este formulario en español.	
<p>To Register in Florida, you must be:</p> <ul style="list-style-type: none"> • a U.S. citizen, • a Florida resident, • at least 18 years old (you may pre-register at 16 or 17, but cannot vote until you are 18). <p>If you have been convicted of a felony, or if a court has found you to be mentally incapacitated as to your right to vote, you cannot register until your right to vote is restored.</p> <p>If you do not meet any ONE of these requirements, you are not eligible to register.</p> <p>Questions? Contact the Supervisor of Elections in your county: dos.myflorida.com/elections/contacts/supervisor-of-elections Visit the Florida Division of Elections' website at: dos.myflorida.com/elections</p> <p>CRIMINAL OFFENSE: It is a 3rd degree felony to submit false information. Maximum penalties are \$5,000 and/or 5 years in prison.</p> <p>PUBLIC RECORD: Once filed, all information including your phone number and email address as provided become public record except for the following which can only be used for voter registration purposes: your FL DL#, FL ID#, SSN, where you registered to vote, and whether you declined to register or to update your voter registration record at a voter registration agency. Your signature can be viewed but not copied. (Section 97.0585, Fla. Stat.)</p>		<p>Where to Register: You can register to vote by completing this application and delivering it in person or by mail to any supervisor of elections' office, office that issues driver's licenses, or voter registration agency (public assistance office, center for independent living, office serving persons with disabilities, public library, or armed forces recruitment office) or the Division of Elections. Mailing addresses are on page 2 of this form.</p> <p>Deadline to Register: The deadline to register to vote is 29 days before any election. You can update your registration record at any time, but for a Primary Election, party changes must be completed 29 days before that election. You will be contacted if your new application is incomplete, denied or a duplicate of an existing registration. Your Voter Information Card will be mailed to you once you are registered.</p> <p>Identification (ID) Requirements: New applicants must provide a current and valid Florida driver's license number (FL DL#) or Florida identification card number (FL ID#). If you do not have a FL DL# or FL ID#, then you must provide the last four digits of your Social Security number (SSN). If you do not have any of these numbers, check "None." If you leave the field and box blank, your new registration may be denied. See section 97.053(6), Fla. Stat.</p> <p>Special ID requirements: If you are registering by mail, have never voted in Florida, and have never been issued one of the ID numbers above, include one of the following with your application, or at a later time before you vote: 1) A copy of an ID that shows your name and photo (acceptable IDs—U.S. Passport, debit or credit card, military ID, student ID, retirement center ID, neighborhood association ID, or public assistance ID); or 2) A copy of an ID that shows your name and current residence address (acceptable documents—utility bill, bank statement, government check, paycheck, or other government document).</p> <p>The special ID is not required if you are 65 or older, have a temporary or permanent physical disability, are a member of the active uniformed services or merchant marine who is absent from the county for active duty, or a spouse or dependent thereof, or are currently living outside the U.S. but otherwise eligible to vote in Florida.</p> <p>Political Party Affiliation: Florida is a closed primary election state. In primary elections, registered voters can only vote for their registered party's candidates in a partisan race on the ballot. In a primary election, all registered voters, regardless of party affiliation, can vote on any issue, nonpartisan race, and race where a candidate faces no opposition in the General Election. If you do not indicate your party affiliation, you will be registered with no party affiliation. For a list of political parties, visit the Division of Elections' website at: dos.myflorida.com/elections.</p> <p>Race/Ethnicity: It is optional to list your race or ethnicity.</p> <p>Boxes: Please check boxes (☐) where applicable.</p>			
Numbered rows 1 through 7 and 12 must be completed for a new registration.					
<p>Florida Voter Registration Application Part 2 – Form (DS-DE #39, R1S-2.040, F.A.C.)(eff. 10/2013)</p>		<p>The downloadable/printable online form is available at: register.voteflonda.gov</p>			
<p>This is: <input type="checkbox"/> New Registration <input type="checkbox"/> Record Update/Change (e.g., Address, Party Affiliation, Name, Signature) <input type="checkbox"/> Request to Replace Voter Information Card</p>					
1	Are you a citizen of the United States of America? <input type="checkbox"/> YES <input type="checkbox"/> NO		OFFICIAL USE ONLY		
2	<input type="checkbox"/> I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.				
3	<input type="checkbox"/> I affirm that I have not been adjudicated mentally incapacitated with respect to voting or, if I have, my right to vote has been restored.				
4	Date of Birth (MM-DD-YYYY) [][] - [][] - [][][][]		FVRS No:		
5	Florida Driver License (FL DL) or Florida Identification (FL ID) Card Number [][][][] - [][][][] - [][][][]		If no FL DL or FL ID, then provide Last 4 digits of Social Security Number [][][][]		<input type="checkbox"/> I have NONE of these numbers.
6	Last Name	First Name	Middle Name	Name Suffix (Jr., Sr., I, II, etc.):	
7	Address Where You Live (legal residence-no P.O. Box)	Apt/Lot/Unit	City	County	Zip Code
8	Mailing Address (if different from above address)	Apt/Lot/Unit	City	State or Country	Zip Code
9	Address Where You Were Last Registered to Vote	Apt/Lot/Unit	City	State	Zip Code
10	Former Name (if name is changed)	Gender <input type="checkbox"/> M <input type="checkbox"/> F	State or Country of Birth	Telephone No. (optional) ()	
11	<input type="checkbox"/> Email me SAMPLE BALLOTS if option is available in my county. (See Public Record Notice above) My email address is:				
Party Affiliation (Check only one. If left blank, you will be registered without party affiliation.) <input type="checkbox"/> Florida Democratic Party <input type="checkbox"/> Republican Party of Florida <input type="checkbox"/> No party affiliation <input type="checkbox"/> Minor party (print party name):		Race/Ethnicity (Check only one) <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black, not of Hispanic Origin <input type="checkbox"/> Hispanic <input type="checkbox"/> White, not of Hispanic Origin <input type="checkbox"/> Multi-racial <input type="checkbox"/> Other		(Check only one if applicable) <input type="checkbox"/> I am an active duty Uniformed Services or Merchant Marine member <input type="checkbox"/> I am a spouse or a dependent of an active duty uniformed services or merchant marine member <input type="checkbox"/> I am a U.S. citizen residing outside the U.S.	
				<input type="checkbox"/> I will need assistance with voting. <input type="checkbox"/> I am interested in becoming a poll worker.	
12	Oath: I do solemnly swear (or affirm) that I will protect and defend the Constitution of the United States and the Constitution of the State of Florida, that I am qualified to register as an elector under the Constitution and laws of the State of Florida, and that all information provided in this application is true.		SIGN/ MARK HERE 		Date

SECTION 2
Declaration to
Secure
Assistance

Section 2 - Complete when voting pass does NOT state "Eligible for Assistance in Voting"
DECLARATION TO SECURE ASSISTANCE (Completed by voter)
Section 101.051(4), Florida Statutes

State of Florida, County of Duval

Date: _____ Precinct: _____ Voter Registration #: _____

I, _____, swear or affirm that I am a registered elector and request
(Print Name)

assistance from _____, in voting at the _____,
(Print Name) (Name of Election)

held on _____,
(Date of Election)

(Signature of Voter) (Birthdate)

Sworn and subscribed to before me this _____ day of _____,
(Date) (Month) (Year)

(Signature of Official Administering the Oath)

SECTION 3
Declaration to
Provide
Assistance

Section 3 - Complete when person OTHER than poll worker is assisting voter
DECLARATION TO PROVIDE ASSISTANCE (Completed by person assisting the voter)
Section 101.051(5), Florida Statutes

State of Florida, County of Duval Date: _____

Precinct: _____

I, _____, have been requested by _____,
(Print Name) (Print Name of Elector Needing Assistance)

to provide him/her with assistance to vote. I swear or affirm that I am not the employer, an agent of the employer, or an officer or agent of the union of the voter and that I have not solicited this voter at the polling place, dropbox location, or early voting site or within 150 feet of such locations in an effort to provide assistance.

(Signature of Assistor) (Birthdate)

Sworn and subscribed to before me this _____ day of _____,
(Date) (Month) (Year)

(Signature of Official Administering the Oath)

SECTION 4
Signature
Affidavit

Section 4 - Signature Difference
AFFIDAVIT OF ELECTOR WHEN SIGNATURE IS DIFFERENT
Section 101.49, Florida Statutes

State of Florida, County of Duval Precinct No. _____

I do solemnly swear (or affirm) that my name is _____; that I am _____
(Print Name) (Age)

years old; that I was born in the State of _____; that I am registered to vote; that I am a
qualified voter of the county and state aforesaid and have not voted in this election.

(Signature of Voter) (Birthdate)

Sworn to and subscribed before me this _____ day of _____,
(Date) (Month) (Year)

(Precinct Manager or Inspector Technician)

C. Name Change

(Sections 101.045(2), Fla. Stat.)

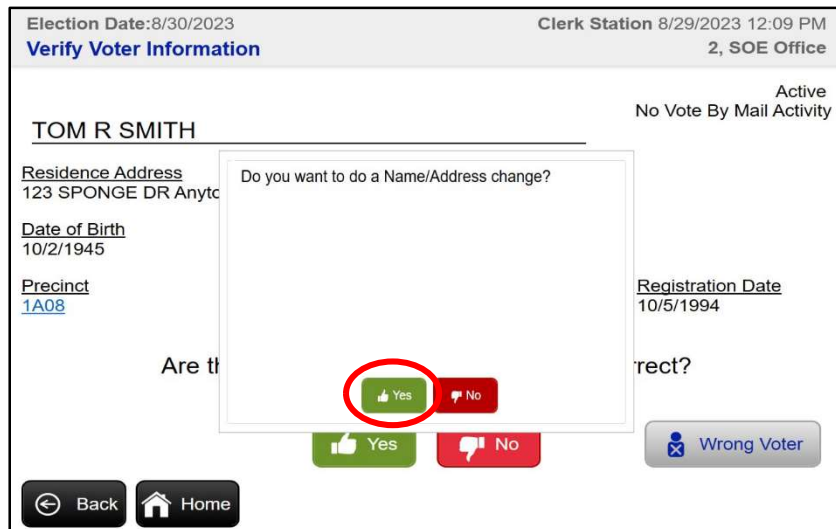
Name changes are only to be made at the Help Desk. Name changes may only be made after the voter completes **Section 1** of the Multipurpose Form for a “Record Update/Change”. Make sure that the voter registration number is written on the form.

To complete a name change on the EViD Edge:

1. Search for the voter. When the screen asks if the voter’s information is correct, select “No”.



2. When prompted to confirm that you want to make a name/address change, select “Yes”.



3. Select the name you want to change and it will turn blue. Begin typing over the old name (you can also backspace to clear the name field.) Once you have entered the correct name, select “OK”.

Election Date: 3/31/2023 Clerk Station 3/23/2023 11:15 AM
2, SOE Office

Enter Voter Information

Last Name: First Name: Middle Name: Suffix:

Residence Address (ex. 123 Main ST City, State Zip): Unit Type: Unit Nbr:

4. Verify that you have entered the correct name as written on the Multipurpose Form. When prompted to confirm that the name and address are correct, select “Yes”.
5. Proceed to check in the voter.

If the voter’s former name is not on the precinct register, you cannot complete the name change request at the precinct. Instead, instruct the voter to complete Section 1 of the Multipurpose Form for a “New Registration” and then issue a provisional ballot. See *Voter Not Found* (p. 39). File the completed Multipurpose Form in the Completed Multipurpose Form Envelope.

D. Address Change

(Sections 101.045(2), Fla. Stat.)

If the voter's name appears on the precinct register but the voter indicates a change or different address than the address listed, you will need to make a change of address. The procedures vary by the type of address change required. Address changes may only be made on the EViD if the voter is moving from one Duval County address to another Duval County address. Address changes may only be made at the Help Desk.

Registered in Duval County

Instruct the voter to complete **Section 1** of the Multipurpose Form for a "Record Update/Change".

To complete an address change on the EViD Edge:

1. Search for the voter. When the screen asks if the voter's information is correct, select "No".

Election Date:5/31/2023 Clerk Station 6/2/2023 11:12 AM
Verify Voter Information SOE Office

JACK SMITH Inactive
No Vote By Mail Activity

Residence Address
403 B BRIARPATCH RD Anytown, FL 12301

Date of Birth	Ballot Style	Voter ID	DL #
5/13/1941	G2	501797206	S530420410520
Precinct	Party	Registration Date	
1A07.1	DEM	10/8/2000	

Are the name and address for the voter correct?

Yes No Wrong Voter

Back Home

2. When prompted to confirm that you want to make a name/address change, select "Yes".

Election Date:8/30/2023 Clerk Station 8/29/2023 12:09 PM
Verify Voter Information 2, SOE Office

TOM R SMITH Active
No Vote By Mail Activity

Residence Address
123 SPONGE DR Anytc

Date of Birth
10/2/1945

Precinct
1A08

Registration Date
10/5/1994

Are the name and address for the voter correct?

Do you want to do a Name/Address change?

Yes No Wrong Voter

Back Home

3. Select "Clear Address".

The screenshot shows a mobile application interface for entering voter information. At the top, it displays 'Election Date: 3/31/2023' and 'Clerk Station 3/23/2023 11:17 AM'. The title is 'Enter Voter Information' and the location is 'SOE Office'. The form has four input fields for 'Last Name' (Smith), 'First Name' (John), 'Middle Name', and 'Suffix'. Below these is the 'Residence Address' field containing '123 Meandering Way Ct Anytown, FL 12301', with 'Unit Type' and 'Nbr' fields to its right. A 'Mailing Address' section is partially visible below, showing 'Mailing Address Changed: P.O. Box 32012 Anytown, FL 12301'. At the bottom of the form are three buttons: 'OK' (with a thumbs-up icon), 'Clear Address' (circled in red), and 'Mailing Address'. A virtual keyboard is overlaid at the bottom of the screen.

4. Select address field and begin to type the new address until you see the address you are looking for in the drop-down menu. Select the correct address from the drop-down menu and then select "OK".

This screenshot is similar to the previous one, but with a red arrow pointing to the 'Residence Address' field. The 'Residence Address' field now shows a drop-down menu with the selected address '123 Meandering Way Ct Anytown, FL 12301' highlighted. The 'OK' button (with a thumbs-up icon) is circled in red. The 'Clear Address' and 'Mailing Address' buttons are also visible. The virtual keyboard remains at the bottom.

5. Verify that you have selected the correct address. When prompted to confirm that the name and address are correct, select "Yes".
6. Proceed to check in the voter.

Now you can issue a Voting Pass as usual.

After a voter updates their address at the polls, they may learn that they are no longer at the correct polling place.

Election Date: 6/1/2023 Clerk Station 6/2/2023 12:03 PM
Verify Voter Information Crestview Library

Jonathan Q Smith Active
No Vote By Mail Activity

Residence Address
1633 Main St Anytown, FL 12301

Date of Birth
4/4/1955

Precinct
1

DL #
S502745752123

Registration Date
1/25/2000

Voter is at the incorrect polling place.
The correct polling place is Main St Church.

Does the voter wish to vote at their correct polling place?

Are they at the correct polling place?

Yes No

Wrong Voter

Back Home

Action Required
VR Demo Election

DO NOT ISSUE BALLOT

Voter is at incorrect polling place.
Voter belongs at:

Precinct: **1A08**
Place: **Main Street Library**
Address: **123 Main Street Anytown, FL 12301**

Directions: From the Election's Office, head South on 1st Street, turn left on Park Avenue, turn right on Main Street. Library is across the street from Main Street Church

SMITH, JOHN T
100 SPONGE DR
Anytown, FL 12301

Election Worker: VRS
Site: Crestview Library
5/1/2023 09:24:04 AM EE-12345678

Select "Yes" when asked if the voter wants to vote at their correct polling place. In this case, an Action Required Ticket will print from the EViD showing their correct polling location. Give the Action Required Ticket to the voter, along with their ID, and say: **"You are not in your newly assigned polling place. This ticket shows the name and address of your correct location. You may bring this ticket with you for your convenience."**

If the voter is not in the proper precinct but insists on voting there, see *Wrong Precinct* (p. 41) to issue a provisional ballot.

File the Multipurpose Form in the Completed Multipurpose Form Envelope.

Registered in Another County

Instruct the voter to complete **Section 1** of the Multipurpose Form for a “Record Update/Change”. Once the voter has completed the form, contact the Manager Hotline to verify the information from the form. The Manager Hotline will import the voter’s registration information into the Duval County system to reflect the address change. Within a few minutes of the verification call, you should be able to either check in the voter or print an Action Required Ticket and provide that to the voter to direct them to the correct precinct. If the voter is not in the proper precinct but insists on voting there, see *Wrong Precinct* (p. 41) to issue a provisional ballot. File the Multipurpose Form in the Completed Multipurpose Form Envelope.

Not Registered in Florida

Instruct the voter to complete **Section 1** of the Multipurpose Form for a “New Registration”. Because the voter did not register to vote in Florida before book closing, the only option for the voter is to vote a provisional ballot. See *Voter Not Found* (p. 39).

Address Protected

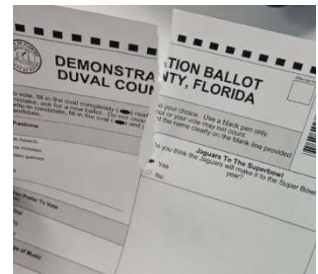
If a voter’s address is marked on the precinct register as “Address Protected”, contact the Manager Hotline to allow the voter to disclose current address and if necessary, make an address change in a confidential and discreet manner. Protected addresses cannot be changed on the EViD. Make sure the voter completes **Section 1** of the Multipurpose Form (Voter Registration) with their updated address.

E. Spoiling a Ballot

(Sections 101.5608(2), Fla. Stat.)

A voter who makes an error or “spoils,” their ballot may obtain another ballot upon returning the spoiled ballot in its secrecy folder to the Help Desk. The voter may be given **no more than** three ballots.

1. Instruct voter to remove spoiled ballot from secrecy folder. Fold and slightly tear ballot through timing marks and place it in the Spoiled Ballots Envelope.
2. Escort the voter to the ballot station to obtain a new ballot.
 - Ask the ballot station attendant for the voter’s Voting Pass from the EViD Accordion Folder. Do not undo the voter’s check-in.
 - Match the ballot style number on the voting pass to the ballot style number on the new ballot that you issue to the voter.
 - Write the ballot stub number on the Voting Pass and initial in the blank space on the right of the Voting Pass. Draw a line through the first/second stub number before issuing the next ballot. File the Voting Pass in the EViD Accordion Folder. Initial the ballot stub.
3. Politely ask the voter if they would like some assistance in voting or offer the use of the ballot-marking device to the voter.
4. If the voter makes a mistake on their third ballot, instruct the voter write on the ballot to make their intent clear. Explain to the voter that they **must** insert the spoiled third ballot into the Grey Bag.



Voting Pass VR Demo Election	
Ballot Style: 123	
Precinct: 1A07.2	
Reg #: 126037469	
SMITH, CHELSEA Birthdate: 1/1/2000	
123 Haunted House Ln Anytown, FL 12301	JA 454 462 465
Please Sign Below: CHELSEA SMITH	
Election Worker: VRS Site: Crestview Library 3/17/2020 09:33:06 AM	EE-12345678



Do not give a voter a fourth ballot under any circumstance!

