

POLL OFFICIAL STATION INSTRUCTIONS



2016 ELECTIONS

DEKALB COUNTY, GEORGIA
REGISTRATIONS AND ELECTIONS



4380 Memorial Drive
Decatur, Georgia 30032
404-298-4020-Office
404-298-4038-Fax
www.dekalbvotes.com

TABLE OF CONTENTS

POLL OFFICIAL.....	1
STATION INSTRUCTIONS	1
<i>DEKALB COUNTY, GEORGIA.....</i>	<i>1</i>
<i>REGISTRATIONS AND ELECTIONS.....</i>	<i>1</i>
4380 MEMORIAL DRIVE.....	1
PREPARING FOR AN ELECTION.....	3
CONTACTING THE POLLING FACILITY	3
POLL OFFICIAL STAFFING	3
MONDAY SETUP (MUST BE DONE IN PUBLIC VIEW – DO NOT LOCK DOORS)	4
ELECTION MORNING ACTIVITIES.....	5
STATION INSTRUCTIONS	6
VOTER’S CERTIFICATE STATION	7
VOTER IDENTIFICATION STATION.....	8
EXPRESSPOLL STATION.....	10
<i>OPENING ON THE SIDEWALK.....</i>	<i>19</i>
<i>REQUEST FOR AUTHORIZATION TO VOTE LOG.....</i>	<i>19</i>
<i>VOTER IDENTIFICATION STATION.....</i>	<i>19</i>
<i>EXPRESSPOLL STATION.....</i>	<i>20</i>
<i>NUMBERED LISTS.....</i>	<i>20</i>
<i>VOTING BOOTHS.....</i>	<i>20</i>
PROVISIONAL/CHALLENGED BALLOT STATION	23
<i>IDR VOTER WITHOUT IDENTIFICATION.....</i>	<i>25</i>
<i>NOT IDR, VOTER WITHOUT PHOTO IDENTIFICATION.....</i>	<i>25</i>
<i>FOR SPLIT PRECINCTS.....</i>	<i>26</i>
<i>EMERGENCY BALLOT.....</i>	<i>27</i>
<i>SPOILED PROVISIONAL BALLOT PROCEDURE</i>	<i>28</i>
CLOSEOUT PROCEDURES.....	30
EXPRESSPOLL CLOSEOUT	30
DRE RECAP	32
PROVISIONAL RECAP.....	33
<i>Rejected Certificates.....</i>	<i>34</i>
<i>Poll Official Oaths.....</i>	<i>34</i>
<i>Change of Address Card/Registration Applications</i>	<i>34</i>
FINAL PREPARATIONS FOR DEPARTURE	35

INTRODUCTION

THE INSTRUCTIONS CONTAINED IN THESE PROCEDURES, ALONG WITH THE POLL OFFICIAL'S MANUAL, ARE INTENDED TO PROVIDE POLL OFFICIALS WITH THE INFORMATION NECESSARY TO CONDUCT AN EFFICIENT, ORDERLY PRIMARY OR ELECTION. THEY ARE BASED ON GEORGIA ELECTION CODE RULES AND MAY BE SUPPLEMENTED OR SUPERSEDED BY SPECIAL INSTRUCTIONS FROM THE ELECTION SUPERVISOR.

Note: Forms and form numbers are subject to change because of legislative updates. Refer to training materials or Election Updates for actual forms to be used for any particular election.

PREPARING FOR AN ELECTION

The Poll Manager is primarily responsible for ensuring that all preparations are made for conducting an Election at the assigned poll. While each of the Poll Officials is responsible for arranging and satisfactorily completing training as specified by the Elections Superintendent, the Manager must notify the clerks of available training and assure that all officials meet the qualifications as outlined in the Poll Official Manual before being sworn in on Election Day. The manager is also responsible for contacting the polling facility to arrange entrance on the Monday before each election and on Election Day. This should be done as soon as possible after the management assignments are made.

The following checklist is designed to aid the manager and assistants in completing the necessary preparations for an election:

Contacting the Polling Facility

- Notify the polling facility of the election date as soon as possible after receiving appointment letter.
- Arrange a time to set up on Monday before the Election
- Arrange a time to enter the poll on Election Day
- Get the home or cell contact number of person who will let you in the poll on Election Day**
- If a new poll or room in the poll, arrange visit to the poll to plan layout of stations
- Notify the R&E office of any special needs for site

Poll Official Staffing

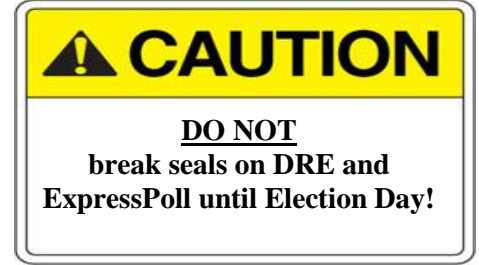
- Contact Assistant Managers to confirm availability
- Contact clerks to notify of election and available training
- Coordinate training with assistant managers and ExpressPoll Clerks
- Contact VR&Es Office with requested training dates for staff
- Attend training as scheduled
- Contact staff to confirm training attendance
- Hire additional clerks if needed
- Contact VR&Es Office for poll official candidates if needed
- Notify Elections office if assistants are unavailable to work
- Contact area manager to get cell number
- Inform assistants and clerks of setup time on Monday before election
- Arrange for follow-up training if needed
- Plan station assignments, breaks, etc.
- Review poll procedures
- Notify officials of arrival time for Election morning
- Vote absentee if not working at assigned voting poll

Sunday Supplies

- Pick up supplies at designated time on Sunday before the Election
- Check Sunday supplies against supply list
- Contact Warehouse if any shortages
- Verify label, serial, and seal number on ExpressPoll Case against ExpressPoll Recap
- Verify Electors List (paper) for correct precinct
- Verify provisional ballots for correct precinct and for correct split precincts (where applicable)
- Read procedures in Emergency Envelope**

Monday Setup (must be done in public view – DO NOT LOCK DOORS)

- Check precinct name on all supply boxes and DRE Machines
- Check DRE and ExpressPoll serial and seal numbers against the recaps. Check your security tape to see if it has been tampered with. If numbers do not agree and/or the security tape has been broken contact Elections office.
- Assemble DRE Machines (**place on tables if applicable**)
- String chain lock through legs and lock units
- Plug DRE Machines into power source for overnight charging
- Check supplies against supply list (VRE-CL2-11)
- Handicap accessible entrance sign, if required



Place the following in the poll outside the enclosed space (but inside the room)

- 1 Large Instruction for Voting – VI-DRE-05L
- 1 Small Instruction for Voting – VI-DRE-05S
- 1 Card of Instructions – CI-05
- 1 Notice of Penalties – NP-10
- Precinct Map
- 2 copies of each sample ballot (Posted at Voter Certificate Station)
- No Smoking Sign– VRE-S2-03
- 1 No Cell Phone Sign– VRE-S1-03
- 2 No Campaigning – RWS-95
- 1 GA Voting Instruction Poster – GVIP-10
- 2 Age 75 or Older sign – 75-89
- 1 Prohibition Notice – PN-05
- Workmen Compensation – WC-P3 7/2001 (in workers area)
- Sample Voter Certificate (Posted on the Voter Certificate Station Table)
- Notice to Voters-VN-04 (ExpressPoll Station)

The following will be posted in the poll inside the enclosed space

- Small Instructions for Voting – VI-DRE-05L (one posted inside each DRE unit)
- Notice to Voters-VN-04 (one posted inside each DRE unit)
- 1 Required ID Poster- ID-L-05
- 1 No Cell Phone Sign– VRE-S1-03
- 1 Prohibition Notice – PN-05

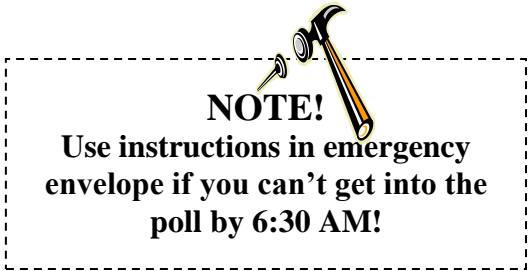
- Post “Vote Here” signs (VRE-S3-03) with arrows within polling facility as appropriate to direct voters to room
- Arrange tables and chairs for stations
- Inform officials of station assignments, schedule and duties
- Post signs for each station as detailed in station instructions
- Remind staff of tomorrow’s arrival time
- Take all Sunday supplies, including the ExpressPoll case, with Manager when leaving the poll

It is imperative that as much setup as possible be performed on Monday to allow concentration on setup of DRE and ExpressPoll units on Election morning. The Area Manager and VR&E Office must be notified if for some reason the poll setup cannot be done on Monday.

ELECTION MORNING ACTIVITIES

All election officials must arrive at the poll by 5:55 AM. on Election morning. Upon arrival the Manager must call the Area Manager to confirm their arrival. If the poll is not accessible by at least 6:30 AM, begin process to open on the sidewalk. Immediately notify the elections office and the Area Manager. The first priority after administering the oaths will be opening of the DRE Machines and ExpressPoll units. All activities must be performed in public view.

- Notify the Area Manager that you and your staff have arrived at your assigned polling location **by 5:55 AM**
- Provide the Area Manager with an emergency Cell Phone number
- Assistant Manager executes oath for Manager (MANAGER OATH-10)
- Manager executes oath for assistants (MANAGER OATH-10) and clerks (CLERK OATH-99)
- All officials sign oaths
- Use the DRE Opening Instruction Card (OC-AI-06-2) to open all of the DRE units
- Attach Voter With Disability (VWD) kit to chosen DRE unit
- Verify battery status on each DRE unit
- Use the ExpressPoll Opening Instruction Card (OC-EXP-08) to open ExpressPoll units
- Verify that units are synchronized (same date and time and arrows are flashing ↑↓ - “up/down” on bottom of **both** screens)
- Post outside the precinct at least 2 Handicapped Parking signs if no permanent Handicapped Parking
- Post outside the precinct 1 Handicapped entrance sign if no permanent Handicapped Entrance sign
- Complete the setup of the remaining stations according to the Station Instructions
- Assemble Provisional Voting Booth
- Place all oaths in **CLEAR POUCH**
- Complete name tags including name and position and place visibly on clothing
- All officials check and sign payroll sheet (make changes as needed) (VRE-FL1-03)
- Survey the poll to ensure everything in place and ready
- Contact your Area Manager again when you have completed opening activities and are ready to open**
- Poll officials take station posts to be ready to begin promptly at 7:00 AM.
- Promptly at 7:00 AM, the Manager must audibly declare the poll open.



