

SUPPLEMENTAL INSTRUCTIONS

MUNICIPAL GENERAL RUNOFF

DECEMBER 2, 2025

Registration Cutoff – **Oct. 6, 2025**

- ❖ **CITY OF ATLANTA LOCATIONS ONLY** will remain open until 8:00 pm. As there are only municipal contests on the City of Atlanta ballots, voters will cast ballots via the Touchscreens and Scanner.
- ❖ **This does not apply to the City of Stonecrest**

UPDATED PROCEDURE for processing voters with a non-scannable photo ID

For voters presenting an ID that you cannot scan, such as a valid US Passport, enter the voter's FULL NAME when conducting a Manual Search in the Poll Pad. Check-In Clerks must verify that they see that the voter's name matches as well as the date of birth BEFORE rotating the screen to the voter for the voter to verify their information and then sign the oath.

EXAMPLE: To the right, the voter presents a US Passport Card. Type in all letters of his first and last name rather than the "Search 3" method used previously. NOTE that the Last name (surname) is above the First and Middle names on US Passports. Once you verify the voter's name and date of birth against the ID presented, then rotate the Poll Pad toward the voter and continue the check-in process.

If there are any difficulties locating the voter in the Poll Pad or any other questions, call your Registration contact in the Phone Triage list on page 4 of this document. Do not turn any voter away.



Voters wishing to cast their paper absentee ballot **MUST** return the ballot to the VRE Main Office at 4380 Memorial Dr., Ste. 300, Decatur, GA 30032 BEFORE 7 PM (City of Atlanta voters before 8 PM). They may not leave it with you at the polling place.

ID Requirements for Voting

House Bill 296 went into effect July 1, 2025. This legislation allows digital drivers licenses when driving . For voting identification, remember that **these digital IDs are NOT acceptable as IDs for voting purposes.** **For a list of Proper ID, refer to: O.C.G.A. §21-2-417:**

"Proper identification shall consist of any one of the following:

- 1) A Georgia driver's license which was properly issued by the appropriate state agency;
- 2) A valid Georgia voter identification card issued under Code Section 21-2-417.1 or other valid identification card issued by a branch, department, agency, or entity of the State of Georgia, any other state, or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the elector;
- 3) A valid United States passport;
- 4) A valid employee identification card containing a photograph of the elector and issued by any branch, department, agency, or entity of the United States government, this state, or any county, municipality, board, authority, or other entity of this state;
- 5) A valid United States military identification card, provided that such identification card contains a photograph of the elector; or
- 6) A valid tribal identification card containing a photograph of the elector."

*******MARTA IDs for voting: MARTA is an authorized entity of the state and therefore IDs they issue can be used to vote under the second category of ID as long as they are valid and have a photo of the elector.*******

Temporary Drivers' Licenses issued by the GA Dept. of Driver Services

We have received confirmation that temporary driver's licenses (on paper) are allowable as ID. You should be accepting those already, but ensure that everyone is aware.

ELECTION NIGHT MEMORY CARDS

- Two Poll Workers from each location (Monitors and/or Check-In Clerks) will serve as Memory Card Runners. These Runners cannot be any of the 3 Managers. Review instructions in the Black Case (caboodle) received Sunday.
- This process should be completed once the last voter has left and the polls are closed. **DO NOT DELAY** sending the runners. They must return to your location to pick up the passenger's car since they must ride together. If closeout is ongoing on their return, they will help you complete remaining tasks at that time.

❖ **ElectionDay(ED)PayRates):** Manager - \$410
 Assistant Manager - \$340
 Check-In Clerk - \$265
 Monitor Clerk - \$230

Poll Officials (Check-In or Monitor Clerks) who also serve as Runners to return the memory cards and Final Results Tape for their polling location after the polls close will receive a stipend of an additional \$50 for bring the Driver while the Passenger will receive an additional \$25.

❖ **DirectDeposit/WiselyReloadablePayCard/PaperlessPayments**

- Payment for Election Day service will be made via Direct Deposit or by a WISELY Pay Card.
- The expected pay date is December 19, 2025.

If a poll worker needs assistance setting up or updating their direct deposit, please have them email Shamika Murray in our office at ssmurray@dekalbcountyga.gov during one of their breaks today.