If a voter, who after checking-in, is given a ballot and then returns the ballot to a poll worker before casting it and indicates that they do not desire to vote, the ballot, even if blank, shall be treated as a spoiled ballot and shall not be tabulated. Place the voter’s spoiled ballot in the Spoiled Ballot Envelope. To preclude the voter from having a voter history, the poll worker should undo the voter check-in on the EViD. If the check-in of the voter who abandoned the ballot cannot be undone, then place the unscanned ballot in the Gray Bag. When the polls close, the Manager will perform ballot accounting procedures to account for all ballots issued and the number of ballots spoiled. See *Ballot Reconciliation* (p. 66).

F. Voter Is Challenged

(Sections 101.111, Fla. Stat.)

If a challenge is presented, direct the challenger and the voter not to interact with one another in any manner.

1. Instruct the person entering the challenge that they must complete an Oath of Person Entering Challenge form.
2. Inform the challenger that any elector or poll watcher filing a frivolous challenge of any person’s right to vote commits a misdemeanor of the first degree.
3. The Manager must witness the oath. After the challenger executes the oath, the challenged voter must be presented with a copy of the challenge.
4. The challenged voter must vote a provisional ballot. See *Challenged Voter* (p. 26).
5. The Manager must attach the challenger’s oath securely to the outside of the provisional ballot envelope and place it in the Orange Bag.

OATH OF PERSON ENTERING CHALLENGE
Florida Statute 101.111

Notice to Person Entering Challenge
In accordance with F.S. 101.111(2), any elector or poll watcher filing a frivolous challenge of any person's right to vote commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083; however, electors or poll watchers shall not be subject to liability for any action taken in good faith and in furtherance of any activity or duty permitted of such electors or poll watchers by law. Each instance where any elector or poll watcher files a frivolous challenge of any person's right to vote constitutes a separate offense. Copies of this completed form will be provided to the voter who has been challenged as well as the election board of the challenged voter's precinct.

Initials of Person Entering Challenge: _____

OATH OF PERSON ENTERING CHALLENGE

STATE OF FLORIDA
COUNTY OF DUVAL Precinct #: _____

I do solemnly swear or affirm that my name is _____
that I am a member of the _____ Party; that I am a registered voter or poll
watcher; that my residence address is _____ in the municipality of _____
and that I have reason to believe that _____ is attempting
to vote illegally and the reasons for my belief are set forth herein to wit:

(Signature of Person Challenging Voter)
Sworn and subscribed to before me this _____ day of _____, 20____

(Clerk of Elections)

Notice to Voter Who Has Been Challenged
In accordance with the provisions of F.S. 101.111, your right to vote in this election has been challenged by the individual listed above. If the basis for the challenge is that your legal residence is not in the precinct noted above, you shall first be given the opportunity to execute a change of legal residence to ensure a regular ballot. Otherwise, you are entitled to cast only a provisional ballot in this election.

Exception: If the sole basis of a challenge is that the voter’s legal residence is not in the precinct, the challenged voter shall be first given the opportunity to do a change of address. Follow the procedures in *Address Change* (p. 22) before continuing the voter check-in process.

G. Voter’s Signatures Differ

(Section 101.49 Fla. Stat.)

If a Manager, upon a just comparison of the signatures, doubts that the signature on the identification presented by the elector is the same as the signature the elector provided at check-in, the Manager can have the voter complete BOTH **Section 4** of the Multipurpose Form (Affidavit of Elector When Signature Is Different) to acknowledge the difference in signature and then complete **Section 1** of the Multipurpose Form (Voter Registration Application) to update the voter’s signature on record. Place the completed Multipurpose Form in the Completed Multipurpose Form Envelope. Check in the voter and issue a voting pass.

If the voter refuses to sign the affidavit but insists on voting, he or she must vote a provisional ballot following the procedure in *Provisional Ballots* (p. 48).



Having a voter cast a provisional ballot due to refusal to sign the affidavit should be a last resort and a very rare occurrence since you can largely verify the voter’s identity from their photo on the valid ID.

H. Voter Needs Assistance

(Section 101.051, 101.031(4), 97.061 Fla. Stat.)

Assistance is not required but must be provided if requested by the voter. In some cases, a voter will bring someone to assist them. Voters who may be sent to the Help Desk with their voting pass for assistance fall into two groups:

Voter Coded “Eligible for Assistance”

1. These voters have “Eligible for Assistance” marked on the voting pass.
2. The person assisting the voter will complete **Section 3** of the Multipurpose Form (Declaration to Provide Assistance).
3. The Manager will then accept the completed form and direct the voter and assistant to the ballot issuing table to receive their ballot. The voter and assistant will then be directed to the voting booth area to vote.
4. The completed form will be placed in the Completed Multipurpose Forms Envelope.

Voter NOT Coded “Eligible for Assistance”

1. These voters have a voting pass but it is **not** marked eligible for assistance.
2. The voter will complete **Section 2** of the Multipurpose Form (Declaration to Secure Assistance). If requested by the voter, the Manager may assist the voter in completing the form.
3. The person assisting the voter will complete **Section 3** of the same Multipurpose Form (Declaration to Provide Assistance).
4. The Manager will then accept the completed forms and direct the voter and assistant to the Ballot Station to receive their ballot. The voter and the assistant will then be directed to the voting booth area to vote.
5. The completed forms will be placed in the Completed Multipurpose Forms Envelope.
6. If the voter wishes to have their voter registration updated to indicate “Eligible for Assistance” for future elections, instruct the voter to complete **Section 1** of the same Multipurpose Form (Voter Registration) and check the boxes for “Record Update/Change” and “I will need assistance with voting.”



If poll workers provide assistance, **Section 3** of the Multipurpose Form (Declaration to Provide Assistance) is not required. However, two poll workers from different party affiliations must assist the voter, if present, or, if not, two poll workers of same political party, shall assist the voter.



Power of Attorney is not valid regarding voting. A voter must sign (or mark) any precinct register, form or affidavit for themselves.

Voting Accessibility

As a Manager, you should be familiar with voter accessibility resources available at the Help Desk. Provide these to the voter as needed.

The Voter Accessibility Kit available at the Help Desk includes:

- Ball Cap with Head Pointer – Pointer attaches to the ball cap to be used to touch the ExpressVote screen
- Surgical Head Caps – Placed on the head under the ball cap with head pointer
- Headphone Guards – Placed on the headphones before use
- Signature Guides – Can be used to assist someone in signing a document within space provided
- Magnifier Sheet – Can be used to enlarge text on ballots or forms
- Voter Registration Instructions in Braille – Available in English/Spanish

The ExpressVote ballot-marking device offers additional accessibility features:

- Modified Screen Appearance
- Audio-Tactile Keypad
- Assistive Technology Connections (port to connect a personal Rocker Switch Device/ Sip-and-Puff Device)
- Headphones

For more information on ExpressVote features, see “*Ballot-Marking Device: Accessibility Features*”, *Precinct Manual for Poll Officials (Ch. 7)*.

To assist a voter requesting use of ExpressVote, see *Voter Requests Use of Ballot-Marking Device (p. 28)*.

I. Voter Requests Language Assistance

(U.S.C. 10303(f)(4) and 52 U.S.C. 10503(b)(2)(A))

Each polling location provides opportunities for language assistance including:

- All signs, notices, forms and ballots are available in Spanish.
- An Election Assistance Commission Spanish/English Glossary is available in the Voter Information Binder.
- The ExpressVote allows for written an audio language selection in Spanish.
- Bilingual poll workers wear identification indicating language spoken.
- LangServ professional translator services for over 100 languages are available by phone.



For more see “Voter Requests Language Assistance”, *Precinct Manual for Poll Officials (Ch. 6)*.

LangServ

If a voter requests LangServ professional translator services:

1. The voter will complete **Section 2** of the Multipurpose Form (Declaration to Secure Assistance). If requested by the voter, the Manager may assist the voter in completing the form.
2. Direct the voter to the LangServ page in the Voter Information Binder. Ask the voter to please find their language and point to it on the page.
3. Dial the 1-904-552-9309 and enter the 2-digit code for the language requested.

- The interpreter will ask for the poll worker's first and last name and precinct number.
- Advise the voter that the interpreter is on the line. Put the phone on speaker and the voter and interpreter may begin the conversation.


Supervisor of Elections Duval County

- Dial: 1-904-552-9309
- For Spanish, press 1.
For all other languages, enter the 2-digit language code
- The live agent will ask for:
Your First and Last Names -- (provide spelling)
Precinct Number

Third Party Dial Out: Ask the first person who answers (interpreter or call coordinator) to place the call. International calls outside the USA and Canada are subject to additional fees.

If requested, Your 4-digit access code#: 7188

Back-Up Interpreter Number: 1-866-386-1284
(Only use if primary number, above, is not available)



Top Language Codes			
Language	code	Language	code
Albanian	47	Karen	34
Amharic	39	Kinyarwanda	94
Arabic	23	Kirundi	53
Bosnian	37	Korean	30
Burmese	21	Mandarin	24
Cambodian	51	Portuguese	35
Cantonese	31	Punjabi	49
Chin	32	Russian	27
Chin-Hakha	95	Serbian	62
Croatian	92	Somali	29
Dari	80	Swahili	38
Farsi	33	Tagalog	46
French	26	Thai	57
Gujarati	40	Tigrinya	45
Haitian Creole	28	Turkish	54
Hakha-Chin	95	Urdu	41
Hindi	43	Vietnamese	22
Indonesian	70	All other languages	99

Language	code	Language	code
Albanian	47	French	26
Amharic	39	Fulani	36
Arabic	23	Georgian	82
Armenian	59	German	61
Bangla	58	Greek	68
Bengali	48	Gujarati	40
Bosnian	37	Haitian Creole	28
Bulgarian	67	Hakha-Chin	95
Burmese	21	Hakka-Chinese	87
Cambodian	51	Hebrew	90
Canadian French	55	Hindi	43
Cantonese	31	Hmong	44
Chin	32	Ibo	65
Chin-Hakha	95	Indonesian	70
Croatian	92	Italian	56
Czech	91	Japanese	63
Dari	80	Karen	34
Dutch	84	Karenni	60
Farsi	33	Kinyarwanda	94
Filipino	73	Kirundi	53

Language	code	Language	code
Korean	30	Samoa	79
Kurdish	76	Serbian	62
Laotian	50	Serbo-Croatian	64
Lithuanian	69	Somali	29
Macedonian	93	Spanish	1
Mai Mai	78	Swahili	38
Malayalam	75	Tagalog	46
Mandarin	24	Tamil	85
Mandingo	89	Teddin	86
Marshalese	81	Thai	57
Mongolian	72	Tibetan	83
Nepali	25	Tigrinya	45
Oromo	96	Tongan	97
Pashto	77	Turkish	54
Persian	74	Twi	66
Polish	42	Ukrainian	71
Portuguese	35	Urdu	41
Punjabi	49	Vietnamese	22
Romanian	52	Yoruba	88
Russian	27	All other languages	99

J. Voter Requests Use of Ballot-Marking Device

Any voter may request to use the ExpressVote ballot-marking device for any reason. The ExpressVote printer is attached to the EVID Edge tablet at the Help Desk. A voter who chooses to vote using the ExpressVote will need to first be checked in on the EVID Edge tablet. If a voter who requests to use the ballot-marking device is mistakenly checked in at the Check-In Station instead of the Help Desk, you will need to first undo the check-in. See *Precinct Manual for Poll Officials, Undo Voter Check-In (Ch. 4)* for instructions.

To print an activation ballot card:

- Check in the voter using the EVID Edge tablet. Select the checkbox in the top left corner to "Print to ExpressVote Activation Card".

Election Date: 3/31/2023 Clerk Station 3/22/2023 4:19 PM

Verify voter information SOE Office

Print ExpressVote Activation Card Do Not Print Ballot Active

No Vote By Mail Activity

JOHN Q SMITH, SR

Residence Address
123 TATE ST Anytown, FL 12301

<u>Date of Birth</u> 10/3/1956	<u>Ballot Style</u> 2	<u>Voter ID</u> 502746904	<u>DL #</u> S502746904123
<u>Precinct</u> 1A06	<u>Party</u> DEM	<u>Registration Date</u> 1/25/2000	

Are the name and address for the voter correct?

- Verify that the name and address for the voter is correct and select "Yes".
- The voter must select "Yes" to verify their information, sign the EVID screen, and select "OK".
- Compare the voter's signature to the ID presented. Select "Accept".
- When prompted, insert a blank ballot card into the ExpressVote printer with the corner cut edge on the top right. Once inserted, the printer will automatically take up the card and hold it until it is ready to print.

6. Select “OK” to print the ballot card. The voter’s activation ballot card will be printed with a ballot style identifier that the ExpressVote device will recognize.



7. Return the voter’s ID and give them the ballot card and a white secrecy sleeve.
8. The voter may proceed to the ExpressVote device to mark the ballot. See *Precinct Manual for Poll Officials, Ballot-Marking Device (Ch. 7)* for voter instructions.

K. Voter Goes to the Wrong Precinct

If a voter attempts to check in and vote at the wrong precinct, the Inspector Tech at the Check-in Station will print an Action Required Ticket for the voter with the name and address of the correct polling location. Some voters may request additional information at the Help Desk. Advise the voter that they may call (904)255-VOTE (8683) to learn more. If asked, a manager should go the extra mile and pull up directions on their phone and write down the directions to provide to the voter.

If a voter insists on voting at the wrong precinct, see *Provisional Ballot: Wrong Precinct* (p. 41) to issue a provisional ballot.

L. Voter Casts an Incorrect Ballot



If a voter claims that he or she did not receive the correct ballot (i.e., wrong ballot style issued) BUT has already cast the ballot, the voter’s ballot may not be retrieved. The voter does not get another ballot. Issuing the wrong ballot to a voter may result in dismissal! Note the incident on the Trouble Log.

M. Voter Who Requested Vote-by-Mail Ballot Goes to Vote at Polls

(Section 101.69, Fla. Stat.)

Inspector Techs may present you with surrendered vote-by-mail ballots marked “canceled” on the certificate side of the envelope. File the surrendered ballots in the manila Surrendered VBM Ballots Envelope.

N. Voter Leaves Without Casting Ballot

(Rule 1S-2.034, Florida Administrative Code)

If a voter leaves the polling room and leaves a ballot in the voting booth or in and around the tabulator without casting the ballot, poll workers shall place the unscanned ballot in the Gray Bag to be provided to the canvassing board. Document the incident on the Trouble Log. See *Trouble Log* (p. 31).

O. Voter Overvotes Contests

If the voter mistakenly over votes the ballot by making more than one selection in a contest, the tabulator will reject the ballot. The voter may come to the Help Desk to have the rejected ballot spoiled. Tear the ballot through the timing marks and place it in the Spoiled Ballot Envelope. Escort the voter to the ballot station to obtain a new ballot and secrecy sleeve, with instructions on how to properly mark the ballot. See *Spoiling a Ballot* (p. 25).

If the voter insists on voting the rejected ballot “as-is”, inform the voter that the only way to cast a ballot that the tabulator rejects is to place the unscanned ballot in the Gray Bag. Allow the voter to cast the ballot into the Gray Bag. Document the incident in the Trouble Log. See *Trouble Log* (p. 31).

P. Voter Tries to Take Ballot from Polling Room

(Sections 104.20, Fla. Stat.)

If a voter attempts to take their ballot from the polling place, advise the voter that to do so is against the law and that they will be reported. Explain to the voter that the ballot must be spoiled if the voter does not wish to have it counted. Make a notation on the Ballot Report Form and document that a voter left with a ballot in the Trouble Log if the voter insists on leaving the precinct with the ballot. See *Trouble Log* (p. 31).

Q. Voter is Deceased

(Section 98.075, Fla. Stat.)

The Supervisor of Elections shall remove the name of a deceased registered voter from the statewide voter registration system upon receipt of a copy of a death certificate issued by a governmental agency authorized to issue death certificates. A voter may inform you of a person who is deceased but still registered to vote. To have the deceased voter removed from the voter registration system, the interested person may mail, fax, email, or hand-deliver a photocopy of the death certificate for the deceased voter to the Duval County Supervisor of Elections Office. For additional information, advise the interested person to call the Supervisor of Elections Office at (904) 255-VOTE (8683). Once the Supervisor of Elections has received the death certificate, the voter’s name may be removed from the voter registration system.

R. Trouble Log

The Trouble Log is used by the Manager or Assistant Manager primarily to document problems with the electronic pollbooks, tabulator and the ballot-marking device. However, it may also be used to record other significant or unusual problems which occur on Election Day. Be sure to record the times that the problems occurred and were resolved.

Examples would be:

- Problems with the MiFi Hotspot
- Incorrect or insufficient ballots received from the Elections Center
- Missing EVID activators or memory sticks
- People taking pictures in the polling place (other than their own ballot)
- Disorder in the polling site
- Attempts by unauthorized individuals to gain access to the polling site
- Repairs needed to Elections Office equipment
- Accidents, injuries and illness
- Damage to polling location facility or property

TROUBLE LOG SAMPLE	
Election Date: _____	Precinct: _____
Time: _____	
Description: _____ _____	
Solution: _____ _____	
Time problem was resolved: _____	
Time: _____	
Description: _____ _____	
Solution: _____ _____	
Time problem was resolved: _____	

S. Injury, Incident, or Illness Reports

Your safety and well-being are our top priority. As a poll worker, you may encounter situations where you or someone else gets sick, injured, or involved in an incident at the polling place. These situations can be stressful and challenging, but it is important to handle them calmly and professionally. See *Safety Briefing* (p. 11).

For all incidents the following procedures apply:

1. **Assess the situation and provide care.** This may include providing first aid or calling 911. For facility or property damage that interrupts the flow of voting through the polling location, this may include alerting voters by marking the damage with one of the orange cones or positioning a poll worker to redirect voters away from the incident. Voting should continue without interruption.
2. **Call the Manager Hotline immediately.** Report the incident to Supervisor of Elections staff and follow any provided instructions.
3. **Provide written documentation of the incident.** You must document any work-related injuries, illnesses, accidents, trip-and-falls, or any other incidents.
 - Complete the relevant risk management form.
 - Write a note on the top of the form if the individual will seek medical attention or file a claim. Indicate this by writing “Medical: (Yes, No or Unsure)” and “Claim: (Yes, No or Unsure)”.
 - Take photos of the location of the incident as well as the injury to person or damage to property. Email photos to **froi@duvalelections.gov** within 24 hours and indicate in the subject line the precinct name or number.
 - Note the incident on the Trouble Log.

Risk Management Forms

Voter/Citizen is Affected

The voter or citizen affected will complete the **Citizen Injury Incident Report Form** located in the Forms Folder. The form should be signed by the Manager. File in the Injury Incident or Illness Report Form Envelope.

Poll Worker is Affected

The poll worker affected or the Manager will complete the **First Report of Injury Form** located in the Forms Folder. The form should be signed by the Manager. File in the Injury Incident or Illness Report Form Envelope.

Damage

Note any incident which causes damage to the polling site facility or property on the Trouble Log. See *Trouble Log* (p. 31).

The image shows two overlapping forms. The top form is the 'FIRST REPORT OF INJURY OR ILLNESS' from the Florida Department of Financial Services, Division of Workers' Compensation. The bottom form is the 'RISK MANAGEMENT DIVISION CITIZEN INJURY INCIDENT REPORT FORM'. Both forms contain fields for reporting an injury or illness, including details about the incident, the injured person, and the reporting party.

