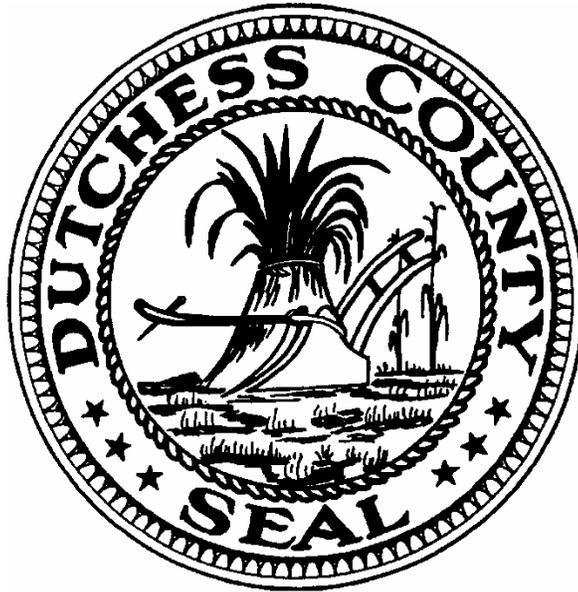


Dutchess County  
**BOARD OF ELECTIONS**  
[elections.dutchessny.gov](http://elections.dutchessny.gov)



**ELECTION INSPECTOR  
HANDBOOK**

**NOT FOR EARLY VOTING USE**

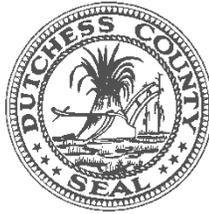
**Hannah R. Black**  
Democratic Commissioner

**Erik J. Haight**  
Republican Commissioner

112 Delafield Street Poughkeepsie, NY 12601  
(845) 486-2473

# Dutchess County Board of Elections Inspector Handbook

Erik J. Haight  
Commissioner



Hannah R. Black  
Commissioner

**DUTCHESS COUNTY BOARD of ELECTIONS**  
112 Delafield Street, Poughkeepsie, New York 12601  
845-486-2473/845-486-2483 fax  
[elections.dutchessny.gov](http://elections.dutchessny.gov)

## Message From The Commissioners

The Dutchess County Board of Elections would like to sincerely thank you for serving as an Election Inspector. To ensure that your experience is as smooth as possible, please study the following material. It has the procedures to make a successful election day.

Please note that the material in this handbook is applicable only to working on a Primary or General Election day. There is a separate manual for working on Early Voting days.

For assistance or questions, please call Jessica Ptasnick, Democratic Training Supervisor, at 486-2721 ([jptasnick@dutchessny.gov](mailto:jptasnick@dutchessny.gov)) or John Tkazyik, Republican Training Supervisor, at 486-2474 ([jtkazyik@dutchessny.gov](mailto:jtkazyik@dutchessny.gov)).

Again, on behalf of the Dutchess County Board of Elections, we thank you for your dedicated service. If at any time you need assistance at your poll site, please call us at 486-2473.

**Erik J. Haight**  
Commissioner (R)

**Hannah R. Black**  
Commissioner (D)

## **Dutchess County Board of Elections Inspector Handbook**

### **Arrival at the Poll Site**

Inspectors must arrive at the poll site at least one hour before the opening of the polls: 5:00 AM for both the Primary and General Elections.

If the poll site is locked when you arrive at 5:00, please wait 5 minutes then call the BOE at 486-2473. One Democrat and one Republican inspector must be present before any unpacking work is performed.

### **Highlights of Election Inspector Roles**

- Intake Inspectors will set up tables, set up Poll Pads, process voters, and explain voting day procedures. Intake Inspectors may also need to fill in for Machine Inspectors during the day.
- Machine Inspectors will open and close machines and monitor machine issues during the day. Machine Inspectors may also need to fill in for Intake Inspectors during the day.
- Assist voters by standing between the booths and the voting machines – remember to allow for Voter Privacy by not being too close. Stay at least 5 feet from scanner.
- Greet voters at entrance to voting area at poll site to direct voter to correct Election District.
- *Note:* If one of the two Machine Inspectors is late, an Intake Inspector from the other party must assist in opening the machine, which must be done in a bipartisan fashion.
- *Note:* Any Election Inspector may be asked to perform intake and machine tasks. Inspectors should rotate throughout the day. Inspectors may not refuse to help out wherever needed.

### **Opening The Polls (Summary)**

1. Unpack the Poll Bag – give Machine Envelope to Machine Inspectors.
2. Select a Chairperson.
3. Prepare the Room.
4. Hang signs and place distance markers.
5. Verify ballots are correct for each Election District.
6. Complete Opening Transmittal Form.
7. Set up the Poll Pads
8. Sign in under “Poll Workers Module” on the Poll Pad. (See Poll Pad Cheat Sheet).

### **Select a Chairperson**

Four inspectors (two from each major party) are assigned to each Election District at a poll site. It is important that these four inspectors work as a team to ensure that an honest and efficient election is conducted. The four inspectors must vote on which of them will be the chairperson. Along with other inspector responsibilities, the Chairperson will:

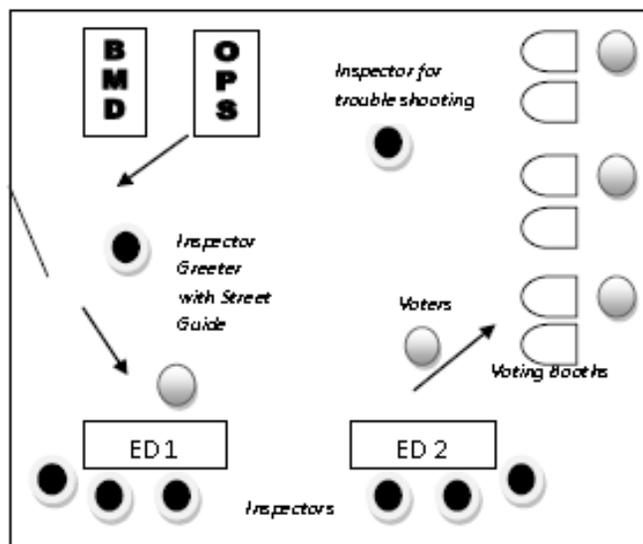
1. Allow voting to take place only when there is at least one inspector from each party present.
2. Establish the official clock to designate when the polls will open and close.
3. In a poll site with more than one Election District, ensure that at least one inspector is greeting voters with the Street Guide to direct voters to the correct Election District.
4. Make sure that all paperwork is filled out completely and accurately.
5. Verify that white Affidavit Envelopes are completed and signed by voter.
6. Facilitate in arranging for meal breaks and other short breaks to make sure that at least one inspector from each party remains at the polling place.