STATION INSTRUCTIONS

After the Manager declares the poll open at 7:00 AM, the voters will be allowed to begin the voting process. The stations of the poll are:

1. The Voter Certificate Station – The location where the voter certifies that he/she is a registered voter in Dekalb County, qualified to vote in this election.
2. The Identification Station– The location where the voter’s identification is verified.
3. The ExpressPoll Station- The voter’s eligibility is determined at the touch screen unit (ExpressPoll unit) and the elector is given voting credit, issued a voter access card, and added to the Numbered List of Voters.
4. The Voting Booth Station – The touch screen units where the voter electronically casts his/her ballot.
5. The Card Recovery Station – The location where the voter returns the voter access card after casting his/her ballot.
6. Provisional Station – The location where provisional ballots are cast.

When voters enter the polling place, they go directly to the Voter Certificate station to complete the certificate. After the voter completes the certificate, he/she proceeds to the Identification/ExpressPoll Station where he/she must present identification in accordance with Georgia Election Code. The voter then proceeds to an ExpressPoll clerk to be marked as having voted and to be issued a voter card that gives access to the voting booth. Only voters whose names appear on the precinct’s Electors List may cast an electronic vote in the poll. A voter whose name is on the ExpressPoll Elector’s list is electronically added to the Numbered List of Voters. A voter whose name is on the Supplemental Elector’s list or who has a Letter of Eligibility is manually added to the paper numbered list. The voter’s certificate is placed in a binder. Within the binders, the voter’s certificate should be placed in the order that the voters’ come into the polls to vote. After casting the electronic ballot on the Direct Recording Electronic (DRE) voting Machine, the voter returns the voted card to the recovery station before exiting the poll.

Detailed instructions for each station follow.

VOTER'S CERTIFICATE STATION

Voter's certificates are completed under oath. Once they are processed and bound in the binders they are the official list of voters for that precinct for the election. They become evidence in voting contests and therefore, it is necessary for the voter to complete all information on the portion above the line unless they are receiving assistance in voting. If a voter requires assistance, the section on assistance and the back of the certificate must be completed. One certificate will be used for the special election.

A. Setup - Monday

- Post the date and large sample Voter Certificate signs on the wall behind the table or on the table.
- Place ID notice on table
- Post 2 copies of each sample ballot

B. Setup – Election Morning

- Place the Voter Certificates pads on the table.
- Place pens on the table. Remove tops from pens to discourage voters from taking pens.

C. The voter is to complete the voter certificate. DO NOT WRITE ANYTHING ON THE CERTIFICATE AT THIS POINT, THIS INCLUDES THE DATE. The voter is to print his or her name as registered; however, the signature may be different from the printed name. (EX. John Henry Smith, Jr., signed J. H. Smith, Jr.)

D. The voter is to complete the voter's certificate with:

- a. Dekalb County
- b. Date and/or Type of Election
- c. Party Choice – Democratic or Republican (if left blank, please explain to the voter what he/she is eligible to vote on as a Nonpartisan voter – if applicable) (*only during a Primary Election*)
- d. Legibly Printed Name
- e. Current Address: City, State and Zip Code
- f. Signature
- g. Elector's date of birth. (Voter may vote without completing entire date of birth)

E. A voter who uses the Visually Impaired Ballot Station (VIBS or VWD kit) is not considered to be assisted. If a voter requires assistance in completing the certificate, but is able to cast a ballot without assistance (for instance, with VWD kit), the voter is not considered to have been assisted for voting purposes. In this case, a poll official should complete the certificate for the voter, indicate the reason for assistance and sign in the space indicated "Signature of Poll Officer". The voter may sign the certificate if able to do so. If the voter requires assistance to cast a ballot, the information on the front and back relating to assistance must be completed before the voter is allowed to proceed to vote.

F. Voter proceeds to the Identification Station.

G. Station Closing

- Remove the date and sample voter's certificate signs and ballots and discard.
- Remove ID notice and place in Supply Box
- Place pens and unused certificates in the supply box.

VOTER IDENTIFICATION STATION

The clerk at this station will check the legibility and completeness of the Voter's Certificate and the validity of the identification of the voter.

A. Setup-Monday

- Post the large yellow "ID Required to Vote" sign on the wall directly behind the station or on the table. Make sure the sign is clearly visible to all voters at this station.

B. Setup- Election Morning

- Place ink pens at the table.

Ask the voter for the Voter's Certificate.

- Review the certificate for completeness and legibility.
- If printed name is not legible, print the name in the bottom section of the certificate under the double line.

C. Ask the voter for one of the 6 forms of photo identification required to vote.

1. A Georgia driver's license which was properly issued by the appropriate state agency (may be expired)
2. A valid state or federal government issued photo ID, including one issued by the Department of Driver Services or your county registrar's office
3. A valid United States passport
4. A valid employee identification containing a photograph issued by any branch, department, agency or entity of the United State government, any state, county, municipality, board or authority
5. A valid United States military identification card with a photograph
6. A valid tribal identification card with photograph.

Georgia State Colleges and Universities

Abraham Baldwin Agricultural College
Albany State University
Armstrong Atlantic State University
Atlanta Metropolitan College
Bainbridge College
Clayton State University
Coastal Georgia Community College
Columbus State University
Dalton State College
Darton College
East Georgia College
Fort Valley State University
Gainesville State College
Georgia College & State University
Georgia Gwinnett College
Georgia Highlands College
Georgia Institute of Technology
Georgia Perimeter College

Georgia Regents University (formerly Augusta State)
Georgia Southern University
Georgia Southwestern State University
Georgia State University
Gordon College
Kennesaw State University
Macon State College
Medical College of Georgia
Middle Georgia College
North Georgia College & State University
Savannah State University
Skidaway Institute of Oceanography
Southern Polytechnic State University
South Georgia College
University of Georgia
University of West Georgia
Valdosta State University
Waycross College

Georgia Technical Colleges

Albany Technical College
Altamaha Technical College
Appalachian Technical College
Athens Technical College
Atlanta Technical College
Augusta Technical College
Central GA Technical College
Chattahoochee Technical College
Columbus Technical College
Coosa Valley Technical College
DeKalb Technical College
East Central Technical College
Flint River Technical College
Griffin Technical College
Gwinnett Technical College
Heart of GA Technical College

Lanier Technical College
Middle GA Technical College
Moultrie Technical College
North GA Technical College
North Metro Technical College
Northwestern Technical College
Ogeechee Technical College
Okefenokee Technical College
Sandersville Technical College
Savannah Technical College
South GA Technical College
Southeastern Technical College
Southwest GA Technical College
West Central Technical College
Swainsboro Technical College
West GA Technical College
Valdosta Technical College

- a. If provided,
 - i. Verify the identity of the voter against the information provided on the voter's certificate. Make sure that the ID is valid where appropriate.
 - ii. **Initial the voter's certificate on the line next to the type of identification that the voter used.**
 - iii. Give the certificate and GA Drivers License (if applicable) to the ExpressPoll clerk
- b. If voter does not have required identification, refer the voter to a manager for handling.

EXPRESSPOLL STATION

The ExpressPoll Clerk at this station will indicate voting history by marking the voter in the ExpressPoll database. As the voter card is created, the voter is given credit and added to the electronic Numbered List. Since each ExpressPoll unit has all citizens eligible to vote in the precinct, there is no reason to divide the lines alphabetically. The voter will go to the next available unit.

A. Setup- Monday

- Count the Voter Access cards to verify 50 cards
- Place Numbered List forms at station for Supplemental Voters.

B. Setup – Election Morning

- Connect the power strip to a power source and turn it on. Use night light to verify power.
- Use the ExpressPoll opening instructions to prepare the unit for the election.
- Place the Voter access cards on the table in such a way that is secure
- Place the Supplemental List on the table.
- Place the ExpressPoll Shortcuts on the table.
- Place Registration Cards/Change Cards on table to be completed for Voters with changes of address or name. Have ink pens available for Voters to use to complete this form.
- Complete the header information on the Numbered List.
 - Type of Voters
 - Page number
 - Type of Election
 - Date
 - Precinct Name (not ballot code)
 - County
- Place the Voter Access Cards on the table in such a way that is secure
- Assemble the binders for the Voter’s Certificates and complete the cover information.
 - County, precinct name, and date.
 - Designate the type of election in the space before “Election”
 - Put 100 voter’s certificates in each binder
 - Number the binder as new ones are started



C. Receive the Voter’s Certificate and GA Driver’s License from the ID clerk. Verify that the type of ID has been indicated and the clerk has initialed in the appropriate place.

D. Look for the name on the Electors List of the ExpressPoll. Locate Voter on the electors list by: Scanning the barcode on the back of the voters’ driver’s licenses. If scan comes up with “No Voter Record Found”, touch the ok button. Proceed in typing in the Voter’s name. Type in either partial or the entire last name and the first initial or the entire first name until the voter’s name appears. The Voter must print his/her name as it appears on the Electors List, but the signature may be different.