T. Rovers

Rovers are technical support staff that assist with technical issues at polling locations. They are the eyes and ears of the Elections Office out in the field. They also have extra supplies for your precinct, if needed.

Rovers are not poll workers and they are not part of your staff. When a Rover arrives at your polling place, the Manager must check their ID badge before allowing them into the polling room. Rovers should bring the *Tech Support Manual for Rovers* to each polling location.

If you need the assistance of a Rover at any time on Election Day, contact the Tech Hotline first. The contact information for your assigned rover can be found on the Blue Polling Place Sheet and can be used as a backup.

U. Poll Watchers

(Sections 101.111, 101.131, 101.23, 102.031(3), Fla. Stat.)

Each party, each political committee, and each candidate may choose to appoint poll watchers to observe polling place procedures on Election Day. Only one poll watcher per party, political committee, or candidate is allowed in the polling place at any time during voting. Poll watchers must be registered voters of Duval County and they may not be law enforcement officers or a candidate on the ballot.

The Supervisor of Elections approves poll watcher designations and reserves the right to reject any poll watcher.

Upon acceptance of poll watcher designations, the Supervisor of Elections will issue identification badges to the candidate, who will then distribute them to the individual poll watchers.

Poll Watcher Guidelines

A Manager will call the Manager Hotline to report any violation of these guidelines.

Poll watchers:

- Must check in with the Manager when arriving at a polling place and show badge and photo identification for verification of name on the Poll Watchers List in the Administrative Folder.
- Must wear the badge provided to them by the Elections Office at all times while in the polling location.
- Must furnish their own materials and necessities.
- Must inform the Manager if they wish to challenge a voter's right to vote. The Manager will follow the procedures for a challenged voter.
- Must inform the Manager if they see anything that does not comply with election laws.
- Must mute their ring tone on their cell phones and any calls should be conducted outside.
- May not wander around the voting area or ask questions of poll workers other than the Manager.
- May not wear any clothing or buttons identifying a candidate or cause.
- May not volunteer to help voters who need assistance. Poll watchers may only assist a voter if specifically requested by that voter and the proper procedures for providing assistance are followed.
- May not talk or interact in any way with voters in the polling place.
- May not obstruct the orderly conduct of any election. Poll watchers must be respectful and mindful of the service being provided to the voters.

V. Exit Pollsters

(Section 102.031 (7)(b), Fla. Stat.)

An election exit poll is a poll of voters taken immediately after they have exited the polling stations. Pollsters conduct exit polls to gain an early indication as to how an election has turned out.

Exit pollsters:

- Cannot wear clothing that references candidates, parties or causes.
- Must conduct polling activities out of earshot of voters.
- Must abide by the Manager's indication of where they may stand to conduct polling.



Exit pollsters are allowed in the No Solicitation Zone if they are only speaking to voters exiting the polling room.

Chapter 5 – Provisional Ballots

(52 U.S.C. Section 21082, Sections 101.048, 101.049, 101.111, 101.043, 101.045, Fla. Stat.)

List of situations in which a voter must be allowed to vote a provisional ballot:

Identification	<ul style="list-style-type: none"> • A voter who does not produce an acceptable form of photo ID with signature or a photo ID and a signature ID. • A voter whose Florida driver license number or Florida identification card number, or the last 4 digits of the social security number has not been verified. • A person whose signature on the precinct register differs from that on the identification presented and the person refuses to complete a signature affidavit. • A voter whose identity is in question based on the photo identification provided.
Registration	<ul style="list-style-type: none"> • A person whose name is not on the precinct register and the poll worker is unable to verify whether or not the person is a registered voter of the state. • A person whose name is not on the precinct register and the poll worker verifies that the person is not registered in the state, but the person maintains that he or she is entitled to vote. • A person whose name is not on the precinct register and who has completed either the change of name or change of residence affirmation but the poll worker is unable to verify whether the person is a registered voter of the state. • Any person for whom you are unable to get through to the Supervisor of Elections' office to determine if person is eligible to vote.
Address Change	<ul style="list-style-type: none"> • A registered voter who is not otherwise allowed to make an out-of-county address change at the polls for purposes of voting a regular ballot (e.g., new polling location does not have electronic poll book, or person is not an active uniformed services voter or family member). • A registered voter who is required but refuses to execute an address change on an affirmation or voter registration application in order to vote a regular ballot.
Voting Status	<ul style="list-style-type: none"> • A voter whose name is on the precinct register with an indication that he or she already voted but the voter maintains he or she has not already voted in this election. • A voter whose name is on the precinct register with an indication that he or she requested a vote-by-mail ballot and the poll worker confirms that the supervisor of elections has received the voted vote-by-mail ballot, but the voter maintains that he or she has not returned the vote-by-mail ballot (only applies to use of paper register).
Voter Challenge	<ul style="list-style-type: none"> • A voter who has been challenged except in specific cases of address changes.
Poll Closed	<ul style="list-style-type: none"> • A voter who votes on or after the normal poll closing time pursuant to a court or other order extending the polling hours.

Each person voting a provisional ballot must be given the written notice and instructions required by law:

- Right to present further written evidence (if he or she so chooses) that supports their eligibility to vote to the Supervisor of Elections by no later than 5 p.m. on the second day following the election.
- Right to find out after the election whether the provisional ballot was counted and if not, the reason why.
- Right to cure signature if signature is missing from provisional ballot certificate or the signature on the certificate does not match with the one on record or in the precinct register.



Never deny a voter the opportunity to cast a provisional ballot. The Canvassing Board will determine the voter's eligibility.

A. Prepare the Provisional Ballot Envelope

Give the voter the Pink Provisional Ballot Envelope to complete **Section 1** in full. These are available in English and Spanish. The voter must complete and sign the form in front of the poll worker. If it is not signed, it will be rejected. The Manager **and** Assistant Manager who witness the voter's signature must complete and sign **Section 2** in full and indicate the election date, precinct and ballot style provided. The Manager **or** Assistant Manager must also complete **Section 3** by checking the box beside the reason for Provisional Ballot. Do not mark anything else. If a voter needs to complete a Multipurpose Form because their name/address has changed, do not put the completed Multipurpose Form in the Provisional Ballot Envelope. Multipurpose Forms always go in the Completed Multipurpose Form Envelope.

SECTION 1 →
**Voter's
Certificate and
Affirmation**

SECTION 2 →
**Witness of
Help Desk
Official**

**Tracking
Number**

PROVISIONAL BALLOT VOTER'S CERTIFICATE AND AFFIRMATION (Section 101.048(3) and 101.049, Florida Statutes)	
YOUR BALLOT WILL NOT COUNT IF YOU DO NOT VOTE IN THE CORRECT PRECINCT	
PROCEDURES FOR DIGITAL SCAN VOTER TO FOLLOW: 1. In front of the Help Desk Official, you MUST COMPLETE AND SIGN this Provisional Ballot Voter's Certificate and Affirmation. 2. Give the certificate to the help desk official to witness. 3. Vote your provisional ballot in secret. 4. After voting, put ballot into secrecy envelope and put secrecy envelope into provisional ballot envelope. 5. Seal the provisional ballot envelope. 6. Return the provisional ballot envelope back to the Help Desk Official and obtain your Notice of Rights for Provisional Ballot Voter.	
State of Florida, County of Duval	
I do solemnly swear (or affirm) that my name is _____; (First) (Middle) (Last)	
that my date of birth is _____; that I am registered and qualified to vote in Duval County, Florida; (Month/Day/Year)	
that I am registered in the _____ Party; that I am a qualified voter of the county; and that I have not voted this election. I understand that if I commit any fraud in connection with voting, vote a fraudulent ballot or vote more than once in an election, I can be convicted of a felony of the third degree and fined up to \$5,000 and/or imprisoned up to 5 years. Further, by providing my information below, I authorize the use of e-mail, text message, and telephone call for the limited purpose of signature and ballot validation.	
SIGNATURE OF VOTER X (VOTER MUST SIGN)	
Printed Name of Voter: _____	
Previous name (if changed) _____	
Current Residence Address _____	
Current Mailing Address, if different _____	
City, State, Zip Code _____	
FL Driver's License Number, FL ID number, or last four digits of SSN _____ <small>(A voter's FL DL #, FL ID card # and social security number are confidential and exempt from public access under s.97.0565, Florida Statutes)</small>	
Home Phone Number: (optional) _____ Cell Phone Number: (optional) _____	
Email: (optional) _____	
<input type="checkbox"/> I do not want to be contacted for signature and ballot validation.	
Voter Comments (including date and place where you registered, if known, responses to challenge or other information): _____	
Witness of Help Desk Official (must be completed by Help Desk Official)	
02728	
Election Date: _____ Early voting site or Precinct # _____ Ballot Style _____	
Sworn to and subscribed before me this _____ day of _____, 20____, _____ AM/PM	
X Help Desk Official Signature	X Precinct Manager Signature
Help Desk Official Print Name	Precinct Manager Print Name

REMEMBER TO PROVISIONAL BALLOT

Procedures for Help Desk Official to Follow:

1. Check reason(s) for provisional ballot in box at right.
2. Have the voter complete the Provisional Ballot Voter's Certificate and Affirmation.
3. Witness the voter's signature and complete the "Help Desk Official" section of the Certificate.
4. Issue the Notice for Provisional Ballot Voter to the voter.
5. Issue the voter provisional ballot, secrecy envelope and this Certificate envelope.
6. Instruct voter to return provisional ballot envelope back to help desk official.

Procedures for Canvassing Board to Follow:

1. Review information provided in the Voter's Certificate and Affirmation.
2. Determine if voter is registered in state FVRS.
3. Determine if voter voted in the correct precinct.
4. Match voter's signature with signature on file.
5. Determine whether voter cast a vote by mail ballot or voted during early voting.
6. Review all information provided by Supervisor's office, evidence provided by voter, if any, and any evidence provided by challenger, if applicable.
7. Accept or reject provisional ballot based on preponderance of the evidence.

MARK THE REASON! PROCESSING PROCEDURES

Reason for Provisional Ballot

(Check all that apply)

- Voter's name does not appear on the precinct register and voter's eligibility cannot be verified.
- Voter refutes the supervisor's office confirmation that he or she is not registered/eligible.
- There is an indication on the precinct register that the voter has returned the vote by mail ballot or has voted in the office or at an early voting site, but the voter maintains that he or she has not voted, even after a call to the office.
- Voter did not provide picture/signature identification.
- There is an indication on the precinct register that the voter has been challenged in this election.
- Voter is challenged at the precinct. (Attach copy of challenge).
- Voter's ID signature and signature given do not match. Voter refused affidavit.
- Indication on precinct register that voter's FL DL #, FL ID card # or SSN is not yet verified by the Department of State in conjunction with DHSMV. (Unverified Voter)
- Registered Late / After Book Closing
- Other (provide comment)

Extended Hours Only:

Vote cast after 7:00 p.m. due to extended hours at polls by:

- Qualified voter
- Eligibility undetermined



SECTION 3
Reason for
Provisional
Ballot

Information Verified At Supervisor's Office

Registered? Yes _____ No _____ Status _____

If not registered, were the following item(s) searched?

Name _____ Local _____
DOB _____ FVRS _____
DL / ID / SSN _____ Address _____

FVRS Voter ID Number _____

Address (if different) _____

Voted in Correct Precinct? Yes _____ No _____

if no, should be _____

Voted During Early Voting? Yes _____ No _____

Cast VBM Ballot? Yes _____ No _____

Signature Match? Yes _____ No _____
(Attach copy)

Investigative Findings: _____

SOE Staff Initials: _____

Research Complete: _____

** FOR SUPERVISOR OF ELECTIONS AND CANVASSING BOARD USE ONLY **

CANVASSING BOARD ACTION	STATE REASON IF REJECTED
<input type="checkbox"/> COUNTED	
<input type="checkbox"/> NOT COUNTED	
CANVASSING BOARD INITIALS	

B. Check in the Provisional Ballot Voter on the EViD Edge Tablet

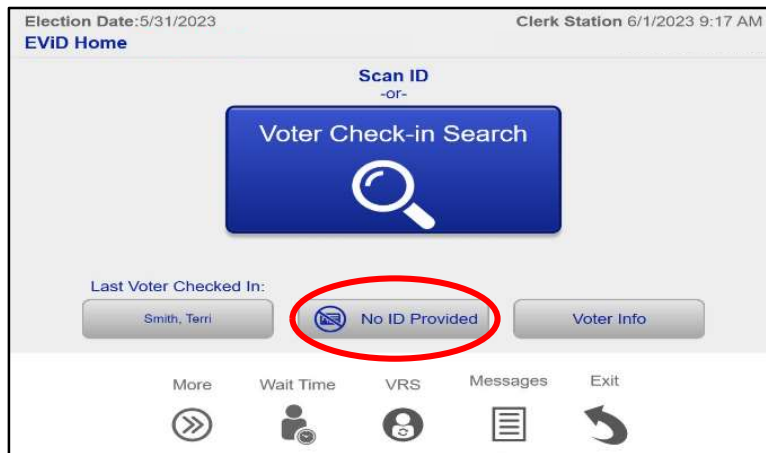
The procedures for checking in a provisional ballot voter on the EViD Edge vary depending on the reason the voter must vote a provisional ballot.

No ID Provided

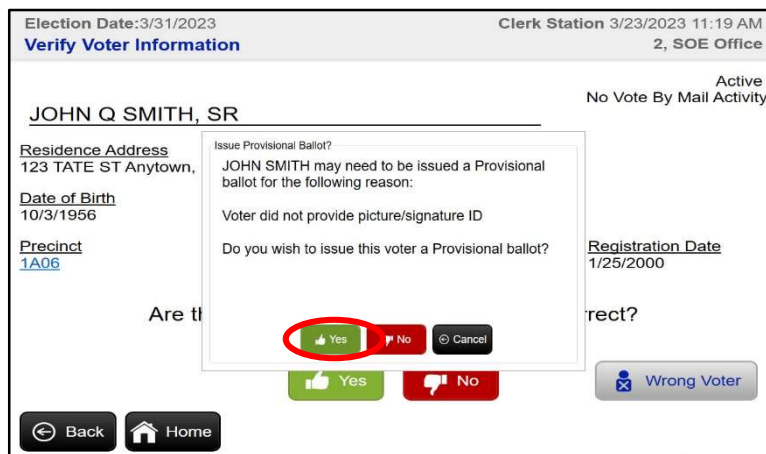
A voter may present you with a Help Desk Ticket indicating “VOTER DID NOT PROVIDE PICTURE/SIGNATURE ID”. If a voter cannot provide a valid photo and signature ID, the voter is allowed to vote a Provisional Ballot. For a list of acceptable identification, see *Precinct Manual for Poll Officials, Photo Identification (Ch. 4)*.

After the Provisional Ballot Envelope is completed:

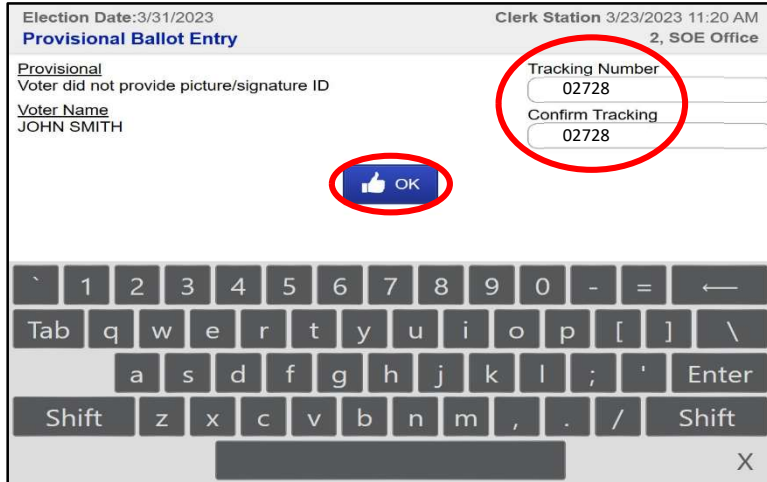
- Select “No ID Provided” on the EViD home screen.



- Manually search for the voter using the information provided on the Provisional Ballot Envelope.
- Verify that the voter’s name and address are correct and select “Yes”.
- When prompted to issue a provisional ballot, select “Yes”.



- Enter the Provisional Ballot tracking number (twice) and select “OK”.



- The voter must select “Yes” to verify their information, sign the EViD screen, and select “OK”.
- Select “Accept” and the Voting Pass will print automatically.

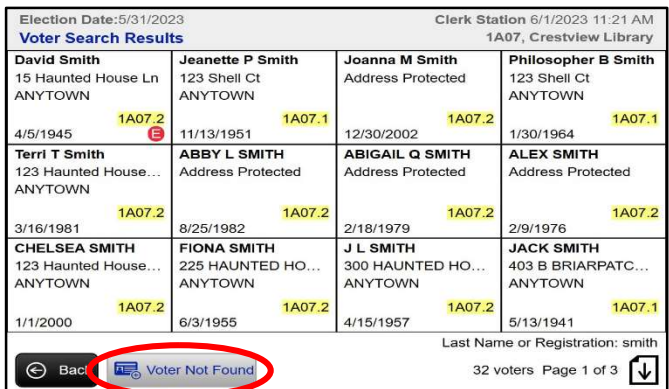
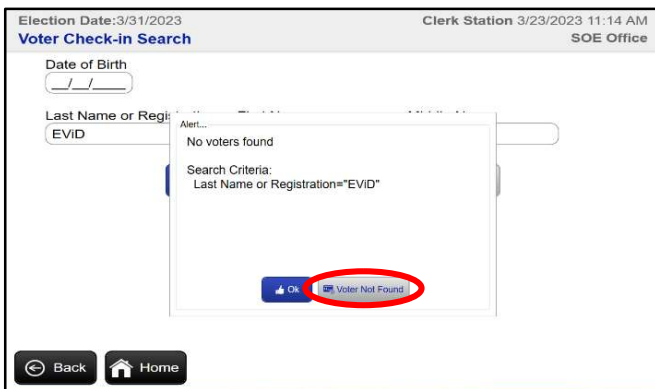
Voter Not Found

A voter may present you with a Help Desk Ticket indicating “VOTER NOT IN REGISTER/ELIGIBILITY NOT VERIFIED”. If a voter cannot be found on the EViD, ask the voter, **“Has any of your information changed?”** If the voter indicates that their information has changed, see *Name Change* (p. 20) or *Address Change* (p. 22).

If a voter cannot be found, the voter may vote a Provisional Ballot.

After the Provisional Ballot Envelope is completed:

- Review the valid photo ID and select “Voter Check-In Search” on the Home screen or scan the ID.
- Enter the voter’s date of birth and initials (first and last) in the correct fields. Select “Search”.
- If the voter cannot be found after a thorough search, select “Voter Not Found”.



- Enter voter information from the Provisional Ballot Envelope and select “OK”. If the “OK” button is gray and you cannot select it, select the properly formatted address from the drop-down menu.