DeKalb County
G E O R G I A

IN CASE OF EMERGENCY

If your polling location needs emergency police on December 2, 2025:

- Call 911 immediately in the event of any life-threatening emergencies (even if it is a site where a Police Officer/Deputy is posted)
- The on-site Poll Manager should then notify Captain Albritton via phone (470-421-4307)

REMINDER: ALL MEDIA INQUIRIES AND INTERACTION
SHOULD BE DIRECTED TO:

Erik Burton - DeKalb VRE Communications Consultant
profilepr@gmail.com | 770-294-8475

**Contact your Area Manager
if you have further questions**



ELECTION DAY SUPPORT LINE

PHONE TRIAGE – DECEMBER 2, 2025

Registration and Absentee Cancellation Questions (After 6 p.m., call the main office line 404-298-4020)

<u>Area Managers</u> 1, 2, 3, 4 Sheldon Hockaday, Cornelia Miller, Billie Sherrod, Jaleesa Gray	<u>Tonja Harris-Robinson</u> Office: (404) 297-4408 Cell: (470) 457-1526	<u>Area Managers</u> 5, 6, 7, 8 Tracy Culbreath, Cynthia Simien. Michael Couch, Blake Bradford	<u>Angela Davenport</u> Office: (404) 297-4405 Cell: (470) 877-6267
	<u>Dionna Brewer</u> Office: (404) 298-4031 Cell: (470) 898-8869		<u>Taneshia Martinez</u> Office: (404) 298-4043 Cell: (470) 571-5734
<u>Area Managers</u> 9, 10, 11, 12 Karlotta Washington, Sarah Mauldin, Janet Grant, Lynn Willis		<u>Area Managers</u> 13, 14, 15, 16 Marcia Adams, Fran Johnson, Bathsheba Jones, Rineta Phillips	
Registration Supervisor	<u>Holly Smith</u> Office: (404) 298-4032 Cell: (470) 368-8262	<u>Area Managers</u> 17, 18, 19, 20 Shareah Elbert-Ajogbor, Chris Williams, Stephanie Gavin, Sandra Lee	<u>Britnee Wallace</u> Office: (404) 297-4443 Mobile: (470) 451-2590

Election Procedure Questions

Election Coordinator Shared Line	(404) 294-2117		
Election Coordinators – Try the shared line first	<u>Ghitza Serrano-Velez</u> Office: (404) 371-2077 Cell: (706) 319-2118	<u>Kenya Sollas</u> Office: (404) 298-4039 Cell: (470) 487-0577	<u>Paul Robinson</u> Office: (404) 297-4401 Cell: (470) 571-5730
Election Supervisor	<u>Jay Catherwood</u> Office: (404) 298-4491 Cell: (470)-445-1789		

Other Questions

Warehouse - Equipment Issues (ICX, Hubs, and ICP) & Poll Pads CALL THESE #s FIRST	470-451-9329 470-487-0769 404-927-5251 470-451-8006		
Warehouse Supervisor Equipment Issues (ICX, Hubs, and ICP)	<u>Charlton Andrew</u> Office: (404) 298-4025 Cell: (470) 620-7321	Poll Pads and Recaps	<u>Tiffani Gilbert</u> Cell: (470) 898-8827
IT Issues (Command Center, County Phone)	<u>Jean (CJ) Wingo</u> Office: (404) 298-4021 Cell: (470) 451-7300	Media Inquiries	<u>Erik Burton</u> 770-294-8475
Direct Deposit/Other Payroll Questions	<u>Shamika Murray</u> ssmurray@dekalbcountyga.gov		

Voter Experience Poster

TALK TO US!



Thank you for voting in DeKalb County!
Your feedback helps us improve the voting experience.
Use the QR Code to complete the Voter Experience Survey.



TAKE OUR SURVEY

#DeKalbVotes
www.dekalbvotes.com

Ensure that the poster is displayed as the voters are exiting the polling location. A Monitor Clerk may point this feedback poster out to voters after a voter's ballot is cast as a friendly reminder to encourage participation.

You will place this poster in the Gray Metal Supply Cage at the end of Election Day.