Searching For Voters Using the Barcode Scanner:

Find Voters 205

A person can be found in the electors list in one of two ways

- Barcode Search Method - Using the attached barcode reader, scan the available barcode found on the back of the person's drivers license (if presented).
 - If the person's drivers license number is connected to a record in the electors list that record will be shown by ExpressPoll.
 - If the person's drivers license number is NOT connected to a record in the electors list or it matches multiple records, an error message will be shown. Touch "OK" to return to the main search screen. Use the Standard search method to verify if they are contained in the electors list.
- Standard Search Method - Type in the person's last name (if necessary, first name and birth date)

Last Name Middle Init.

First Name Birth Date

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' " back space

Z X C V B N M space clear

Searching PRECINCT
Touch for COUNTY search

Clear Return to Main

BT:?? AC:Online Voters Marked:0 5/17/2010 2:01:55 PM



When searching for a voter using the Barcode Scanner, make sure the scanner is on the stand. Hold the drivers license barcode underneath the scanner. (See picture above) The Voter's information should immediately appear.

Do not lift scanner from stand!

Searching For Voters Within Precinct:

Find Voters 205

Name	Address	Birth Date	Statu	IDR	Issued
ACOSTA PAMELA D	1905 KAREN CIR Apt B MILLEDGEVILLE 31061-223	02/27/1963	A		
ADAMS LAVINIA	1718 CARDINAL RD MILLEDGEVILLE 31061-240	07/25/1932	A		
ADAMS MARK O	1904 KAREN CIR Apt B MILLEDGEVILLE 31061-223	04/03/1959	A		
AHMED YASSIR MOHMED	2427 GRANDVIEW DR Apt-A	12/27/1978	A		
AKINS MECHANN	2432 RIVER RIDGE RD MILLEDGEVILLE 31061-870	03/10/1970	A		

Last Name Middle Init.

First Name Birth Date

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' " back space

Z X C V B N M space clear

Searching PRECINCT
Touch for COUNTY search

Clear Return to Main

When this screen appears, you are searching within PRECINCT

When searching for a Voter within your precinct, make sure the search button is set to Searching Precinct Touch for COUNTY search (See picture above)

Searching For Voters Within County:

Find Voters 205

Name	Address	Birth Date	Statu	IDR	Issued
AAB DANNY J	211 E THOMAS ST Apt #12 MILLEDGEVILLE 31061-293	02/22/1975	I		
AARON DONALD JAMES	300 W LAKEVIEW DR MILLEDGEVILLE 31061-906	07/06/1957	I		
ABBEY LISA C	165 FRAZIER DR MILLEDGEVILLE 31061-482	02/21/1961	A		
ABBEY TIMOTHY G	165 FRAZIER DR MILLEDGEVILLE 31061-482	10/29/1957	A		
ABBOTT CHRISTAGAIL	164 IVEY WEAVER RD MILLEDGEVILLE 31061-870	05/22/1978	A		

Last Name Middle Init.

First Name Birth Date

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' " back space

Z X C V B N M space clear

Searching COUNTY
Touch for STATE search

Clear Return to Main

When this screen appears, you are searching within COUNTY

When searching for a voter within your COUNTY, make sure the search button is set to Searching COUNTY Touch for STATE search (See picture above)

Searching For Voters Within State:

Find Voters					
Name	Address	Birth Date	Statu	IDR	Issued
A'MOR LORI ANNETTE	2106B YOUNG ST COLUMBUS 31906-1426	06/06/1963	A		
A-PATTERSON QUINTESSENCE	4120 N LAUREL GROVE RD DOUGLASVILLE 30135-744	07/26/1976	A		
A-RASHEED NATHANIEL	3544 COLLEGE ST Apt:3 COLLEGE PARK 30337-261	03/18/1954	A		
AAB DANNY J	211 E THOMAS ST Apt.#12 MILLEDGEVILLE 31061-293	02/22/1975	I		
AAB DAVID J	1217 BAY ST Apt:225A TYBEE ISLAND 31328-9789	11/19/1957	A		

Last Name: Middle Init:

First Name: Birth Date:

1 2 3 4 5 6 7 8 9 0 .

Q W E R T Y U I O P -

A S D F G H J K L ' back space

Z X C V B N M space clear

Searching STATE
Touch for
PRECINCT search

Clear Return to Main

When this screen appears, you are searching within STATE

When searching for a Statewide search, make sure the search button is set to Searching State Touch for PRECINCT search. (See picture above)

- a. If "Issued" field is blank and status is A or I:
 - i. Select the name by touching on the line with the stylus.
 - ii. Verify name, birthday, and address on the Detail Screen to ensure that the correct voter has been selected. If address different and in Dekalb, have Voter complete Registration card in ink, legibly, and signed. If out of County, inquire as to when the Voter moved. If before the cut off, refer to manager.
 - iii. If name is different, have Voter correct the Certificate to match
 - iv. Touch "Forward to Create Voter Card" button
 - v. Designate special VWD ballot, if required
 1. Place checkmark by touching box next to
 - a. "VWD with Ballot Display"

(For Primary Elections):
Touch the party choice – Democratic, Republican or Nonpartisan

 - vi. Touch "Create Voter Card" button
 - vii. Insert Voter Access card into card slot.
 - viii. Remove Voter Access card when prompted to do so.
 - ix. Give Voter the Access card and direct Voter to the voting booths
 - x. Initial the Voter Certificate on line labeled, "Name or Initial of Poll Officer"
 - xi. Place the Voter's Certificate in order in the binder.
 - xii. Place a maximum of 100 certificates in each binder.
- b. If the Voter's name is on the Electors List and is marked "AB Voter" in the Issued column (indicating that the Voter requested an absentee ballot), ask the Voter if he/she has the ballot with him/her.
 - i. If voter has ballot:
 1. Spoil ballot
 2. Change the Issued status of the Voter (See ExpressPoll Shortcuts, Removing Absentee Credit).
 3. Issue voter an access card using process in step "a" above
 - ii. If Voter does not have the absentee ballot, refer Voter to manager.
- c. If voter's name is not on the Electors List, check the Supplemental List.
 - iii. If voter's name is on the Supplemental List,
 1. Mark (X) the proper column to give the voter credit for voting
 2. Issue a Voter access card (See ExpressPoll Shortcuts, Voter on Supplemental List)

3. Add the voter's name on the Numbered List
- iv. If Voter has Eligibility Letter,
 1. Add the Voter to the Supplemental List with name, address, DOB, and mark (X) in the proper column to give the voter credit for voting.
 2. Add the Voter's name on the Numbered List
 3. Issue a voter access card (See ExpressPoll Shortcuts, Voter on Supplemental List)
- v. If Voter's name is not on the Supplemental List or voter does not have a Letter of Eligibility, look for voter on State List.
 1. If Voter is on the State List at another precinct, inform the Voter that he/she must go to that Precinct to vote.
 2. If Voter is not on State List, refer the voter to the manager
- d. If Voter's name is on the Electors List and is marked "X" in the Status column (indicating that the Voter is a Challenged Voter), ask the Voter if he/she has a Voters Eligibility Letter from the VR&E office.
 1. If the voter **DOES** have a Voters Eligibility Letter:
 - i. You will be unable to mark the voter on the ExpressPoll electors list.
 - ii. Add the voter to the supplemental electors list and number list of voters
 - iii. Use encoder option on the ExpressPoll unit to create the Voter Card.
 2. If the voter **DOES NOT** have a Voters Eligibility Letter:
 - i. Voter must cast a Provisional/Challenged Ballot using all of the procedures from the type PR Provisional ballot with the following exceptions:
 1. Do not mark the envelope as PR. Instead mark "Challenged – Citizenship" on the outside of the Salmon Envelope
 2. Mark "Challenged – Citizenship" on the back of the Voter's Certificate in the Provisional Section
 3. Do not give the Voter the 3x5 information card
 4. Enter the Voter's name on the Provisional/Challenged Number List of Voters
 5. Place the Certificate in Provisional/Challenged Binder
 6. Give copy of the two-sided letter instructing Voter on how to validate their eligibility
 7. Account for the Ballot on the Provisional Recap using the normal process
- e. If Voter's name is on the Electors List and is marked "V" in the Status column (indicating that the voter was not verified by Election Day) check to make sure the voter has provided proper identification.
 1. If the Voter **DOES** have proper Identification, the Voter CAN cast a Ballot on the DRE Machine in the same manner as a Voter with a status of "A" or "I".
 2. If the Voter **DOES NOT** have proper Identification, the Voter must vote via a Paper Provisional/Challenged Ballot and must be provided with a Provisional ID Notice Information Sheet.
- f. **FOR SPLIT PRECINCTS:**
 - i. If Voter's name is not on the Electors List, check the Supplemental List. If on Supplemental List
 1. Use Encoder Option
 - a. Select "Return to Main"
 - b. Select "Electors List"
 - c. Select "Encoder Option"
 - d. Enter password and touch "OK"
 - e. Select "Forward to Create Voter Card"

- f. Select ballot code (District Combo) on the left of the screen. (NOTE: To retrieve the ballot code, go to the supplemental list, and look under the “DC” column for the ballot code next to the voter’s name.).
 - g. **(For Primary Elections):**
Touch the party choice – Democratic, Republican or Nonpartisan
 - h. Select “Create Voter Card”
 - i. Insert card into card slot on base of unit
 - j. Remove card when prompted
 - k. Mark an “X” under the appropriate column on supplemental list next to Voter name to give Voter credit for voting (NOTE: For Runoff Elections mark an “X” in “RO” column.)
 - l. Add Voter name to appropriate paper numbered list
- ii. If Voter has Eligibility Letter,
 1. Use Encoder Option
 - a. Select “Return to Main”
 - b. Select “Electors List”
 - c. Select “Encoder Option”
 - d. Enter password and touch “OK”
 - e. Select “Forward to Create Voter Card”
 - f. Select ballot code (District Combo) on the left of the screen. (NOTE: To retrieve ballot code, go to Eligibility Letter and locate District Combo code)
 - g. Select “Create Voter Card”
 - h. Insert card into card slot on base of unit
 - i. Remove card when prompted
 - j. Add Voter to Supplemental List with name, address, DOB, and mark an “X” in the appropriate column to give Voter credit for voting (NOTE: For Runoff Elections mark an “X” in “RO” column.)
 - k. Add Voter name to the paper numbered list

An example of the screen for a Split Poll is pictured below. The ballot codes are under Ballot Precinct on left of screen.