Election Date: 3/31/2023 Clerk Station 3/23/2023 11:16 AM
SOE Office

Enter Voter Information

Last Name First Name Middle Name Suffix
Residence Address (ex. 123 Main ST City, State Zip) Unit Type Nbr

OK Clear Address Mailing Address

Election Date: 3/31/2023 Clerk Station 3/23/2023 11:17 AM
SOE Office

Enter Voter Information

Last Name First Name Middle Name Suffix
Smith John
Residence Address (ex. 123 Main ST City, State Zip) Unit Type Nbr
123 Meandering Way Ct Anytown, FL 12301
123 Meandering Way Ct Anytown, FL 12301

Mailing Address Changed: P.O. Box #12 Anytown, FL 12301

OK Clear Address Mailing Address

- Verify that the voter’s name and address are correct and select “YES”.
- Select “Yes” when prompted to issue a Provisional Ballot.

Election Date: 3/31/2023 Clerk Station 3/23/2023 11:17 AM
SOE Office

Verify Voter Information

John Smith VoterNotFound
No Vote By Mail Activity

Residence Address 123 Meandering Way Ct
Date of Birth
Precinct 1A07.2

Issue Provisional Ballot?
John Smith may need to be issued a Provisional ballot for the following reason:
Voter not in Register, eligibility not verified
Do you wish to issue this voter a Provisional ballot?

DL #
Registration Date

Are the following correct?

Yes No Cancel
Yes No

Wrong Voter

Back Home

- Enter the Provisional Ballot tracking number (twice). Select “OK”.

Election Date: 3/31/2023 Clerk Station 3/22/2023 4:48 PM
SOE Office

Provisional Ballot Entry

Provisional Challenged Voter is claiming eligibility

Voter Name JOHN SMITH

Tracking Number 02728
Confirm Tracking 02728

OK

- The voter must select “Yes” to verify their information, sign the EViD screen, and select “OK”.
- Compare the voter’s signature to the ID presented. Select “Accept” and the Voting Pass will print automatically.

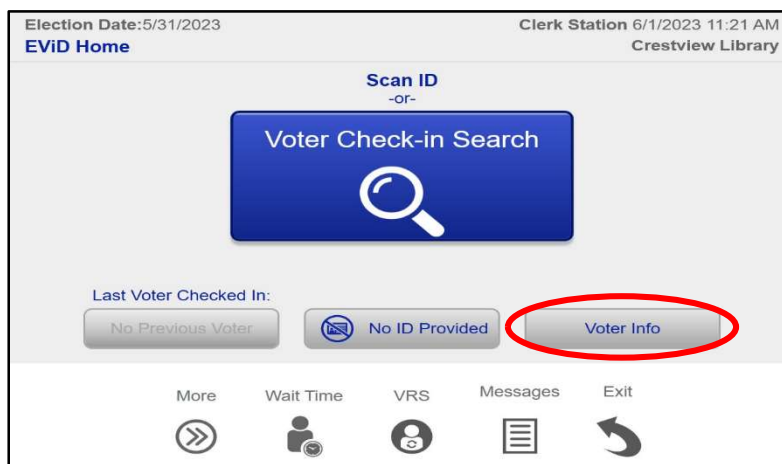
In the event a voter is at the wrong precinct for the address they provided on the Provisional Ballot Envelope, the EViD screen will automatically redirect from the “Voter Not Found” workflow to the “Precinct Dispute” workflow. See *Wrong Precinct* (p. 41). The provisional ballot entry form and the ticket that prints will only show the first provisional reason that came up in the workflow.

Wrong Precinct

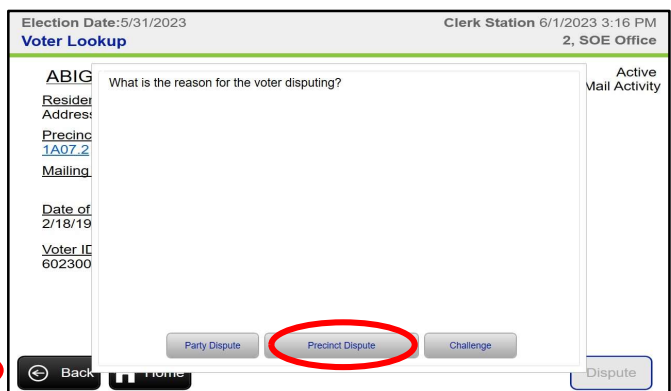
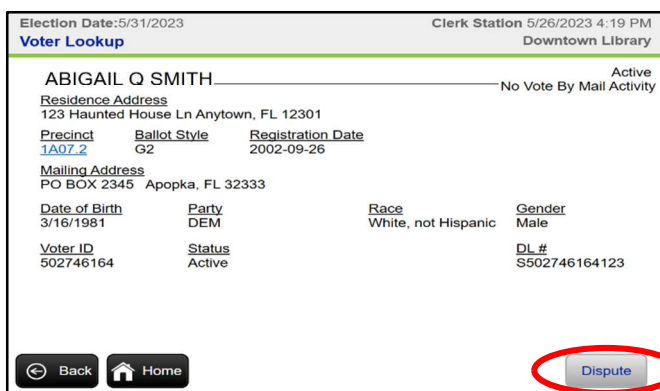
A voter may present an Action Required Ticket that they received at the Check-in Station. Encourage the voter to follow the instructions on the Action Required ticket directing the voter to the correct precinct. Say to the voter, **“This ticket shows you your correct precinct. Intentionally voting in the wrong precinct on Election Day is a felony.”** However, if a voter insists on voting in the wrong precinct, then they must vote a Provisional Ballot.

After the Provisional Ballot Envelope is completed:

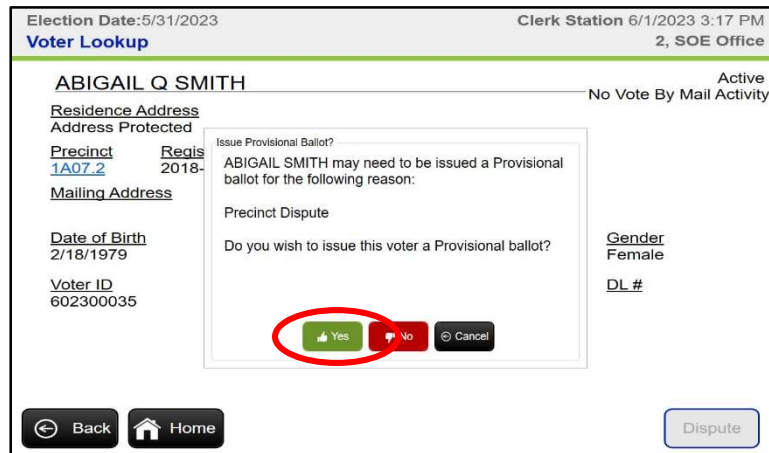
- Select “Voter Info” on the Home screen.



- Enter the voter’s information from the Provisional Ballot Envelope and select “Search”.
- Once you have found the correct voter, select “Dispute”, and then select “Precinct Dispute”.



- Select “Yes” when prompted to issue a Provisional Ballot.

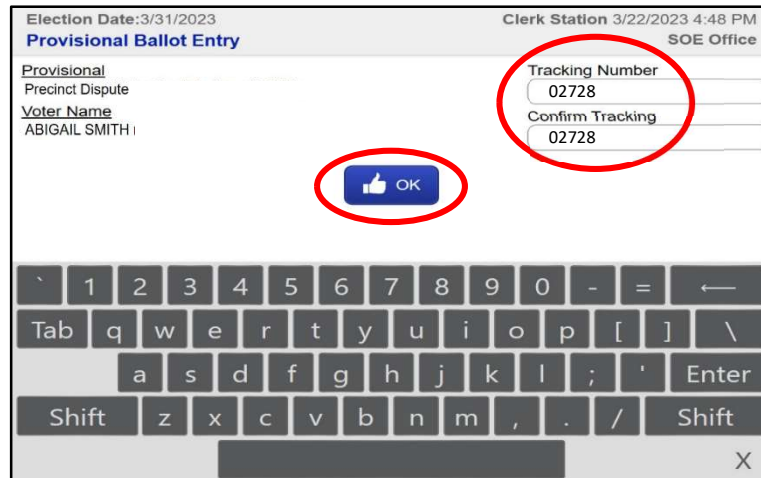


- Select the correct ballot style for this voter from the options available in the precinct. The EViD will help you select the correct ballot style by limiting you to selections that change the “OK” button to blue. If the OK button is gray, it will not allow you to proceed because you have chosen an incorrect ballot style. Once you have selected the correct ballot style, select “OK”. In a primary election, it is important that the voter receives a ballot that corresponds to the voter’s party affiliation. You can revisit the Voter Lookup screen by selecting “Back” to see the voter’s party affiliation.



- Verify that the name and address for the voter is correct and select “Yes”.

- Enter the Provisional Ballot tracking number (twice). Select “OK”.



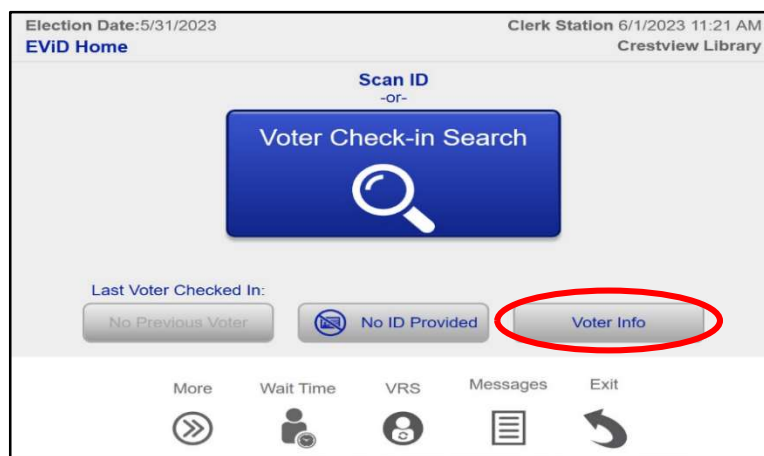
- The voter must select “Yes” to verify their information, sign the EViD screen, and select “OK”.
- Compare the voter’s signature to the ID presented. Select “Accept” and the Voting Pass will print automatically.

Challenged Voter

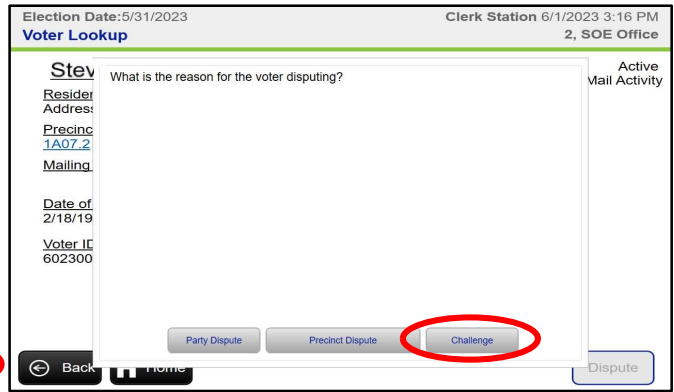
A voter may present you with a Help Desk Ticket indicating “CHALLENGED VOTER IS CLAIMING ELIGIBILITY”. This is likely because a challenge was filed prior to the opening of the polls. Voters whose eligibility has been challenged either prior to the opening of the polls or at the polling site may vote a provisional ballot.

After the Provisional Ballot Envelope is completed:

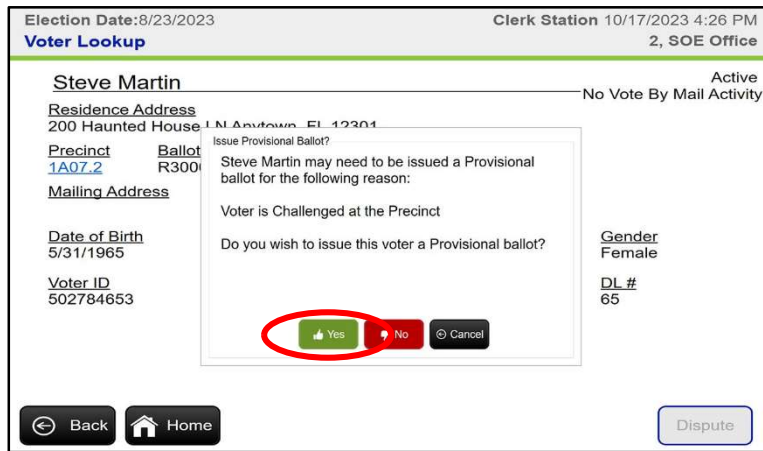
- Select “Voter Info” on the Home screen.



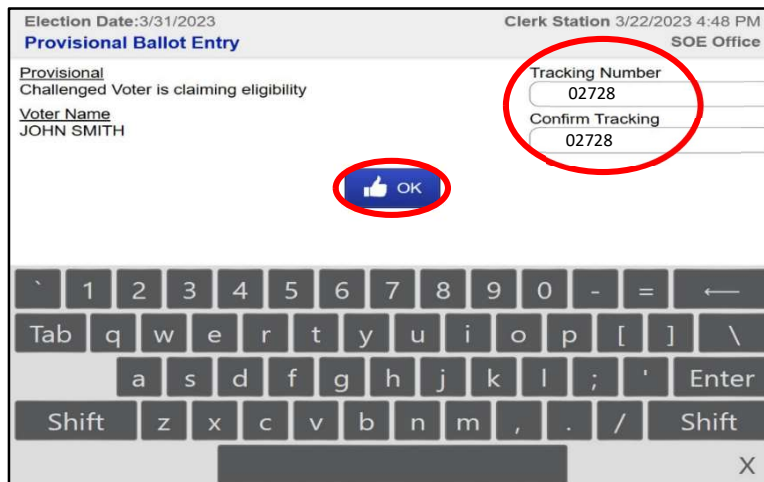
- Enter the voter’s information from the Provisional Ballot Envelope and select “Search”.
- Once you have found the correct voter, select “Dispute”, and then select “Challenge”.



- Select “Yes” when prompted to issue a Provisional Ballot.



- Verify that the name and address for the voter is correct and select “Yes”.
- Enter the Provisional Ballot tracking number (twice). Select “OK”.



- The voter must select “Yes” to verify their information, sign the EViD screen, and select “OK”.
- Compare the voter’s signature to the ID presented. Select “Accept” and the Voting Pass will print automatically.

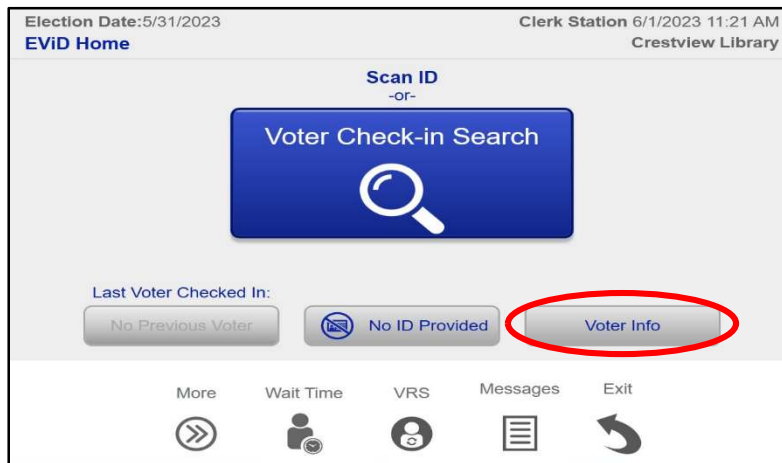
If a voter does not present a Help Desk ticket, but the voter is instead challenged by an individual at the precinct, see instructions at *Voter Is Challenged* (p. 26) prior to issuing a provisional ballot to the voter.

Party Affiliation (Primary only)

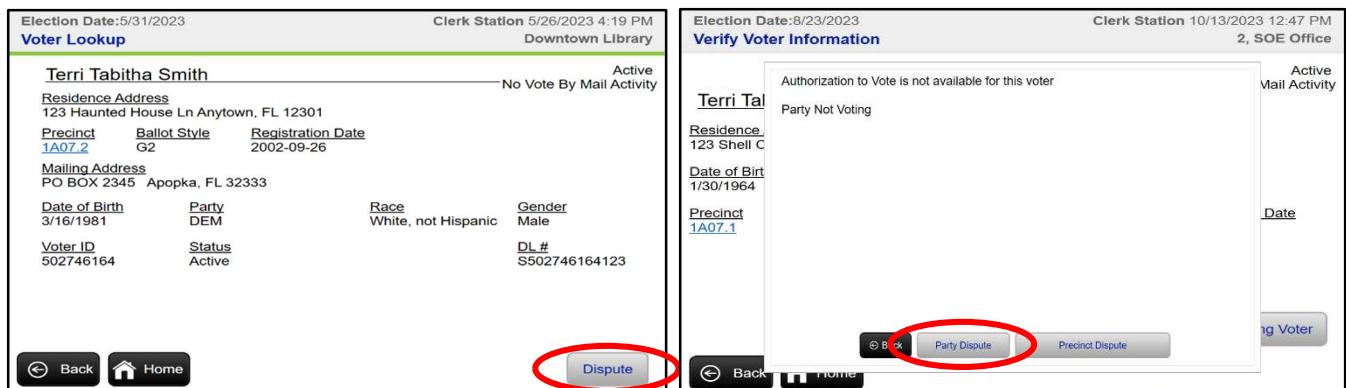
A voter may present you with a Help Desk Ticket indicating “Party Not Voting”. It is common for some voters to switch party affiliation *before* book closing to vote in a primary election. During a primary election, voters who dispute their party affiliation may vote a provisional ballot. Say to the voter, **“Florida is a closed primary state. You may only vote in the primary for the party in which you are registered.”** See *Precinct Manual for Poll Officials, Types of Elections* (Ch. 1). If the voter requests to be registered in a different party, have the voter complete Section 1 of the Multipurpose Form prior to completing the Provisional Ballot Envelope. File the completed Multipurpose Form in the Completed Multipurpose Form Envelope.

After the Provisional Ballot Envelope is completed:

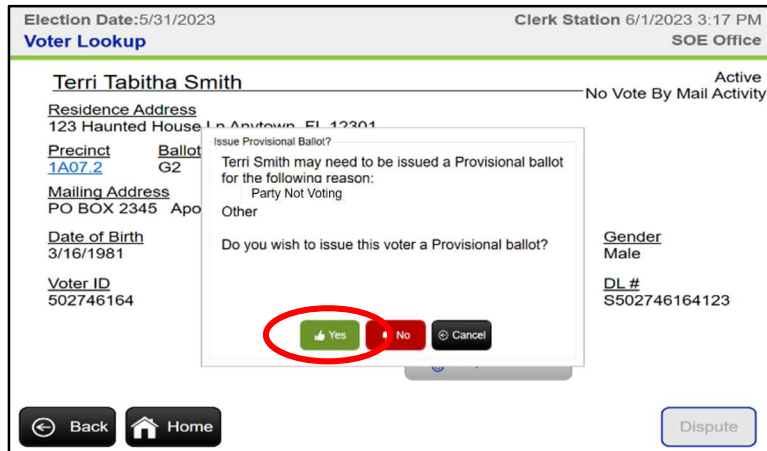
- Select “Voter Info” on the Home screen.



- Enter the voter’s information from the Provisional Ballot Envelope and select “Search”.
- Once you have found the correct voter, select “Dispute”, and then select “Party Dispute”.



- Select “Yes” when prompted to issue a Provisional Ballot.