****Election Night Procedures****

At closing on Election

Night **REMEMBER** that

you DO NOT count ballots

POLL PADS: RE-ENCODING CARDS VS. CANCELING CHECK-INS

Re-Encoding Cards - Preferred Procedure if possible

If the voter received a Voter Card but needs a new/replacement card, you can re-encode the card for them. For example, if:

- The card doesn't work
- The voter needs to make changes or voted incorrectly on ballot

Process

1. Search for the voter again.
2. Select the gear next to the voter's name and type menu code.
3. Place Voter Card in encoder.
4. Select [Re-Encode Voter Card](#).
5. Press **OK** and remove Voter Card when screen prompt reads [Success: Card Created!](#)


If the voter has already printed a ballot, be sure to spoil it and add it to the Spoiled & Unaccompanied Ballot Recap Sheet.

Canceling Check-Ins (1 of 2)

If the voter no longer wants to vote or needs a new card that is not a copy of their first card, you will need to cancel their check-in. For example, you will cancel their check-in if:

- They no longer want to vote.
- They need assistance while voting and the individual assisting needs to sign the Oath of Assistance on the Poll Pad.
- They received the wrong ballot.
- They need to make a change to their party selection. **(N/A in November General Election)**

Canceling Check-Ins (2 of 2)

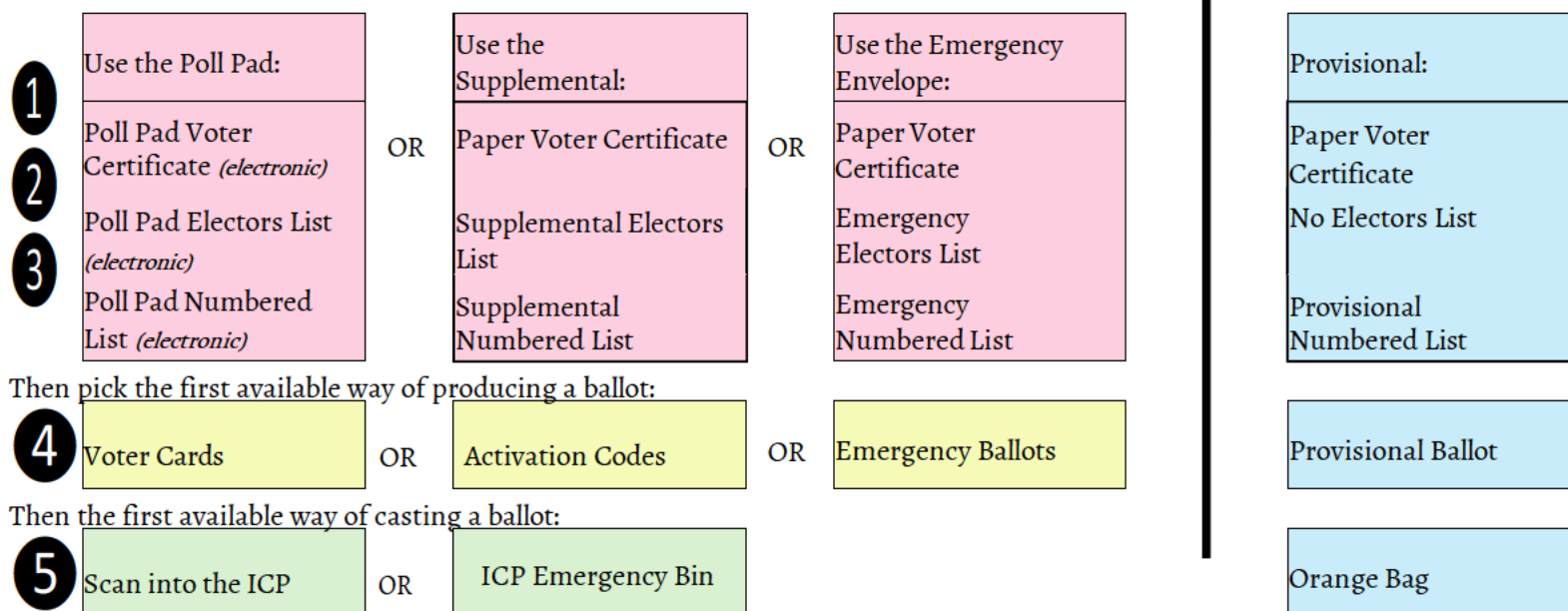
1. Search again for the voter.
2. Select the gear  next to the voter's name.
3. Enter the passcode (menu code) and select [Done](#).
4. Select [Cancel Voter Check-In](#).
5. Spoil ballot? Select [Yes](#) if a ballot has been printed or [No](#) if not. Add spoiled ballots to the [Spoiled and Unaccompanied Recap Sheet](#).
6. Select the reason for canceling check-in.
7. Enter poll official's name and select [Next](#).
8. Poll official will sign his/her name and select [Submit](#).
9. The check-ins count will be reduced by one.
10. If the voter is requesting a new card, check voter in again and follow the normal procedure for processing a voter.

