

Kane County

Election Judge Manual



Verity Controller, Verity Duo, Verity Scan

2024

By

Kane County Election Authority

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Introduction

Dear Election Judges,

The foundation of our democracy is free and fair elections, and you play a vital role in that process. Whether you are an experienced election judge or this is your first election, thank you for your service to the voters of Kane County!

We have made a number of changes as we move into the 2024 election cycle to help you on Election Day. We are adhering to all guidelines issued by state and federal agencies to ensure that all polling places are compliant and safe for both the voter and you. We have made some changes to the manual and how you can be certified. There are also updates to reflect the upgraded election equipment. The checklist and quick-reference guides have been updated to make it easier to set up in the morning, to process voters and handle equipment issues during the day, and close down at days end. We have listened to your ideas and in light of all that is going on in the world; we are putting together an online course for you to take the certification class. For those of you who want to attend a live class we will be offering small group classes here at our office. All of this is designed to ensure that you have the information, tools and training necessary for a smooth and successful Election Day.

Voting is one of our most significant and cherished civic duties. The Constitutions and laws of both the United States and the State of Illinois guarantee and protect the right to vote. These laws can only be implemented through the fair, knowledgeable, and impartial conduct of each election.

I am grateful to you for your service.

Sincerely,

A handwritten signature in cursive script that reads "John A. Cunningham".

John A. Cunningham

Kane County Clerk

Updated 1-18-24

What Are the Expectations and Responsibilities of an Election Judge?

Election Judge Duties Include:

- Following the procedures set forth in this manual.
- Being responsible for all election materials.
- Keeping order in the polling place.
- Providing appropriate assistance, when requested, to voters with disabilities and voters who have difficulty speaking, reading or writing the English language.
- Running a fair and impartial election.
- Removing any campaign literature left behind by voters.
- Maintaining the campaign-free zone.
- Keeping the polling place open from 6 a.m. to 7 p.m. **No one can vote prior to 6 a.m.**
- Leaving the polling place in the same condition as when you arrive.
- Two judges, one Republican and one Democrat, are responsible for traveling together back to the designated rally site (either Kane County Branch Court or Elgin Community College). They are responsible for returning the Verity Scan(s), Sealed Ballot Bag(s), county-issued cellphone and Verity keys.

Election Judges Must:

- Attend an election judge training class and pass a test.
- Arrive **no later than 5 a.m.** on Election Day (to ensure the polling place is open and **ready for voting exactly at 6 a.m.**)
- Have polls open at **6 a.m. sharp.**
- Be considerate and respectful to each other, the voters, and to everyone in the polling place.
- Work as a team.
- Keep all unauthorized persons away from voting equipment.
- Remain at the polling place after the polls close until all paperwork is completed, signed, and all election materials and supplies are packed for return to the rally location.



Election Judges Must NOT:

- Discuss political beliefs or participate in any form of electioneering on Election Day.
- Make any personal calls or texts on the county-issued cell phone.
- Use a personal cell phone for any personal calls or texts (unless on break or in an emergency).
- Maintain voter records for any party, candidate, civic organization, or ballot proposition.
- Put up any postings or photographs from the polling place on social media.
- Use personal computers, tablets, or other technologies at the polling place (unless on break or in an emergency).
- Bring up a website with candidate information or election reporting of any kind.

Additional Considerations

- All election judges are encouraged to vote during Early Voting or by mail prior to Election Day.
- Only one election judge may leave the polling place at a time. Do not leave the polling place without first clearing it with your tech judge.
- Election judges are responsible for their own food and drinks on Election Day.

Other Important Election Judges/Workers?

Student Election Judge:

A student election judge is a high school junior or senior who meets certain requirements in order to serve as an election judge. Student judges receive the same training and pay as the other judges. They also perform the same duties and hold the same authority.

Bilingual Election Judge:

At least one English-Spanish bilingual election judge is assigned to each precinct that meets the population threshold for Spanish language assistance. These election judges wear special badges (to be found in the Glossary of Election Terminology English-Spanish 2007 Binder) in order that voters may more easily identify the bilingual election judge for those in need of language assistance. They receive the same training, perform the same duties, and hold the same authority as the other judges.

Zone Manger:

A Zone manager oversees multiple polling places and provides aid to the election judges when needed.

The Zone Manager visits each assigned polling place location multiple times on Election Day. Zone managers are responsible for collecting attendance sheets, ensuring that all equipment is working properly and is being used as intended, addressing any technical problems when they occur. They deliver supplies and replacement equipment as needed.

At the end of the Election Day, the zone manager is responsible for doing a second check at each of their polling places to ensure that all equipment on the caddies is accounted for, and for sealing the caddies prior to picking up the caddies and returning them to the Election's Warehouse.

When authorized, zone managers are responsible for the removal of any election judge if the situation demands.

Who Is Allowed in the Polling Place?

Besides Election Judges and voters, certain people are allowed to observe and monitor operations inside the polling place before the polls open, during the day, and after the polls close. Each observer must present proper credentials or identification to the election judges. Every effort must be made to accommodate these observers and to provide access to the voting process.

Kane County Clerk's Office Staff, Polling Place, Inspectors and Zone Managers:

Zone Managers will visit every Polling Place several times on Election Day. Clerk's Office staff may also visit to offer assistance if needed. All Zone Managers and Clerk's Office staff must show identification or badges when they enter the polling place, but they are not required to surrender it to the judges.

Approved Law Enforcement Officials:

Law enforcement representatives must display proper ID or a badge from their office. They do not have to surrender it to the election judges. They may handle election materials only if they do not interfere with polling place operations. Approved law enforcement agencies include:

- United States Attorney's Office
- U.S. Department of Justice
- Illinois Attorney General's Office
- Kane County State's Attorney's Office
- Kane County Sheriff's Department or local law enforcement officers
- Illinois State Board of Elections
- Vote Center Inspectors for the Clerk's office

Note: The Kane County Clerk's Office does not assign police officers to monitor the interior of polling places, except for those located in public schools. For all other locations, uniformed police officers from local cities and villages can enter a polling place only if their presence is requested by the Clerk's Office, in case of an emergency, or to vote. Special Duty Kane County Deputies will be making regular patrols of the polling places. Sherriff's Deputies or local law enforcement officers will likely not be entering polling place unless called upon to do so.

Media and Exit Pollsters:

Members of the media and exit pollsters are allowed to enter and observe polling places. They provide their own credentials—usually an ID badge or a business card—which they must show the election judges but do not need to surrender to the judges. Members of the media may speak with, interview, or survey voters, but **not within** the campaign-free zone.

Media and Exit Pollsters Must NOT:

- Conduct interviews inside the polling place or within 100 feet of the entrance to the polling place room (the campaign-free zone).
- Take photographs or video without permission of Kane County Clerk and voters.
- Handle voting equipment or materials.

What About Pollwatchers?

A Pollwatcher is a person who observes the election process as a representative of a candidate (or the candidate himself/herself), political party, citizen’s organization, or a proponent or opponent of a referendum. Upon entering the polling place, a Pollwatcher must present a signed valid Pollwatcher credential and surrender it to an Election Judge who then gives it to the Tech Judge. The Election Judge must check each credential to make sure it is valid and signed. Store all credentials in the back pocket of the Affidavit Binder.

To be valid, Pollwatcher credentials MUST:

1. Be issued, and signed or stamped, by an official of the Kane County Clerk’s Office or the Illinois State Board of Elections.
2. Credentials must be signed or stamped by one of the following: the state or local party chairman, a candidate whose name appears on the ballot, an officer or chairman of the civic organization, or the proponent or opponent of a referendum, depending on who the Pollwatcher is representing.
3. Be signed and completed by the Pollwatcher.



Pollwatchers will be issued a Pollwatcher sticker to be worn while in the polling place. Pollwatchers may enter and leave the polling place during the day while the polls are open and do not need to submit a new credential each time they re-enter. If a Pollwatcher is observing multiple precincts, even in the same polling location, they must present a separate credential for each precinct.

Pollwatchers are permitted to be present during set-up procedures before the polls officially open. They are also permitted in the polling place after the polls close. A Pollwatcher **may not leave and re-enter** the polling place once the polls close.

Number of poll watchers permitted in each precinct at any given time:

Appointing Authority	Consolidated/ General Primary Election	Consolidated/General Election	Non-Partisan Election
Candidate	Two	Two	Two
Political Party	One	Two	None
Civic Organization	One	One	One
Referendum	One	One	One

Note: If a majority of judges decide the polling place is overcrowded with Pollwatchers and the voting process is being adversely affected, the judges should limit the number of poll watchers to a reasonable number. Each political party must be allowed to have at least one poll watcher present. Any limits must be equally applied to the political parties, opposing candidates, and both sides of a referendum. If the crowds thin, inform the poll watchers who were asked to leave that they may return to the polling place.

Poll Watchers Continued

Poll Watchers May:

- Observe the polling place before the polls officially open, during the day, and after the polls close.
- Inspect the voting equipment.
- Stand or sit as close as needed to the election judges in order to hear voter's names as they apply for a ballot.
- Observe the verification of a voter's signature on their Application to Vote with the signature in the Pollbook.
- Observe the issuing of voter Access Codes.
- Enter and leave the polling place throughout the day without presenting another set of credentials (they must wear their poll watcher sticker at all times while in the polling place).
- A Pollwatcher who observes something improper may notify the election judges and not confront a voter directly.

Poll Watchers May NOT:

- Touch official election materials or supplies.
- Attempt any supervisory role in the polling place.
- Escort voters to the voting booths or voting equipment.
- Discuss politics or candidates with voters or election judges.
- Interfere with the work of the election judges.
- Poll watchers may not challenge without cause the voting qualifications of a person offering to vote. Poll watchers may not make a challenge directly to a voter but may call to the attention of the Election Judges any incorrect procedure or voter's qualifications.
- Make decisions on any matter in the polling place.

A Note About Candidates:

A candidate whose name appears on the ballot cannot be in a polling place for any reason—except to vote—unless the candidate has submitted valid Pollwatcher credentials to the Election Judges. Candidates may not linger in the polling place or within the campaign-free zone to shake hands, talk with voters, speak with the media, or for any other reason. Such activities must be moved beyond the campaign-free zone.

What Is the “Campaign-Free” Zone?

In general, the campaign-free zone is defined as the area within 100 feet of the entrance to the room where voting is conducted. No electioneering is permitted within the campaign-free zone. Election judges must measure and mark off the campaign-free zone with the orange cone, no electioneering sign, blue or orange flags, and string provided.