- Select the correct ballot style for this voter from the options available in the precinct. The EViD will help you select the correct ballot style by limiting you to selections that change the “OK” button to blue. If the OK button is gray, it will not allow you to proceed because you have chosen an incorrect ballot style. Once you have selected the correct ballot style, select “OK”. Since this voter is disputing their party affiliation on record, offer a choice of ballot style to the voter.



- Verify that the name and address for the voter is correct and select “Yes”.

- Enter the Provisional Ballot tracking number (twice). Select “OK”.

- The voter must select “Yes” to verify their information, sign the EViD screen, and select “OK”.
- Compare the voter’s signature to the ID presented. Select “Accept” and the Voting Pass will print automatically.

Pending Status

A voter may present you with a Help Desk Ticket indicating “Voter status is pending”. In Florida, book closing is 29 days before each election. People who are not registered to vote by that date are not eligible to vote in the next election. Florida does not have same-day voter registration. After searching for and finding a voter, the EViD may show a message that the voter’s status is “Pending”. Say the following: **“The system is telling me that you registered after the deadline for this election. However, you will be able to vote a regular ballot in the next election.”** The voter may vote a Provisional Ballot. See *Other Provisional* (p. 47).

Other Provisional (Pending Status, Already Voted, Ineligible, Special Handling, etc.)

Voters may vote a Provisional Ballot for any of the reasons indicated in *Provisional Ballots* (p. 25). In these situations, you will be prompted to issue a provisional ballot instead of being allowed to print a voting pass.

After the Provisional Ballot Envelope is completed:

- Review the valid photo ID and select “Voter Check-In Search” on the Home screen or scan the ID.
- Enter the voter’s date of birth and initials (first and last) in the correct fields. Select “Search”.
- Verify that the name and address for the voter is correct and select “Yes”.
- Select “Yes” when prompted to issue a Provisional Ballot.
- Enter the Provisional Ballot tracking number (twice) and select “OK”.
- The voter must select “Yes” to verify their information, sign the EViD screen, and select “OK”.
- Compare the voter’s signature to the ID presented. Select “Accept” and the Voting Pass will print.



After verifying that the name and address for the voter is correct, you may see a notation to “Call SOE”. If you see this message, call the Manager Hotline for special instructions. Once the call is completed, select “Yes” or “No” as advised when prompted on the screen.

Voter's Signatures Differ/Voter Refuses to Sign Affidavit

(Sections 98.461, 101.5608(1), Fla. Stat.)

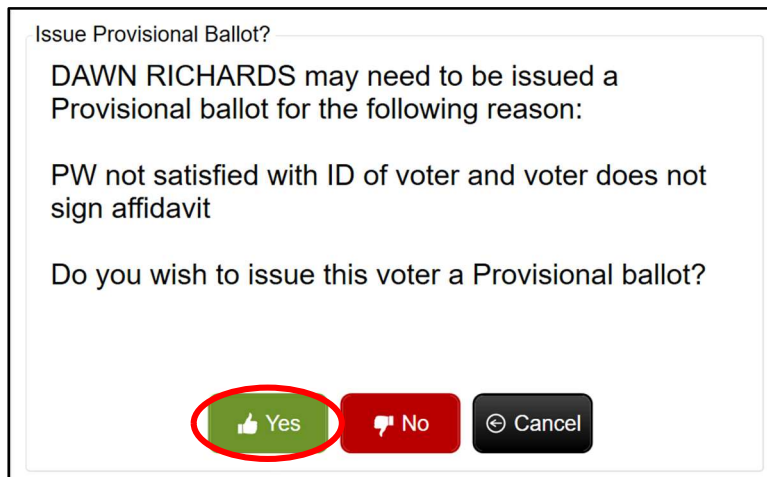
A voter may present you with a Help Desk Ticket indicating "Voter signature rejected". If the voter whose signatures differ refuses to sign the signature affidavit but insists on voting, he or she must vote a provisional ballot. For more information, see *Voter's Signatures Differ* (p. 26).

After the Provisional Ballot Envelope is completed:

- Review the valid photo ID and select "Voter Check-In Search" on the Home screen or scan the ID.
- Enter the voter's date of birth and initials (first and last) in the correct fields. Select "Search".
- Verify that the name and address for the voter is correct and select "Yes".
- The voter must select "Yes" to verify their information, sign the EViD screen, and select "OK".
- Since the voter would not sign the signature affidavit, you must select "Reject".

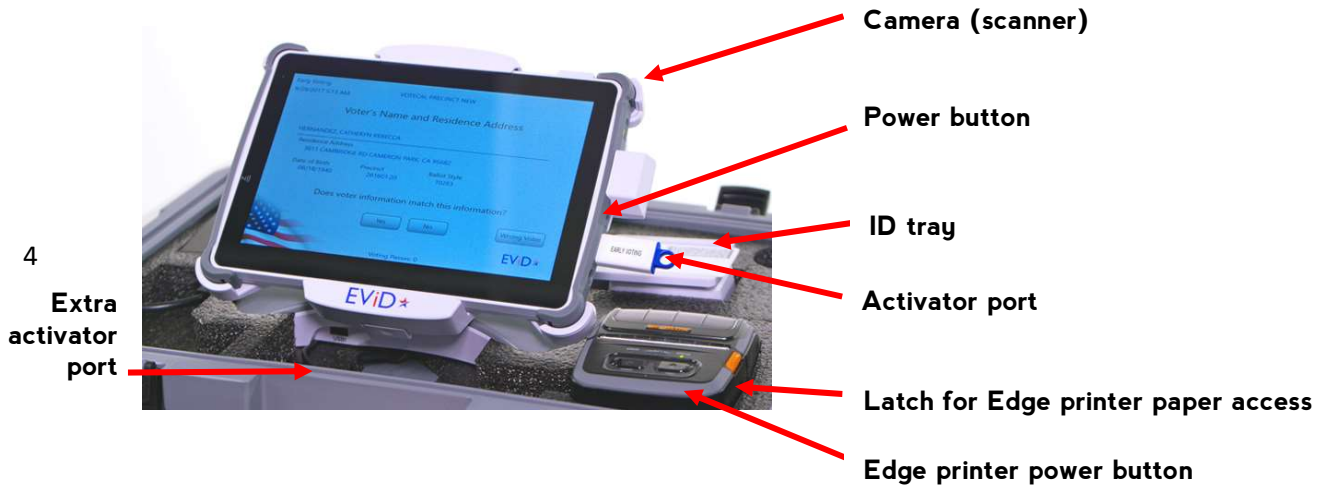


- Select "Yes" when prompted to issue a Provisional Ballot.



Chapter 6 – EVID Edge Tablet

A. EVID Edge Components

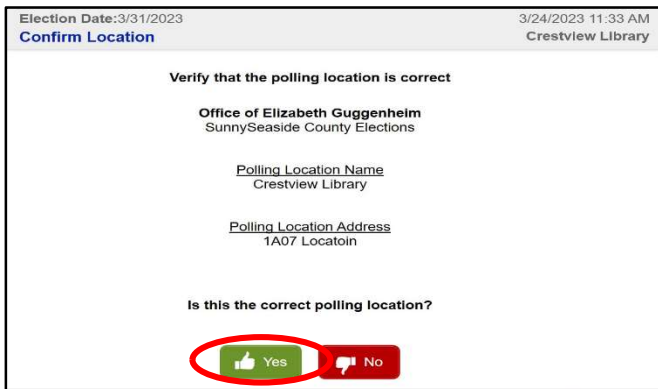


ExpressVote printer

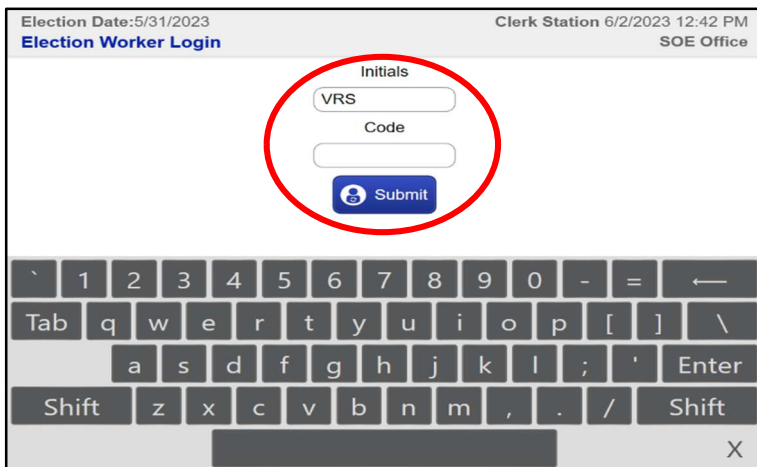
B. Setting Up the EVID Edge Tablet

1. Carefully pick up the Edge tablet case. Place it on a table and unlatch all four latches and remove the lid completely.
2. Once the lid is removed, you should also remove the styrofoam packing that the Edge tablet rests upon (if any). All else should remain intact. Do not take the Edge tablet out of the case! Do not take the cables out of the casing. They are aligned under the Edge for a reason. Do not unplug the printer.
3. Remove the power cord and power block from the case. Connect the power cord to the power block. Plug the cord into the matching port on the back of the EVID (if not already plugged in). Plug the power cord into the wall outlet. Check the indicator on the screen to confirm that you are not on battery power.
4. Turn on the Edge printer by pressing the power button.

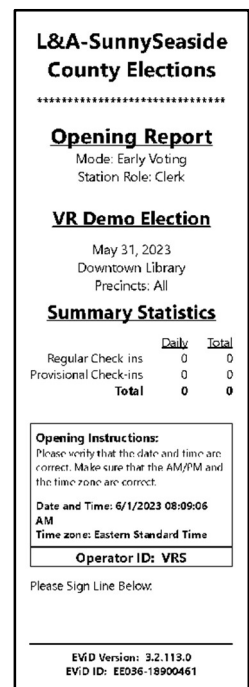
5. Remove the ExpressVote printer, power cord/power block and USB cord from the black laptop case.
6. Plug power cord in DC port on back of ExpressVote printer and then plug into wall outlet.
7. Plug USB cord into USB port on back of ExpressVote printer and then into USB port on EVID Edge tablet.
8. Press and hold the orange power button on the ExpressVote printer for 2 seconds to turn on.
9. Retrieve the EVID activator from the Black Pouch. Insert the activator into the available port on the right side of the Edge tablet. If you see a message indicating "Waiting for Activator" for more than a moment after inserting the activator, move the activator to the extra activator port.
10. Press the gray soft-touch button on the right side of the EVID Edge. It will take a moment for the EVID Edge to power up. The green status light will appear if powered up correctly.
11. Verify that the polling location is correct and select "Yes".
12. Verify that the date and time is correct and select "Yes".



13. Use the on-screen keyboard to enter your initials. Leave the field for Code blank. Select "Submit". Your initials will be on each Voting Pass that you issue. If you are going to step away from the EVID Edge, select the white human figure icon on the Home screen to remove your initials.
14. An Opening Report will automatically print. Tear off the Opening Report, sign it where indicated, and place it in the front of the EVID Accordion Folder.



15. Unplug the EVID activator from the USB port and return it to the Black Pouch.



C. Using the EViD Edge Tablet (Check-In and Undo Check-In)

The Edge tablet performs the same functions and has the same check-in screens as an EViD. The Edge tablet also allows Managers to issue provisional ballots and complete name/address changes. Voter signatures are captured on the Edge Tablet screen instead of a signature pad. For full check-in procedures, see *Precinct Manual for Poll Officials, Voting Process (Ch. 4)*.

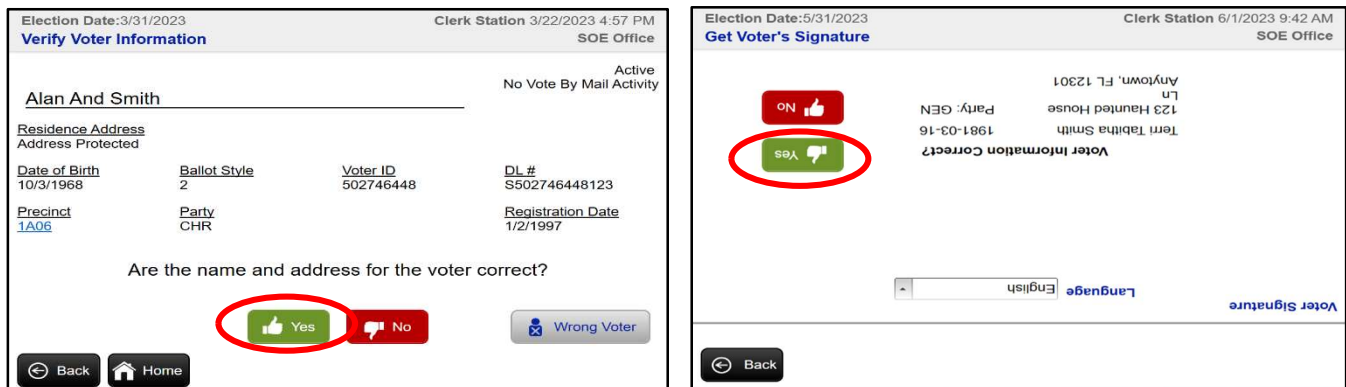
Voter Signature on the EViD Edge

(F.S. 98.461, 101.49, 101.5608)

The EViD Edge tablet has the same check-in procedures as an EViD with one exception. Voter signature on the Edge tablet screen is slightly modified because there is not a signature pad.

When you have found the voter on the EViD, you will be prompted to verify the voter's name on the screen. When asked if the information matches, select "Yes".

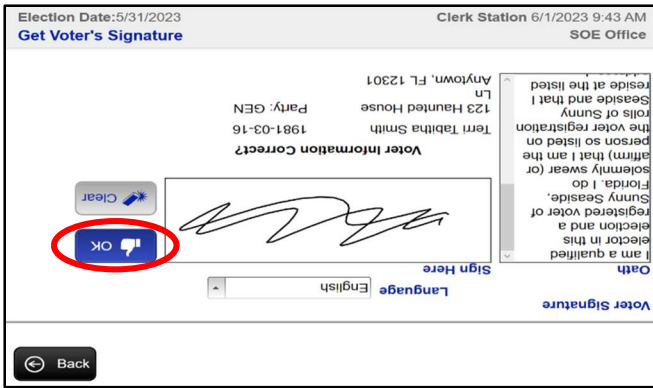
The next screen will appear upside down to the EViD operator. The tablet should be tilted toward the voter so that they may verify their name, date of birth, and address. Say to the voter, **"Please verify that all your information shown is correct. If everything is correct, please press 'Yes'".** If the voter selects "No" when asked if their name, address, and date of birth are correct, see *Address Change (p. 22)*.



Once the voter selects "Yes", the next screen will appear. Say to the voter, **"Please sign on the line using the stylus or your finger and select "OK" when you are done."** If the voter hits the "Clear" button, they will have to re-sign.

When the voter selects "OK" the EViD screen will change orientation so that the information is facing the EViD operator. Tilt the tablet back toward the EViD operator.

Compare the voter's signature on the EViD with the signature on the valid ID. If the signatures look reasonably similar, select "Accept".



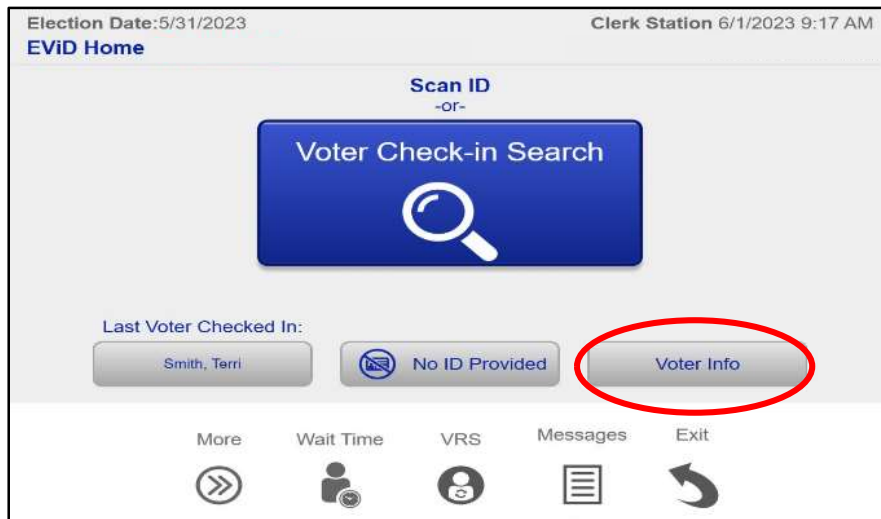
The rest of the procedure is the same as found in the *Precinct Manual for Poll Officials, Voting Process (Ch. 4)*.

Undo Voter Check-In

For instructions on how to undo a voter check-in who was the “Last Voter Checked In”, see *Precinct Manual for Poll Officials, Undo Voter Check-In (Ch. 4)*.

If the voter was checked in *prior* to the last voter processed on the EVID:

- Select “Voter Info” on the Home screen.



- Search for the voter. Select “Undo Check-In”.

Election Date: 3/31/2023 Clerk Station 3/22/2023 4:30 PM
Voter Lookup SOE Office

JOHN Q SMITH, SR Active
 No Vote By Mail Activity

Residence Address
 123 TATE ST Anytown, FL 12301

Precinct Ballot Style Registration Date
 1A06 2 2000-01-25

Mailing Address

Date of Birth Party Race Gender
 10/3/1956 DEM Asian or Pacific Isl Female

Voter ID Status DL #
 502746904 Active S502746904123

Undo Check-in **Reprint Ticket**

Back **Home**

- Select an undo reason from the drop-down menu and select “OK”.

Election Date: 3/31/2023 Clerk Station 3/24/2023 3:30 PM
Select Undo Reason SOE Office

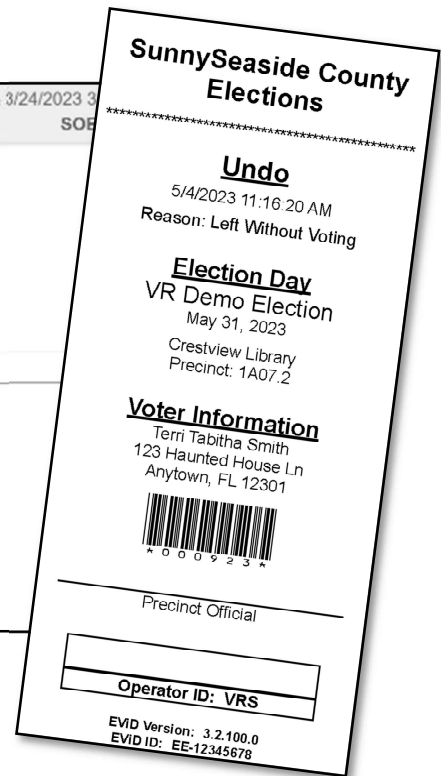
JODI L TEST SMITH

Please select an undo reason and press OK.

Left Without Voting

OK

Back **Home**



- The Undo Ticket will print. Place the Undo Ticket in the EVID Accordion Folder.
- Document the Undo Ticket and the reason it was printed in the Trouble Log.



A Manager should only undo a check-in that was not the previous voter in a case of mistaken identity where the mistake was caught prior to any ballot being cast and the voter who was checked in is still in the precinct. For any other reason, call the Manager Hotline.