The screenshot shows a screen titled "Select Ballot" with a page number "310" in the top right corner. Below the title is a text box with instructions: "To create a voter access card select the ballot combination and party from the tables below, if necessary. Then touch 'Create Voter Card' button." Below this are three checkboxes: "VWD with Ballot Display", "Magnify Ballot", and "Hide Ballot". The main content consists of two side-by-side tables. The left table is titled "SELECT BALLOT PRECINCT" and lists four options: "214-CH2", "216-CH3", "218-CH4", and "223-CH1". The right table is titled "SELECT BALLOT PARTY" and lists two options: "Republican" and "Democratic". At the bottom of the screen are two buttons: "Create Voter Card" and "Cancel Return to Electors List". An arrow from the text above points to the "214-CH2" option in the left table.

SELECT BALLOT PRECINCT	SELECT BALLOT PARTY
214-CH2	Republican
216-CH3	Democratic
218-CH4	
223-CH1	

E. Station Closing

- Close the ExpressPoll units using the separately provided Closing Instructions.
- Place the styli in the pouch in the precinct binder
- Count Applications, place completed Registration Cards in Precinct Bag.
- Check the header information on each page of the Numbered Lists. Complete the numbering of the pages.
- Record the total number of Voters on Line “E-Closing” of the ExpressPoll Recap Sheet.
- Place all copies of Numbered Lists in the Clear Pouch. Verify that all information is noted on the front cover of the Voter’s Certificate Binders.
- Count the Voter’s Certificates. Enter the totals on Section C, Line 4 on the DRE Recap form.
- Place the **Voter’s Certificate Binders in Precinct Bag**
- Place all unused Registration Cards, Numbered Lists, Binders, pens and any other supplies in the Supply box.
- Count the Voter Access Cards and place the cards in the cardboard box to be returned to check in. Make a manager’s note if any are missing.
- Place the paper Electors List in the Precinct bag

Place the Supplemental List, Affidavits, and Deceased List in the Clear Pouch.

VOTING BOOTHS STATION

The direct recording electronic (DRE) units should be arranged so that the poll officials will be able to view all of the screens when a Voter is not in the booth. There should be a 6 foot perimeter around the DRE Machines that allows only Voter and poll officials to approach the units

A. Setup – Monday

- Set DRE Machine (place on tables if applicable)
- During setup, provide power to the units in a daisy chain fashion, making certain **not to connect over 6 units in the chain.**
- Verify serial and seal numbers for each unit against the recap sheets
- Place security chain through handles or legs and lock, if applicable.

B. Setup – Election Morning

- Check seal and serial numbers
- Inspect seals for tampering. If so, do not use unit and call elections office. Use any units not tampered with.
- Break the seals and perform the opening as detailed in the “Open the Poll Instructions”
- Remove cables locks and arrange units for voters
- Install the Voter With Disability (VWD) kit on any unit.
 - Open the side security door
 - Plug the headphone jack into the audio plug
 - Plug the keypad into the keypad jack. Tightening screws if applicable
 - Place the keypad and headphone behind raised touch screen until needed
- Print zero reports
 - Check that reports for all machines are zero
 - Sign all zero reports (each report must have 3 signatures or initials – manager and 2 assistant managers). Roll zero reports up and place in printer compartment. Do not tear.
- Complete setting up all DRE Machines for voting
 - Close and lock all printer and security doors
 - Secure side panels
 - Secure keys
 - Raise screens as required to prevent glare (**do not pull too high**)
 - Have stylus available for voters who would like to use them

C. Direct the Voters to available booths and to insert the card into the slot and push until it clicks.

D. Remind the Voters that you will help them to get started if they would like.

E. Remind the Voters to touch “Cast Ballot” when they are ready to vote their ballots.

F. Instruct the Voters to take their cards to the Card Recovery Station when completed.

G. For Voters who will use the Voter With Disability (VWD) kit, escort them to the unit (remember the voter access card must be coded for VWD to allow this process):

- a. Escort the Voter to the DRE with the VWD kit
- b. Allow the Voter to sit down if desired
- c. Ask the sighted Voter if he/she would like to see the screen as he/she votes. If so, leave the screen in the normal voting position. If not, lower the screen to the flat position.
- d. Have the Voter position the headphones. Inform the Voter there is a volume control. Offer assistance if it seems that the voter needs it.
- e. Give the Voter the keypad and allow him/her to position it for comfort.
- f. Ask the Voter to let you know when he/she is ready to start. When is ready, insert the card into the reader.
- g. When the audio starts, retire from the booth.
- h. When the Voter has finished voting, remove the card from the reader.



- i. If requested, assist the Voter to remove the headphones.
 - j. Raise the touch screen to the normal voting position.
 - k. Place the headphones and keypad behind the screen.
 - l. Allow the Voter to turn in the card at the Recovery Station or do so for the Voter.
- H.** If Voter leaves booth without touching “Cast Ballot”, ask the Voter to go back and complete the voting. If Voter has already left the poll or you cannot determine which Voter left the booth, notify the Manager or Assistant Manager to cancel the ballot. **DO NOT CAST THE BALLOT IF A VOTER LEFT THE POLL WITHOUT TOUCHING CAST BALLOT.**
- I.** If Voter has cast the ballot but leaves the card in the booth, ask the Voter to go back and get the card. If the Voter has already left the poll or you cannot determine which Voter left the card, take the card to the Recovery Station.
- J.** Constantly observe the unoccupied units to ensure that the proper screen is displayed and the card reader light is green, indicating that there is no card in the reader.
- K.** Observe empty booths to ensure that the unit is being electrically powered instead of battery powered. A green power box indicates electrical charging as opposed to a yellow box that indicates the unit is being powered by battery backup. If the indicator is yellow, notify a manager.
- L.** Constantly observe occupied booths to determine if Voter seems to need help and to ensure Voter is not tampering with Machine. **Do not look over Voter’s shoulder at screen.**
- M.** Inspect the units hourly to determine that:
- a. The Machines are operating properly and powered
 - b. There is no trash or campaign material left in the booth
 - c. The Machines have not been defaced or damaged

Remove any trash or campaign literature. Refer all other situations to the managers.

N. Periodically ensure that the sum of the counts equals the total on the Numbered Lists.

O. Station Closing

- Record the closing count number for each unit in Section A on the DRE Recap
- Perform the closing process as detailed in the Closing procedures
- After all reports have been run, memory cards removed, and units powered off, remove the power cords and place in the supply box
- Remove the VWD Kit and store in the Supply box
- Lower the touch screen
- Close and secure the privacy panels
- Close and lock the printer covers and security doors
- Place the key in the plastic bag with the encoders and supervisor card
- Close the unit and secure the latches
- Place a blue seal on each unit and record the seal number in the appropriate space on the DRE Recap form
- Disassemble and store the legs. Make sure all legs are locked
- Place the Machines in secure location for storage until pickup. Place Security cables through handles, and place locks
- Remove all extension cords and power strips and place in supply box
- Remove night light from power receptacle and place in storage box or place in DRE power plugs.

CARD RECOVERY STATION

The poll official at this station must be vigilant to ensure that all of the voter access cards are returned before the voter leaves the polling place. This station **must be attended** at all times while the poll is open. It is unacceptable to have a box or basket for the voters to drop the cards in.

A. Setup – Election Morning

- This station should be placed at the exit of the enclosed space in such a position that voters cannot exit the space without passing it.
- Place the empty Voter Access Card cardboard box and the voter stickers at station.
- A chair may be placed for the Clerk to sit while attending this station.

B. Ask Voter for the Voter Access card as they approach the station. If Voter does not have the Card, refer the Voter back to the Voting Booth Station to retrieve the Card.

C. After receiving card, give Voter a sticker. Voter must leave enclosed space when voting is completed unless he/she is assisting another Voter.

D. Place the Recovered cards in the cardboard box.

E. Have another poll official return the recovered cards to the ExpressPoll station as needed.

F. Station Closing

- Gather and count all voter access cards to verify 50 cards
- Place the cards in the cardboard box to be returned to check-in. Do **not** seal box.
- Place remaining stickers in the supply box

MANAGER/ASSISTANT MANAGER PROCESS

OPENING ON THE SIDEWALK

If you are unable to enter your polling place by 7:00 AM, voting should begin on the outside of the poll. To do so, use the optical scan ballots issued for provisional voting and the provisional voter's certificates and provisional numbered lists in the precinct bag to allow voting in the provisional voting booth. **Do not leave any of these items or the ExpressPoll case in the polling place on Monday after setup.** The process to be used for voters registered in the precinct is as follows:

- Assemble the Provisional Voting Booth outside of the polling place.
- Have the Voter complete the front and top portion of the back side of the Voter Certificate (VC-C&M-GE-14). Check for ID as normal
- Use the paper Electors List in the Emergency Envelope.
- Locate voter on paper Electors List.
 - a. Place Voter's name on the Provisional Numbered List of Voters
- Remove the numbered strip from the next optical scan ballot.
- Record the number on the Voter's Certificate in the space for the ballot stub number.
- Give the Voter the ballot and the white inner envelope and a completed salmon outer envelope. Place a notation on the outer envelope that this is an Emergency Ballot.
- Direct the voter to retire to the Provisional Booth to vote. Instruct the Voter to place the ballot inside the sealed white inner envelope when he/she completes the voting and place the white envelope inside the sealed salmon outer envelope.
- Place the Voter's name on the Provisional Numbered List with notation that this was an emergency ballot.
- Let the Voter drop the sealed salmon envelope into the sealed Provisional Ballot bag that should be kept in a secure place.
- At closeout, put note on Provisional Recap to explain the number of votes that were cast for emergency reasons.