Voting Options Overview

SEB Rule 183-1-12-.11(2)(a):

- “When a person presents himself or herself at the polling place for the purpose of voting... the person shall complete a **voter certificate**. The voter certificate may be an electronic or paper record.”
- “[The poll officers shall] enter an appropriate designation on the **electors list**.”
- “The voter's name shall then be entered on the appropriate **numbered list** of voters.”

Pick a way of recording voter credit:



ATI Troubleshooting tips

Loss of connectivity

1. Verify that ATI is plugged into proper USB port on ICX touchscreen.
2. Verify that power indicator light is on.
3. Contact the warehouse so that they can assist with conducting a hardware test

Audio cannot be heard while in AVS mode

1. Check that headphones are plugged in all the way to ATI port, not the sip and puff port. (see image below)
2. Check that volume isn't all the way down.
3. If the ATI headphones are not working well, try holding the headphone plug into the ATI device during use.
4. Contact the warehouse so that the headphones can be replaced.
5. When returning the ADA touchscreen to its bag, please unplug the headphones from the ATI first to avoid damaging the plug.



FINAL PREPARATION FOR DEPARTURE

The Manager and one Poll Official in the same vehicle MUST turn in Election equipment and forms on Election Night. We recommend the one poll official is an Assistant Manager; inform the other Assistant Manager to be on call until Check-in is complete in case they are needed to sign paperwork.

Station 1

Items to turn in: Black Rolling Bags (2) - Poll Pads – Blue Election Day Case-It Binder - Blue Precinct Bag

- Black roller bag(s) containing Poll Pads
- Black roller bag(s) containing Unused Emergency Ballots and Yellow zipper bag containing Unused Provisional Ballots
- Blue Precinct Bag containing Election Day Case-It Binder

Item(s) given: Manager Receipt (2 copies)

Station 2

Items to turn in:

Zippered Pouch with all contents, i.e., wire cutter, poll worker cards on a lanyard, iButton/ICP Security Key, ICP lock key, etc.

Completed and SIGNED Scanner Recap AND Ballot Recap Sheet with signed zero tape in a yellow envelope AND Opening the Polls/Zero Count (Completed AND 3 Signatures)

Station 3

Items to turn in: Provisional Ballots – Provisional Recap

- ❑ Sealed **orange** Provisional Ballot bag containing:
 - Salmon outer envelopes with voted provisional ballots sealed inside
 - Salmon outer OP envelopes with attached **Provisional Ballot Affidavits Completed and SIGNED by the voter AND the Poll Official.**
 - **Completed** Voter Certificates in a certificate binder (*Sealed inside a white envelope with **orange** label*)
 - **Completed and SIGNED** Provisional Ballot Recap Sheet (*Sealed inside a white envelope with **orange** label*)
 - **Completed** Provisional Ballot Numbered List of Voters (*Sealed inside a white envelope with **orange** label*)
 - **Completed** Provisional Name/Address Change Cards (*Sealed inside a white envelope with **orange** label*) (if any)
 - Spoiled Provisional Ballots (if any)
 - Remaining Provisional Supplies

Station 4

Items to turn in: Ballots + Recap sheets for Touch Screen, Poll Pad + Absentee Cancellation Forms

Color Envelopes with Completed and SIGNED:

- ❖ Poll Pad Recap Sheet in a **blue** envelope with a **green** label also to include:
- ❖ Touchscreen Recap Sheet with signed Result Tape in a **white** envelope with a **pink** label
- ❖ Absentee Cancellation Authorization Forms in a white envelope with a **blue** label also to include:
 - Completed and Signed Affidavit(s) for Absentee Voters
 - Request for Request for Authorization Log (if applicable)
- ❖ Clear Pouch (see below for contents)

Completed Chain of Custody Transfer of Election Results (COC-Transfer-ER-19) in a **red** envelope