Changing the EViD Edge Printer Tape

Extra rolls of EViD printer paper are in the Blue Bag. To remove the printer roll, press the orange button on the side of the case. The top pops up. Lift out the roll and put a new roll in with the paper feeding up and out from the bottom. You can scratch the printer tape to be sure that it is on the correct side for printing. Snap the lid back in place. If the red error light appears, that means the lid was not closed properly.



D. Packing Up the Evid Edge Tablet

1. Retrieve the EViD activator from the Black Pouch. Insert the activator into the available port on the right side of the Edge.
2. To print a Closing Report, select "Exit" on the Home screen. The drop-down menu should be pre-filled to print 1 report. Select "Exit Program" to print the report. Place the Closing Report in the front of the EViD Accordion Folder.
3. Unplug the EViD activator from the USB port and return it to the Black Pouch.
4. On the ExpressVote printer, press and hold the orange power button for two seconds. Unplug the ExpressVote printer from the Edge tablet.
5. Unplug the power box from the outlet and wrap the cord around the brick and insert back into the black laptop case.
6. Unplug the Edge tablet from the wall and return the power block and power cord to the case.
7. Place Styrofoam back inside the Edge encasing the monitor (if any).
8. Place lid on the box. If packed properly, the case should easily close.

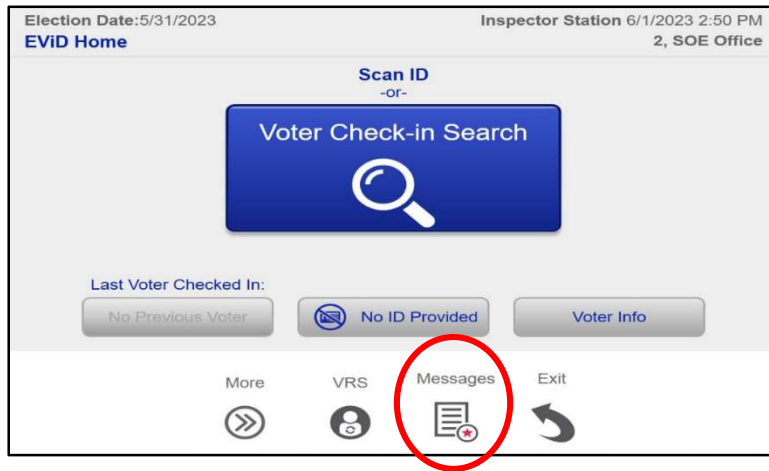
Reprint Closing Report

If the Closing Report tape does not print while closing down the EViD (usually because the printer runs out of paper), the results can be reprinted.

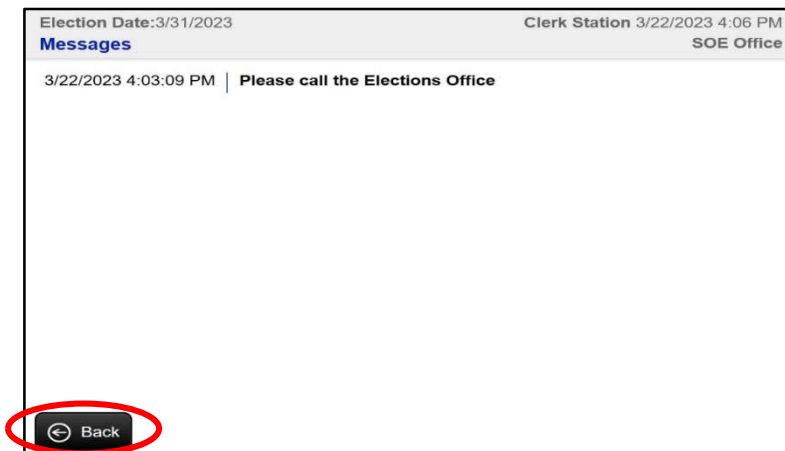
- Leave the EViD Edge printer on.
- Make sure there is paper in the printer.
- Restart the EViD Edge by pressing the grey power button on the right edge of the EViD.
- Enter your initials when prompted to do so.
- When the Home screen appears, select "Exit" on the top-right of the screen. The Closing Report should print automatically.

E. Messages on the EViD Edge

When you have a new message from Supervisor of Elections staff, you will see a red star to indicate a message is waiting. Select “Messages” to see the new message.



When you have finished reading the message, select “Back” to return to the Home screen.



F. ID Scan on the EViD Edge

After reviewing a valid photo ID, you can look up a voter on the EViD Edge. If a voter provides a valid Florida Driver License or Florida ID card, it may be scanned by the EViD Edge scanner attached to the right-side of the EViD Edge tablet. Set the ID on the scanner with the barcode facing up, then press the yellow button on the side of the EViD to use the scanner. The voter’s registration information will appear on the screen.



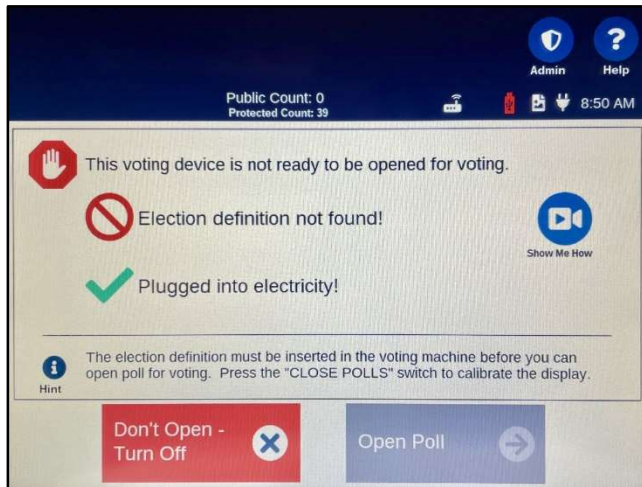
Chapter 7 –Troubleshooting

A. DS300 Malfunction

The tabulator should remain locked during voting hours except in the event of a malfunction. If the problems with the tabulator cannot be solved using the information below, contact the Technology Hotline immediately.

Device Not Ready for Voting/Election Definition Not Found

If you see a status on the tabulator indicating “Voting Device Not Ready” or “Election Definition not found”, the memory stick may not be plugged in securely.



Use the flat black key to open the front access compartment. Remove memory stick, reinsert and press down to securely seat it into the port.

Power Status

On the top right corner of the display, if a battery icon is showing instead of an AC power plug icon, then the tabulator may not be plugged into the AC power cord. It's also possible that the power surge cube or wall outlet may be defective. Make sure all power cords are plugged in securely and that the power surge cube orange light is on. There may be as much as three hours of battery backup available, but battery backup should never be relied on as a primary power source.



AC Power Status Indicator

Icon	Description
	AC Power plugged in - Icon is white.
	No AC Power - Icon is red.

Battery Power Status Indicator

Icon	Description
	Full battery charge - The battery is full and does not need charging.
	75 percent charge - It should take about 2 to 3 hours to fully charge the battery.
	50 percent charge - It should take about 3 to 4 hours to fully charge the battery.
	25 percent charge - It should take about 5 to 7 hours to fully charge the battery.
	No charge - It should take 5 to 7 hours to fully charge the battery.

Responding to a Jam

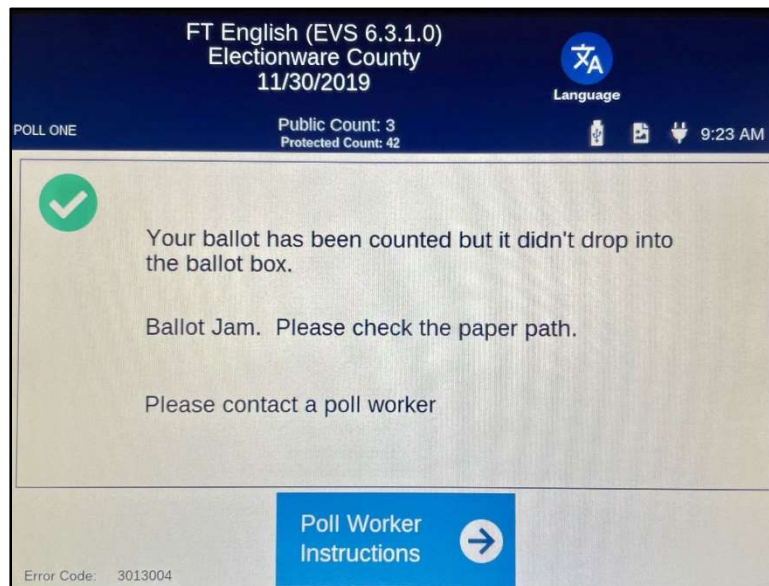
A ballot jam can generate several different on-screen messages, depending on where the ballot jammed. In some instances, a jammed ballot has been counted but failed to fall into the ballot box. In other instances, a jammed ballot is not counted and is either returned to the voter or is stuck in the ballot transport. Before acting, carefully read the message on the screen to determine if the ballot has been counted. Direct the voter to view the message on the screen.

Most ballot jams are caused by an obstruction between where the ballot exits the back of the DS300 and enters the ballot box.

- If using the DS300 ballot box, look into the window on the back of the ballot chute to confirm nothing is obstructing the ballot path.
- The power cord on the DS300 may be interfering with the paper path. Unlock the front flap securing the DS300 on the ballot box. Slide the DS300 forward and make sure the power cord does not block the paper path when the DS300 is being slid back into place.
- If the ballot box is full, see *Ballot Bin is Full* (p. 61).
- Keep an eye on the Public Count at the top of the screen as a ballot is fed into the tabulator to verify that the Public Count has incremented +1.

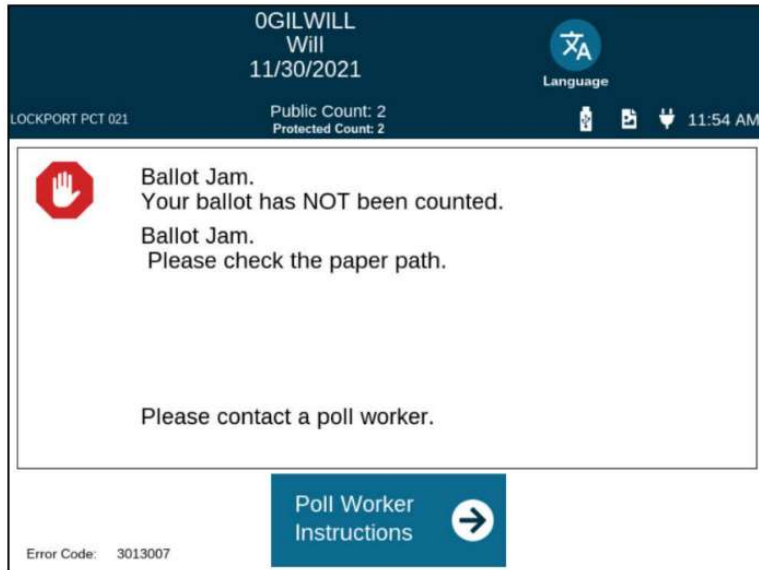
Ballot Counted

If the ballot is hung up at the back of the DS300 and the message on screen indicates the ballot has been counted, unlock the front flap securing the DS300 on the ballot box. Slide the DS300 forward and if the ballot is visible, push it into the ballot box. If the ballot does not fall all the way into the ballot box, open the main ballot compartment door to see if the ballot box is full. If the ballot box is full, see *Ballot Bin is Full* (p. 61).



Ballot Not Counted

If the message on the screen indicates a ballot is jammed but not counted, the DS300 will attempt to return the ballot to the voter. If the voter reinserts the ballot and the problem persists, inspect the ballot for wrinkles, tears or other damage. If the ballot is damaged, see *Spoiling a Ballot* (p. 25) for instructions to spoil the ballot and issue new ballot.



Ballot Not Counted Unable to Return

If the message on the screen indicates a ballot is jammed but not counted, and the DS300 is unable to return the ballot to the voter, unlock the front flap securing the DS300 on the ballot box. Slide the DS300 forward and gently pull the ballot from the back of the DS300. Be careful not to allow the ballot to drop into the ballot box as it would be difficult to identify the ballot. If the ballot does drop in, call the Manager Hotline to report it in front of the voter and advise the voter that the ballots will be reconciled through the tabulator. Inspect the ballot for damage and return to voter for rescanning. If the problem persists, see *Spoiling a Ballot* (p. 25) for instructions to spoil the ballot and issue new ballot.

Emergency Compartment

If the tabulator malfunctions, the emergency compartment can be unlocked and used. Using the flat black key, unlock the emergency compartment and fold down the metal flap to allow the compartment to receive ballots. Call the Manager Hotline immediately to report the situation. Follow the procedures for using the emergency compartment. See *Precinct Manual for Poll Officials* (Ch. 9). When the tabulator resumes proper functions, open the emergency compartment with the flat black key and fold the metal flap up to close the compartment.



Printing Errors

The DS300 printer uses thermal paper and heat transfer to print information.

Pink Line on Paper Tape

A pink-tinted line will appear on the paper tape when the roll is about to run out of tape. The tape roll should be replaced before it runs out.

To replace the tape roll, push in the blue tab in the access compartment to release the tape compartment. Lift out the roll and put a new roll in with the tape feeding under the roll and to the right (if facing the tabulator). Snap the lid back in place. If the tape doesn't print properly, you may have put the tape in backward. To test, pull the tape up and over to the left. If you can scratch the tape and see a mark, you have done it properly.



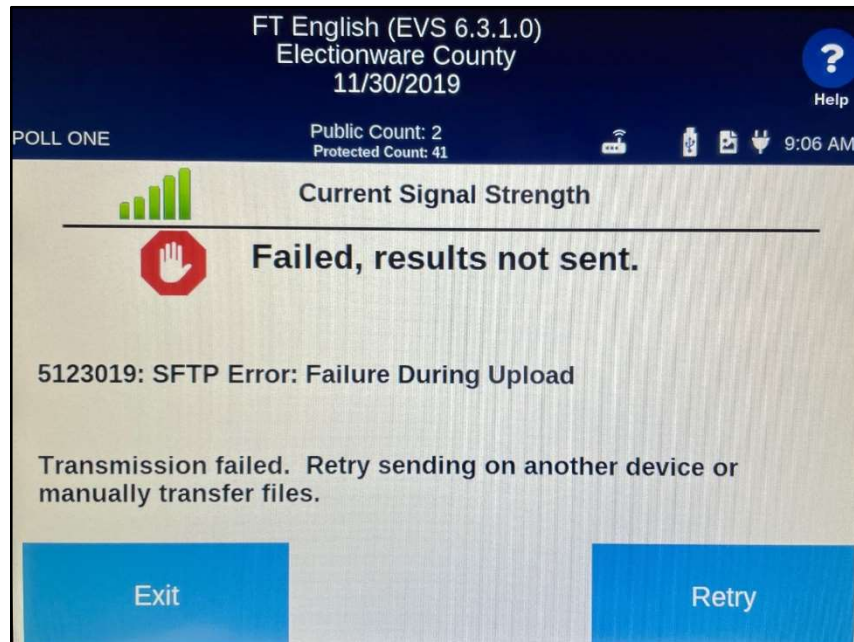
Printer Functioning Without Visible Print

If the printer isn't printing on the tape, it is because the paper roll is inserted incorrectly. Use the flat black key to open the access compartment. Press the blue latch to open the tape compartment. Reinsert the tape roll. Make sure that a half-inch of tape is sticking out of the printer compartment.

If the tape runs out while printing other reports, after you change the tape roll, the DS300 will begin printing the new report with a reprint of the last 18 lines printed before the tape ran out. To match up the two sections of the report, find the last entry on the old roll and use the timestamps to find the repeated entries on the new roll.

Error Transmitting Results

If the results are not successfully sent, a message will be displayed. You can attempt to transmit results again. If that attempt is not successful, call the Technology Hotline.



Ballot Bin is Full

If the ballot bin becomes full on Election Day, the ballots will need to be transferred using the following procedure:

1. Direct voters to cast their ballots into another tabulator, if available.
2. The Manger will say, **“We are temporarily pausing the casting of ballots to empty the full ballot bin and secure voted ballots.”**
3. The Manager and another poll worker will unlock the ballot bin using the flat silver key. They will remove the voted ballots and place them in a Red Bag. Close the ballot bin.
4. The Manager will say, **“We are resuming the casting of ballots.”**
5. The Manager will retrieve a seal from the Extra Seals Envelope and seal the Red Bag.
6. The Manager will retrieve the Chain of Custody log from the Administrative Folder and note the seal number in Section 3 under “RVB1 Seal #”. Return the Chain of Custody Log to the Form Folder until needed for closing procedures.
7. The Manager will store the sealed Reg Bag at the Help Desk.

Tabulator Replaced

If a replacement tabulator is used, be sure to update Section 2 of the Chain of Custody Log with the serial numbers and tracking number and the Manager and Assistant Manager should sign where indicated on the form.

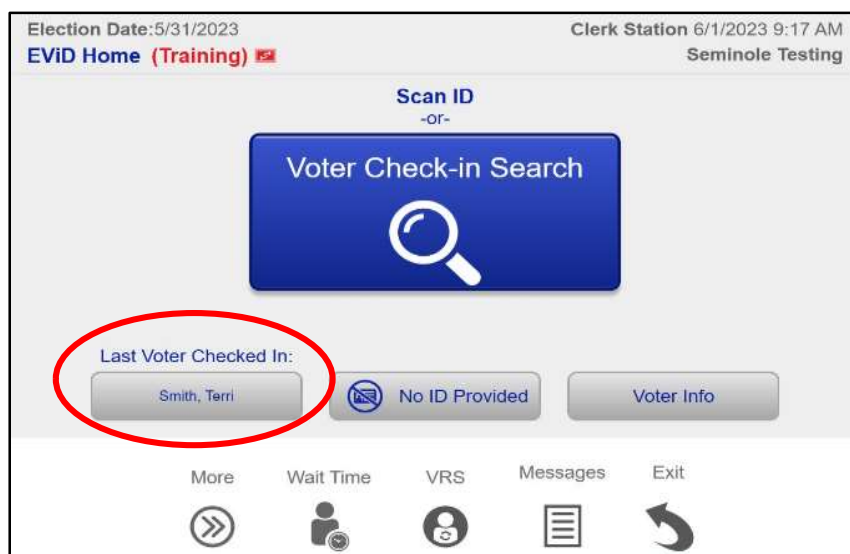
B. EViD Malfunction

Voting Pass Does Not Print Correctly

If a Voting Pass does not print out correctly (usually because the printer paper roll was not replaced), another Voting Pass can be printed for the voter.

If the voter is the last person checked in:

- Select the “Last Voter Checked In” button at the bottom of the Home screen on the EViD.



- From the Voter Lookup screen, select “Reprint Ticket” to reprint the Voting Pass.

Election Date: 3/31/2023 Clerk Station 3/22/2023 4:30 PM
Voter Lookup SOE Office

JOHN Q SMITH, SR Active
 No Vote By Mail Activity

Residence Address
 123 TATE ST Anytown, FL 12301

Precinct Ballot Style Registration Date
 1A06 2 2000-01-25

Mailing Address

Date of Birth Party Race Gender
 10/3/1956 DEM Asian or Pacific Isl Female

Voter ID Status DL #
 502746904 Active S5027

Undo Check-in Reissue Ballot **Reprint Ticket**

Back Home



- The Voting Pass will display “REPRINT” across the top.
- Document that Voting Pass was reprinted and the reason why in the Trouble Log.