## Dutchess County Board of Elections Inspector Handbook

7. Ensure that one of the inspectors returns the poll bag to the designated pickup location place in their town at the end of the night.
8. **Important: Verify that your Election District received the correct ballots for your ED.**

### Prepare the Room for Voting

1. Unpack Poll Bag.
2. If your poll bag contains the Machine Inspector Envelope, give it to the Machine Inspectors right away. Only one bag per site will have the Machine Inspector Envelope.



3. Place Voting Machine(s) so that the voter goes from registration table, to voting booths, to the voting machine, to the exit, in a circular pattern. Lack of electrical outlets may limit location of the intake tables and machine(s). (Extension cords will be packed in the Blue Tupperware Bins, if needed. **Be cautious about creating tripping hazards.**)
  - a. For voter privacy, set up voting booths so voters' backs are to the wall, with space between booths or pairs of booths.
  - b. Attach ballot marking pens to tethers in voting booths.
  - c. Install lights in the voting booths where necessary and make sure they work.
4. Find Poll Pads in blue Tupperware bins. Find the Poll Pad labeled with your Election District.
5. Find the WiFi hotspot in one of the Poll Pad cases at your polling site.



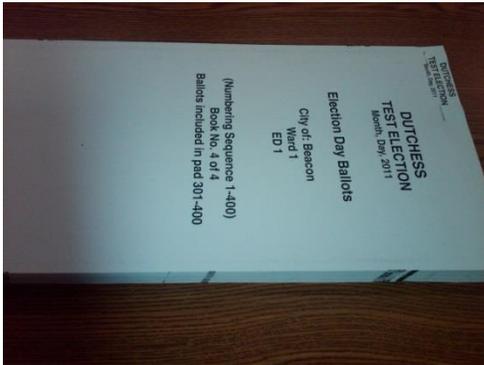
6. Turn the hotspot on, then plug it into an outlet where there is the strongest signal.
7. Place Poll Pads, legal pad, street guide, inspector manual, and first ballot booklet on Intake Inspectors' table. (**Remember--only one (1) ballot package on the table at a time. The rest must be kept wrapped and secured until needed.**)
8. Hang/Place "Vote Here" and "Voting" Signs and Distance Markers, and other required materials.

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### 9. Extremely Important

When the Machine Inspector gives you the stack of ballots, verify that the Election District number on the ballots is correct for your ED. Do a count of how many ballots are in the package as you open them. If the number of ballots counted does not match the number on the cover page, please contact the BOE at (845) 486-2473. Unwrap ballots only as they are needed.

**NOTE: As of 2020, the ballots will NOT be in booklets, but will be a stack of loose ballots. BE CAREFUL BECAUSE THE BALLOTS WILL BE LOOSE.**



**The package of Ballots will have Election District name listed on Cover Page**

WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN
----------	----------	----------	----------

mistakes on the ballot by  
filling your ballot, if you make a  
ballot. You have a right to a  
en successfully scanned. If no

Ballot ID: 2167  
East Fishkill  
E.D.(s): ED 11

**The bottom right corner of  
the ballot lists the Election  
District**

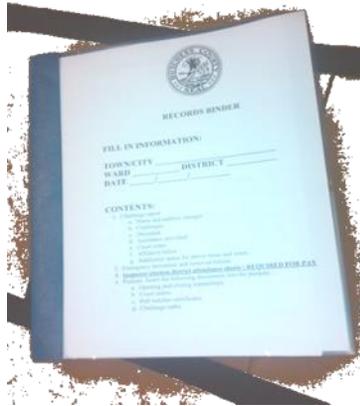
7. **Complete Opening Transmittal Form to account for all the ballot booklets that you receive, then place form in Records Binder** (see page 24).

8. Compare the Sample Ballot to the printed ballots, then hang Sample Ballot on the wall. Be sure to hang a second sample ballot to display the back if there are propositions or referenda there.

## Dutchess County Board of Elections Inspector Handbook

### **Records Binder**

Every election district receives a separate Records Binder.



The Records Binder contains labeled pages for reporting the following situations:

1. Name or Address Changes
2. Challenges\*
3. Deceased Voters
4. Assistance Provided\*
5. Court Orders\*
6. Affidavit Ballots\*
7. Voter Identification information

There is a pocket in the inside back cover where the following documents should be stored: court orders, poll watcher certificates, oaths, absentee ballots delivered to the poll site, inspector payroll paperwork (W-4s), completed transmittals, and other loose documents and notes.

**\*These items will also be recorded on the Poll Pad**

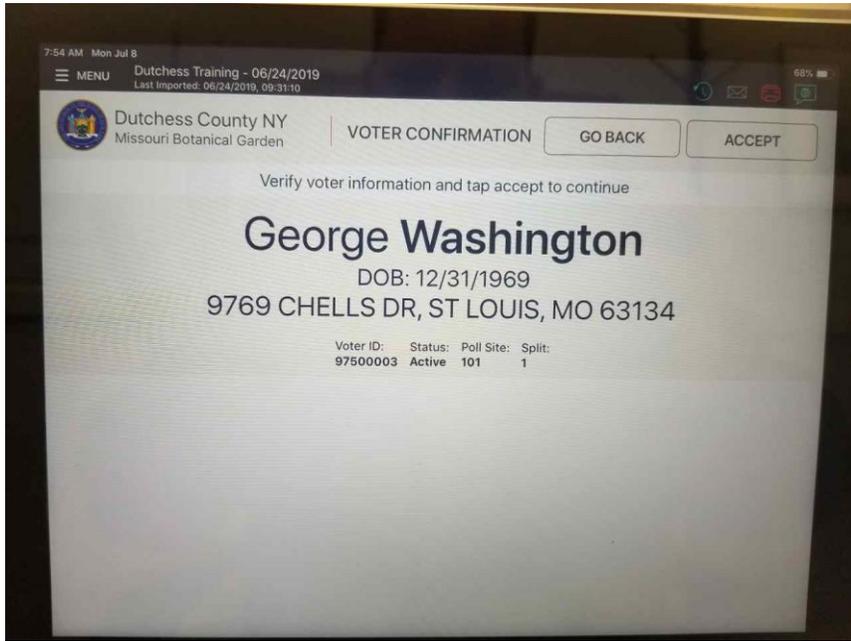
### **SETTING UP THE POLL PAD**

You will be provided with written instructions on how to set up the Poll Pad.

### **Procedures for Voting**

1. No ballots may be given to voters before 6:00 am for both the Primary and General Elections.
2. Greet each voter and ask for name and address.
3. Find the voter's name in the Poll Pad and confirm the address to make sure the voter has not moved.

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- Assigned election workers will receive detailed instructions with their assignment letters.

4. Have voter sign name on the Poll Pad:

- a. If a voter is unable to sign or make a mark, such as an “X,” inspector must write “UNABLE TO SIGN” in the signature box. No other person can sign for the voter, regardless of relationship.
- b. If “ID REQUIRED” appears in the signature box, the voter **must show acceptable ID** (see Figure 1). (Consult “acceptable ID” list in poll bag.) If the voter shows you ID that matches the information in the Poll Pad, note that ID was shown and put the ID information in the Records Binder. A voter who cannot produce ID must vote by Affidavit or Court Order. (See Affidavit Ballot instructions (pp. 12-15) and Court Order instructions (p. 15).)
- c. If “VOTING ABSENTEE” appears in the signature box, that means the voter requested an absentee ballot. If the voter appears on election day, he/she must vote on the machine.