Choose which of the following scenarios best describes the location of your polling place. This will determine where to mark off the campaign-free zone for your location:

- **In a one-story building or ground floor of a multi-story public or private building:**
Measure 100 feet from the entrance to the room where voting occurs. Mark that point with the cones even if it falls inside the building.
- **On a floor other than the ground floor of a multi-story building:**
If the polling room is on a floor above or below the ground floor in a public or private building, measure 100 feet from the nearest elevator and/or staircase on the ground floor that the voters use to get to the polling room. Place the cones at that point.
- **In a public or private school, church or other place of worship, or private business:**
Measure 100 feet from the entrance to the polling room. If it ends within the interior of the building, place the cones outside of the building at each exterior entrance used by voters. This special rule applies only to public or private schools, churches and other places of religious worship, and private businesses.
- **Exclusions for churches and private schools (campaign-free zones):**
A church, other place of religious worship, or private school may choose to apply the campaign-free zone to its entire property. If so, the proprietor must inform the Clerk’s Office in advance of the election. If this applies to your polling place, the Clerk’s Office will notify the election judges. In this case, the cones must be placed at the property’s boundaries outside.

Electioneering:

The area on polling place property beyond the campaign-free zone, whether the building is public or private, is open to electioneering while the polls are open. The only exceptions are churches and other houses of worship and private schools that notify the Clerk’s Office in advance (as described above).

What Assistance Is Offered to Voters?

The Kane County Clerk’s Office has made every effort to educate voters prior to Election Day. Multiple public demonstrations of the new equipment were held, information on “how to” was published in newspapers and on the Kane County Clerk’s website. Although the first time Kane County uses the new Voting equipment may feel a bit challenging, it will get easier as Voters and Election Judges begin to familiarize themselves with the new Verity Election Equipment. Please be patient and provide verbal cues to Voters as needed. Instructional materials will also be available on Election Day.

A video is available on the website: <https://clerk.kanecountyil.gov/Elections>

The Clerk’s Office also provides assistance to voters with disabilities, elderly voters, and Spanish-speaking voters.

The form is titled "AFFIDAVITS" and includes a header "CHECK THE LETTER OF AFFIDAVIT USED" with checkboxes for A, B, C, D, and E. Below this is an "INSTRUCTION" box and a section for "STATE OF ILLINOIS" and "COUNTY OF KANE". The main body of the form contains several sections: "MARK APPLICABLE STATEMENT AND FILL IN ANY BLANKS IN THAT STATEMENT" with a large "A" and checkboxes for voters who cannot read/write English or have physical disabilities; "TO THE PERSON PROVIDING ASSISTANCE TO VOTERS" with a warning about voter assistance; "OATH OF ASSISTANCE" with a statement of qualification; and "SUPPORTING AFFIDAVIT FOR B, C, OR D - OATH OF WITNESS" with a witness statement and signature lines. There are also checkboxes for voters who have changed their residence or name.

Voters With Disabilities and Elderly Voters:

Voters in need of assistance inside the polling place can request it from a family member, friend, or two election judges (one from each party). Assisted voters and those providing assistance must sign “Section A” of the Pink Affidavit prior to voting.

Every Polling Place has at least one Verity Access Duo with accessories that enable voters with disabilities to vote privately and independently. These Verity Access Duos allow voters who are vision-impaired to listen to their ballot with headphones. Verity Access Duos have tactile input switches, as well as outlets for “sip-and-puff” devices so that voters with limited mobility have an alternative, independent means of casting their votes. The Verity Access Duos are lower in height to accommodate voters in wheelchairs and voters who need to sit while voting. There are additional Duos that are lower in height that may be used by voters as well.

Voter Requiring Language Assistance:

The Clerk's Office is required to provide Spanish language assistance in certain precincts under the Federal Voting Rights Act of 1992.

- There will be at least one Spanish-speaking bilingual election judge in the designated precincts. These judges will wear a badge that indicates they speak Spanish. All judges must ensure that all bilingual and Spanish language materials are clearly visible to voters.
- If a voter seems confused or does not seem to understand the voting instructions, the bilingual election judge should ask whether the voter needs assistance. Assisted voters and those providing assistance must sign "Section A" of the Pink Affidavit prior to voting. In precincts where no bilingual judges are working and a voter requires language assistance, judges should call the Call Center so the voter can speak with a bilingual Spanish-speaking operator.
- Voters have the option of choosing a Spanish language ballot on any Duo and in every precinct.
- Any voter may request an audio ballot, which allows the voter to listen to the ballot on a headset connected to the Duo. In this case, direct the voter to the Verity Access Duo. Audio ballots are available in English and Spanish, and may be especially helpful to voters with limited reading skills.

Guidelines For Offering Assistance to Voters:

- When speaking to a voter with a disability or an elderly voter, look at and speak directly to that person, not to a companion or helper who may be with them.
- Be considerate of the extra time a voter with a disability might need to complete the check-in and voting process.
- Give unhurried attention to a voter who has difficulty speaking.
- Never push a voter in a wheelchair before asking if you may do so, and how you should proceed. Never take a voter with a disability or an elderly voter by the arm before asking if you may do so.
- Speak calmly, slowly, and distinctly to a voter that you believe to be hearing-impaired. Your facial expressions, gestures, and body movements are important for non-verbal communication.
- Be aware that dogs that assist people with disabilities should be admitted to all polling places. Such dogs are highly trained and need no special care. Never distract, pet or feed the dog.
- Never question a voter about their disability.
- All voters deserve courteous attention when exercising their right to vote.

SECTION 1:

Before the Polls Open

5 AM Judges Arrive at Polling Place (first steps)



Upon arriving at the Polling Place, the tech judge must contact the Call Center at 630-232-5990 using the county cell phone to check-in and make certain the phone works properly.

At 5 AM when the judges arrive, BEFORE opening any equipment:

- The Tech Judge will open the supply case (break the seal) and find the VOTING PROCESS BINDER
- The tech judge will open the voting process binder and “Administer the Oath” to all election judges
- Each judge must sign both the "Oath" of Election Judges and the “Attendance Sheet” to prove who is working in the Polling Place.

After taking the Oath of Election Judges:

1. **Locate the SEAL BINDER and the envelope labeled “Removed Plastic Seals from Supply Case(s), Duo Voting Booths, Controller(s), Scanner (s) and Pollbooks”.**
2. **Place the seal(s) from the Supply Case(s)** in the “Removed Plastic Seals from Supply Case(s), Duo Voting Booths, Controller(s), Scanner (s) and Pollbooks” envelope found in the Seal Binder.
3. Find the **“Equipment and Seal Record” form** located in the Voting Process Binder, this will be the first page in the binder.
4. **Compare the serial and seal numbers on all of the election equipment** against the serial and seal numbers listed on the “Equipment and Seal Record” form.
5. **Remove the seals from the Controller(s)** and place them in the “Removed Plastic Seals from Supply Case(s), Duo Voting Booths, Controller(s), and Pollbooks” envelope located in the Seal Binder.
6. **Remove the seals from the Duo Voting Booths** and place them in the “Removed Plastic Seals from Supply Case(s), Duo Voting Booths, Controller(s), and Pollbooks” envelope located in the Seal Binder.
7. **Remove the seals from the Scan Station(s)** and place them in the “Removed Plastic Seals from Supply Case(s), Duo Voting Booths, Controller(s), and Pollbooks” envelope located in the Seal Binder.
8. **Remove the seals from the Pollbook cases** and place them in the “Removed Plastic Seals from Supply Case(s), Duo Voting Booths(s), Controller(s) and Pollbook(s)” envelope located in the Seal Binder.

Note: If the serial numbers do not match, check for changes on the “Equipment and Seal Record” form located in the plastic sleeve attached to the caddy. If they still do not match, contact the Call Center at (630) 232-5990.

After all seals have been checked and stored away:

The Tech judge may assign tasks to the election judges to begin opening up the equipment. Tasks may include:

- Setting-up the Verity Controller(s)
- Setting-up the Verity Duo Voting Booths
- Setting-up the Verity Scan Station(s)
- Setting-up the Pollbooks(s)
- Setting-up the Applications to Vote area with pens and blank applications.
- Carrying out the "Vote Here Sign" and placing it for Polling Place identification
- Posting all necessary signage



Remove laminated checklists from the Before the Polls Open Envelope located in the Supply Case for detailed instruction on how to setup and use equipment:

- Before the Polls Open Sheet
- Pollbook Instruction Sheet
- EViD Quick Reference (Instruction on how to process voters on the Pollbook).

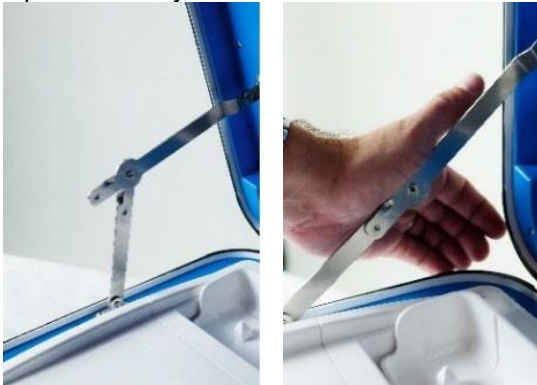
Setting Up Verity Controller

1. Set the Verity Controller on top of a table near where you plan on setting up your Verity Duo device(s).
2. Follow Kane County procedures to remove the tamper-proof seal from the Verity Controller handle. Open the "Verity Cord Bag" and remove the power brick and power cord.
3. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Controller (flat side up).

IMPORTANT: Do not plug the power cord into the power source yet.



4. Open the Verity Controller case and lock the lid brace in place.



IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.

5. Unlatch tablet and remove from tablet storage compartment.



6. Seat the tablet in the cradle (A) tilt it back (B) and lock it into place (C). **Tech judge will have a blue key for this procedure.**



7. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present.



8. Connect the barcode scanner (found in the Verity Cord Bag) to the USB connection located on the VDrive compartment above the report printer.



9. Press the **red** button on the back of the Verity Controller to power it on.

During power on process, a Power-On Self Test report will print on Verity Controller's built in printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and restart the device using the **red** power button.



Setting up the Verity Duo Voting Booth Base

***NOTE: A booth (stand) must be set-up for EACH Duo Voting Device.**

1. Remove booth parts from the transport bag. A complete set of booth parts includes the booth table, rear leg assembly, front leg extensions, and privacy screens.



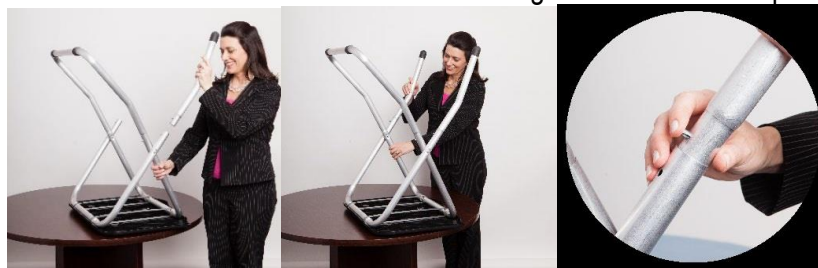
2. Release bungee cords holding the booth legs if present. Unfold the legs from booth table. Pull on the handle and lift to lock the legs into place.