After the poll is open and voting begins on the DRE Machines, the manager must place an entry in the Manager's log stating how many ballots were cast using this process and the time the poll opened for normal voting. The manager should have notified the Area Manager and VR&Es Office at least by 6:30 if the polling place is not open, but if that had not been done, the assigned Area Manager and the VR&Es office must be notified at once.

REQUEST FOR AUTHORIZATION TO VOTE LOG

The Request for Authorization Log (VRE-FL16-10) is used to document calls to the VR&Es Office for voter verification. Use the disposition section to record the information provided. **At close out, place the completed Request Log in Clear Pouch.**

VOTER IDENTIFICATION STATION

If a voter does not have one of the 6 forms of photo identification a manager, must check the Electors List on the ExpressPoll to see if the Voter is designated as "IDR".

- If the Voter is IDR, ask for one of the additional forms of ID (a current utility bill, bank statement, government check, paycheck, or other government document showing name and address).
 - o If the Voter provides the appropriate ID, mark the voter on the Elector's List and the type of ID shown. Allow this person to vote on the DRE.

- If the voter cannot provide the appropriate form of ID, he/she must cast a type IR Provisional ballot. Casting of a provisional ballot in this instance does not require authorization from the VR&Es Office. Do not give voting credit on the Elector's list to a voter who is IDR and does not have ID.
- If the voter is NOT IDR,
 - He/she must cast type PI provisional ballot. Casting of a provisional ballot in this instance does not require authorization from the VR&Es Office. Do not give voting credit on the Elector's list to a voter who does not have one of the 6 forms of Photo Identification.

EXPRESSPOLL STATION

ELECTOR'S NAME NOT ON ELECTORS, SUPPLEMENTAL, OR STATE LIST, AND DOES NOT HAVE AN ELIGIBILITY LETTER/AUTHORIZATION TO VOTE FORM: A voter whose name does not appear on the Electors List, the Supplemental List, State Electors List, and does not have a letter from the R& E office.

A. May cast a provisional ballot, type PR. Refer to the section on Provisional Voting.

VOTER WHO IS LISTED IN ANOTHER COUNTY OR STATE: Voter is not eligible to vote. If the voter insists that the registration data shown on the Elector's list is incorrect, allow the voter to cast type PR provisional ballot.

VOTER MARKED AS "AB VOTER": This indicates that the voter has requested an absentee ballot. If the voter does not have the ballot with him/her, contact the VR&Es Office for authorization for the voter. Complete the affidavit if directed by VR& Elections Office. To remove the "AB Voter" status either because the voter has the ballot or the VR&Es authorizes the voter, use the following steps as shown in ExpressPoll Shortcuts, Removing Absentee Credit:

- Touch the Voter's name
- On the Voter Record Screen, open the "Addl. Voter Info" tab
- Touch "Update Status" button
- Enter the Supervisor password
- Touch the box under absentee to remove the "AB Voter"
- Touch "Save Changes" button
- Touch the voter's name and continue the normal process for issuing voter cards

Do not allow an absentee voter who does not have the ballot to vote without prior authorization from the VR&Es Office.

NUMBERED LISTS

In the event that a voter must be removed from the manual Numbered List of Voters for any reason, strike a single line through the voter's name and number. Do so in such a manner that the name and number may be read (for audit purposes). If there are any names on the list after the voter's, renumber the remaining names by striking a single line through the number and legibly entering the new number next to it. There will be less than 50 names remaining on the page after the name(s) have been stricken.

VOTING BOOTHS

CHAIN OF CUSTODY PROBLEMS

If the serial or seal number of any DRE Machine does not match the DRE Recap or if there is evidence of tampering, complete the opening of the remaining units and contact the Elections Office for the instructions. If

you are unable to contact the VR&Es Office, do not use the unit for voting. The Area Manager may not authorize use of the DRE Machines under any circumstances, i.e., do not have established Chain of Custody.

CANCEL BALLOTS

If a Voter leaves the precinct without touching the cast ballot button or a ballot needs to be canceled for any other reason, the manager or assistant manager accompanied by another poll official will cancel that ballot using the instructions below.

- A.** If the ballot is canceled because the voter walked out without casting the vote,
- Cancel the ballot and put an entry in to the manager's log
 - Do not make any changes on the ExpressPoll.
 - When the DRE Recap sheet is completed, state how many ballots were canceled for this reason in the notes section.
- B.** If the ballot is canceled because a voter decides not to vote and notifies the poll official of that decision
- Spoil the voter's certificate
 - Remove the voting credit
1. If voter's name is on the ExpressPoll Electors List
 - Touch the voter's name
 - On the Voter Record Screen, open the "Addl. Voter Info" tab
 - Touch "Update Status" button
 - Enter the Supervisor password
 - Touch the box next to "Remove Ballot Issued"
 - Touch "Save Changes" button
 2. If the voter's name is on the Supplemental Electors List
 - Erase the credit for voting on the Supplemental Electors List
 - Line through the Voter's name on the Numbered List and renumber forward
 - Clear the Voter Access Card
 3. Place the spoiled Voter's Certificate in Precinct Bag for Rejected Voter's certificates. Since the vote is not cast, the Voter's Certificate is spoiled, and the name is removed, the DRE recap balance should not be affected.

To cancel the ballot for any reason,

- Touch the box in the center of the bottom of any DRE screen that states screen number, i.e., "1 of 3" until another screen pops up. (You must touch this box for up to 20 seconds so be patient. Using your thumb seems to be most effective.)
- When the screen appears, touch "Cancel" to cancel the ballot. The access card will eject from the reader.
- The access card will still be coded so it should be returned to the ExpressPoll Station to be cleared or recoded.

To remove card stuck in DRE,

- Use key to open side security door
- Press red power button to turn unit off
- After unit powers down, press button again to reboot unit. Card will pop out
- If voter had not cast ballot, let voter take card to another unit.
- If Voter has voted (card is wiped out), let voter turn in card
- If unit repeatedly holds card, turn unit off and notify Election Office.

PROVISIONAL/CHALLENGED BALLOT STATION

Georgia Election Code Sections 21-2-418 and 21-2-419 and the Georgia Elections Board Rules and Regulations make allowance for the casting of Provisional/Challenged Ballots by persons who meet one of the following criteria:

1. **PR** - The Elector's name does not appear on any list in the state of Georgia (not on the State List)
2. **IR** - A voter who registered by mail for the first time in Georgia who did not provide the required identification prior to voting and does not have one of the acceptable forms of identification, a current utility bill, bank statement, government check, paycheck, or other government document showing name and address available at the time of voting.
3. **PI** - A Voter who is registered and does not have one of the 6 forms of Photo Identification not IDR.
4. **EB** - A Registered Voter in an emergency situation when the DRE Machine is unavailable. (**Emergency Ballot**)
5. **OP** - A Registered Voter who enters your precinct and he/she cannot make it to their designated precinct before 7:00pm to cast their ballot. (**Out of Precinct Voter**)
6. **X** - A Voter who is listed in the state wide system as a non-citizen on Election Day. (**Challenged Voter**)
7. **V** - A Voter whose registration could not be verified by Election Day. (**Not Verified Voter**)
8. **EH** - A Voter who is voting during Extended Hours (Federal Elections Only)

A Provisional Ballot Station must be set up in each polling place. The manager or assistant manager should attend this station when there is a person in the poll being considered for provisional voting.

Station Setup (Do not set up on Monday. Supplies must be kept with manager for emergency use.)

- The station shall be equipped with the following supplies:
 - Instructions for Voting Sign
 - Provisional Optical Scan ballots
 - Outer ballot envelopes (salmon colored) (PBE-2-05)
 - Inner ballot envelopes (PBE-1-02)
 - Provisional/Challenged Applications for Voter Registration (manila colored)(PVC-07)
 - Provisional/Challenged Numbered Lists of Voters(PNLV-05)
 - Black Ink Pens
 - Provisional Ballot Bag with seals
 - 3 x 5 cards for PR voters
 - 3 x 5 cards for IR voters
 - 3 x 5 cards for PI voters
 - Challenged Notice Information Letter
 - Authorization to Vote Forms (VRE-FL2-03)
 - Request for Authorization to Vote Log (VRE-FL16-10)
- Assemble the provisional voting booth
- Unzip the orange Provisional Ballot bag
- Remove all supplies and one of the numbered red seals from of the label pouch
- Zip the bag completely and insert the seal into the indented slots on the buckle
- Place the sealed bag in a secure location
- Complete the header information on the Provisional/Challenged Numbered List of Voters.

The Poll Manager may allow a Dekalb County voter registered at another precinct to cast a provisional ballot, it is the sole discretion of the manager, if the voter does not have sufficient time to travel to his or her precinct. This does not require approval by the VR&E Office, but the Manager may correspond with the office if he or she desires. UNDER NO CIRCUMSTANCES SHOULD A VOTER WHO IS NOT REGISTERED IN YOUR PRECINCT BE ALLOWED TO VOTE ON THE DRE MACHINE.

VOTER'S NAME NOT ON LIST

Following is the process to be used for persons whose names do not appear on the ExpressPoll Electors List, Supplemental Electors List or State List or whenever registration status is uncertain.