5. Two inspectors will compare/confirm signature then place their initials in the appropriate box on the Poll Pad. **This step must be done by one inspector from each party no matter how busy the site is.**

6. Record the voter’s name and the chronological number of the Voter on the Voter Log.

<b>General Election November 4, 2014</b> Voter Log			
Town: _____		Poll Site: _____	
Ward/ED: _____			
The following qualified, enrolled individuals appeared and voted this day:			
Ballot #	Name	Ballot #	Name

## Dutchess County Board of Elections Inspector Handbook

7. **Carefully** provide ballot to voter and make sure only one ballot is given to each voter and offer voter a privacy sleeve. A damaged ballot may not scan properly and may have to be “spoiled.” **Do not remove any ballots from the package ahead of time, as it may disrupt the ballot count and make more work for the inspectors.**
8. **VOTER EDUCATION IS IMPORTANT. If needed, explain to voter the process to be followed.**
  - a. The Ballot
    1. It is important to **fill in the oval completely** with ballot marking pen provided in the booth.
    2. Be careful not to make any additional marks on the ballot. If a mistake or cross out is made on the ballot, it must be surrendered at the registration table for a new ballot. No more than three ballots per voter may be issued.
    3. **Look at both sides of the ballot. There may be propositions on the back.**
  - b. The Process
    1. Direct the voter to a voting booth and to use the ballot marking pen provided to completely fill in the oval for each selection.
    2. Once ballot is completed voter—with or without the use of the privacy sleeve—will proceed to the voting machine.
    3. Voter can use any available voting machine. The ballot is inserted into scanner to cast the vote. It can be inserted by any of the short sides and with either side (front or back) facing up. Voter must wait until the display reads “Ballot Successfully Cast.”
9. At least one inspector must:
  - a. Be stationed near the voting machine(s), close enough to hear the machine’s beeping indicator and near the voting booths to offer assistance, if necessary, **but not so close as to invade voter privacy.**
  - b. Periodically check the voting booths to make sure ballots are not left behind, that voting booths have appropriate Ballot Marking Pens (cap pens if left uncapped) and lights are functional.
  - c. Periodically check the voting booths and the privacy sleeves for extraneous markings and remove any unauthorized items left in the booths.

### **Spoiled Ballots**

1. If a voter brings back a ballot and says he/she made a mistake, instruct the voter to: mark the ballot “SPOILED,” fold it in half, and put it in the Spoiled Ballot Envelope. **This must be done by the voter, not the inspector.**
2. On the Voter Log, write “spoiled” next to the voter’s name.
3. Give the voter a new ballot only after the first ballot has been surrendered and processed as above.
4. On the next available blank line on the Voter Log rewrite the voter’s name and the new chronological number.
5. Remind the voter that only three (3) ballots per voter are allowed by law.
6. If the voter requires assistance, *see* “Providing Voter Assistance” (p. 9-10).

## Dutchess County Board of Elections Inspector Handbook

### **Abandoned Ballots**

1. An abandoned ballot is one found anywhere at the site other than in the possession of the voter. When an inspector discovers an unattended ballot, he or she should immediately summon an inspector from the other party. Call the BOE if you have any questions about whether the ballot is abandoned.
2. An abandoned ballot may be in the scanner, on the floor, in the privacy booth, or anywhere else in the room.
3. If an abandoned ballot is found **in or on a voting machine**, a bipartisan team of election inspectors must cast it by feeding it into the scanner, without examining it. Any “error” messages except “ambiguous mark” must be ignored, and the ballot cast. An “ambiguous mark” ballot must be processed as in number 4.
4. If an abandoned ballot is found **anywhere else in the poll site**, a bipartisan team of election inspectors must place it in an Abandoned Ballot Envelope. A description of where and when the abandoned ballot was found should be written on the envelope and initialed by the inspectors.

### **Write-In Votes**

The bottom row of the ballot contains a box marked “write in” for each contest on the ballot. A write-in vote is valid only if it is in the write-in box, and only if the name written in is not elsewhere on the ballot. The voting machine records that a write-in vote has been cast, although it does not tally the write-in votes for individual candidates. The ballot will be deposited into the Write-In section of the ballot box. The results of the write-in votes will be shown with the official results of the Election.

### **Casting the Ballot**

1. The voter inserts the ballot into the scanner. The voter must wait to observe the LCD screen display “Ballot Successfully Cast.” Once this message appears, the voting session is over and no further action is required.
2. The machine will beep and a warning will be displayed on the LCD screen if the ballot has an **Overvote**, a **Cross Endorsement**, an **Ambiguous Mark**, or it is a **Blank Ballot**.

**Never take a ballot from the voter.**

**The Voter must insert the ballot into the voting machine.**

### **Providing Voter Assistance**

Any voter that requires assistance when voting may receive help from a bipartisan team of Election Inspectors or from any other person **except** the voter’s employer or union agent.

1. Have the voter state he or she requires assistance.
2. If help is requested from inspectors, one inspector from each party must assist.

## Dutchess County Board of Elections Inspector Handbook

3. If the voter requests help from someone other than inspectors, administer the “Voter Assistance Oath” to the person who will assist (p. 19).
4. If voter informs the inspector that he or she requires assistance prior to check-in on the Poll Pad, complete the voter assistance information on the Poll Pad. (See pictures below.).
5. On the Voter Assistance page in the Records Binder, enter the name of the voter being assisted, the name and address of the person providing the assistance, and the relationship to the voter.
6. When inspectors assist, both should be identified in the Records Binder.

### 1 VOTER ASSISTANCE / CHALLENGE

If a voter requires assistance or is challenged, press either the Assistance Required box or Challenge Voter box found on the Poll Worker Confirmation page.

**NOTE:** For Assistance Required go to Step 2. For Challenge Voter go to Step 3.

### 2 ASSISTANCE REQUIRED

Enter the assister’s name and address. Instruct the assistant to read the Assistance Required Oath and sign on the signature line. Once signed, poll worker presses **CONTINUE**. Poll worker to complete voter check-in process.

## INTAKE ISSUES

Most voters will come to their correct election district, be in the Poll Pad and sign the Poll Pad without incident. But, for other voters, a number of issues may arise. The following instructs on how to handle these issues.

### Name Change

A voter whose name has changed since the last time he or she voted or registered may vote on the machine without re-registering.

## Dutchess County Board of Elections Inspector Handbook

1. Verify that the voter has not moved, so that the Election District is still correct.
2. Have the voter sign their new name on the Poll Pad.
  3. Record the name change in the “Name or Address Change” page of the Records Binder.