3. Attach the rear leg assembly. Press the metal buttons to attach and lock it into place.



4. Attach the front leg extensions. Press the metal buttons to attach each leg and lock them into place.



5. Turn the booth over to set up the Verity Duo. (The stand is now ready to hold the voting device.)



Setting up the Verity Duo Voting Device

1. Set the Verity Duo on top of the booth, aligning footpads with the indentations (the handle on the front of the Duo should face the same direction as the handle on the booth base).

***NOTE: If connecting a Verity Access device, Duo should be used with the Verity ADA Accessible booth (bag with red handle)**



2. Stand at the front of the booth. Reach under the front of the booth top and push the latch backwards to secure the Duo device to the booth base.



3. Remove the tamper seal from the Verity Duo handle. Open the "Verity Cord Bag" and remove the power brick and power cord.

4. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Duo (flat side up).



IMPORTANT: Do not plug the power cord into the wall yet!

5. Determine which Verity Duo(s) will have the Verity Access device(s). Connect the blue cord from the Verity Access into the corresponding port on the back of the Duo device. The Verity Access device may be placed in the cradle to the right of the Verity Duo voting device.



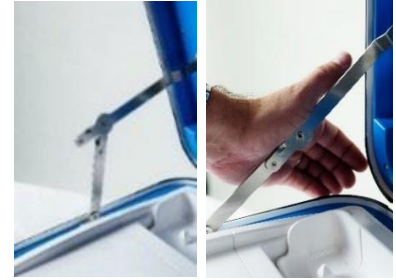
6. Make sure the Verity Controller is fully powered on. Then, insert a booth connection cord into one of the available ports on the back of Verity Duo.



- 7. Insert the other end of the cord into one of the available ports on the back of the *Verity Controller*.

- 8. Open the Verity Duo voting booth case and lock the lid brace in place.

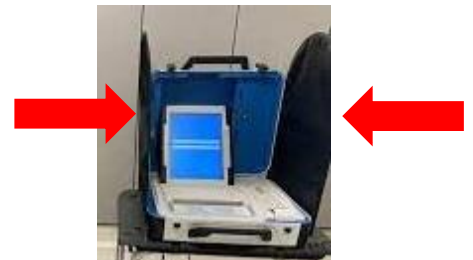
IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.



- 9. Unlatch tablet and remove from tablet storage compartment.



- 10. Seat the tablet in the cradle (A), tilt it back (B), and lock it in place (C).
The Tech judge will have a blue key for this procedure.



- 11. Verify the tamper-proof seals are in tact. Attach privacy screens.

- 12. Plug the Verity Duo power cord into AC power.



- 13. Press the red button on the back of the Verity Duo to power it on.

- 14. During the power on process, the Verity Duo screen will display a Power-On Self Test report. Any hardware or connection issues will be highlighted in yellow; if any issues are noted, check connections and restart the device using the red power button on the back of the device.



Connecting Additional Verity Duo Voting Devices

1. When connecting additional Verity Duo Voting devices, the setup process is the same as described in the previous section, except for the booth connection cable.

1. Make sure the Verity Controller is fully powered on. Insert a booth connection cord into one of the available ports on the back of the new Duo device



2. Insert the other end of the booth connection cord into either:
 a) The remaining available port on the back of the first Duo, or
 b) The remaining available port on the back of the Verity Controller

***NOTE: This creates a “Daisy Chain” of Verity Duo Voting Devices**

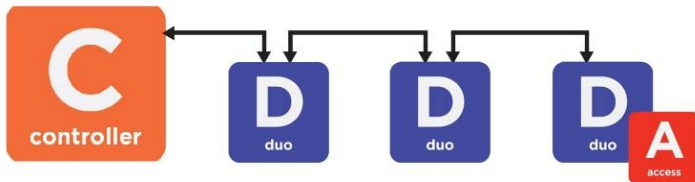
3. Power on the second Duo using the *red* power button on the back of the device



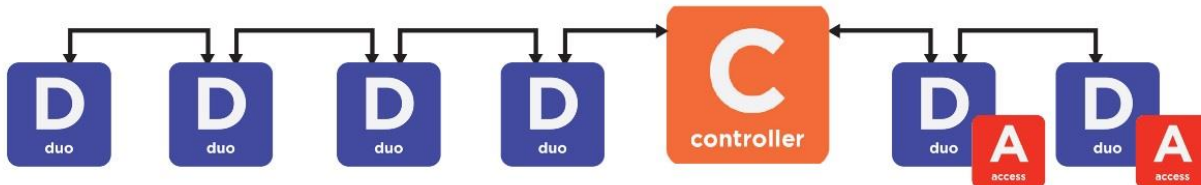
Sample Controller/Duo configurations

Verity Controller and Duo devices may be set up in a variety of configurations; sample configurations are illustrated below.

Verity Duo devices may be daisy-chained to a single Controller connection port:



Alternatively, Verity Duo devices may be connected in daisy-chains to both Verity Controller connection ports:



Here are some important things to remember when setting up Verity Controller and Verity Duo devices:

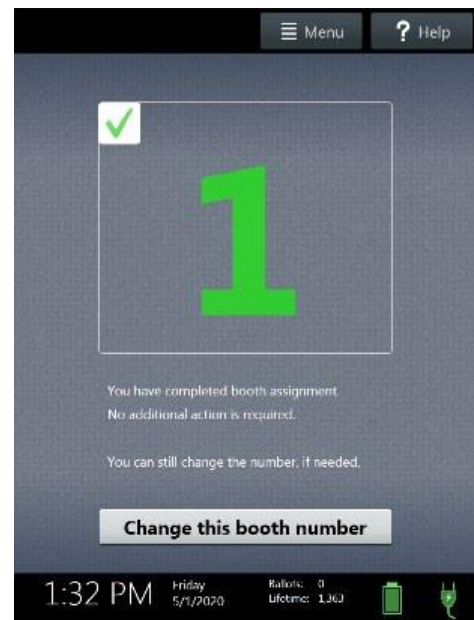
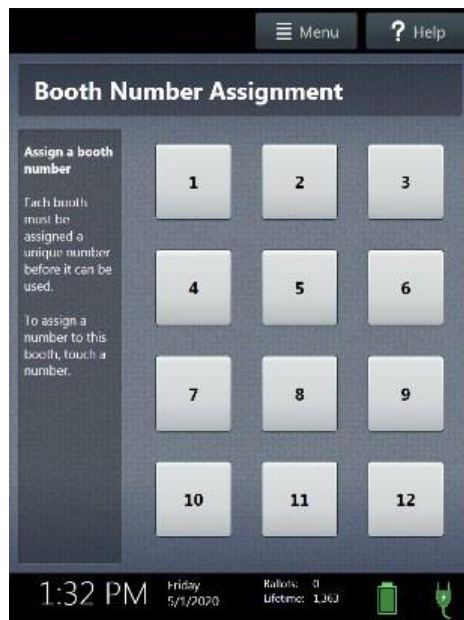
- Up to 12 total verity Duo devices may be connected to a single Verity Controller, regardless of configuration.
- Verity Controller has two available connection ports; Verity Duo devices may be connected to either one or both ports.
- Additional Verity Duo devices may be connected to preceding Verity Duo devices in a daisy-chain fashion.
- Duo with Access devices should be placed at the end/outside of the line (furthest from the Verity Controller).
- Up to two Verity Duo units in a row can be powered off, or have their tablets disconnected, without affecting other Verity Duo devices in the chain.

Assigning a Booth Number

Before it can be used for voting, each Verity Duo device must be assigned a booth number. This allows election judges to monitor the status of the Verity Duo Voting Device(s) using the Verity Controller.

IMPORTANT: To help ensure a good connection between devices, do not perform any actions on Verity Controller while assigning booths on Verity Duo devices.

1. Power on Verity Controller first, and make sure it is fully powered on before connecting and powering on Verity Duo devices.
2. On the first Verity Duo booth, select the number on the screen to assign to that Verity Duo Voting Device. Do the same on each additional Verity Duo Device(s).
 - Do NOT perform any actions on Verity Controller while assigning booths on the Verity Duo Devices
 - Each number may be assigned only once. If a number is already assigned to another booth, 'Used' will appear in place of that number on the screen.



3. Once assigned, check that the first two Verity Duo devices display the chosen numbers in green.
4. Repeat steps 2-3, *two Verity Duo booths at a time*, checking the assignments before moving on to the next two Verity Duo devices.
5. Labels may be placed on each booth, to make communication clear throughout election day.



Setting Up the Ballot Box

1. Position the folded ballot box as shown.



2. Unlatch the four clips (two on each side).

3. Pull open the ballot box.



4. Press the side panels outward until they are flat, being careful not to pinch your hands or fingers.

5. Lower the bottom panel but do not press down.



6. Release the lid by unhooking the 3 straps.

7. Pull the cord on the underside of the lid upward to unlock the lid latch.



8. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Lay the lid across the top of ballot box, and then press it down. **Do not force it**



9. Unlock the front door with the ballot box key.

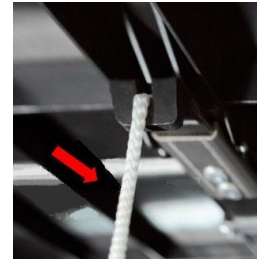
10. Press firmly on bottom panel to lock it in place.



11. Place "Ballot Transport Bag" inside the Ballot Box and lock (with black key) and seal.

Setting Up the Verity Scan

1. Assemble the ballot box if this has not been done already (see above).
2. Place the Verity Scan on the ballot box, aligning footpads with the indentations. The handle on the Verity Scan must face the front of the ballot box.
3. Reach inside the ballot box and pull the cord **down and away** to lock the lid and the Verity Scan in place.
4. Close and lock the front ballot box door. Election judges should place a security seal on the locked ballot box door.



5. Remove the tamper-proof seal from the Verity Scan handle. Open the "Verity Cord Bag" and remove the power brick and power cord.
6. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Scan (flat side up).



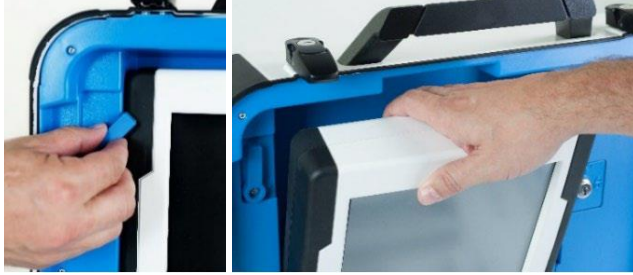
IMPORTANT: Do not plug the power cord into the power source yet.