MUST BE COMPLETED AND SIGNED BY THE PRECINCT MANAGER BEFORE LEAVING THE PRECINCT – DO NOT PLACE IT INSIDE THE GREEN BALLOT CASE

Turn in the Chain of Custody Transfer of Election Results Form with the Green ballot case with cast ballots from ICP/Scanner sealed inside (use green metal seals)

ClearPouch with the following:

- All completed and signed Oaths of Managers and Oaths of Clerks
- Spoiled Absentee Ballots (turned in by voters) manila envelope
- Completed Spoiled & Unaccompanied Ballot Recap manila envelope
- Numbered Lists of Voters (complete header even if voters are not indicated on form)
- Supplemental Electors List (If used)
- Completed Voter Certificates of voters on Supplement Electors List in certificate binder (if applicable)
- Completed Manager's Duty/Trouble Log and Manager's Feedback
- Completed Mandatory Wait Time Card
- Signed Law Enforcement Time Log and Custodian Time Log (if applicable)
- Completed Authorization to Vote Form (if applicable)
- Deceased Person Form (if applicable)
- Completed Election Equipment Affidavit
- Completed Voting Equipment Exception Report (if applicable)
- Completed Name/Address Change Cards manila envelope (white card stock)
- Completed and Signed Non-Felon Affidavits (if applicable)
- LOST IDs manila envelope
- Miscellaneous forms not listed elsewhere

Station 5

Items to turn in:

- Command Center Tablet in plastic pouch with charging accessories
- Printed Electors List(s)

Station 6

- Items to turn in: Voter Access Card (50 or 25)– Receipt: Keep 1 Copy, Give 1 Copy to Manager
- Area Manager Check-In Station

Place all unused supplies and other paperwork inside the cases or gray cage delivered from the warehouse. Leave all HUBs, ICX-BMD (touchscreen) units, UPS, blue privacy screens, provisional voting booths, sign kits, flags, yard signs, and supply cages securely and neatly stored at the polling place for pick up by the delivery team.

Supply Cages must be re-packed in the same order and manner in which they were received.

**Election Night Drop-Off Location
for the Dec. 2, 2025, Runoff will be
only at:**

**Memorial Drive: 4380 Memorial
Dr., Decatur, GA 30032**

EMERGENCY INSTRUCTIONS

In the event of a situation that requires emergency evacuation of the polling location, the priority is the safety of the poll officials and voters; however, protection of ballots and voting documentation is of vital importance. The procedures that follow are intended to give broad guidelines to be followed in the event of an emergency. The poll manager should be familiar with these procedures and use them as necessary to meet the needs of each situation. Once emergency action has been taken, the manager must notify the Voter Registration and Elections Office of the situation immediately.

If voting is discontinued for any reason, the manager must note the time that voting ceased and resumed. The poll manager must then notify the Voter Registration and Elections Office immediately. Georgia Election Code/Law requires the Election superintendent to obtain a court order to extend the closing time to allow 12 full hours of voting. (O.C.G.A.21-2-418(d) AND S.E.B Rule 183-1-12.06)

No Access to Polling Location on Election Day

If entry to the poll is not possible on Election morning, the provisional voting booth, electors list, voter certificates, provisional ballots and provisional bag must be used to ensure that voting begins at 7:00 a.m. Once the polling location is accessible and normal voting is resumed, the voters who cast a provisional ballot should not be added to the Poll Pad. All provisional ballots issued during this process should remain in the provisional ballot bag until the closeout using the provisional type "EH".

Both Poll Pad Units Inoperable

If both poll pad units are inoperable, voters **can and MUST** still be checked-in by using the electors list. **The process should be initiated without delay and is as follows:**