### **Voter at Wrong Location**

If the voter’s record indicates they are at the wrong location, or when a voter says he or she has moved, use the Poll Pad to determine the Voter’s correct Election District and polling site.

1. Hit the Menu in the upper right corner of the Poll Pad
2. Hit the blue “Election District Finder” icon
3. Type in the voter’s new house number and street name in the appropriate boxes and hit Search.
4. If the voter’s new address is in the same Election District and the voter’s name is in the Poll Pad, they can vote on the machine. (Go back to Check-In on the Poll Pad to determine if the Voter’s name is in the Poll Pad.)
5. If the voter’s new address is in a different Election District at the same poll site, send the Voter to the correct table.
6. If the voter’s new Election District is at a different polling site, you can provide the voter with directions to the new polling site by either providing them with a print out of the new location (with directions) or by texting the information to the voter.
  - a. To print the information, hit “Print Location” and provide the print out to the voter.
  - b. To text the information, hit “Text Location” and enter the voter’s cell phone number.

Record the voter’s address change on the “Name and Address Change” page of the Records Binder.

If there are any questions about the status of the voter, the election inspector or the voter should call the BOE at 486-2473.

A voter must vote in the Election District where he or she **currently** lives. **No voter may vote in the wrong Election District just because his or her name is in the Poll Pad at the Election District, or because it is “more convenient” than the new polling place.**

### **Name Not Found in the Poll Pad**

If a voter’s name cannot be found in the Poll Pad:

1. Have the voter spell his or her name, then recheck the Poll Pad. Have another inspector check the Poll Pad.
  - Ask the voter if their name has changed and check their old name.
  - Conduct an Advanced Search on the Poll Pad and look up the voter by their Date of Birth
2. If you cannot find the voter in the Poll Pad, the voter is likely not registered. Call the BOE for instructions. (Voters who are registered in another county in New York but have moved into Dutchess County, may vote in Dutchess County with an Affidavit Ballot. (See below.) The BOE will determine if the voter is registered in another County in New York.)

**Voter is Listed as INACTIVE in the Poll Pad- CALL BOE for guidance on the following:**

1. Ask the Voter for their current residential address. If the address is the same as listed in the Poll Pad and they are in the correct Election District, give the voter the **NOTICE TO VOTER** form (p. 21), which will outline the two methods of voting:
  1. Affidavit Ballot (*see* below).
  2. Court Order (*see* “Court Orders,” p. 22).

Which method to use is up to the Voter.

2. If the voter’s address is different than the address in the Poll Pad, use the Election District Finder to determine the voter’s current Election District. If the Voter chooses to vote by Affidavit Ballot, send the Voter to their correct Election District to vote.

REMINDER: Voters must vote in their Election District where they currently live.

**Absentee Voters in the Poll Pads**

- **Due to a recent change in law, New York State voters are no longer permitted to cast a ballot on a voting machine if they have already been issued an absentee ballot for that election. Voters who have already been issued an absentee ballot can still vote in person using an affidavit ballot. The affidavit ballot will be kept separate until the election is completed. Election officials will verify whether the voter’s absentee ballot has been received. If the voter’s absentee ballot has been received, the affidavit ballot will not be counted. If the voter’s absentee ballot has not been received, the affidavit ballot will be counted.**
- **If a voter has been issued an absentee ballot by the Board of Elections, they will come up in the poll pads with a notification showing that they have been issued an absentee ballot. You will not be given an option to issue them a ballot the way you would for a non-absentee voter.**
- **If this Voter desires to vote in person at their polling site on Election Day, they will have to vote with an Affidavit Ballot. “Affidavit Ballot” will be an option for an absentee voter on the Poll Pad when you pull them up. Follow the Affidavit procedure to issue the Voter an Affidavit Ballot.**
- **Under the new laws set by New York, Absentee Voters will not be able to vote on the machines once they are issued an Absentee Ballot by the Board of Elections regardless of if the Voter goes before a judge or not. Judges will be unable to allow Absentee Voters to Vote on Machines. An Affidavit Ballot will be required in this situation.**

**Affidavit Ballots**

If the voter’s name appears as Inactive, or an Active Voter has moved to a new Election District, or the Voter is not in the Poll Pad, the voter *cannot* vote on the machine.

## Dutchess County Board of Elections Inspector Handbook

First check the “Election District Finder” on the Poll Pad to make sure the voter is in the correct Election District or whether they should be sent to another Election District or Poll Site. Call the BOE at 486-2473 to verify registration, election district, and poll site.

Once you have determined that voter is at correct Election District, follow the Affidavit Ballot procedures completely and thoroughly. **The failure to follow the directions completely could result in the rejection voter’s vote NOT being counted.**

### **If the voter is NOT in the poll pad and would like to vote by Affidavit:**

1. Tap “Add Affidavit” button on the top right of the poll pad screen.
2. Enter the voter’s information into the poll pad
  - a. **For the DOB field, please select the YEAR first.** Note: the DOB selector will not close on its own. To proceed to the next screen, please tap “Next” on the top right corner of your screen.
3. Enter the voter’s street number.
4. Tap into Street Name and begin typing the street. **You must choose the complete address from the drop down list – DO NOT enter the complete address on your own.** If the voter has an apartment or unit number, you may enter that **AFTER** selecting the address from the drop down list.
5. Tap “Next” on the top right corner of your screen.
6. Confirm the information entered is correct, then tap “Submit” on the top right corner of your screen. Tap “Accept.”
  - a. **NOTE**: If the voter’s information does not appear, and a screen that says “Group” appears instead, you did not select the address from the drop down list. Please tap “Previous Step” in the top left corner of your screen and select the address from the list.
7. Another confirmation screen with the voter’s information will appear. A red banner will appear across the top reading “Affidavit Ballot.” Confirm the information is correct and tap “Accept.”
8. Both poll workers must initial on the Poll Worker Confirmation page, then tap “Submit.”
9. A receipt will print with the voter’s information, “Affidavit Ballot” across the top, and the voter’s ballot style.
10. Give the voter their receipt, the correct Affidavit Ballot, and a white affidavit envelope.
11. Direct them to a voting booth to complete the envelope and ballot. Once complete, they will return the envelope to you sealed with their ballot inside.
12. Check that the envelope is completely filled out and sealed before placing into the larger manila envelope and writing their name on the front.
13. If the voter has to spoil their affidavit ballot, please look them up in the poll pad and process the spoiled ballot as described in your manual. The voter’s name will now appear in a search highlighted in purple.