- Have the voter complete the Provisional/Challenged section (salmon colored) on the reverse side of the Voter Certificate. Make certain the voter indicates the registration information and manner of registration.
- Enter PR on the certificate for the provisional code
- Have the voter complete a manila-colored Provisional Voter Registration Application.
- Note the type of identification shown on the white certificate in the proper place on the Voter's Certificate.
- Make sure the front of the Voter's Certificate has been initialed in the place for the Name or Initials of Poll Officer. Remove the number stub from the next optical scan provisional ballot.
- Record the number on the front of the Voter's Certificate in the space next to "Ballot Stub Number."
- Place the number stub at the end of the election in the Provisional Bag.
- On the salmon colored outer envelope, designate the voter's name, the name of the precinct, the date and name of the election, and the type of provisional, PR.
- Give the voter the ballot, the salmon outer and white inner envelopes and an ink pen.
- Instruct the Voter to:
 - Enter the booth.
 - Record his or her vote.
 - Put the ballot in the inner white envelope.
 - Seal the inner envelope and place it in the salmon colored outer envelope.
 - Return the sealed outer envelope to the poll official.
- The Voter shall then retire to the provisional voting booth and vote the ballot.
- Add Voter's name to Provisional/Challenged Numbered List with provisional code "PR".
- Enter the assigned number on the voter's certificate.
- Place the completed Voter's Certificate in the binder; place the binder and the completed voter registration application in the Provisional Bag at the end of the election.
- The Voter should return the sealed envelope to the poll officer who will verify that the outer envelope is complete and sealed.
- The Poll Officer should direct the voter to drop ballot envelope in the Provisional Ballot bag.
- Inform voter that his/her vote will be counted if VR&E Office determines that he/she is eligible.
- Give the person the "PR" 3 x 5 salmon information card. (See Note 2 below)
- Inform the Voter that he/she can check the final disposition of the ballot by contacting the VR&E Office as indicated on the card.

Note: The VR&E Office may indicate other instances when a Provisional/Challenged ballot should be cast. In those instances, use the process outlined for PR Provisional to handle the ballot. Unless directed otherwise

Note 2: If a PR Voter does not have ID as required clearly write, "No ID" in the ID section of the certificate. Give the "IR" 3x5 card instead of the "PR" card.

IDR VOTER WITHOUT IDENTIFICATION

Following is the process to be used for any voter who does not have identification available at the time of voting and is designated IDR on the Electors List. Do not call the R&E office for authorization for these voters.

- Have the voter complete the Provisional/Challenged section (salmon colored) on the reverse side of the Voter Certificate. (Do **not** have them complete a provisional Registration Application.)
- Enter the provisional code, IR, on the certificate.
- Do **not** give the Voter credit on the Electors List since they will only receive credit if they provide the necessary identification prior to close of business on Thursday after the election.
- Do **not** initial the Voter's certificate to indicate identification.
- Take the ballot stub off the next Provisional Ballot (*and ballot code for a split*).
- Write the ballot stub number on the front of the Voter Certificate in the space labeled "Ballot Stub No."
- Place the number stub at the end of the election in the Provisional Bag.
- On the Salmon colored outer envelope, designate the person's name, the name of the precinct, the date and name of the election, and the type of provisional, IR,.
- Give the person the Ballot, the Salmon outer and a White inner envelopes and an ink pen.
- Instruct the Voter to:
 - Enter the booth.
 - Record his / her vote
 - Put the ballot in the inner White envelope.
 - Seal the inner envelope and place it in the Salmon colored outer envelope.
 - Return the sealed outer envelope to the Poll Official.
 - The person shall then retire to the Provisional voting booth and vote the ballot.
- Add the Voter's name to the Provisional/Challenged Numbered List with provisional code "IR".
- Enter the assigned number on the Voter's Certificate.
- Place the completed Voter's Certificate in the Provisional binder.
- The voter should return the sealed envelope to the Poll Officer who will verify that the required information on the outer envelope is complete and sealed.
- Direct the person to drop the ballot envelope in the Provisional Ballot bag.
- Inform the voter that his/her ballot will not be counted unless he/she provides one of the forms of required identification to our office by 4:30 p.m. Friday after the election. Also inform him/her that he/she can contact the VR&E Office as indicated on the card to check on the final disposition of the ballot.
- Give the voter the 3 x 5 "IR" instruction card with the details.

NOT IDR, VOTER WITHOUT PHOTO IDENTIFICATION

- Have the Voter complete the Provisional/Challenged section (Salmon colored) on the reverse side of the Voter Certificate. (Do **not** have them complete a provisional Registration Application.)
- Enter the Provisional code, PI on the certificate.
- Do **not** give the voter credit on the Electors List since they will only receive credit if they provide the necessary photo identification prior to close of business on Thursday after the election.
- Do **not** initial the Voter's Certificate to indicate identification.
- Take the ballot stub off the next Provisional/Challenged Ballot (*and ballot code for a split*).
- Write the ballot stub number on the voter's certificate in the space labeled "Ballot Stub No."
- Place the number stub at the end of the election in the Provisional Bag.
- On the Salmon colored outer envelope, designate the person's name, the name of the precinct, the date and name of the election, and the type of provisional, PI,.
- Give the person the ballot, the salmon outer and a white inner envelopes and an ink pen.
- Instruct the voter to:
 - Enter the booth.
 - Record his/her vote

- Put the ballot in the inner White envelope.
- Seal the inner envelope and place it in the Salmon colored outer envelope.
- Return the sealed outer envelope to the poll official.
- The person shall then retire to the Provisional voting booth and vote the ballot.
- ☐ Add the Voter's name to the Provisional/Challenged Numbered List with provisional code "PI".
- ☐ Enter the assigned number on the voter's certificate.
- ☐ Place the completed Voter's Certificate in the Provisional binder.
- ☐ The Voter should return the sealed envelope to the poll officer who will verify that the required information on the outer envelope is complete and sealed.
- ☐ Direct the person to drop the Ballot Envelope in the Provisional Ballot bag.
- ☐ Inform the voter that his/her ballot will not be counted unless he/she provides one of the forms of required identification to our office by 4:30 p.m. Friday after the election. Also inform him/her that he/she can contact the VR&E Office as indicated on the card to check on the final disposition of the ballot.
- ☐ Give the voter the 3 x 5 "PI" instruction card with the details.

FOR SPLIT PRECINCTS

Following is the process for split precincts to use for voters that are not on Supplemental or State Lists. You would follow all of the same steps as mentioned above in the "VOTER'S NOT ON LIST" section. However, the following steps must be done to retrieve the correct precinct ballot code:

"PR" VOTER

- ☐ Ballot code must be retrieved so correct provisional ballot can be provided to voter.
 - a. Contact the VR&E Office or use street listing to retrieve the ballot code
 - b. Write the ballot code on the provisional envelope.
 - c. Select next ballot for ballot code
- ☐ Proceed with the steps for "VOTERS NAME NOT ON LIST"

Following is the process for a split precinct to use for voters that do not provide identification. You would follow all of the same steps as mentioned above in the "NOT IDR, VOTER WITHOUT PHOTO IDENTIFICATION" section as well as the VOTER WITHOUT PHOTO IDENTIFICATION. However, the following steps must be done to retrieve the correct precinct ballot code.

"PI"&"IR" VOTERS

- ☐ Ballot precinct code must be retrieved so the correct provisional ballot can be provided to voter.
 - a. To retrieve ballot precinct code:
 - i. Type full or partial last name
 - ii. Type in first name
 - iii. Select the voter's name by touching on the line
 - iv. Record the combo number from the "Voter Details" Screen on the Provisional Voter Certificate.
 - v. Select next ballot for ballot code
- ☐ Continue with the steps for "PI" and "IR" voters

EMERGENCY BALLOT

Following is the process to be used for voters on the precinct elector's list in the event that all of the DRE units are unavailable for voting for any reason.

The CODE for this type of voter is EB- This code will not appear on any materials, it must be manually written in where instructions require a code.

- Have the Voter complete the Provisional/Challenged section of the Voter's Certificate. (Do **not** have them complete a Provisional Registration Application.)
 - Check Certificate to ensure its completed and signed
- Check the Voter's identification.
 - If Voter does not have ID, use proper procedures above for the type of provisional voting being used.
 - Initial certificate if voter has proper identification based on procedures being used.
- Locate Voter on the ExpressPoll Electors List or the paper Electors List.
 - If the Voter is not on the Electors List or the Supplemental List, use PR process above.
 - Verify name, address, and date of birth
 - If the Voters information needs to be changed get the voter to fill out a Registration Change Card
- Remove the ballot stub from the next provisional ballot (**and ballot code for a split**).
- Enter the ballot stub number on the Provisional Certificate.
- Place the ballot stub in a plain envelope mark the Envelope Emergency Ballot
- Enter the Voter's information on the Salmon outer envelope. Note that the ballot is an **Emergency Ballot - EB**.
- Enter the Voter's name on the Provisional/Challenged Numbered List with type EB.
- Enter the assigned number on the Voter's Certificate.
- Place the completed Voter's Certificate in the provisional binder.
- Give the Voter the ballot, an inner white envelope and the completed Salmon outer envelope.
- Instruct the voter to:
 - Enter the booth.
 - Record his / her vote.
 - Put the ballot in the inner White envelope.
 - Seal the inner envelope and place it in the Salmon colored outer envelope.
 - Return the sealed outer envelope to the Poll Official.
- Allow the Voter to drop the sealed outer envelope into the ballot bag.
- All ballots cast for this reason will be counted.

"X" IN EXPRESSPOLL

Ask the Voter if he/she has an authorization to voter letter from the VR&E Office. If the voter DOES have a letter:

- Add the voter to the Supplemental List with their name, address, DOB and mark (X)
- Add the voter to the Numbered List of Voters
- Allow the voter to vote on the DRE by issuing the voter a voter access card by using the "Encoder Option" button on the ExpressPoll

If the voter does NOT have an Authorization to Voter Letter:

- Contact the VR&E Office to see if the voter has been cleared to vote.
- If the voter has been clear, complete an Authorization to Vote letter following the VR&E instructions and allow the Voter to vote on the DRE Machine by issuing the voter a voter access card by using the "Encoder Option" button on the ExpressPoll

If the Voter does NOT have a letter and was NOT cleared by the VR&E Office:

- Allow the Voter to cast a paper Provisional/Challenged ballot
- Provide the Voter with the Challenged Notice Information Letter

“V” IN EXPRESSPOLL

- If the Voter provides proper identification, the voter CAN cast a ballot on the DRE Machine in the same manner as a voter with a status of “A” or “I”
- If the Voter **DOES NOT** have proper identification, allow the voter to cast a paper Provisional/Challenged ballot
- Provide the Voter with the Provisional ID Notice Information Sheet

SPOILED PROVISIONAL BALLOT PROCEDURE

For this election, there are two types of spoiled provisional ballots. One type occurs when a person simply makes a mistake when voting and requests a new ballot. The second type occurs when a person who has been issued a ballot decides not to vote.