7. Open the Verity Scan case and lock the lid brace in place.



IMPORTANT: Never tilt a device up by the handle while cords are connected—this can damage the cord where it connects to the device, or cause damage to the device itself.

8. Unlatch the tablet (A) and remove from tablet storage compartment (B).



9. Seat the tablet in the cradle (A), tilt it back (B), and lock it in place (C).
The Tech judge will have a blue key for this procedure.



10. Verify the Verity Scan device seal is intact. Attach privacy screens to each side of the ballot box.



11. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present.



12. Press the red button on the back of the Verity Scan to power it on.



- During the power on process, a Power-On Self Test report will print on Verity Scan's built-in printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and restart the device using the red power button.

Device Check

When powered up for the first time the device is used during a voting event, Verity Controller and Verity Scan should each display the Print Zero Report screen.

NOTE: If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report.



When power up is completed and booths are assigned, the Verity Duo device will display its booth number assignment.



In addition to the date and time, the following appears at the bottom of the screen:

- **Ballots:** The number of vote records printed on the Verity device for the current election; at the start of a voting event, this number should be zero.
- **Sheets:** The number of vote record sheets printed/scanned on both Verity devices for the current election, should be zero at the start of Election cycle.
- **Lifetime Count:** The number of printed vote records on the Verity device for the lifetime of the device (for all elections).
- **Battery and AC power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected.

Report Printer Operation

1. Verity Controller and Verity Scan each include a built-in thermal report printer for printing access codes and Zero reports. The thermal report printer is located on the right-hand side of the device.



2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover forward, and then lift up to open the paper compartment.



3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom.



4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper.



Poll Worker Button

The blue poll worker button is located on the back of each Verity Duo Voting device.

- On Duo, this button is used for certain actions such as spoiling voting sessions.
(Voter alerts election judges they need assistance)
- On Verity Scan, the button is used to access the Main Menu screen.
- The poll worker button is not used on Verity Controller.



Verity Access

Verity Access is intended for voters that cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices).



With Verity Access, a voter can:

- Navigate through a ballot with the **Move** wheel
- Make selections on a ballot with the **Select** button
- Activate help text using the **Help** button

***Verity Access may be used with any Verity Duo device.**

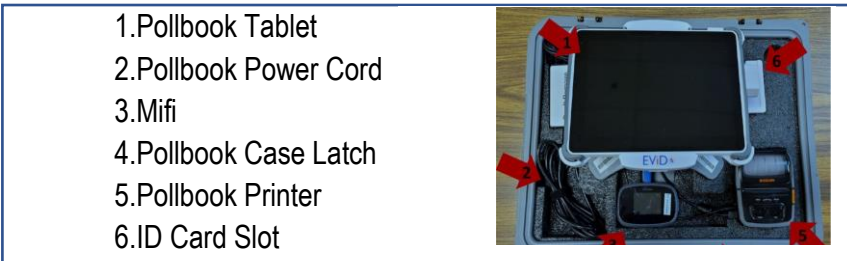
Installing Headphones & Tactile Switches:

1. Lift the Verity Access from its cradle.
2. Plug the headphones into the headphone port on the top *left* of the Verity Access.
3. If a voter requests/requires: tactile switches, sip-and-puff or any other dual-switch input device may be plugged into the port on the top *right* of Verity Access.



Setting Up the Pollbook

1. Remove seal from the Pollbook case and check the serial numbers against the "Equipment and Seal Record" form found in the blue "Voting Process" Binder. Then place the removed seal in the "Removed Plastic Seals from Supply Case(s), Duo Voting Booths, Controller(s), and Pollbooks" envelope located in the Seal Binder.
2. Unlatch the four Pollbook case latches and carefully remove the case LID ONLY.
3. The image below indicates Pollbook terminology:



4. Remove the plug stored on the left side of the Pollbook case.
5. Feed this power cord through the hole on the side of the case, plugging it into the surge strip beneath the judges table. **Note: ALL devices contained in the Pollbook case will receive power through this single cord.**



6. On the right side of the Pollbook tablet, press and HOLD the power button (for a few seconds) until the screen lights up.
7. To power-up the printer, press and HOLD the power button on the printer. Initially, the 3 blue lights (in the middle) will flash, then the green status light (on the right) will turn on. In the event of power outages, there is an internal battery backup for this printer. If the 3 blue lights (in the middle) stay on or turn on throughout the day, this means the printer is using the battery backup, not the power cord. The red light (on the left) signifies the printer has an error. If this happens, contact the Call Center.

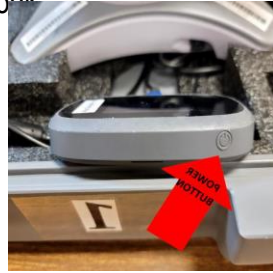
8. Troubleshooting Printer Errors:



- Paper roll inside the printer is not fed correctly. Follow the instructions below to open the lid of the printer and feed the paper through.
- Connection error. Check the two wires plugged into the left side of the printer to ensure a proper connection is made. Additionally, check the "USB 4" port on the lower, left-hand side of the base of the Pollbook tablet.
- If errors persist, contact the Call Center for support.

To change the pollbook printer paper, press the orange "Open Lid" button on the right-hand side of the printer. Set a new roll of paper inside the printer as shown above. Extra printer paper (as well as extra pads of plain white paper) is located in the Supply case. Labels from this device have a sticky backing. Therefore, Voter "Check-In" labels should be affixed on the applications, Opening and Closing Reports should be affixed on the white paper provided.

9. The MiFi is plugged into the Pollbook tablet for charging and does NOT need to be removed from the case. Do not leave the MiFi unplugged for an extended period of time. Press and hold the MiFi power button until the screen turns on. The MiFi will automatically connect to the Pollbook.



10. The Pollbook comes with a built-in scanner. If an ID is presented by a voter, it may be placed in the ID card slot as depicted in the picture below. To scan an ID, press the yellow scanner button. (There is a yellow scanner button on BOTH the left and the right side of the pollbook that can be used interchangeably.)



11. The Pollbook can be flipped to show the voter - but do NOT take the Pollbook out of the case.



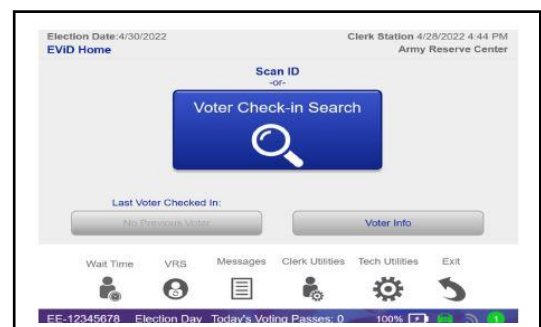
12. The Pollbook program will automatically load when powered on. Judges should verify that the Pollbook shows the correct Polling Place. If it is INCORRECT, please contact the Call Center immediately.



13. The next screen asks the Election Judges to "login". The judge enters their initials and the Election Day or Early Voting password (found in the blue "Voting Process" binder).



14. The Pollbook should be at the "Voter Check-In" screen BEFORE the polls open at 6 am.



Print Zero Tapes & Opening the Polls

Verity Controller and Verity Scan should each display the Print Zero Report screen when powered up for the first time during an election cycle. This step proves no votes were previously cast on the voting devices.

NOTE: When re-opening polls during subsequent days of a multiple-day voting event (EARLY VOTING), then a Zero report will not print.

1. Set up and power on all devices. **Confirm that the Verity Controller and all Verity Duo devices are running on AC power.** Verify that the booth number is assigned.
2. On both the Verity Controller and Verity Scan, select **Print Zero Report**.
3. Wait while the Zero reports print (on the built-in report printers). Using the Zero reports, check the following:
 - Verify the Ballot count total on the Zero reports is in fact ZERO - if it's not, contact the Call Center immediately!!
 - Verify that the polling place on the reports is correct.



IMPORTANT: If these items are incorrect, contact the Call Center.

4. Verify that the clocks at the bottom left corner of each screen display the correct time.
IMPORTANT: If the clock is incorrect, contact your elections office.
5. On both Controller and Scan, select **Open the Polls**. Then a Configuration Readiness report, Precincts Enabled report, or additional copies of the Zero report, may be printed if needed.
IMPORTANT: Once you open polls, you can no longer print a Zero report.
6. On both Verity Controller and Verity Scan, enter the Open Polls Code, and then **select "Accept"**. The Open Polls reports will print.
7. Wait while the Open Polls reports print. Then file the Zero and Open Polls reports in the envelope labeled "Opening Polls Reports & Controller & Scan Zero Tapes" in the Voting Process Binder.

***All reports must be filed in the Voting Process Binder.**

**Election judges are asked to formally announce at 6AM
"THE POLLS ARE NOW OPEN!!!" in the polling place.**

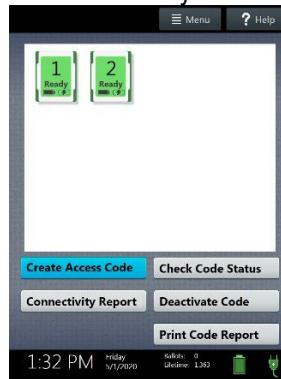
Ready to Accept Voters

Once all equipment has been set-up and all zero tapes have been run, verify the following:

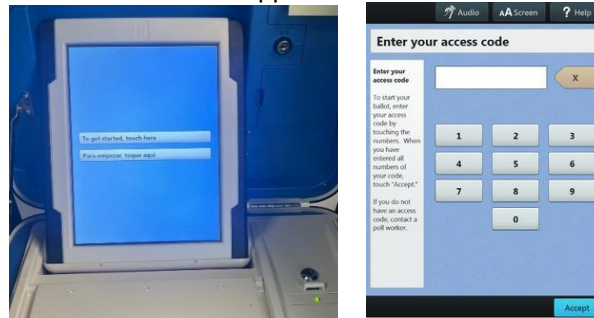
1) The Pollbook should be on the "Voter Check-In" screen (as shown below):



2) The Controller should have an icon for all available Verity Duo Voting Booths (as shown below):



3) All available Verity Duo Voting Booth screens should appear as shown below:



4) The Scan Station screen should appear as shown below:



5) The Mifi should appear as shown here:



SECTION 2:

While the Polls Are Open



Tech Judge Role

Processing Voters

**Each polling place has one technical judge.
These judges also have the following duties:**

Before Election Day:

- Complete online training and attend an advanced training class.
- Contact election judges assigned to the polling place prior to Election Day to confirm their assignment, discuss any plans for food/beverages, and provide any updates.
- Pick up the Verity keys and cellphone from the Election's Warehouse on the scheduled day prior to Election Day.