If the voter is not the last person checked in:

- Select “Voter Info” on the Home screen. Search for voter.

Election Date: 5/31/2023 Clerk Station 6/1/2023 9:17 AM
EVID Home

Scan ID
 -or-
Voter Check-in Search

Last Voter Checked In:
 Smith, Terri No ID Provided **Voter Info**

More Wait Time VRS Messages Exit

- Select “Reprint Ticket” to reprint the Voting Pass.

Election Date: 3/31/2023 Clerk Station 3/22/2023 4:30 PM
Voter Lookup SOE Office

JOHN Q SMITH, SR Active
 No Vote By Mail Activity

Residence Address
 123 TATE ST Anytown, FL 12301

Precinct Ballot Style Registration Date
 1A06 2 2000-01-25

Mailing Address

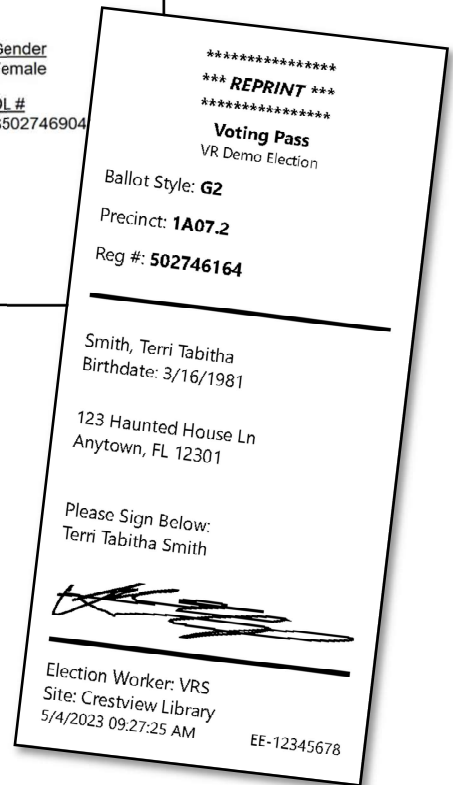
Date of Birth Party Race Gender
 10/3/1956 DEM Asian or Pacific Isl Female

Voter ID Status DL #
 502746904 Active S502746904

Undo Check-in Reissue Ballot **Reprint Ticket**

Back Home

- The Voting Pass will display “REPRINT” across the top.
- Document that Voting Pass was reprinted and the reason why in the Trouble Log.



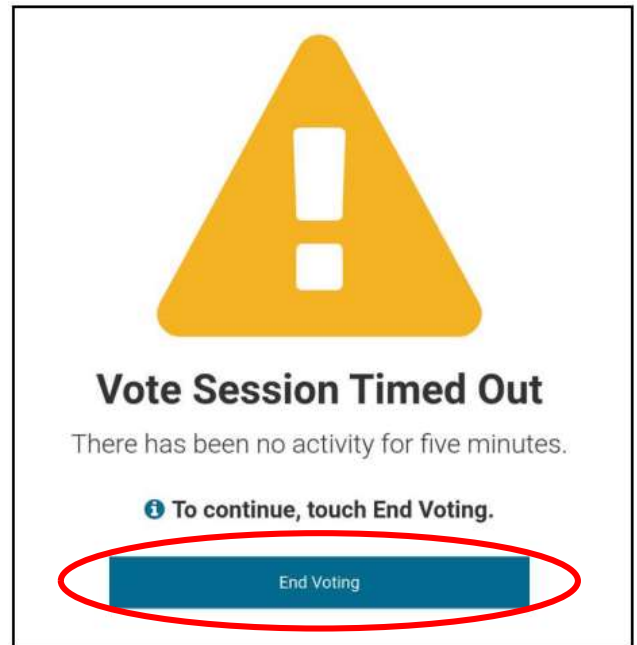
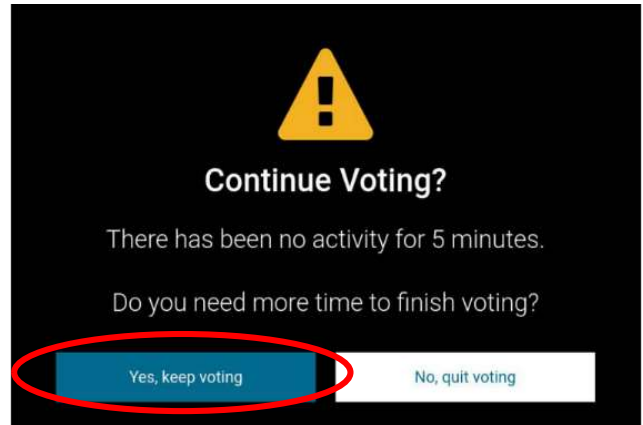
C. ExpressVote

Timed-Out Session

After five minutes of inactivity, such as a voter walking away from the ExpressVote machine or failing to interact with the screen, the unit will read, "Continue Voting?". If the voter selects "Yes, keep voting", they will be returned to the previous screen. If they select "No, quit voting", their ballot card will be ejected.

If the voter fails to interact with the above screen for 30 seconds, an audible alert will sound and the following screen will appear. To cancel a vote session on a terminal that has timed out, you will need to call the Manager Hotline to request the ExpressVote security code. Then, complete the following steps.

1. On the timeout alert screen, touch "End Voting". The system displays the Enter Election Code screen.
2. On the Enter Election Code screen, touch the on-screen keypad to enter the election security code, then touch "Accept". The system displays the Vote Session Ended screen.
3. Touch "Continue". The system displays the Vote Session Canceled reason screen.
4. On the reason screen, touch to select the check box corresponding to the reason for this cancellation (Wrong Ballot, Voter Request, Voter Abandoned Ballot, Problem with Voting Machine, Other).
5. Touch "Continue". The system ejects the card and displays a Vote Session Canceled screen instructing the poll worker to remove the ejected card.
6. Remove the ejected card. The system redisplay the Welcome screen and is ready for the next vote session.
7. If the voter is unknown, place the unscanned ballot card in the Gray Bag. If the voter is known, instruct the voter to insert the ballot and begin the process of marking the ballot again.



Chapter 8 – Closing Procedures

(Section 104.29, 100.011, 101.049, 102.031, Fla. Stat.)

You may assign closing duties to specific poll workers so that the closing procedures may be carried out quickly and accurately. Use your best judgement. The election team must complete steps including, but not limited to, securing equipment and ballots.

The public and the media are allowed to enter the polling room and watch the procedures after the polls close and after all voters have cast their ballots, but photography is not allowed. No more than 3 poll watchers are allowed near the election officials reconciling ballots at the same time.

A. Announce the Closing of the Polls



At the scheduled closing hour at 7:00 p.m. sharp on Election Day, the Manager shall make a public proclamation: **“The polls are officially closed! Anyone in line at the time of this announcement will be allowed to vote.”**

B. Voters in Line at Close of Polls

All eligible voters standing in line at the polling place by 7:00 p.m. on Election Day shall be allowed to vote. The Deputy shall stand behind the last person in line to clearly mark the end of the line and establish a cut-off point.

C. Closing Polls and Transmitting Results

Using the Visual Aid Packing Chart as a reference, retrieve the flat black key, the flat silver key, round barrel key, Chain of Custody Log, DS300 Tape Envelope, Gray Bag, Red Bag(s), Unofficial Election Results sheet, and the Black Pouch and provide them to two Inspector Techs to close polls and pack up the tabulator. See *Precinct Manual for Poll Officials, Closing Procedures: Tabulator (Ch. 7)*. Observe the closing procedures.

Check your Blue Polling Place Sheet to see if your precinct is also a Drop Zone.



If your precinct is NOT also a Drop Zone: After Closing Procedures are complete and the tabulator(s) have been repacked, retrieve three white seals from the Extra Seals Envelope in the Purple Bag for each tabulator at your polling site. On the front of the DS300 use one to seal the tabulator, one to seal the emergency compartment, and one to seal the ballot bin.

If your precinct is also a Drop Zone: Record the seal numbers on the Chain of Custody Log, but **do not** seal the tabulator. Instead, give the seals to your assigned Rover and remind them where and how the seals should be placed. Because your precinct is a drop zone, your tabulator could be used to transmit results from another precinct in an emergency. By completing the Chain of Custody Log and transferring the seals to your Rover, you have fulfilled your responsibilities in packing up the tabulator.

D. Ballot Reconciliation

(Section 104.29 Fla. Stat.)

Ballot accounting must be conducted on Election Day after the polls close. Do not let any unauthorized person touch or otherwise interfere with ballots, ballot containers or the process for counting ballots. Do not rush through any process or be pressured for results. Accuracy is extremely important.

Return in TEAL BAG	BALLOT REPORT FORM Duval County, Florida		PRACTICE BALLOT REPORT FORM				
PRECINCT: 101		ELECTION DATE:					
PRE-ELECTION BALLOT ALLOCATION							
Ballot Style	# of Pads	Ballots per Pad	# of Ballots	Ballot Style	# of Pads	Ballots Per Pad	# of Ballots
001	41	25	1025	001	41	25	1025
		25				25	
		25				25	
		25				25	
		25				25	
		25				25	
		25				25	
		25				25	
		25				25	
Total Pads Packed:		41		Total Ballots Packed: (1)		1025	
POST-ELECTION BALLOT RECONCILIATION							
Number of full pads remaining:		5 pads	x 25 =	125	(A)		
Number of unused ballots on partial pads:				46	(B)		
Number of ballots in spoiled ballots envelope:				2	(C)		
Number of unscanned ballots in Gray Bag:				0	(D)		
Number of Provisional Ballots:				5	(E)		
Number of Provisional Ballots – Extended Polling Hours:				0	(F)		
Total Uncounted Paper Ballots: Add lines (A) thru (F)				178	(2)		
Number of packed paper ballots from line (1) above:				1025	(3)		
Number of uncounted paper ballots from line (2) above:				178	(4)		
TOTAL COUNTED PAPER BALLOTS: Subtract line (4) from line (3)				847	(5)		
TOTAL COUNTED EXPRESS VOTE BALLOTS (shown on DS300 Tape):				54	(6)		
TABULATOR WINDOW COUNT: Add lines (5) and (6)				901	(7)		
<input type="checkbox"/> Ballots did not Reconcile (Must provide explanation): _____ _____ _____							
Precinct Manager's / Assistant's Signature: _____ Board Member's Signature: <u>John Siten</u>							

Completing the Ballot Report Form

Retrieve the Practice Ballot Report Form and the Final Ballot Report Form from the Teal Bag.

Work with a poll worker to complete the bottom portion of the Practice Ballot Report Form using the instructions below:

1. Count unused ballot pads. Multiply count by 25, enter amount on line (A)
2. Count ballots attached to partially used pads and enter total on line (B).
3. Count ballots in Spoiled Ballot Envelope and enter total on line (C).
4. Count unscanned ballots in the Gray Bag, enter total on line (D).
5. Count provisional ballots in the Orange Bag, enter total on line (E).
6. Count provisional ballots during Extended Polling Hours (if applicable), enter total on line (F).
7. Add lines (A) through (F) and enter total on line (2).
8. Enter amount from line (1) on line (3).
9. Enter amount from line (2) on line (4).
10. Subtract line (4) from line (3) and enter amount on line (5).
11. Enter total counted ExpressVote ballot cards (shown on DS300 Tape) on line (6).
12. Add lines (5) and (6) and enter amount on line (7).

If your ballots do not reconcile, check the box at the bottom of the form and provide an explanation (e.g., “A voter left with their ballot and it was noted on the Trouble Log”) and then call the Manager Hotline to report it. Supervisor of Elections staff may call you the morning after the election for clarification, if needed.

Once you are satisfied with your report, copy it onto the Final Ballot Report Form. The Manager or Assistant Manager and the poll worker assisting with ballot reconciliation must sign the Final Ballot Report Form. Return BOTH forms to the Teal Bag.

E. Chain of Custody Log

Retrieve the Chain of Custody Log from the Form Folder. Complete the Chain of Custody Log by filling out Sections 2, 3 and 4.

Section 2 – If there were any problems or changes to your tabulator during the election, you must record them here. Be sure to record the new serial number and tracking numbers if you receive a replacement tabulator. You will also need to transcribe this new information in Section 3.

Section 3 – Record the serial and tracking numbers for the tabulator(s) at your polling site. Record the three white seal numbers used to seal the tabulator (which will be different from opening). Record the seal numbers for the Red Voted Ballot Bags(s) used for marked ballots. Sign log with the Assistant Manager.

Section 4 – Record the date and time of departure from the polling site to the Drop Zone. Sign the log with the poll worker who accompanies you to the Drop Zone, if any.

There should be two signatures in Section 1, two signatures in Section 3 and one signature in Section 4 (unless the Assistant Manager or another poll workers accompanies you to the Drop Zone). Signatures in Section 2 would only apply if you had a substitute tabulator provided.

Place the completed Chain of Custody Log in the Completed Documents Envelope in the Purple Bag.

G. Packing the Bags

Pack all bags by referring to the supply list and Visual Aid Packing Chart in the Administrative Folder. See *Visual Aid Packing Chart* (p. 14).

Pay close attention to the DS300 Memory Stick which goes out in DS300 but returns in Black Pouch. Also, the Administrative Folder goes out in Yellow Bag but returns in Purple Bag.

Any written document that is not returned in the Yellow Bag (see packing chart) should be placed in the Completed Documents Envelope and returned in the Purple Bag.

H. Clean Up

The Manager is responsible for the condition of the polling site. All poll workers are responsible for cleaning up inside the polling room.

- Collect ID badges from all poll workers and return them to the Lanyard Packet in the Yellow Bag.
- If anything belonging to the Elections Office is found to be damaged, use the blue painters tape to mark it and write on the tape the nature of the damage (i.e. "short in cable").
- Break down all voting booths and tables. Stack voting booths on pallet top side up.
- All precinct equipment, signs and supplies must be put away prior to leaving.
- All cones, the A-frame precinct sign, the call bell, and all directional signs should be brought back into the polling room and placed next to voting booths pallet.
- All equipment delivered by moving company should be positioned back into the same location and arranged in the same manner as it was found in the morning.
- The polling place should look as clean as it did upon your arrival.



As a Manager, you are responsible for the condition of your polling site! If the polling site is not left in the way that it was found, a cleaning service will be hired. The cost of the cleaning will be deducted from your pay.

I. Preparing for Drop Zone Delivery

With another poll worker, get ready for delivery of all bags to the Officer waiting at your Drop Zone.

- Retrieve the Precinct Manager's Drop Zone Checklist found in the Yellow Bag and a seal from the Extra Seals Envelope in the Purple Bag.
- Record the seal number. Print your name where indicated. Verify and mark the checklist. Sign the bottom of the checklist where indicated. Put the checklist inside the Yellow Bag.
- Lock facility and place the premise key in the Premise Key Envelope in the Yellow Bag (if applicable).
- Seal the yellow bag.

PRECINCT MANAGER'S DROP ZONE CHECK LIST	
TRUCK SEAL # _____	DROP ZONE # _____
YELLOW BAG SEAL # _____	GREEN BAG SEAL # _____
PRECINCT: 1411	
PRECINCT MANAGER: _____	
ELECTION DATE: ____/____/____ TIME: _____	
Check each item:	
RETURN INSIDE ESSENTIAL ITEMS BAG (YELLOW BAG)	
<input type="checkbox"/> BALLOT REPORT FORM BAG W/BALLOT REPORT FORM	
<input type="checkbox"/> BLACK POUCH (CONTAINS THE FOLLOWING):	
<input type="checkbox"/> EVID ACTIVATOR	
<input type="checkbox"/> DS300 MEMORY STICK	
<input type="checkbox"/> HOT SPOT (MI-FI)	
<input type="checkbox"/> COMPLETED MULTIPURPOSE ENVELOPE	
<input type="checkbox"/> DS300 TAPE ENVELOPE	
<input type="checkbox"/> EVID TICKET ACCORDION FOLDER	
<input type="checkbox"/> EXTENDED HOURS PROVISIONAL BALLOT BAG (GREEN)	
<input type="checkbox"/> INJURY INCIDENT OR ILLNESS REPORT FORM ENVELOPE	
<input type="checkbox"/> LANYARDS	
<input type="checkbox"/> LIST OF PROVISIONAL VOTERS	
<input type="checkbox"/> PAYROLL ENVELOPE	
<input type="checkbox"/> PRECINCT MANAGER DROP ZONE CHECK LIST	
<input type="checkbox"/> PRECINCT REGISTER BAG (WHITE)	<input type="checkbox"/> PURPLE BAG (ADMINISTRATIVE BAG)
<input type="checkbox"/> PREMISE KEY (IF APPLICABLE)	<input type="checkbox"/> RED VOTED BAGS (NO. OF BAGS)
<input type="checkbox"/> PROVISIONAL BALLOT BAG (ORANGE)	<input type="checkbox"/> BLUE BAG W/ RED HANDLES (STUB PADS & PARTIALS BAG)
<input type="checkbox"/> SPOILED BALLOT ENVELOPE	<input type="checkbox"/> BLUE BAG (SUPPLY BAG)
<input type="checkbox"/> UNSCANNED BALLOT BAG (GRAY)	
Precinct Manger's Signature _____	Police Officer's Printed Name and Signature _____

J. Dismissal

Thank your election team and dismiss them. Say, **“On behalf of the Supervisor of Elections I want to thank you for your service today. You are now dismissed!”** Poll workers should not leave the polling place until dismissed by the Manager. Leaving prior to dismissal will result in employee termination.

K. At the Drop Zone

Your final responsibility is to deliver all bags to the designated Drop Zone **immediately** after dismissal.

- Pull up to the Drop Zone. Exit your vehicle and assist the officer in retrieving all bags from your vehicle.
- The officer will complete the Officer’s Drop Zone Checklist.
- The officer will ask you, or the poll worker responsible for drop zone delivery, to print your name where indicated on the top of the checklist and sign at the bottom.
- Once the officer signs the Officer Drop Zone Checklist, the officer will provide you with a yellow carbon copy for your records.

DROP ZONE CHECK LIST	
TRUCK SEAL # _____	DROP ZONE# _____
YELLOW BAG SEAL # _____	Green Bag Seal # _____ (Ext Hrs Only)
PRECINCT: _____	
ELECTION DATE: _____ / _____ / _____	TIME: _____
PRECINCT MANAGER: _____	
Check each item:	
<input type="checkbox"/> RETURN INSIDE ESSENTIAL ITEMS BAG (YELLOW BAG)	
<input type="checkbox"/> BALLOT REPORT FORM BAG W/BALLOT REPORT FORM	
<input type="checkbox"/> BLACK POUCH (CONTAINS THE FOLLOWING)	
<input type="checkbox"/> EVID ACTIVATOR	
<input type="checkbox"/> DS300 MEMORY STICK	
<input type="checkbox"/> HOT SPOT (M-FI)	
<input type="checkbox"/> COMPLETED MULTIPURPOSE ENVELOPE	
<input type="checkbox"/> DS300 TAPE ENVELOPE	
<input type="checkbox"/> EVID TICKET ACCORDION FOLDER	
<input type="checkbox"/> EXTENDED HOURS PROVISIONAL BALLOT BAG (GREEN)	
<input type="checkbox"/> INJURY INCIDENT OR ILLNESS REPORT FORM ENVELOPE	
<input type="checkbox"/> LANYARDS	
<input type="checkbox"/> LIST OF PROVISIONAL VOTERS	
<input type="checkbox"/> PAYROLL ENVELOPE	
<input type="checkbox"/> PRECINCT MANAGER'S DROP ZONE CHECK LIST	
<input type="checkbox"/> PRECINCT REGISTER BAG (WHITE)	<input type="checkbox"/> PURPLE BAG (ADMINISTRATIVE BAG)
<input type="checkbox"/> PREMISE KEY	<input type="checkbox"/> RED VOTED BAGS (NO. OF BAGS)
<input type="checkbox"/> PROVISIONAL BALLOT BAG (ORANGE)	<input type="checkbox"/> BLUE BAG WIRED HANDLES (STUB PADS & PARTIALS BAG)
<input type="checkbox"/> SPOILED BALLOT ENVELOPE	<input type="checkbox"/> BLUE BAG (SUPPLY BAG)
<input type="checkbox"/> UNSCANNED BALLOT BAG (GRAY)	
Precinct Manager's Signature _____	Police Officer's Printed Name and Signature _____



A Manager’s failure to clean up the polling site, complete the Ballot Report Form, deliver bags to the Drop Zone or fulfill any other responsibility may result in termination.