- A.** If the person simply makes a mistake on their provisional ballot and wishes to be issued a new ballot, follow the instructions below:
 - a. Strike one line through the old ballot stub number on the front of the voter’s certificate and write the new ballot stub number above the old number. Remember to remove the number stub before giving the ballot to the person. Do not have the person fill out a new voter’s certificate. Use the one he or she has already filled out.
 - b. Do not strike through the person’s name or the number on the Numbered List.
 - c. Mark the ballot “Spoiled” and place it in the Provisional Bag at the end of the election. (Do not “spoil” the voter’s certificate).
 - d. Issue the person the new ballot and allow him or her to vote according to the procedures above.
- B.** If the person decides not to cast a provisional ballot after being issued one and returns the ballot to an election official, follow the instructions below. Keep in mind that the ballot was not cast. The name of the person must be removed from all records as having cast a provisional ballot.
 - a. Remove the name from the Provisional Numbered List of Voters by striking one line through the voter’s name and the number. Note: Re-number the Provisional Numbered List from the point of strike through. Even though the Numbered List form allows for 20 names on a page, there will not be 20 names on a page if a name is stricken.
 - b. Mark the ballot and voter’s certificate “Spoiled” and place both in the Provisional Bag at the end of the election.

STATION CLOSING

- Complete the header information on a Provisional Recap form. One recap is required for each precinct even if there are no voted provisional ballots.
- Count the Provisional (Salmon) Voter's Certificates in the Provisional binder and enter the total in Section I Line A of the Provisional Recap.
- Place the Provisional Voter's Certificate binder and Provisional Applications for Voter Registration in **Provisional Bag**.
- Enter the total number of voters on all Provisional Numbered Lists on Section I Line B of the Provisional Recap. This should match the number of Provisional Voter's Certificates.
- Place all copies of the Provisional Numbered List(s) in the **Provisional Bag**.
- Enter the starting and ending stub numbers of the unused Provisional Ballots in Section II, Lines E (a) and (b) of the Provisional Ballot Recap.
- Place the unused Ballots in envelope in the blue **Precinct Bag**.
- Count the Provisional Ballot stubs and enter the total in Section I Line C.
- Place the stubs in the Provisional Bag
- Count the spoiled provisional ballots and enter the total in Section I Line D.
- Place the spoiled ballots in the **Provisional Bag**.
- Enter the total number of Provisional Ballots issued in Section II Line H. This number can be taken off the Ballot Issue Record(s) that is included with the ballots.
- Break the seal on the Provisional Ballot Bag and count the number of ballot envelopes. Place the ballot envelopes back in the **Provisional Bag**.
- Enter the count of ballot envelopes on Section II Line F of the Provisional Recap.
- Complete the Provisional Ballot Recap including signatures.
- Remove the last (GOLDENROD) copy of the Provisional Recap and post on the door of the poll.**
- Place the remaining copies of the recap in **Provisional Bag**.
- Seal the Provisional Ballot Bag with a seal provided inside the bag's label pouch. Bring the sealed Provisional Ballot Bag to check-in.
- Disassemble the provisional voting booth and leave with supplies at the poll
- Place remaining unused supplies in one of the supply boxes.

CLOSEOUT PROCEDURES

At 7:00 PM based on the timepiece used to open the poll, the manager should publicly declare the poll closed. **(DO NOT LOCK DOORS TO POLLING PLACE SINCE CLOSEOUT MUST BE PERFORMED IN PUBLIC VIEW.)** Any voters who are in line at that time must be allowed to vote before the closeout procedures begin. The manager must assign a poll official to stand at the end of the line to notify anyone who comes to vote after that time that the poll officially closed at 7:00 PM and that they are not allowed to vote. When all voters have left the enclosed space, the closeout process should begin. The closeout must be conducted in public view and the doors cannot be locked. Candidates are allowed to enter the poll after voting is completed to view the closeout process. Check off the box as each item is completed.

ExpressPoll Closeout

- Record the Closing time on the ExpressPoll Recap sheet line A(Closing Column)
- Verify that both units have the same number of Voters Marked. If unable to re-synch, call Elections office.
- Record the total voters marked from one of the units on the ExpressPoll Recap line B (Closing column)
- Return to the Main Screen
- Touch **“Tests and Lists”** tab
- In the center of the screen touch the **“Updates and Lists”** Tab.
- Touch **“Numbered List”** button at the bottom of the screen
- Record the number of total voters on Line C (Closing column) of the ExpressPoll Recap
- Touch the **“Close”** button at the bottom of the screen
- At the top of the screen touch the **“Open/Close Polls”** tab.
- Touch **“Close the Polls”** button on both units
- Remove the power cords from both units
- Turn both units off using switch on the back of the tablet
- Remove the network cable from both units and USB ports (Scanners)
- Place the stylus back in the pouch in the Precinct Binder
- Place both units, Scanners, and all cords back into the case.
- Record the number of voters marked on the Supplemental Electors List on Line D of the ExpressPoll Recap
- Record the number of voters on the Supplemental (paper) Numbered List of Voters on Line E of the ExpressPoll Recap (Should match the marked supplemental Electors List)
- Add lines B and D and record total on Line F of the ExpressPoll Recap
- Add lines C and E and record total on Line G of the ExpressPoll Recap
- Enter explanation in Comments line if F and G are not the same.
- Lock case (3 latches) and seal with blue seal
- Enter seal number on ExpressPoll Recap.
- 2 ExpressPoll clerks and Manager sign ExpressPoll Recap
- Record Line F of the ExpressPoll Recap on Line C3 of the DRE Recap
- Record Line G of the ExpressPoll Recap on Line C2 of the DRE Recap
- Place the ExpressPoll Recap into the **Clear Pouch**
- Place all copies of the Numbered List of Voters into the **Clear Pouch**
- Place Supplemental List and Deceased List in the into the **Clear Pouch**
- Place paper Electors List in **Precinct Bag**

DRE Units

- Remove the VWD kit from the accumulator unit and place kit in Supply Box
- Record the end count from each unit in Section A of the DRE Recap
- Remove the Supervisor card from pouch in Precinct binder
- Use the Supervisor card to end the election on all units
- If you encounter DREs that aren't working due to technical problems, shut down during voting, or technical problems during closeout see process below.**
- Place the Supervisor card back in the envelope
- Place the Supervisor card envelope in the Binder Pouch
- Run all reports and as detailed on the Closing Instruction Card
- Do not modem for this election
- Verify that the following reports have been run and torn apart and signed
 - 1 short unit tape attached to the morning zero tape
 - 1 short unit tape
 - 2 short accumulator tapes
 - 1 long accumulator tape
- Manager and 2 assistant managers **sign all reports** above
- Neatly fold all unit tapes
- Band and place unit tapes in Zip lock bag labeled Result Tapes
- Put accumulator tapes aside for use when completing DRE recap
- Remove all memory cards from the units
- Count the memory cards to ensure one card for each DRE unit
- Verify the count matches the label on the zip lock bags
- Lock the printer and security door on each unit
- Return the key into the binder pouch with the Supervisor Card inside of the envelope and **Zip Pouch Closed**
- Place memory cards in other zip lock bag and **Zip Bag Closed**
- Place zip lock bag with memory cards in **Clear Pouch**
- Verify that the following are inside the **Clear Pouch**
 - Zip lock bag with memory cards
 - Zip Lock bag with Unit results tapes with zero tape attached from all units, second copy of unit results tapes from all units
- Disassemble DRE units
- Place DRE power cords in Supply Box
- Place blue seal on each unit
- Record the seal number from each unit in Section A of the DRE Recap
- Secure DRE units for later pick up
- Place security chain and lock on DRE units, if applicable**
- Place extension cords and power strips in Supply Boxes
- Place Opening/Closing Instruction Card in supply Box
- Place night light in supply box or plug into DRE

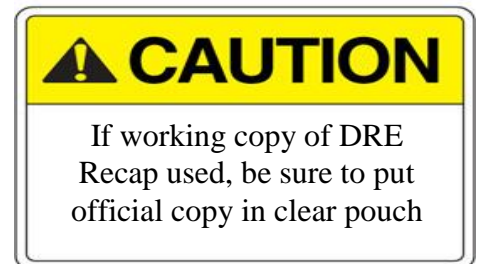


The process for closing out DRE units that are not working

- Remove the memory card from the unit
- Tear off the zero tape, if it was run
- Lock the security and the printer doors disassemble the unit
- Choose another unit that
 - Has had the election ended
 - Both post-election reports have been printed and torn off
 - The memory card has been removed
- Insert the memory card into the unit chosen above
 - Power the unit on if necessary
 - Note if the unit has no votes the, the zero tape will print. If it does, leave it attached until the first post election results tape is printed
- Use the Supervisor Card to end the election
- Run the post election tapes as described on the closing instruction card. (The zero tape may not be attached and a note should be entered into the manager's log describing the circumstances.)
- Accumulate the memory card with the others