**\*\* If the voter’s address does not appear in the drop down list, please call the BOE before proceeding\*\***

# Dutchess County Board of Elections Inspector Handbook

## • Affidavit Ballot Instructions:

1. Give the voter the folded Affidavit Ballot for the correct Election District. **NEVER GIVE THE VOTER A MACHINE BALLOT.**
2. Have the voter complete the white Affidavit Envelope, including all necessary information and signature. **Incomplete information and unsealed white Affidavit Envelopes may prevent the ballot from being counted.**

### Affidavit Oath

**A** Please provide the following required information:

**Your name**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
 Middle name: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Address and ZIP code: \_\_\_\_\_  
 Apt. Number: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 City/Town/Village: \_\_\_\_\_  
 New York State County: \_\_\_\_\_

**Date of birth** \_\_\_\_\_ Party enrollment \_\_\_\_\_

**B** Please check each box that applies to you and fill in the appropriate blank:

I have been informed by the aspects of what my registration record is and will be able to vote, however I have not yet registered to vote in the election district from the address given above and I remain a duly qualified voter in the district.

I have moved within the New York State and I am not registered and have lived at the address above for at least 30 days before the date of the election. My previous address was: \_\_\_\_\_

I was required to present identification when I voted today, but I did not do so.

I have not voted in the election but the records of the Board indicate that I have already voted.

My [Dominy@elections.ny.gov](mailto:Dominy@elections.ny.gov) email address is a political party's address as above, but the poll book does not reflect my correct enrollment.

**C** Additional information to register to vote in the week that you do not have a valid voter registration on file:

Are you a citizen of the U.S.?  Yes  No

Do you answer the questions below?  Yes  No

**Qualifications**

Are you at least 17 years of age and understand that you must be 18 years of age on or before the date that you use that name to register to vote?  Yes  No

Do you understand that your registration will be marked "pending" and you will be unable to cast a ballot in an election?  Yes  No

Do you answer No to both of the prior questions you cannot register to vote.

**More information**

Are you registered?  Yes  No Gender registered: \_\_\_\_\_

**The address where you receive mail**

Address or P.O. box: \_\_\_\_\_  
 P.O. box: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 City/Town/Village: \_\_\_\_\_

**Voting history**

Have you voted before?  Yes  No What year? \_\_\_\_\_

**Voting information that has changed**

Has this information changed or you have not voted before?

Your previous state or New York State County was: \_\_\_\_\_

**Identification**

You must make a selection:

New York State DMV number: \_\_\_\_\_

Last four digits of your Social Security number: XXX-XX-XXXX

I do not have a New York State driver's license or a Social Security number.

**Political party**

You must make a selection:

I wish to enroll in a political party:

Democratic party  Working Families party  
 Republican party  Other \_\_\_\_\_

I do not wish to enroll in any political party and wish to be an independent voter.

No party.

**D** All voters must date and sign the oath below.

**E** Please come to procure a valid registration or to furnish the information to the Board of Elections.

**Affidavit: I swear or affirm that**

I am a citizen of the United States.

I will live here in the county, city or village at least 30 days before the election.

I understand the definition of fraud to vote in New York State.

This legal signature appears in the box to the right.

The above information is true, for purposes of this election, and can be verified and the amount of \$5,000 or more will be paid to me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Board Use Only - To be completed by an Election Inspector

City/Town/Village: \_\_\_\_\_ All Year: \_\_\_\_\_ Election District: \_\_\_\_\_

**Dutchess County Board of Elections Inspector Handbook**

3. Give the same voter education (*see* p. 8) as for a machine ballot: The oval must be completely filled in for each candidate the voter chooses. Do not cross anything out or make ambiguous marks on the ballot. If voter makes a mistake, the spoiled ballot must be returned and another Affidavit Ballot requested. The voter can have a maximum of three (3) affidavit ballots. **The Affidavit Ballot must be sealed into the white Affidavit Envelope.**
4. Direct the voter to a privacy booth and instruct the voter that when he has finished marking the ballot, place the ballot into the white Affidavit Envelope and come back to you for completion.
5. When the white Affidavit Envelope is returned to you, review the envelope to make sure all questions have been answered, **the envelope is SEALED** and the voter has signed in the correct place.
6. **DO NOT FORGET to enter the Election District information at the bottom of the envelope.**
7. Enter the voter's name and address in the Affidavit section of the Records Binder.
8. Place the **sealed** white Affidavit Ballot Envelope in the large manila Affidavit Envelope (*see* below). Be sure to complete large manila envelope with all voters' names, poll site, town, ward, and Election District, and place into the poll bag at the end of the day.

**For Sealed Affidavit Ballots**

Election Inspectors Will Use This Envelope For The Return  
of **AFFIDAVIT BALLOTS**

Affidavit Ballots Must be Placed in the Poll Bag at end of Election Night

This Envelope Contains Sealed Affidavit Ballots for the Following Named Voters

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

City or Town of \_\_\_\_\_

Ward \_\_\_\_\_ Election District \_\_\_\_\_

Signed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(INSPECTORS MUST COMPLETE)

INSPECTORS

## Dutchess County Board of Elections Inspector Handbook

### Court Orders

If a voter chooses to seek a Court Order instead of completing an Affidavit Ballot, he or she must be directed to the BOE at 112 Delafield St., Poughkeepsie. You should call the BOE at 486-2473 to let them know a voter is coming in. The voter will meet with a judge who will decide whether the voter will be allowed to vote by machine ballot. If the judge agrees and signs an order, the voter will also sign the order at the BOE, then take the original order back to the poll site (*see* pp. 22).

When the voter returns to the poll site, follow this procedure:

1. **Remember the voter is not in the Poll Pad, so skip that step.**
2. Have the voter countersign the Court Order in your presence, and make sure the two signatures match.
3. Add the voter's name to the Voter Log and write "Court Order" next to the name along with the chronological number of the Voter.
4. Issue the voter a ballot, give voting instructions if needed, and allow the voter to scan the ballot through the machine in the same manner as all other voters.
5. Write the voter's name in the Court Order section of the Records Binder.
6. File the Court Order in the pocket of the Records Binder.

### Challenges

A voter can be challenged at the poll site by an Inspector, Poll Watcher, or any registered voter, for several reasons:

1. The person's signature does not match the Poll Pad signature. (Inspector must use their discretion based on an understanding that these are electronic signatures.)
2. Someone else using the same name has already signed the Poll Pad and voted.
3. The person is believed to not reside at the address in the poll book.

Procedure:

1. The challenge must be made **before** the ballot is cast.
2. Add the challenged voter's name to the Challenges section in the Records Binder.
3. Give the voter the Preliminary Challenge Oath (*see* p. 19). If the voter refuses to take the oath or answer questions, the challenge is sustained and the voter may not vote.
4. **All four Inspectors** for the Election District must take part in questioning the voter and listening to the answers.
5. Deciding the Challenge:
  - a. If at least two (2) inspectors are satisfied with the voter's answers to the questions, the challenge is withdrawn and the voter may vote. **"The tie goes to the voter."**
  - b. If three or four Inspectors conclude that the voter is not qualified, the challenge is sustained and the voter cannot vote.
  - c. If the voter insists that he or she is qualified to vote, administer the "Qualification Oath" found in the poll bag (*see* p. 19) to be sure that the individual understands the voting requirements and that making a knowingly false statement is perjury. **The voter and inspectors must sign the "Qualification Challenge Oath."** The challenged voter may now vote without additional questioning.