On Election Day:

- Bring the Verity keys and cellphone to the polling place by 5 a.m. at the latest on Election Day.
- Turn on the county-issued cell phone and contact the Call Center as soon as you arrive at your polling place.
- Identify themselves to all other judges as the point of contact for everything at the polling place.
- Administer the Oath of Election Judges, making sure that all judges present SIGN and verify the ballot transport bag is EMPTY before the Polls Open.
- Ensure Polling Place operations run smoothly, including making adjustments, if necessary to station assignments and polling place organization, and delegating tasks to improve efficiency and traffic flow.
- Serve as the point of contact with the zone manager. Report any missing or non-working equipment or supplies.
- Serve as the point of contact between the Polling Place and the Call Center.
- If a Pollwatcher enters the Polling Place, the Tech Judge will collect credentials from the Pollwatchers and issue Pollwatcher stickers. Submitted credentials will be inserted in the back pocket of the Affidavit Binder.

After Polls Close on Election Day:

- Oversee breakdown and packing of all election equipment and supplies after the polls close.
- Verify that all paperwork in the Voting Process Binder is correctly completed and proper copies of the Controller, Scan and Pollbook reports are filed into the correct envelope.
- Check that the following is returned to the Rally Site:
 - **Verity Scan(s)**
 - **Verity Ballot Transport Bag(s)**
 - **County-issued Cell Phone (remaining turned on and accessible while in-transit)**
 - **Verity Keys**
- Check that all equipment being returned on the caddies is properly stowed and accounted for.
- Remain at the Polling Place after polls close on Election Night until the Kane County Election Authority (Zone Manager & Transport) arrives to pick up the equipment.



Greeter/Application Station:

An election Judge is asked to be a "greeter", welcoming voters into the Polling Place. These judges also have the following duties:

- Help maintain order in the Polling Place and keep the lines moving.
- Offer voters a "How to Vote" sheet located in the Before the Polls Open Envelope.
- Instruct registered voters to fill out and sign the Application to Vote then direct them to the Pollbook Station.
- Provide new voters or voters needing to update their registration a clipboard and a Voter Registration form to complete.
- If a Pollwatcher enters the Polling Place, the Greeter should alert the Tech Judge who will collect credentials from the Pollwatchers and issue Pollwatcher stickers. Submitted credentials will be inserted in the back pocket of the Affidavit Binder.
- Be alert to the needs of voters. For example:
 - If the line is long, offer a chair to elderly voters, voters with disabilities, or any other voters who might be having difficulty standing.
 - If a voter looks confused when they come in, ask if they have any questions.
- Provide the Call Center phone number to any voter with complaints or questions who wishes to talk to the Clerk's Office on Election Day.

Supplies Needed:

- Clipboards with pens
- Extra Pens
- Voter Registration Forms
- Poll Watcher Stickers
- Verity Duo "How to Vote" Instructions"

Station Procedures:

1. A table with pens and applications will be set-up. **Each voter must complete and sign the Application to Vote** and submit it to the bi-partisan team of election judges at the Pollbook Station.

APPLICATION TO VOTE / APLICACIÓN PARA VOTAR	JUDGES USE ONLY								
<div style="text-align: center; font-size: 2em; opacity: 0.5; margin-bottom: 10px;">Label</div> <p>Name/Nombre: _____</p> <p>Address/Dirección: _____</p> <p>City, Zip/Ciudad, Código Postal: _____</p> <p>Birth Date/Fecha De Nacimiento: _____</p> <p>Party (Primary Only): Partido (Solamente Primaria): DEM REP NP</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">JUDGES: Number consecutively in voting order</td> <td style="padding: 5px;">No: _____</td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;">VERIFIED BY:</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <small>INSTRUCTIONS TO JUDGES OF ELECTION: Applicant may not vote until this application has been signed or the voter has made mark and his signature has been verified.</small> </td> </tr> <tr> <td colspan="2" style="padding: 5px;">NOTES:</td> </tr> </table> <p style="text-align: center; margin-top: 10px;">JOHN A. CUNNINGHAM County Clerk Kane County, Illinois</p>	JUDGES: Number consecutively in voting order	No: _____	VERIFIED BY:		<small>INSTRUCTIONS TO JUDGES OF ELECTION: Applicant may not vote until this application has been signed or the voter has made mark and his signature has been verified.</small>		NOTES:	
JUDGES: Number consecutively in voting order	No: _____								
VERIFIED BY:									
<small>INSTRUCTIONS TO JUDGES OF ELECTION: Applicant may not vote until this application has been signed or the voter has made mark and his signature has been verified.</small>									
NOTES:									
<p>I certify that I am registered to vote from the address shown on this application and that I am qualified to vote. PUT YOUR SIGNATURE OR MARK ON THE LINE BELOW. <small>Certifico que estoy registrado para la votación del domicilio que aparece en la presente solicitud y que soy competente para votar.</small> ASIENTE SU FIRMA O SIGNO (RAYA) EN EL RENGÓN QUE SIGUE</p> <p style="font-size: 0.8em;">Signature of Applicant/ La firma de solicitante: _____ Date/fecha: _____</p> <p style="font-size: 0.7em;">Under penalties as provided by law pursuant to Chapter 10 ILCS 5/25-10 of the Election Code, the signature above certifies that the statements set forth above are true and correct./ bajo penas como proporcionado por la ley con arreglo al capítulo 10 ILCS 5/25-10 del código de elección, la firma encima de certifica que las declaraciones exponen encima de ser verdad y correcto.</p>									



Pollbook Station:

Two election Judges (one from each party) will be asked to work at the Pollbook Station. These judges also have the following duties:

- Make sure each voter completes, signs and dates an Application to Vote.
- Process voters according to the “EVID Quick Reference Laminated Sheet” found in the Before the Polls Open Envelope.
- Print label and attach to voter’s Application to Vote (a judge from each party must initial to show the verification of the voter’s info/signature).
- Hand the voter a sheet of ballot paper, that has been initialed by both a Republican and Democratic judge.
- If voter is registering to vote, ask the voter for two forms of ID, at least one with current address. **(NOTE: a voter can be registered on ANY Pollbook.)**
- Registration stickers (which are LONGER than the application labels) printed by the Pollbook are to be placed on the Voter Registration Form, **NOT** on the voter’s Application to Vote.
- Place completed registrations in the “Completed Voter Registration Forms Envelope” found in the Voting Process Binder.
- When required, print signature mismatch labels off the Pollbook. Adhere to a small white sheet of paper; have voter update by signing their new signature. File in “Signature Mismatch Envelope” found in the front pocket of the Voting Process Binder.
- Issue Pink Affidavits and Provisional Affidavits when circumstances require.

Supplies Needed:

- Applications to Vote
- Ballpoint Pens
- Felt-tip Pens
- Pollbook Plastic Bag
- Ballot Paper in Blue Pouch
- Permanent Markers
- Pink Affidavits
- Provisional Affidavits & Clear Self-Adhesive Sleeves
- Affidavit Binder
- English/Spanish Voter Registration Cards
- Small White Pad of Paper (for Signature Mismatches and Open/Close Polls Reports)
- “Why Am I Being Asked to Show ID?” Sheet

Station Procedures:

1. Click on "Voter Check-In Search" to look up a voter.



2. Verify the following using the Pollbook:

The voter's name, address and precinct.

Are name and address correct?

If address is not correct, ask voter: "Is the address we have on file for you correct?"

Verify that this is the correct voter. Are the voter's name and address unchanged?

Voter status and ballot/voting history can affect whether an ATV or Provisional Ballot ticket is issued.

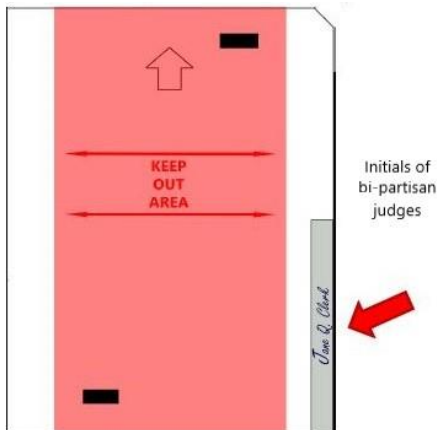
If incorrect voter, use Wrong Voter to return to the Voter Check-in Search screen.

- Verify the voter's signature by comparing the signed Application to Vote to the Pollbook signature image (voter database). If the voter's signature does not match, print "Signature Mismatch" label off Pollbook. This should be adhered to a small white sheet of paper, found in the Pollbook Plastic Bag. Kane County will update the voter's signature on file by scanning in this new signature. Be sure to file in "Signature Mismatch Envelope" found in the front pouch of the Voting Process Binder.
- Verify the voter's status is "ACTIVE" and not marked "VOTED" in the Pollbook.
- Verify the voter's party selection (for Primary Elections).



If Required:
Select Party Affiliation
 During a primary election, the Select Party Affiliation screen appears.

- Print the voter's information label from the Pollbook and adhere the label (in the box marked "label") to the voter's SIGNED and completed Application to Vote.
- Once Voter information is confirmed, both a Republican and a Democratic judge shall then **initial a blank sheet of Verity Duo Ballot paper and the application**.
- The judges shall then hand the initialed ballot paper to the voter and politely direct the voter to the Verity Controller Station.





Verity Duo Controller Station:

An election Judge will be asked to work at the Controller Station.

These judges also have the following duties:

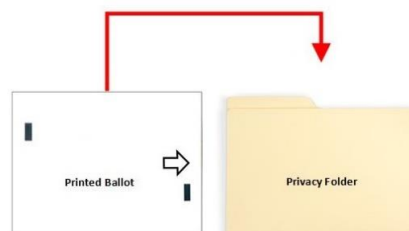
- Accept completed, signed and dated Applications to Vote.
- Scan barcodes from printed labels.
- Issue Access Code slips.
- Ask voter if they'd like a privacy folder to place completed ballot in (before casting their ballot at the Verity Scan Station).
- Direct voter to Verity Duo(s) connected to the Verity Controller.
- Issue Pink Affidavits when circumstances require.
- Spindle Applications to Vote by Controller number (and by party for Primary Elections). Number each bundle from 1-100. After 100 applications are on the spindle, start a new bundle. Number each successive bundle the same way: starting at number 1 and ending at number 100 (or, for the last batch only, the number of the final voter).
- Monitor the status of the Verity Duo booths connected to the Controller.

Supplies Needed:

- "DUO Spoiled Ballot Log" found in Voting Process Binder
- Spindle Fasteners and Application Bundle Covers
- Pens

Station Procedures:

1. **Scan the barcode** on the Application to Vote label and proceed to add the voter to the Verity Controller. (If necessary, instructions for manually creating an access code will be shown later in this course.)
2. **Verify that the ballot style** on the voter's Access Code matches the ballot style on the voter's Application to Vote label.
3. **Ask the voter if they would like a privacy (file folder) cover** to place their printed ballot in when they carry their ballot to the Verity Scan Station (final step of voting process).