1. Immediately contact your Area Manager and the Voter Registration and Elections Office.
2. Using the elector's list, verify the voter's eligibility to vote within your precinct. Place an "X" in the EL column (RO column if it's a runoff) and place an "X" in the voter's designated party choice (primary elections only).
3. Check the voter's address, name, and date of birth to ensure that the voter does not need to complete a name/address change card.
 - a. Check the elector's list to see if the voter is indicated as IDR or Challenged.
 - b. Verify the voter has not voted during the early voting period and/or via absentee by mail. If there is an "A" in the first column, contact the Voter Registration and Elections Office immediately.
 - c. **Have the voter complete a paper Voters Certificate, then complete the Poll Official section.**
4. Every voter marked on the elector's list **MUST** be placed on the numbered list of voters (*by party selection ONLY during a primary election/runoff*). Keep this numbered list of voters separate from the numbered list of voters used at the check-in station before the poll pad units became inoperable.
5. Allow the voter to select a voting booth. Using the manual ballot activation code, activate the voter's ballot manually on the ICX.
 - a. Insert the Poll Worker card into the ICX and type in supervisor code.
 - b. Select "Ballot Activation".
 - c. Identify the voter's ballot style by entering the assigned ballot activation code. Ballot will appear on the screen.
 - d. Remove Poll Worker card and allow the voter to complete his/her selection of candidates
6. *If a voter does not complete their voting selections at the ICX, their ballot must be cancelled. (NEVER SELECT "PRINT BALLOT" FOR A VOTER)*
 1. Insert the Poll Worker Card.
 2. In the upper right-hand corner of the ICX screen select the "More" button.
 3. Select "Cancel ballot activation".
 4. Select "Yes" to cancel. The ICX screen will return to the starting screen for the next voter.

ICX-BMD Units are Inoperable

If the ICX machines are inoperable, contact the Voter Registration and Elections Office immediately. Process all voters via the Poll Pad, create voter card but **DO NOT** give to voter. Issue voter a paper **Emergency Ballot** and direct voter to the voting booth station to complete their ballot. Once completed, the voter will cast his/her ballot into the ICP.

If **all** BMD printers are inoperable, contact the Voter Registration and Elections Office immediately. Spoil voter's ballot only in the Poll Pad and issue voter a paper **Emergency Ballot** and direct voter to the voting booth station to complete their ballot.

Once completed, the voter will cast his/her ballot into the ICP.

ICP Unit is Inoperable

If the ICP unit is inoperable, contact the Voter Registration and Elections Office immediately. Until the unit is repaired/replaced, allow voters to manually cast their printed ballots in the **emergency bin** located in the back of the ICP unit. The Monitor Clerk must keep a physical count of the ballots being cast during this time. Once the unit is repaired/replaced, before 7:00 p.m. (end of the Election Day), the ballots in the emergency bin, must be removed and fed into the ICP for an automatic count.

Emergency Evacuation of Polling Location

In the event of an emergency evacuation of the polling location, ensure that all persons are safely removed from danger. Notify the Voter Registration and Elections Office as soon as possible. If the situation permits:

1. Power down the ICX-BMD Units.
2. Power down the Poll Pad Units.
3. Power down the ICP (scanner) Unit.
4. Instruct voters who are in the process of voting not to leave, but to see a poll official at a safe location within the facility to determine how they will cast their ballot.
5. Note which voters have begun the voting process and were unable to complete voting or casting their ballot.
6. Poll Officials must gather the following documents as they evacuate:
 - a. Emergency envelope containing elector's list, voter certificates and numbered lists of voters
 - b. Provisional ballot bag
 - c. Provisional ballots
 - d. Provisional numbered list of voters
 - e. Provisional inner and outer envelopes
 - f. Provisional booth
 - g. Voter cards
 - h. Completed provisional voter certificates
 - i. Pens
7. Evacuate all individuals from the polling location except emergency personnel.
8. Use the process for opening on the sidewalk to continue voting in a safe location.

Emergency Lock Down of a School

The DeKalb County School System may implement an Emergency Lock-Down of one or multiple schools. If the situation permits, the manager must coordinate with the school to allow escorted access to the polling location. The voters may be escorted by either a poll official or school personnel. It is important that voting is **not** discontinued during the lock-down if it's safe to do so. Notify the Voter Registration and Elections Office as soon as possible.

Inability to Contact the Voter Registration and Elections Office

In the event of a communications failure to the Voter Registration and Elections Office:

1. Contact your Area Manager for any technical problems or additional instructions conveyed from the Voter Registration and Elections Office.
2. For any voter who is marked Absentee and states he/she did not request an absentee ballot and/or did not vote during advance voting, allow the voter to cast a provisional ballot.
3. If asked, inform the public and/or press of the communications problem at the Voter Registration and Elections Office.
4. If the situation at the Voter Registration and Elections Office is severe, be prepared to go to an alternate location for check-in. Your Area Manager will be notified of any changes.
5. The Area Manager will have special cell numbers for emergency contact with the Voter Registration and Elections Office.