## Dutchess County Board of Elections Inspector Handbook

### **Emergency Ballot Procedure**

If a voting machine malfunctions, **DO NOT stop the voting process**. Immediately call the BOE at 486-2473 to explain the problem. A voting machine technician (VMT) will be dispatched to your poll site ASAP. If there is a second or third voting machine at the poll site, direct voters to those machine(s). If there is only one voting machine at the site, continue with the emergency voting process as is detailed in the Machine Inspector Manual.

### **Poll Watchers**

In a **General Election**, a party committee, independent body that has candidates on the ballot, or a candidate may appoint three poll watchers per Election District.

In a **Primary Election**, in addition to the above, two or more candidates and a political committee may appoint three poll watchers per Election District.

Poll watchers must be appointed by the chair of the party, committee, or independent body, or by the candidates, in a **written certificate signed** by the chair of the party or independent body, or by the candidates (*see p. 23*). The certificate must specify the election district(s) of appointment, and must be shown to the Election Inspectors, who will collect it and file it in the Records Binder (unless it specifies other EDs).

**Have Poll Watcher rules out and readily available for monitoring of Poll Watchers.**

Poll Watchers are entitled to:

1. Be present at the poll site 15 minutes before opening and may stay until after the signing of the inspector's paperwork and the closing of the polls.
2. View the unlocking and set up of the voting machines.
3. Challenge persons whom they believe are not qualified to vote.
4. Have one watcher per party/committee or independent body or candidate team be located near the Election Inspector's table. Other watchers are not permitted to be close to the table.

Poll Watchers Cannot:

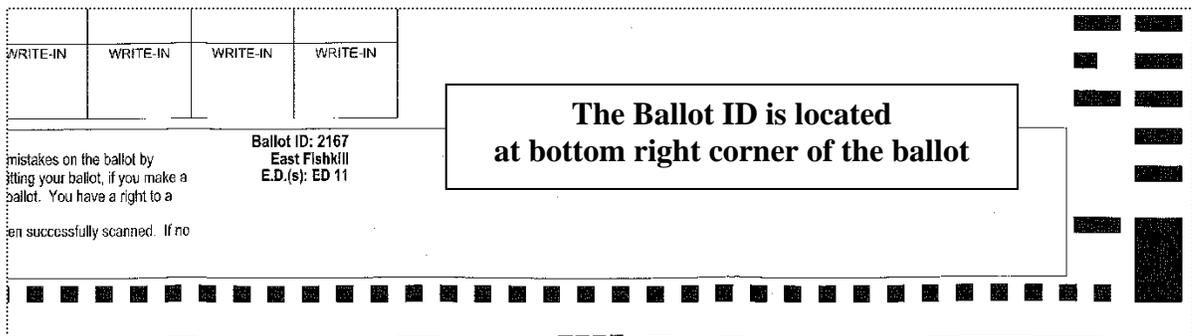
1. Be a candidate for public office on the ballot at a poll site they are watching.
2. Electioneer in any manner.
3. Tamper with election materials.
4. Interfere with the election process.
5. Protest a voter challenge ruling by the Board of Inspectors.
6. Accompany a voter to the voting booth unless the voter has specifically requested the poll watcher's help.

A Poll Watcher must be registered to vote in Dutchess County. Any watcher who is not registered to vote in Dutchess County must leave the poll site, even if in possession of a Poll Watcher's Certificate. Call the BOE at 486-2473 if you have any questions about a Poll Watcher's legitimacy.

## Accessible Voting Intake Process

If a voter asks to use the Accessible Voting Device , follow these steps.

1. Tell the Machine Inspectors (without yelling across the room) to get ready for an Accessible Voting Session.
2. **Voter Log:** Enter the voter's name in the Voter Log, as you will be issuing a pre-printed ballot from the ballot package. In a Primary be sure to look at the correct party's ballot for the voter.



3. **Poll Pad:** Have the voter sign the Poll Pad if able.
4. Direct voter to the ICE Machine and the Machine Inspector will assist the voter from this point.

## Emergency Evacuation Procedures

**Poll worker and voter safety take priority. Get everyone out first.**

1. When safe, call the BOE.
2. Follow instructions of Emergency Personnel.
3. Assess the situation and determine if possible to move the voting system and components to another room.
4. If the poll site must be vacated, appoint someone to make sure everyone gets out safely.

Protect the integrity of the voting process and the voting materials if safe to do so.

1. Both Machine Inspectors should record the public counter numbers from each voting machine.
2. Chairpersons should gather Poll Pads, Ballots, Voter Logs, and Poll Bags, and remove to safe location.
3. Maintain constant communication with the BOE and follow their further instructions.

When emergency personnel indicate that the poll site can safely be reopened:

1. Notify the BOE immediately.
2. Transfer any materials removed from the site back to the original polling area.

## Dutchess County Board of Elections Inspector Handbook

3. Machine Inspectors record the public counter number on each machine.
4. Resume normal poll site duties.

### **Providing Assistance To Minority Language Voters:**

All voters should be treated with courtesy and respect, and patience should be exercised if you are approached at the table by a voter whose primary language is not English.

At certain polling places throughout the county, **bilingual election inspectors** will be available.

- At these poll sites **bilingual materials** will be provided. Inspectors will find signs, ballots, sample ballots, affidavit envelopes and ballots, notices and instructions in both English and Spanish.
- Inspectors must post all signs and notifications, both English and Spanish, visible to all voters.
- At sign in, you can easily switch between English and Spanish on the Poll Pads:
  - In the upper right hand corner of the Poll Pad, hit the World icon.
  - Hit “Spanish” or “English” to toggle between the two languages.
- If a voter requests a **Spanish Ballot**, be prepared to offer one.
- Minority language voters have the right to receive assistance from the person of their choice excluding an employer or union representative.
- If assistance is needed from poll inspectors, it shall be provided on a bipartisan basis.
- If the inspectors are unable to assist the voter on their own, please ask for assistance from one of the **Bilingual Inspectors** in your polling place to determine if they can be of help.

**If any voter requires additional Spanish language assistance, call BOE Bilingual Hotline at 486-2473.**

### **Closing the Polls – All inspectors are required to remain until all tasks are done.**

1. Do **NOT** power down the Poll Pad. Refer to Poll Pad Cheat Sheet for packing up the Poll Pad and printer.
2. Complete the Poll Pad Closing check list.
3. Collect the WiFi Hotspot and place in one of the Poll Pad cases.
4. After placing the blue harpoon seal on the Poll Pad case, place the Poll Pad in the blue Tupperware bin.
5. Complete the Closing Poll Site Ballot Transmittal/Reconciliation Form, then file it in the Records Binder.
6. Machine Inspectors will give you closing result tape for each machine at poll site. These must be posted for poll watcher examination. Remember to remove tapes before leaving poll site.
7. Give unused ballots to Machine Inspectors. **Do not pack unused ballots in the poll bag.**
8. Turn off voting booth lights, remove, and pack them in poll bag.
9. Remove ballot markers from voting booths, recap if needed, and pack in poll bag.
10. Take down all posted signs and election materials and pack in poll bag. Bring in outside signs and leave them near the machine(s).
11. Machine Inspectors will bring you the “Machine Inspector Envelope.” Pack it in poll bag.
12. Pack remaining intake materials in poll bag and seal with the orange plastic security seal.