4. Follow the prompts on the controller to **print the voter's Access Code** for the Verity Duo. Direct voters to any open booth attached to the Verity Controller that issued the Access Code. **Note: Access Codes time out after 30 minutes.** Avoid printing Access Codes until a voting booth is available or soon to be available.

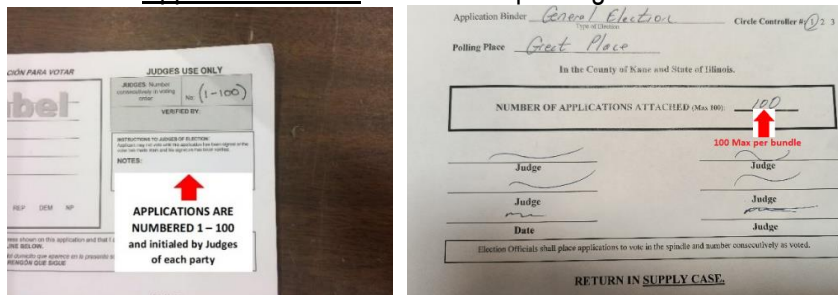


- Before directing the voter to an open booth, judges should **remind the voter that their ballot is not cast until they see the American flag on the SCAN STATION screen.**



***Note: It is unlawful to cast a voter’s ballot for them.** Watch for unattended booths with active ballots. If the voter has left the polling place without casting it, the paper ballot will need to be spoiled. (Instructions on how to spoil the Verity Duo voting session will be shown later in this course.)

- Spindle** the voter’s Application to Vote. Follow the spindling instructions shown later in this course.







Keep the Polling Place Running Smoothly:






Monitor the Verity Duo stations on the Verity Controller that alert election judges when a voter needs help.

monitoring the Verity Duo booth

On the main screen of Verity Controller, you can visually monitor the status of the Verity Duo booth connected to that Controller. The status of the Duo booth is represented by the icons described below.

NOTE: If no icon appears, verify that the booth number is assigned on the Verity Duo (see page 15).

-  **Starting:** The Duo device is starting up.
-  **Ready:** The Duo device is ready for a new voter.
-  **In use:** A voting session is underway at the Duo device (a ballot is loaded).
-  **Printing:** The Duo device is in the process of printing a vote record.

-  **Printed:** A voter has printed their vote record at the Duo device.
-  **Help needed:** The voter at this Duo device has requested poll worker assistance.
-  **Locked:** The Duo voting session has been locked due to inactivity. This setting may be programmed by election officials. To unlock the session, go to the Duo device and follow the instructions on the screen.
-  **Alert:** There is an error or issue with the Duo device; Go to that Duo device and follow the directions on the screen.
-  **Not Connected:** The Duo device (or its tablet) is not connected to the Controller.

- In the case of an equipment problem, the tech judge will contact the Call Center for assistance. Close the lid on the problem Duo until the issue has been resolved.
- Wipe off screens that appear dirty or smudged. Packets of wipes are found in the work set bag
- Monitor booths to eliminate conversation between voters.



Verity Scan Station:

An election Judge will be asked to work at the Verity Controller Station. These judges also have the following duties:

- Remind the voter that their vote is successfully cast only when they see the American Flag.
- Collect file folders from voters to be reused.
- Offer verbal instructions on how to insert the Verity Ballot paper (printed ballot) into the scanner.
- Monitor and troubleshoot the scan station.
- Issue “I Voted” Stickers to voters.
- Collect Provisional Ballot Envelopes and place in the Blue Pouch.

Supplies Needed:

- “I Voted” Stickers



Station Procedures:

1. Election Judges must monitor the Verity Scan Station throughout the day. To receive a voter's ballot, the Verity Scan Station screen should always appear as below.



2. Remind the voter that their vote is successfully cast when they see the American Flag.



Spindling Instructions

General Elections:

- Place each Application to Vote on the spindle prongs. A bundle has one hundred Applications.
- Judges initial and number the Applications to Vote in sequential order (1, 2, 3...). When the bundle reaches one hundred Applications, judges must start a new bundle.
- **Number each successive bundle the same way: starting at number 1 and ending at number 100.**
(The only exception may be the final bundle of the day, as that final bundle will probably be less than 100.)
- To complete an Application Cover the judges shall:
 1. Circle the Controller number in the upper right (Controller #1, Controller # 2)
DO NOT write the serial number or the precinct!!
 2. Write the number of Applications in the bundle (1-100)
 3. Write in the date and polling place location
 4. Sign on the lines provided (Judges from each party must sign)
 5. Spindle the Application Cover on **TOP** of the bundled Applications to Vote.
- All spindle bundles are to be placed in the plastic Completed Application Bag found in the Supply Case.

Grace Period Applications to Vote are spindled *separately*, using the same procedures as described above.
With verity Duo, Grace Period voters use the SAME voting equipment as registered voters.

Application Binder General Election Type of Election Circle Controller # 1 2 3

Polling Place Great Place

In the County of Kane and State of Illinois.

NUMBER OF APPLICATIONS ATTACHED (Max 100): 100

100 Max per bundle

Judge _____ Judge _____

Judge _____ Judge _____

Date _____ Judge _____

Election Officials shall place applications to vote in the spindle and number consecutively as voted.

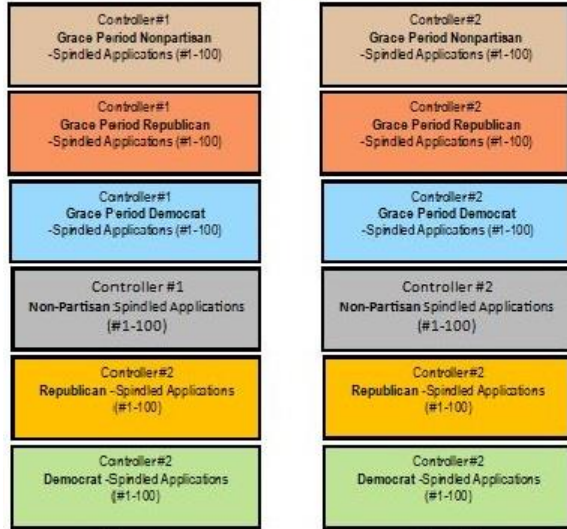
RETURN IN SUPPLY CASE.

Primary Elections:

- Same procedures as above, but are spindled in a separate bundle for each party (Republican, Democratic, Non-Partisan).

Examples of Spindled Applications to Vote with Application Cover Sheet:

Example of Spindling for a PRIMARY Election

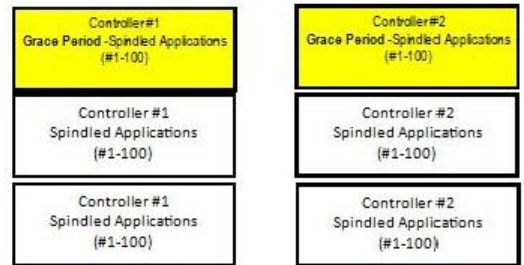


Controller # 1



Controller # 2

Example of Spindling for a GENERAL Election



Controller # 1



Controller # 2

REMEMBER WHEN SPINDLING:

- Number each application in the top right corner. (#1-100)
- Each bundle of Applications should not exceed 100. Start a NEW bundle after the 100th application has been spindled.
- **Do** separate by Controller.
- **Do** separate by party (during Primary Elections)



Do NOT separate applications by precinct! Note that with Verity Duo, Grace Period Voters use the SAME voting equipment, but ... Grace Period Applications MUST be spindled SEPERATELY!

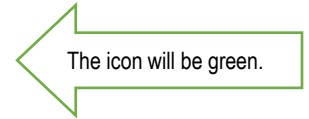
Note: DO NOT spindle the Pink Affidavit with the voter Applications to Vote- this belongs in the red Affidavit Binder.

Manually Creating Access Codes on the Verity Controller

*Election judges should only need to do this **IF** the barcode scanner isn't working or when issuing a Provisional ballot.

Follow these simple steps to create access code:

1. On the Verity Controller, make sure there is an available booth "Ready"



2. Select **Create Access Code**.



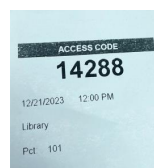
3. If applicable, select the voter's precinct I.D. on the Verity Controller touch screen or type it in.
 - The Precinct ID can be found on the Pollbook label or by contacting the Call Center. (If Call Center gives a ballot style- judges must be sure to write the ID on the Application to Vote.)
 - To ensure that the voter receives an ACCESS CODE with the correct ballot style, judges **MUST** correctly select a voter's precinct I.D. on the Verity Controller. If you cannot find the voter's precinct I.D., contact the Call Center.



4. Confirm the precinct information, then select **Yes, print the code**.

- To issue a provisional ballot, select **Mark as provisional**.
(see provisional ballot instructions)

5. Select **Issue Access Code**.
Once printed, hand the printed Access Code to the voter
Direct the voter the Verity Duo booth



Spiling A Voting Session

*Kane County election judges no longer need to "Cancel a Voting Booth" if a voter steps away from voting before casting their ballot, or receives the wrong ballot style. With the new Verity Duo voting equipment, the ballot only needs to be spoiled.

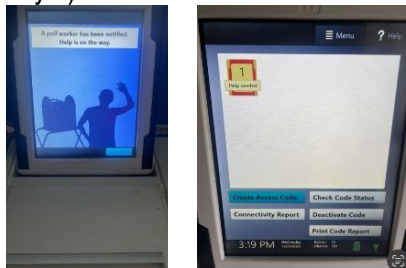
*****If a voter has CAST their ballot in the Scan Station, it is too late to issue a new Access Code.*****

Reasons for Spiling A Voting Session:

1. Voter leaves the Polling Place before casting their ballot
2. Receives the wrong ballot style
3. Voter wants to change their selection choice after ballot has printed.

Steps to Spiling a Voting Session (The ballot has **NOT** yet been Printed):

1. **The voter has requested help from a pollworker using the Verity Duo equipment.**
(The voter wishes to have a different ballot style)



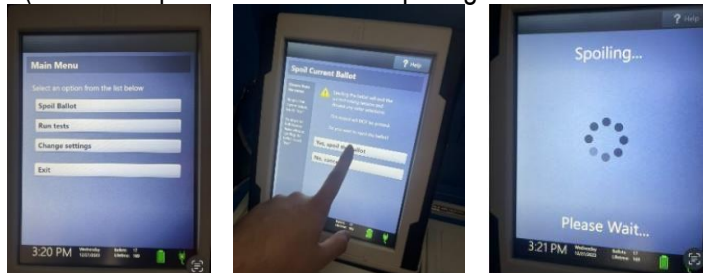
2. **Two judges, one from each party, should step over to the booth and speak with the voter. A judge must press the blue poll worker button on the back of the Verity Duo.**



3. When prompted by the Verity Duo, the judges should select **"Spoil Ballot"** on the touchscreen of the Verity Duo. Judges must enter the **Poll Worker Code** (located in the Voting Process Binder) and select **Accept**.