DRE Recap

- Record the time the last voter left the poll
- Place the sum of the counts listed in Section A and place total on Section B
- Enter the total ballots cast from the long accumulator results tape on Section C line 1
- Verify that Section C Line 1 equals Section B. If not
 - Ensure that all units were accumulated
 - Check addition in Section A
 - Check individual counts against accumulator tape
 - If not resolved, call area manager or Elections office
- Count the Voter's Certificate place counts in Section C line 4
- Verify that Section C lines 2 and 3 were completed in ExpressPoll Closeout
- Verify that Section C lines 1, 2, 3 and 4 are the same. If not
 - Check manager log for explanation of difference
 - Check that totals were entered correctly
 - Check count of certificates
 - Check numbered list numbering
 - If unresolved, put note
- Enter date on bottom of DRE Recap
- Manager and both assistant managers sign Recap
- Neatly fold long and one short accumulator tape
- Place DRE Recap and ExpressPoll Recap into Clear Pouch
- Place long and one short accumulator tape in Zip Lock baggie with the result tapes place into **Clear Pouch**
- Verify the following are in Clear Pouch
 - DRE Recap & ExpressPoll Recap
 - Short Accumulator Report, Long Accumulator Report, and all result tapes
- Place remaining short accumulator tape aside to be posted on door with goldenrod copy of provisional recap



Provisional Recap

- Complete header on Provisional Recap
- Count the Provisional Voter's Certificates and place in a binder
- Enter the count of provisional certificates on Line A of the Provisional Ballot Recap
- Place the binder(s) with the provisional certificates and the provisional registration cards in into the **Provisional Bag**
- Enter the number of provisional certificates in the space on the envelope
- Enter the total number of names on all provisional Numbered Lists of Voters on Line B of the Provisional Recap
- Place all copies of the Provisional Numbered List into the **Provisional Bag**
- Enter the count of ballot stubs on Line C of the Provisional Recap
- Band the ballot stubs together and place in plain envelope
- Enter the number of stubs on the front of the envelope
- Enter the count of spoiled ballots on Line D of Provisional Recap
- Place the spoiled ballots into the **Provisional Bag**
- Record the first and last ballot stub number for each type of ballot in Section E of the Provisional Recap
- Complete the subtotals using the instructions on the Provisional Recap
- Add the subtotals above and place total on Line E
- Break the seal on the provisional ballot bag and remove the ballots
- Place the count of Provisional ballots cast on Line F
- Add Lines D, E and F and enter total on Line G
- Record the total number of ballots received from the Ballot Issuance Record on Line H
- Compare Lines G and H. If different;
 - Recount all of the above
 - Check math
 - If still unresolved, put note on form
- Enter date on the Provisional Recap form
- Manager and both assistant managers sign the form
- Remove the last copy (goldenrod) of the Provisional Recap
- Tape the GOLDENROD copy and the short accumulator tape to the precinct door**
- Place all other copies of the Provisional Recap form into the **Provisional Bag**
- Place all unused ballots in the Precinct bag should be taken to the dock
- Verify that Provisional Ballot Bag contains the following:
 - Provisional Ballot Stubs
 - Spoiled Provisional ballots
 - Remaining copies of the Provisional Ballot Recap (not working copy)
 - All copies of the provisional numbered list
 - Provisional Voter's Certificates in binder
 - Provisional Voter Registration forms
- Seal the provisional ballot bag using a red seal located inside the label pouch



REMINDER!
**Complete the Provisional Recap even
if no Provisional ballots have been
cast!**

Voter Certificates

- Place the voter certificate binders into the **Precinct Bag**

Rejected Certificates

- Count the number of rejected Voter Certificate and paperclip them together
- Make sure the rejected certificates are marked "SPOILED"
- Place the rejected certificates into the **Precinct Bag**
- Make certain cancelled Absentee Ballots
- Place any canceled absentee ballots into the **Precinct Bag**

Poll Official Oaths

- Place the oaths into the **Clear Pouch**

Change of Address Card/Registration Applications

- Place the completed Application into the **Precinct Bag**

Miscellaneous Forms & Supplies

- Count the Voter Access cards and replace in cardboard box.
 - Make note on manager log if count is less than issued and explain why
- Place the following in **Clear Pouch** when applicable
 - Manager's Log (VRE-FL10-03)
 - Manager Feedback (VRE-Q1-11)
 - Law Enforcement Time Log (VRE-FL9-03) if applicable
 - Completed Poll Official Questionnaire (VRE-Q4-03)
 - Request for Authorization to Vote Log (VRE-FL16-10)
 - Supplemental Electors List
 - Completed Authorization to Vote forms (VRE-FL2-03)
 - Affidavits for Absentee Voters
 - Deceased List (VRE-VL1-03)
- Place the following in Precinct Bag
 - Paper Electors List inside of the manila envelope
 - Any other documents you wish to bring to the attention of the Election Office
- Remove signs and discard any paper or dated material
- Retrieve outside "Vote Here" yard and handicap accessible signs
- Place all unused supplies in the Supply Boxes
- Dismantle provisional voting booth
- Place Secretary of State Supply Boxes inside metal ballot boxes
- Store sealed DRE's, yard signs, provisional voting booth and metal supply boxes in secure location designated by polling facility
- Clean polling site as needed to leave in condition found

******DO NOT TURN OFF CELL PHONE UNTIL YOU CHECK IN AT THE ELECTION'S OFFICE!!!!**

If Closeout Procedures have not been completed by 8:00 PM, you must call the VR&E office to inform them of estimated time of arrival at check-in. This does not mean that we expect you to check-in by 8:30 PM. This means that we would like to know when you expect to come in. If you are having problems closing out, call the VR&E Office for assistance.

Final Preparations for Departure Check off Sheet

Take the following to the Warehouse Dock at the rear of the building

- Sealed **ExpressPoll Case** with 2 units and scanners enclosed
- Precinct Bag:**
 - Precinct Binder
 - Bound Voter Certificates
 - Registration Change Cards (**placed inside manila envelope**)
 - All Spoiled** Voter Certificates (**placed inside manila envelope**)
 - All Spoiled** Absentee Ballots
 - Scanner Bases (2) in Boxes
 - Emergency Envelope with Printed Electors List inside

Gather the following to be delivered to the Check-In Station inside the VR&E Office

- Clear Precinct Pouch:**
 - Binder Zipper Pouch (Supervisor Card, DRE Keys, Stylus, and Nightlight)
 - All DRE memory cards (Placed in Zip Lock plastic bag (1 memory card for each DRE))
 - All DRE tapes (folded and placed in Zip lock plastic baggie)
 - Signed DRE Recap & Signed ExpressPoll Recap
 - All copies of paper Numbered Lists of Voters **except Provisional**
 - Supplemental Electors List Form
 - All completed Oaths of Managers
 - All completed Oaths of Clerks
 - Request for Authorization to Vote Log
 - Manager's Duty Log
 - Manager Feedback
 - Law Enforcement Time Log, *if applicable*
 - Completed Poll Officials Questionnaires
 - Completed Authorization To Vote Forms, *if applicable*
 - Deceased Persons Form
 - Completed Affidavit for Absentee Voters
 - Incident Investigation Report, *if applicable*
- Cardboard box with **voter access cards (do not seal with anything)**
- Sealed Provisional Ballot Bag:**
 - Salmon outer envelopes with **voted provisional ballots** sealed inside
 - Bound provisional voter certificates
 - Provisional registration forms
 - Provisional numbered list of voters
 - Provisional recap sheet
 - Provisional ballot stubs
 - Spoiled Provisional ballots

***** All memory cards and ExpressPoll units MUST be returned on Election Night.*****

Count your memory cards and check the count against the number listed on the label located on the plastic zip lock bags. Place all unused supplies and other paperwork inside the supply boxes. Leave the DRE units, all yard signs, and supply boxes at the poll. Leave all other boxes and supplies, including the DREs and provisional voting booth, securely stored at the polling place for pickup by the delivery crew.

 ACCUMULATED TOTAL REPORT

 Dekalb Co., Georgia
 General Election
 November 5, 2002
 Date: Nov-05-2002

WYNBROOKE ELEM SCH
 VCenter:1900 Ver: 2

Time: 20:33 - 11/05/2002

 ** Summary Totals **

Accumulated Results For:

MachineId	Copy	Count
0	0	75
5	0	76
11	0	77
7	0	77
12	0	77
10	0	76
6	0	74
4	0	81
8	0	78
9	0	77
3	0	75
13	0	74
2	0	76
1	0	79

Short report does not have the ballots cast summary

Ballots cast for each DRE

US SENATE
 RACE # 10
 MAX CLELAND 933
 SAXBY CHAMBLISS 128
 CLAUDE THOMAS 8
 # Write Ins 1
 Write In Candidates
 Ballot Candidate
 101926 NEIL BOORTZ

GOVERNOR
 RACE # 20
 ROY E. BARNES 948
 SONNY PERQUE 101
 GARRETT M. HAYES 18
 # Write Ins 1
 Write In Candidates

Ballot Candidate
 350655 NANETTE GARRETT

LT GOVERNOR
 RACE # 30
 MARK TAYLOR 949
 STEVE STANCIL 94
 HERBERT GALLOWAY III 18
 # Write Ins 0

.brs loaded

 ACCUMULATED TOTAL REPORT

 Dekalb Co., Georgia
 General Election
 November 5, 2002
 Date: Nov-05-2002

WYNBROOKE ELEM SCH
 VCenter:1900 Ver: 2

Time: 20:25 - 11/05/2002

 ** Summary Totals **

Accumulated Results For:

MachineId	Copy	Count
0	0	75
5	0	76
11	0	77
7	0	77
12	0	77
10	0	76
6	0	74
4	0	81
8	0	78
9	0	77
3	0	75
13	0	74
2	0	76
1	0	79

Ballots Cast
 Ballot 58 1072

Ballots Cast Summary
 Blank Voted 0
 Over Voted 0
 Under Voted 0
 Write-In Voted 18
 Total Ballots 1072

Total of all ballots cast in precinct. Enter on Sect. C Line 1 of DRE Recap

US SENATE
 RACE # 10
 # Running 4
 # To Vote For 1

Times Counted 1072
 # Times Blank Voted 2
 # Times Over Voted 0
 # Number Undervotes 0
 MAX CLELAND 933
 SAXBY CHAMBLISS 128
 CLAUDE THOMAS 8
 # Write Ins 1
 Write In Candidates

Ballot Candidate
 101926 NEIL BOORTZ

 GOVERNOR