## Dutchess County Board of Elections Inspector Handbook

13. **Note:** The Blue Security Bag is to remain **separate** from the poll bag; it will be picked up separately and delivered to the BOE.
14. Clean up the voting area and leave the room neat and orderly.
15. Take poll bag to designated location.

## APPENDIX

### Voter Assistance Oath

#### **Person other than Inspector Providing Assistance Oath:**

This oath is for a person, other than an Inspector, who assists an individual in voting. This must be taken before the person rendering assistance enters the voting booth. The Inspector will ask that person to swear or affirm that he or she:

*“Do you solemnly swear or affirm that you will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that you will not make or keep any memorandum or entry of anything occurring in the voting booth, and that you will not, directly or indirectly, reveal to any person the name of any candidate or proposal voted for by the voter, or which ticket he or she had voted, or anything occurring within the voting booth, except when required pursuant to law to give testimony as to such a matter in a judicial proceeding?”*

If the person answers yes, then he or she can assist the voter. (Election Law 8-306(5))

### Challenge Oaths

#### **Preliminary Challenge Oath**

An individual who has been challenged and is about to be questioned by the Board of Inspectors as to his/her voting qualifications, must take this oath:

“You do solemnly swear (or affirm) that you will make true answers to such questions as may be put to you concerning your qualifications as a voter.”  
(Election Law 8-504(1))

#### **Qualification Challenge Oath**

Administer this oath for an individual who has been challenged and has responded to questions from the Board of Inspectors as to his/her voting qualification:

“You do swear (or affirm) that you are eighteen years of age, that you are a citizen of the United States and that you have been a resident of this state, and of this county for thirty days next preceding this election, that you reside at the same address at which you have been duly registered in this election district, that you have not voted in this election, and that you do not know of any other reason why you are not qualified to vote at this election. You further declare that you are aware that it is a crime to make any false statements. That all the statements you have made to the Board have been true and that you understand that a false statement is perjury and you will be guilty of a misdemeanor.”  
(Election Law 8-504(3))

**New York State Voter's Bill of Rights**

**New York State Voter's Bill of Rights**

**Today is Primary Election Day**

**Polls are open from 6:00 AM until 9:00 PM**

**As a registered voter, you have the RIGHT TO:**

**VOTE:** The right to vote includes voting for candidates and questions on the ballot and having sufficient time to vote.

**HAVE YOUR VOTES COUNT:** Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

**SECRECY IN VOTING:** Secrecy in voting will be preserved for all elections.

**FREEDOM IN VOTING:** Cast your vote, free from coercion or intimidation by elections officers or any other person.

**PERMANENT REGISTRATION:** Once registered to vote, you continue to remain qualified to vote from an address within New York State.

**ACCESSIBLE ELECTIONS:** Non-discriminatory equal access to the election system for all voters, including the elderly, disabled, alternative language minorities, military and overseas citizens, as required by Federal and State laws.

**ASSISTANCE IN VOTING:** You may request assistance to vote because of blindness, disability, or inability to read or write.

**INSTRUCTION IN VOTING:** You can view a sample ballot in this polling place prior to voting, and before entering or approaching a privacy booth, scanner or ballot marking device, you may request help in how to mark and/or cast your ballot.

**AFFIDAVIT VOTING:** Whenever your name does not appear in the poll ledger or the voter registration or enrollment list, or if you have not voted in this election but the records of the Board indicate that you have already voted, or you do not provide identification when required, you will be offered an affidavit ballot.

**FIRST TIME VOTER?** Instructions on how to vote are available on the sample ballot posted in this polling place. If you need additional help, prior to signing in, ask the inspectors working here today.

**CASTING A VOTE ON PAPER BALLOT:** Review your ballot to be sure you have cast your votes as you intended. Be sure to vote for the number of candidates permitted, for each office on your ballot. Casting more votes than the maximum number permitted in any contest (overvoting), will void your votes for that contest only. If you make a mistake on your ballot, return it to the inspectors and you will be given another. After you insert your ballot into the scanner, wait for the message which tells you your ballot was successfully scanned.

**PROBLEMS?** Federal and state laws prohibit acts of fraud and misrepresentation on voting. When you encounter problems in voting, contact your local county board or the State Board of Elections.

**Contact your Dutchess County Board of Elections at (845) 486-2473**

**Contact the New York State Board of Elections at (518) 474-6220.**

**Notice to Voters**

(Use when voter's name is not in the poll book and is at the correct ED)

**PLEASE POST**  
**NOTICE TO VOTERS**

***Election Law Section 8-302(3)(a) & 8-303***

IF YOUR POLL RECORD IS MISSING, OR IF YOU WERE ASKED TO PRESENT IDENTIFICATION AND DID NOT DO SO, OR FOR A PRIMARY ELECTION, YOUR POLL RECORD DOES NOT SHOW ENROLLMENT IN THE PARTY IN WHICH YOU CLAIM TO BE ENROLLED, YOU MAY SEEK TO VOTE BY ONE OF THE FOLLOWING METHODS:

1. **AFFIDAVIT BALLOT**- If you are able to swear under oath that you live in the election district in which you are seeking to vote and that you are presently registered to vote in New York State, (and in a primary election, that you are also enrolled in the appropriate party), or that you have not voted but the records of the Board of Elections indicate that you have already voted, the Election Inspectors are required to give you a paper ballot on which you may cast your vote.

Place the voted ballot in the envelope provided and carefully complete your affidavit on the outside of the envelope, making sure to give your correct residence address. The envelope will be returned, unopened to the Board of Elections. If the Board determines that you are an eligible voter in that election district, your ballot will be counted. You will be notified whether your ballot is cast and the reason for such decision.

At the Board of Elections, your envelope will be opened along with others, and the folded ballots will be placed in a group and mixed. They are then unfolded and counted. In this manner, the secrecy of every vote is maintained.

2. **COURT ORDER** - You may obtain a court order directing the Election Inspectors to allow you to vote on the voting machine. Your Board of Elections will tell you where and when a Justice of the Supreme Court or a County Court Judge can be located. You can contact your County Board at the number provided below.