4. **Select Yes, spoil the ballot.** (Note: This procedure is **ONLY** spiling the **ELECTRONIC** ballot.)



Election Judges Manual GP 2024

5. Select OK
6. Issue a **new access code** and voter should use the original blank ballot they were given that has been initialed by a Republican and a Democratic judge.



7. The voter may then use the Verity Duo to vote and print their correct ballot. Judges should remind the voter that the ballot has not been cast until it is scanned at the Scan Station (the voter will see a waving flag).



8. Judges should complete the “Verity Duo Spoiled Ballot Log” in the **Voting Process Binder**. Make sure to check the appropriate columns. In this example, check the columns: **Electronic** (because the ballot was cancelled on the Verity Duo) and **Replacement Access Code Issued/Activated**.

KANE COUNTY DUO SPOILED BALLOT LOG
John A. Cunningham, Kane County Clerk

Primary Election, March 19, 2024

POLLING PLACE NAME Polling Place Name

DUO SPOILED BALLOT LOG

Record all ballots spoiled (electronic paper and electronic). Check all boxes that apply. If more than one ballot is spoiled for a single voter, record each instance separately.

- If a printed ballot was spoiled, check **Duo Paper**. (have voter write **SPOILED** with marker across ballot)
- If a ballot was spoiled electronically on the device (Duo), check **Electronic**. (pressed blue button on back of DUO)
- If a new preprinted ballot was issued, or a new access code was issued/electronic ballot was activated, check **Replacement Ballot or Access Code Issued/Activated**.
- If replacement blank ballot paper (Duo) was issued to the voter, check **Replacement Blank Paper Provided**.

Date/Time	Spoiled By (Initials)	Reason (Ballot Style Error, Voted Incorrectly, Other)	Duo Paper (check if yes)	Electronic (check if yes)	Replacement Ballot or Access Code Issued/Activated (check if yes)	Replacement Blank Duo Paper Provided (check if yes)
03/19/24	PW	Ballot Style Error	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Steps to Spoiling a Ballot (that HAS been Printed)

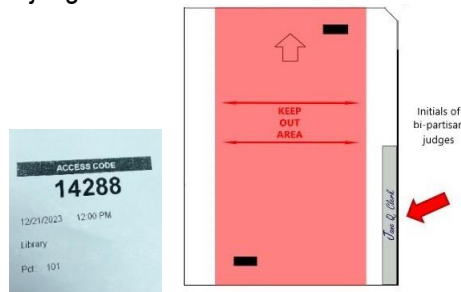
1. A voter PRINTS the ballot but has NOT YET SCANNED their ballot and alerts the election judges that they need to "start over" they received the wrong ballot style or selected the wrong choices.

(Note: If a voter has already scanned their ballot at the Scan Station, their vote has been cast! A new access code can NOT be issued.)

2. Judges should ask the Voter to write **SPOILED** across the ballot and place in the **Red pouch for Cancelled/Surrendered Ballots**.



3. Issue a new access code and provide the voter with a **new blank Verity Duo Paper Ballot** that has been initialed by a Republican and Democratic judge.



4. The voter may then use the Verity Duo to vote and print their correct ballot. Judges should remind the voter that the ballot has not been cast until it is scanned at the Verity Scan Station (the voter will see a waving flag).



5. Judges should complete the **“Verity Duo Spoiled Ballot Log”** in the **Voting Process Binder**. Make sure to check the appropriate columns. In this example, check 3 columns: **Verity Duo Ballot Paper**, **Replacement Ballot or Access Code Issued/Activated** and **Replacement Verity Duo Ballot Paper Provided** columns.

KANE COUNTY DUO SPOILED BALLOT LOG
John A. Cunningham, Kane County Clerk

Primary Election, March 19, 2024

POLLING PLACE NAME Polling Place Name

DUO SPOILED BALLOT LOG

Record all ballots spoiled (electronic, paper and electronic). Check all boxes that apply. If more than one ballot is spoiled for a single voter, record each instance separately.

- If a printed ballot was spoiled, check **Duo Paper**. (Have voter write **SPOILED** with marker across ballot)
- If a ballot was spoiled electronically on the device (Duo), check **Electronic**. (press blue button on back of Duo)
- If a new preprinted ballot was issued, or a new access code was issued/electronic ballot was activated, check **Replacement Ballot or Access Code Issued/Activated**.
- If replacement blank ballot paper (Duo) was issued to the voter, check **Replacement Blank Paper Provided**.

Date/Time	Spoiled By (Initials)	Reason (Ballot Style Error, Voted Incorrectly, Other)	Duo Paper (check if yes)	Electronic (check if yes)	Replacement Ballot or Access Code Issued/Activated (check if yes)	Replacement Blank Duo Paper Provided (check if yes)
03/19/24	PW	Voter printed ballot & changed choices	✗		✗	✗
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checking the Status of an Access Code:

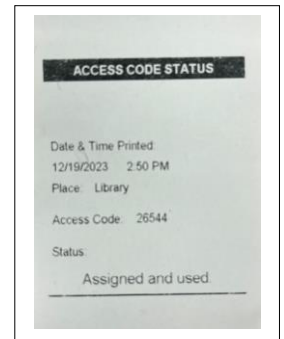
If an *access code is found* in the Polling Place OR if a voter has been waiting for nearly 30 min before entering a Verity Duo Voting booth, the election judges may wish to verify if the code is still active.

Note: Access codes are valid for 30min, after that time they will "time out". Do NOT issue access codes if lines for Verity Duo booths are long.

- On the Verity Controller, select **Check Code Status**.
- Enter the voter's access code you wish to check using the touchscreen, and then select **Accept**.
- The status of the code will display on the screen; select **Cancel** to return to the main screen.

Possible access code status:

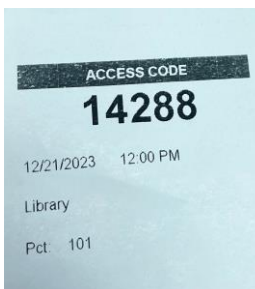
- This code has been assigned and used to print a vote record (NO LONGER ACTIVE)
- This code has been deactivated (NO LONGER ACTIVE)
- This code has expired (NO LONGER ACTIVE)
- This code has been spoiled (NO LONGER ACTIVE)
- This code has been issued and is ready for use (ACTIVE)



Deactivating an Access Code:

If a voter has not cast their ballot and notifies election judges that the ballot is incorrect:

- Compare precinct information and ballot style on the voter's Access Code slip to that on the label of the voter's Application to Vote to ensure they match.
- On the Verity Controller, select **Check Code Status**.
- Enter the voter's access code you wish to check using the touchscreen, and then select **Accept**.
- The status of the code will display on the screen; select **Cancel** to return to the main screen.
- Select Deactivate Code on the Verity Controller
- Enter the code you wish to deactivate using the touch screen, and then select **Accept**.
- If the code is successfully deactivated, select **OK** on the touch screen.
- Print a new Access Code so the voter may continue voting.
- **Complete the "Duo Spoiled Ballot Log" in the Voting Process Binder.** Make sure to check both **Electronic** and **Replacement Ballot or Access code Issued/Activated** columns.



KANE COUNTY DUO SPOILED BALLOT LOG
John A. Cunningham, Kane County Clerk

Primary Election, March 19, 2024

POLLING PLACE NAME Polling Place Name

DUO SPOILED BALLOT LOG

Record all ballots spoiled (electronic paper and electronic). Check all boxes that apply. If more than one ballot is spoiled for a single voter, record each instance separately.

- If a printed ballot was spoiled, check **Duo Paper**. (Have voter write **SPOILED** with marker across ballot)
- If a ballot was spoiled electronically on the device (Duo), check **Electronic**. (pressed blue button on back of DUO)
- If a new unprinted ballot was issued, or a new access code was issued/electronic ballot was activated, check **Replacement Ballot or Access Code Issued/Activated**.
- If replacement blank ballot paper (Duo) was issued to the voter, check **Replacement Blank Paper Provided**.

Date/Time	Spoiled By (Initials)	Reason (Ballot Style Error, Voted Incorrectly, Other)	Duo Paper (check if yes)	Electronic (check if yes)	Replacement Ballot or Access Code Issued/Activated (check if yes)	Replacement Blank Duo Paper Provided (check if yes)
03/19/24	PW	Ballot Style Error	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: It is against the law for anyone, other than the voter, to cast their ballot. (this includes election judges)

Special Circumstance Voters

Election Judges can use this chart to help determine what to do in these unique circumstances.

<u>CIRCUMSTANCE</u>	<u>ISSUE</u>	<u>METHOD</u>
<u>VOTER NOT FOUND</u>	VOTER IS NOT FOUND IN THE POLLBOOK AND LIVES <u>WITHIN</u> KANE COUNTY JURISDICTION	GRACE PERIOD
	VOTER IS NOT FOUND IN THE POLLBOOK AND LIVES <u>OUTSIDE</u> KANE COUNTY JURISDICTION	CALL CENTER
<u>VOTE-BY-MAIL BALLOT</u>	VOTER DID NOT RECEIVE THEIR BALLOT	CANCELLED VOTE-BY-MAIL AFFIDAVIT
	VOTER RECEIVED THEIR BALLOT BUT IS NOT RETURNING IT TODAY	PROVISIONAL
<u>COURT-ORDERED EXTENDED HOURS</u>	A COURT ORDER WAS ISSUED TO EXTEND THE VOTING HOURS ON ELECTION DAY	PROVISIONAL
<u>EARLY VOTER</u>	VOTER LISTED AS VOTED EARLY BUT CLAIMS TO HAVE NOT VOTED	CALL CENTER
<u>ID REQUIRED</u>	VOTER DOES NOT HAVE ID	CALL CENTER
<u>NAME CHANGE</u>	VOTER'S NAME HAS CHANGED	GRACE PERIOD
<u>VOTER MOVED</u>	VOTER MOVED AND DID NOT RE-REGISTER	GRACE PERIOD
<u>VOTER NEEDS ASSISTANCE</u>	VOTER HAS DIFFICULTY SPEAKING, READING OR WRITING THE ENGLISH LANGUAGE AND REQUESTS HELP	AFFIDAVIT
	VOTER WITH A DISABILITY REQUESTS ASSISTANCE	AFFIDAVIT
<u>VOTER STATUS CHALLENGED</u>	A CHALLENGE TO A VOTER'S STATUS IS UPHELD	CALL CENTER

Inactive Voters

Voters who are listed as "Inactive" in the Pollbook must be asked to show two forms of ID.

In order to vote, at least one form of ID must have the voter's current address. Voters are listed as "Inactive" because the Clerk's Office needs to confirm their address.