Chapter 9 – Contingency

(Section 102.014(5)(k), 102.031, 102.101, 101.733 Fla. Stat.)

A. Power Outage in the Polling Room

If there is a power outage at the polling place, notify the Supervisor of Elections Precinct Hotline immediately. Provide voters with flashlights if needed. Determine if an evacuation is needed.

If an evacuation is not needed, you may continue to process voters for up to two hours using the battery backup on the EViD Edge, the ExpressVote, and the DS300.

If the polling site must be evacuated, say, **“The polling room must be temporarily evacuated due to the power outage. When the power comes back on, we will resume voting. You may wait outside.”** If it is safe to remain in the polling room during the power outage, use the paper register to check in voters once the battery backup has been depleted.

B. Using the Paper Register

If there is a power outage, you will not be able to use the EViD to check in voters. Call the Manager Hotline to request permission to use the paper register. Open the sealed White Bag and instruct the Inspector Techs to set up a combined Check-in Station/Ballot Station. For instructions, see *Precinct Manual for Poll Officials, Paper Register Procedures (Ch. 9)*.

Remain at the Help Desk to assist voters as needed. After the polls close, it is critical that the paper register is returned to the White Bag and then placed in the Yellow Bag.

Voter Not Found

If a voter cannot be found on the paper register you must call the Manager Hotline and provide them with the voter’s name, date of birth and current address to determine if the voter is a registered voter, if they are at the correct precinct, or of any other special situations apply to them.

Name/Address Change

Instruct the voter to complete Section 1 of the Multipurpose Form (voter registration application) to update their information. Once complete, call the Manager Hotline to make the updates to the voter’s registration. If the voter is at the correct precinct, issue the ballot.

Wrong Precinct

If the voter is at the wrong precinct, retrieve a notepad from the Blue Pouch. Write down the information provided to you including the correct precinct number and address for the polling location. Give this information to the voter and say: **“You are not in your assigned polling place. This ticket shows the name and address of your correct polling location.”** If the voter has any further questions, advise them to call (904)255-VOTE or visit duvalelections.gov to learn more.

No ID Provided

If a voter does not present a valid photo and signature ID, then the voter must vote a provisional ballot. The provisional ballots will not be entered on the EViD, but all other procedures remain the same. See *Provisional Ballots* (p. 38).

Absentee Requested

If “Absentee Requested” is indicated on the register and the voter is returning the vote-by-mail ballot, the Inspector Tech should have marked the returned vote-by-mail ballot “Canceled” on the certificate side of the ballot envelope and then checked in the voter. Place the surrendered vote-by-mail ballot in the Surrendered VBM Ballot Envelope.

If the voter does not have the vote-by-mail ballot with them to return, then the voter must vote a provisional ballot. The provisional ballots will not be entered on the EViD, but all other procedures remain the same. See *Provisional Ballots* (p. 25).

Voter Has Already Voted

If “Voted Absentee”, “Voted Early”, “Voted Provisional”, “Pending: Must Vote Provisional”, “Challenged: Must Vote Provisional”, or “Potentially Ineligible” is printed in the signature column, then the voter may only vote a provisional ballot. The provisional ballots will not be entered on the EViD, but all other procedures remain the same. See *Provisional Ballots* (p. 25).

Voter Signature Doesn't Match

If the voter’s signature does not match the ID provided by the voter, instruct the voter to complete Section 4 of the Multipurpose Form (Signature Affidavit) and issue the ballot. If the voter refuses to sign the signature affidavit, then the voter may only vote a provisional ballot. The provisional ballots will not be entered on the EViD, but all other procedures remain the same. See *Provisional Ballots* (p. 25).

Voter Requests Assistance

The ExpressVote has as much as two hours of battery backup available in case of a power outage. If there is no battery remaining, see alternative procedures in *Voter Needs Assistance* (p. 27).

No Battery Left in DS300

If there is no battery power remaining in the DS300, you may unlock and allow voters to cast their ballots into the Emergency Compartment. See *Emergency Compartment* (p. 59). Contact the Manager Hotline immediately to get a replacement tabulator.



A provisional ballot may be offered if a voter does not want to wait for call center verification in special voting situations (address change, name change, etc.). It is possible that in a county-wide blackout all voting would need to be by provisional ballot.

C. Extended Polling Hours

(Sections 101.049, 101.048, 101.733 Fla. Stat.)

In the rare event of a court or other order extending the statutory polling hours, every voter that votes after regular hours must vote a Provisional Ballot per Florida Statute. For procedures see, *Precinct Manual for Poll Officials, Extended Polling Hours* (Ch. 9). Don’t begin Extended Polling Hours procedures unless explicitly directed to by the Supervisor of Elections. The Green Bag contains all the necessary supplies to begin Extended Polling Hours.

The Deputy shall stand behind the last person who is in the line waiting to vote at the closing hour. Any person voting after the last person who was in line during the scheduled closing hour of 7:00 p.m. on Election Day must

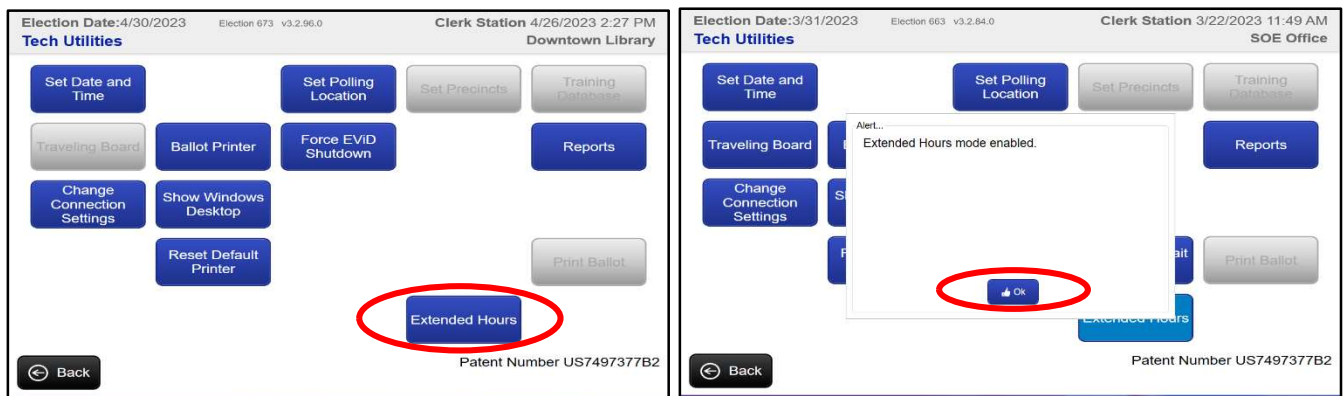
vote a provisional ballot. These provisional ballots must be kept separate from all other provisional ballots cast during the regular voting hours.

Distributing Supplies for Extended Polling Hours

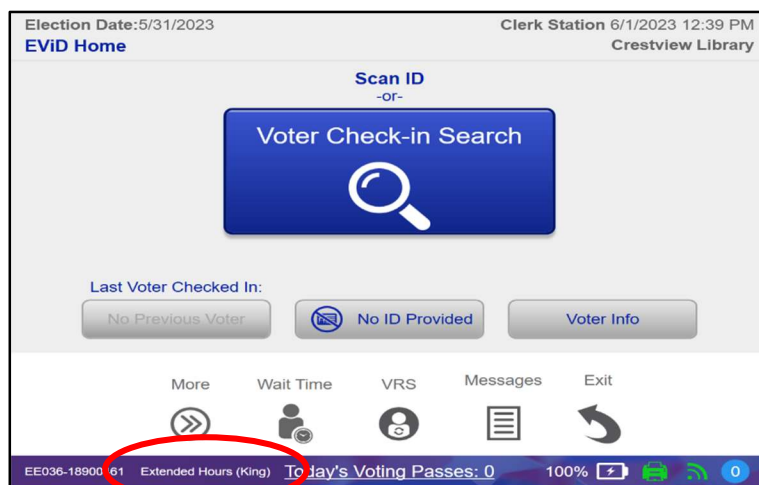
Move most of the Provisional Ballot Envelopes from the Help Desk to the Check-In Station. Move most of the Pink Secrecy Sleeves from the Help Desk to the Ballot Station. Remove the White Secrecy Sleeves from the Ballot Station and return them to the Blue Bag. Provide clipboards and pens to the Inspector Techs. Retrieve a Green Bag and position it near the tabulator and assign an Inspector Tech to stand beside the bag at all times. Voters will cast their Provisional Ballot into this bag. This bag should never be unattended!

Converting all EViDs to the Extended Hours Setting

You will need to change the settings on all EViD units to Extended Hours. You do not need to close or restart the EViDs before changing this setting. On the EViD Home screen, select “More”. Then select “Tech Utilities” and enter the password provided by the SOE office. Select “Extended Hours”. When notified that Extended Hours mode is enabled, select “OK”. Select “Back” to return to the Home screen.



You should now see “Extended Hours” at the bottom of the screen.



Repeat this process on all EVID units at your polling location. You can now begin checking in voters during Extended Polling Hours.

Ballot Reconciliation

Follow procedures for *Ballot Reconciliation* (p. 66). Make sure to hand count the Extended Hours Provisional Ballots in the Green Bag and put on Line (F) on the Ballot Report Form.

Packing the Bags

The leftover Extended Polling Hours supplies will be returned in the Purple Bag .

Preparing for Drop Zone Delivery

The Green Bag containing the voted Extended Hours Provisional Ballots is to be treated the same as the Red Bag(s) in preparing for Drop Zone delivery. Retrieve a white seal from the Extra Seals Envelope. Seal the Green Bag containing the Voted Provisional Ballot Envelopes. On the Drop Zone Checklist, add the seal number for the Green Bag.

See Preparing for *Drop Zone Delivery* (p. 69).



All Extended Hours Provisional Ballots must be kept separate from other provisional ballots cast during regular voting hours. Do not put regular voted ballots and Extended Hours Provisional Ballots in the same bag under any circumstances.

As an election official you perform an invaluable civic duty by ensuring that all voters have a positive voting experience. Thank you for your professionalism, dedication, time, and service!
Jerry Holland, Duval County Supervisor of Elections

Glossary

A-Frame Sign – A large, white, plastic sign used to alert voters to the roadway entrance to a voting precinct.

Americans with Disabilities Act (ADA) – A federal law that sets standards for ensuring that Americans with disabilities have equal access to public services and facilities.

Assisted Voter – A voter who requests assistance in marking their ballot due to a disability or illiteracy. Assisted voters may have a person of their own choice assist them or have two poll workers assist them.

Audio-Tactile Interface - An assistive device or hand-held keypad that enables voters with visual, cognitive, or mobility impairments to mark a ballot.

Emergency Compartment – A locked compartment at the front of the tabulator where voters insert ballots that cannot be scanned.

Ballot – The official paper, with ovals filled-in by the voter, that contains all the contests to be voted on in a specific precinct. See also *“Ballot Card.”*

Ballot Bin– The locked compartment at the bottom of the tabulator that contains the ballots after they have been scanned.

Ballot Card – The official voter-verifiable paper output of a ballot-marking device used by the voter, that contains all the contests to be voted on in a specific precinct.

Ballot-Marking Device - The touch-screen technology that produces a paper record for vote tabulation. Provides all voters with a simple and inclusive method of marking their ballot that conforms to ADA guidelines.

Ballot Style – The type of ballot issued to a voter that is predetermined by the Supervisor of Elections according to the voter’s registration record (voting precinct and party affiliation).

Ballot Report Form - The form used to account for the number of ballots received, unscanned, spoiled, provisional, voted (cast), used, and unused at each precinct. This form is completed by the Precinct Manager and/or the Assistant Manager.

Challenged Voter – A voter whose eligibility to vote has been questioned. Challenged voters may vote a Provisional Ballot.

Deputy – An Election Worker, deputized by the Sheriff, stationed outside of the polling room who maintains order, monitors voter line length, monitors the No Solicitation Zone, and who announces the opening and the closing of the polls.

Drop Zone - The site where designated election officials will drop off red voted ballot bags and precinct supplies after the polls close.

DS300 – See *“Tabulator.”*

Early Voting – As dictated by Florida election laws, a period of 8-15 days when voters can vote in-person at any Early Voting site in the county where they are registered to vote.

Election Board – All poll workers assigned by the Supervisor of Elections and serving as staff in a precinct on Election Day.

Elections Center- The location where training classes are held, election equipment is stored, and precinct supplies are delivered and picked up prior to Election Day.

Election Board – All Election Workers, including the Deputy, that work at a given precinct during an election.

Electronic Poll Book – Device that partially automates the process of checking in voters, assigning them the correct ballot style, and marking voters who have been issued a ballot. May be used in place of a traditional paper poll book or precinct register.

Electronic Voter Identification (EViD) – See *“Electronic Poll Book.”*

EViD Activator – The USB drive that allows an EViD unit to access the Florida Voter Registration database and check-in voters.

ExpressVote – See *“Ballot-Marking Device.”*

Florida Statutes - Enacted by the Florida Legislature, all the laws of the State of Florida, including those that establish the electoral process in Florida.

General Election – An election held on the first Tuesday after the first Monday in November in the even-numbered years for both, the purpose of filling federal, state, and county offices and for the purpose of voting on constitutional amendments not otherwise provided by law.

Inspector Tech – A Election Worker trained to check in voters using the electronic poll book, issue ballots at the ballot station and operate the tabulator.

Manager (Assistant Manager) – The person who oversees a Polling Place. Referred to as a Clerk in the Florida Statutes.

MiFi Hotspot– A mobile Wi-Fi hotspot used to establish a wireless connection between the electronic poll books at a precinct and the Supervisor of Elections data center allowing a voter’s status to be checked in real time.

Multipurpose Form – Form that combines the Florida Voter Registration Application, Declaration to Secure Assistance, Declaration to Provide Assistance and Signature Affidavit into one convenient form.

No Solicitation Zone – As dictated by Florida election law, the area within a 150’ radius from the entrance of the polling place, and within the polling room, where the solicitation of voters is illegal.

Oath of Person Entering a Challenge - Form provided to voters or poll watchers who challenge another voter’s right to vote. This form must be completed by the challenger, and the challenged voter must vote a provisional ballot.

Overvote – When a voter marks the ballot for more candidates in a contest than the number of vacancies to be filled.

Poll Watcher – Person designated by a political party, candidate, or political committee to observe the voter check-in process and the conduct of the election. All poll watchers must sign up by the deadline and must meet the requirements as provided by the Florida Statutes.

Poll Worker – Trained individual who processes voters, provides instructions on the proper use of voting equipment, and solves potential problems that voters encounter at Election Day polling sites.

Polling Place – The location and building where voting occurs in each precinct.

Polling Room – The room where voter check-in and the casting of ballots take place.

Precinct – The geographical area that designates where voters go to vote and which ballot they receive.

Precinct Register – The paper list of the names and addresses of every citizen who is registered to vote in a specific precinct.

Primary Election - The nomination of candidates of political parties as provided by Section 100.061, Florida Statutes. Held the Tuesday ten weeks prior to the general election.

Provisional Ballot – A ballot cast by an individual whose eligibility to vote cannot be determined. The validity of the provisional ballot is determined by the canvassing board provided by Section 101.048, Florida Statutes.

Results Tape – The tape that is printed on the tabulator after the polls are closed that summarizes the election results for a precinct.

Rovers – Field service technicians directed by SOE staff to polling locations to assist with technical issues.

Sample Ballot – Paper or digital examples of each precinct’s ballots that are mailed, emailed, or distributed at SOE offices that a voter can use to make informed selections prior to voting their actual ballot on Election Day.

Secrecy Sleeve – Issued by the Inspector Tech at the Ballot Station to provide privacy for the ballot.

Service Animal – A specially-trained animal performing work or tasks to assist persons with a disability. Emotional support animals are not the same as service animals according to Florida statute.

Sign Kiosk – A tri-fold information board located near the Help Desk that includes information, notices and voter instructions in English and Spanish.

Solicitors - Candidate and/or campaign supporters; petitioners; and news media. Allowed only outside the 150-foot radius of the No Solicitation Zone.

Spoiled Ballot – A ballot that has been marked in error, torn, or damaged during the election. Placed in the spoiled ballot envelope and accounted for at the end of the night on the Ballot Report Form.

Tabulator - Voting machine used in Duval County to tally votes, transmit results, and print election reports on Election Day.

Universal Primary Contest – If all candidates for an office have the same party affiliation and the winner will have no opposition in the General Election, all qualified voters, regardless of party affiliation, may vote in the Primary Election for that office.

Unscanned Ballot – A ballot that was not scanned by the tabulator at the end of the election and will be reviewed by the canvassing board.

Undervote – When a voter does not make any selections or makes fewer selections than allowed in a contest on the ballot.

Visual Aid Packing Chart – Color-coded chart identifying the location of all precinct supplies and how to pack the backs during closing procedures.

Vote-by-Mail (formerly known as absentee ballot) - A ballot that is mailed or picked up in advance of an election. Provides the voter the option to vote without having to visit an early voting site or polling place on Election Day. Requested by any registered and qualified voter.

Voter Accessibility Kit – Contains signature guides, sanitary ear and head covers, and other accessibility resources.

Voter Information Card (formerly known as Voter Registration Card) - A card mailed to each registered Florida voter listing voter's name, date of birth, precinct number, party affiliation, voter registration number, date of issue, districts representing the voter, and polling location. The card is issued for informational purposes only.

Voting Booth – A piece of equipment set-up for voters to mark their ballot in private.

Voter Registration Form – A Voter Registration Application, also known as FVRA form (Florida Voter Registration Application). This is used when a voter wishes to register to vote or to make a change to their voter registration. It is found in Section 1 of the Multipurpose Form.

Voting Pass – A ticket given to a voter at check in that authorizes them to receive a ballot.

Write-in Candidate – A candidate who is qualified to run for election by way of the voter writing the name of the candidate on the ballot.

Zero Tape – Election tape that is printed by the tabulator and verified by the Precinct Manager and the Assistant Manager or Inspector Tech before voting begins to certify that all races have a zero total.