Dutchess County Board of Elections  
112 Delafield St., Suite 200  
Poughkeepsie, NY 12601  
(845) 486-2473

Rev. 07/12/21

Dutchess County Board of Elections Inspector Handbook

Sample Court Order



Erik J. Haight  
Commissioner

Hannah R. Black  
Commissioner

DUTCHESS COUNTY BOARD of ELECTIONS  
112 Delafield St., Ste 200, Poughkeepsie, New York 12601  
845-486-2473/845-486-2483 fax

**Order of the Supreme Court:**

**Allowing Voter to Vote On Machine**

\_\_\_\_\_ is hereby authorized, by order of the Supreme Court,  
to vote

in the Town/City of \_\_\_\_\_ in the \_\_\_\_\_ Ward, \_\_\_\_\_ Election  
District in the General Election on November 2, 2021 on the voting machine in said election  
district.

The voter must present this form to the elections inspectors at the above referenced election  
district only, and must arrive at the polls prior to 9:00 p.m. on November 2, 2021 only.

This document must be signed by the Justice of the Supreme Court AND by the voter. The voter  
must also sign this form in the presence of the Elections Inspectors at the poll site in order to  
vote. This form is to be filed with the elections inspectors at the poll site and returned by the  
election inspectors to the Board of Elections with the election materials.

By order of: Justice of the Supreme Court date: November 2, 2021

\_\_\_\_\_  
Honorable

\_\_\_\_\_  
Signature of Voter (to be signed in presence of Board of Elections staff)

\_\_\_\_\_  
Signature of Voter (to be signed at polling place in presence of Election Inspectors)

Election inspector initials (at polling place) \_\_\_\_\_

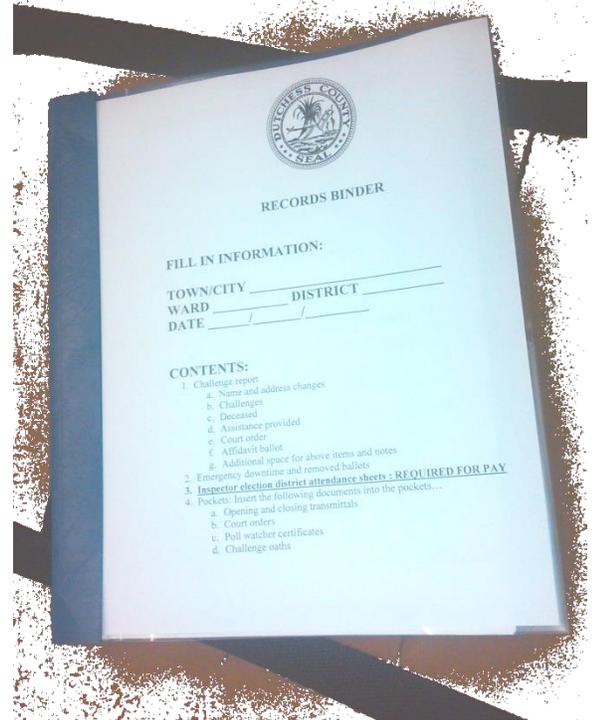
**Inspectors: Please Return This Document to the Records Binder.**

# Dutchess County Board of Elections Inspector Handbook

## Records Binder

### Contents:

1. Pages to document the following:
  - a. Name and address changes
  - b. Challenges
  - c. Deceased voters
  - d. Assistance provided
  - e. Court orders
  - f. Affidavit ballots
  - g. Additional space for above items and notes
2. **Inspector Election District attendance sheet**
3. Pockets: Insert the following documents into the pockets...
  - a. Opening and closing transmittals
  - b. Court orders
  - c. Poll watcher certificates
  - d. Challenge oaths
  - e. Pre Lat form



## Poll Watcher Certificate

### POLL WATCHER'S CERTIFICATE

To the Board of Elections in the County of Dutchess:

Pursuant to the provisions of §8-500 of the Election Law of the State of New York, the undersigned hereby appoints:

\_\_\_\_\_  
Name of Individual  
(Print)

To act as a Watcher on their behalf, at the Primary, General or Special Election to be held on \_\_\_\_\_ in the \_\_\_\_\_ Election District, \_\_\_\_\_ Ward in the Town \_\_\_\_\_ or City of \_\_\_\_\_, County of Dutchess, New York.

\_\_\_\_\_  
Signature of Candidate, or Chairperson of Political Committee, or Independent Body

\_\_\_\_\_  
Name of Candidate (Print) Chairperson of Political Committee, or Independent Body



### POLL WATCHER'S GUIDE

DUTCHESS COUNTY  
BOARD OF ELECTIONS  
112 DELAFIELD ST  
FOUGHKEEPSIE, NY 12601  
WWW.DUTCHESSELECTIONS.COM  
(845) 486-2473

Erik J. Haight  
Republican  
Commissioner

Hannah R. Black  
Democratic  
Commissioner

Dutchess County Board of Elections Inspector Handbook

Opening Transmittal Form

<b>Dutchess County</b>	GE 2021 November 2 <sup>nd</sup> 2021	<b>BOOKLETS RECEIVED BY BOE FOR OPEN POLLS – BALLOT TRANSMITTAL / RECONCILIATION FORM</b>	
Poll site: <b>Immaculate Conception</b>		Election District: <b>1</b>	Town: <b>Amenia</b> Voting Machine(s) # <b>15 2001</b>
Booklets Received	BOE staff & Inspectors confirm that the ballot case for this district contains the following:		
<b>Inspectors Confirm Accuracy ✓</b>			
Ballot ID #:	<b>1135</b>	_____	_____
Number of Ballot Booklets:	_____	_____	_____
Total Number of Ballots:	_____	_____	_____
<u>BOE Staff to Sign:</u>		<u>Inspectors to Sign on Election Day:</u>	
<b>Ballot numbers and accuracy checked by:</b>		<b>Ballot numbers and accuracy confirmed by:</b>	
BOE Staff Signature: _____	Date _____	Inspector Signature: _____	Date _____
BOE Staff Signature: _____	Date _____	Inspector Signature: _____	Date _____
A copy of this completed form is sent to Inspectors in Portable Ballot Case. Inspectors shall confirm the ballots and ballot booklet amounts are accurate.			
If ANY information is not accurate, immediately contact Board of Elections at 845-486-2473.		WHEN COMPLETED THIS FORM IS PLACED IN THE RECORDS BINDER	

Dutchess County Board of Elections Inspector Handbook

**Closing Transmittal Form**

Dutchess County	GE 2021 November 2 <sup>nd</sup> 2021	<b>CLOSE POLLS</b> – BALLOT TRANSMITTAL / RECONCILIATION FORM
<hr/>		
<b>Ballot ID #: 1135</b>		
<b>TOTAL # OF BALLOTS USED:</b> _____		
<b>TOTAL # OF BOOKLETS USED:</b> _____		
Total Unused Ballots _____		
Total Ballots Spoiled _____		
Total Abandoned Ballots _____		
<hr/>		
Inspector Signature: _____	Inspector Signature: _____	
Inspectors shall confirm that ballots and ballot booklet numbers are accurate.      If ANY information is not accurate, immediately contact the Board of Elections at 486-2473.		
WHEN COMPLETED THIS FORM IS PLACED IN THE RECORDS BINDER		