This typically happens when a voter registration card (sent to the voter by the Clerk's Office) was returned or the voter was identified as having moved by the National Change of Address Registry.

Acceptable Forms of ID Include:

- Illinois Driver's License
- Illinois State ID
- Employment/Student ID
- Utility Bill in Voter's Name (last 30 days)
- Bank Statement
- Lease/Rental Contract
- Payroll Check
- Social Security Card
- Credit Card
- Civic, Union, or Professional Membership Card
- Library Card
- Other Government Document



One ID must show the voter's current address.

***If the voter has two forms of ID, follow the instructions on the Pollbook screen to change the voter's status to active. Continue to post the voter as usual.**

Voter Needing Assistance

Voters Needing Assistance Voters with disabilities, voters with limited reading and writing skills, and voters with limited English-language skills are still entitled to vote - but may require voting assistance.

The image shows a pink affidavit form titled "AFFIDAVITS". At the top, it says "CHECK THE LETTER OF AFFIDAVIT USED: a b c d e". Below that, it says "INSTRUCTIONS: This affidavit is to be placed in the Affidavit Binder." and "COUNTY OF NAME: _____".

Section A is titled "MARK APPLICABLE STATEMENT AND FILL IN ANY BLANKS IN THIS STATEMENT". It contains a large "A" in a box and text: "I, the undersigned, do hereby certify that the voter named herein is a citizen of the United States that is 18 years of age or older and is qualified to vote in the election for the office of _____, and that the voter named herein is unable to read or write or unable to understand the English language and needs assistance to vote in the election for the office of _____, and that the voter named herein is not an officer or agent of the voter's employer or agent of the voter's union. I have read the instructions on the back of this affidavit and I understand the contents of the affidavit and I am signing this affidavit as the person providing assistance to the voter named herein." Below this is the "OATH OF ASSISTANCE" section with a line for the signature of the person providing assistance.

Section B is titled "I have read the instructions on the back of this affidavit and I understand the contents of the affidavit and I am signing this affidavit as the voter named herein." It contains a large "B" in a box and a line for the signature of the voter.

Section C is titled "I have read the instructions on the back of this affidavit and I understand the contents of the affidavit and I am signing this affidavit as the voter named herein." It contains a large "C" in a box and a line for the signature of the voter.

At the bottom, there is a section for "SUPPORTING AFFIDAVIT FOR SECTION B - OATH OF ASSISTANCE" with lines for the signatures of the two election judges providing assistance.

Voter Requests Assistance – Has a Designated Person to Assist

1. The top portion of the Pink Affidavit must be completed with the VOTER'S information. Box "A" should be checked off to indicate it is an Affidavit of "Assistance".
2. BOTH the VOTER and the PERSON PROVIDING ASSISTANCE must then complete "Section A" of the Pink Affidavit. An election judge shall read aloud the Oath of Assistance to the person providing assistance. This election judge, must then also sign on the appropriate line in "Section A."
3. The voter must sign or make their mark on the back of the Pink Affidavit.
4. The election judge must date and sign their name on the back.
5. Judges should place the completed Pink Affidavit in the Affidavit Binder.

Note: Excluded from giving assistance to a voter are: the voter's employer or agent of their employer, or an officer or agent of the voter's union.

Voter Requests Assistance - Doesn't Have a Designated Person to Assist

Two election judges, representing opposing parties, must provide assistance to the voter.

1. The top portion of the Pink Affidavit must be completed with the VOTER'S information. Box "A" should be checked off to indicate it is an Affidavit of "Assistance".
2. BOTH the VOTER and the JUDGES PROVIDING ASSISTANCE must then complete "Section A" of the Pink Affidavit. A different election judge shall read aloud the Oath of Assistance to the judges providing assistance. This election judge, must then also sign on the appropriate line in "Section A."
3. The voter must sign or make their mark on the back of the Pink Affidavit.
4. The election judge must date and sign their name on the back.
5. Put the completed Pink Affidavit in the Affidavit Binder.

Voter Required to Show ID

First-time Kane County voters *who registered by mail and whose identity has not yet been confirmed by the Clerk's Office* need to show **one** form of ID. The Pollbook will flag these voters.

Acceptable Forms of ID Include:



- Current and valid photo ID (does not need to show address).

OR

one of the following that **does show** the voter's name and address:

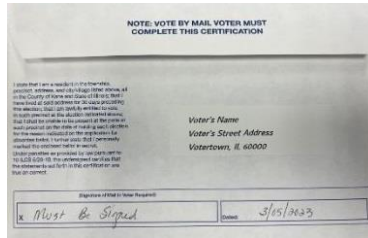
- Current Utility Bill
- Bank Statement
- Paycheck
- Government Check
- Other Government Document

If the voter HAS only one form of acceptable ID, follow the instructions on the Pollbook screen and continue to post the voter as usual.

If the voter does NOT HAVE any form of acceptable ID, contact the Call Center.

Vote By Mail

***Voters are not allowed to hand deliver their vote-by-mail ballots to individual polling place.**



- The voter may drop the vote-by-mail ballot in a USPS mailbox **OR** drop it in one of the three drop boxes located at:
- **Kane County Clerk's Office** - 719 S. Batavia Ave. Bldg. B Geneva, IL 60134
 - **Kane County Clerk's Aurora Satellite Office** - 5 E. Downer Place Suite F Aurora, IL 60505
 - **City of Elgin Municipal Building** - 150 Dexter Ct. Elgin, IL 60120

Voter "Surrendering" a Vote By Mail Ballot

The Pollbook shows "VBM Issued"

If during check-in, a voter appears as "VBM Issued", but the voter states they **WISH TO VOTE IN PERSON** - follow these steps:

1. The voter **MUST surrender** (all or portion of) the Vote By Mail Ballot.
2. The voter must **boldly mark** the ballot (or portion of) **"SPOILED"** with a black marker. Place the ballot back in the ballot envelope (If the voter brought the envelope with them).
3. The voter must **sign, date and complete the yellow Cancelled Vote-by-Mail Affidavit** found in the Affidavit Binder.

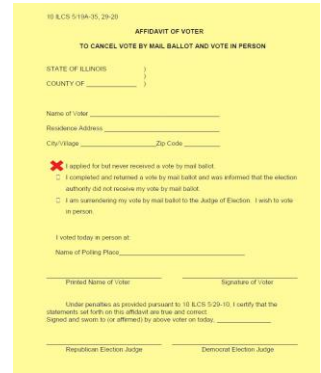
4. Judges should **paperclip the completed Cancelled Vote-by-Mail Affidavit to the voter's spoiled ballot.**
(Note: Do **NOT** put the completed Cancelled Vote-by-Mail Affidavit in the Affidavit Binder.)
5. **Place the spoiled ballot in the Red Cancelled/Surrendered Vote-by-Mail Pouch** located in the Supply Case.
6. **Click "yes" in response to the question in the Pollbook** about whether the voter has surrendered their ballot.
7. **Post the voter as usual.** Judges should issue an access code and instruct the voter to use the Verity Duo voting equipment to cast their ballot.
8. Please **contact the Call Center with the voter's last name, first name and date of birth.**

Voter NOT "Surrendering" a Vote By Mail Ballot

The Pollbook shows "VBM Issued"

If during check-in, a voter appears as "VBM Issued", but the voter states they never received it - follow these steps:

1. The voter should complete, sign and date the yellow Cancelled Vote-by-Mail Affidavit found in the Affidavit Binder.
2. Election Judges should be sure the voter prints AND signs their name.
3. Election Judges must date and sign the yellow Cancelled Vote-by-Mail Affidavit.

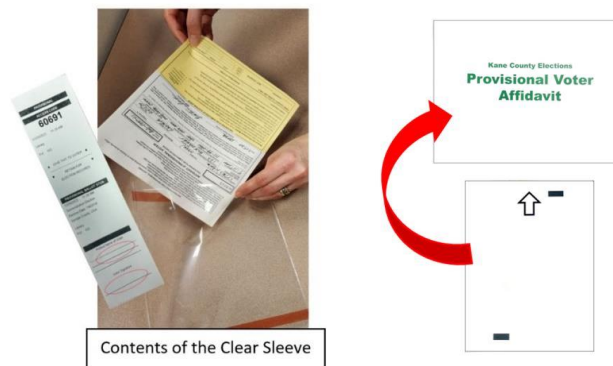


4. Place the completed Cancelled Vote-by-Mail Affidavit in the Red Cancelled/Surrendered Vote-by-Mail Pouch located in the Supply Case.
5. **Post the voter as usual in the pollbook.** Judges should issue an access code and instruct the voter to use the Verity Duo voting equipment to cast their ballot.
6. Please contact the Call Center with the voter's last name, first name and date of birth.

The Pollbook shows "VBM Issued"

If during check-in, a voter appears as "VBM Issued", but the voter does NOT have the VBM ballot with them (or claims to have lost it) - The Voter has the following options:

- **Option 1-** Voter may go home, **get the vote by mail ballot, and bring it in to surrender** to Election judges. In this case, they can fill out the yellow affidavit and vote in person using the Election equipment.
- **Option 2-** If voter does **not** retrieve their vote by mail ballot, then the voter will be required to vote **PROVISIONALLY**. See next section for Provisional Ballots.



The Pollbook shows "VBM Received"

If during check-in, a voter appears as "VBM Received - Voted" - *indicating the voter has already voted by mail and the VBM ballot has been accepted by Kane County Elections.* Contact the Call Center for further instructions.

Provisional Ballots

Provisional ballots are issued for voters who fall into one of the categories below. Every provisional voter must complete and sign the top portion of an Affidavit of Provisional Voter.

Before Issuing a Provisional Ballot, Contact the Call Center!!!

After the election, the Clerk’s Office will verify the registration and voting status of each provisional voter to determine whether the provisional ballot should be counted.

A Voter is Entitled to Vote A Provisional Ballot Under Any of the Following Circumstances:

1. The voter’s name does not appear on the official list of eligible voters for this precinct, and the Call Center has directed judges to issue the voter a provisional ballot.
2. The voter’s status has been challenged and a majority of the election judges has upheld the challenge.
3. A court order has extended the voting hours on Election Day and the person voted during the extended hour(s).
4. The voter registered by mail and is required to show ID but does not have it.
5. The voter is marked as having voted during Early Voting, but the voter claims not to have voted during the early voting period.
6. The voter is marked as having been issued a Vote By Mail Ballot, but the voter didn’t surrender their Vote By Mail Ballot (all or partial).
7. The voter attempted to register to vote at the Polling Place, but did not have two forms of acceptable ID.

***The voter must submit a copy of an acceptable ID to the Clerk’s Office by the Tuesday following Election Day in order for their ballot to count.**

How to Complete A Provisional Ballot:

1. The voter needs to complete, sign and date the top portion of the Provisional Voter Affidavit found in the Supply Case.
2. The election judge must enter the voter’s ballot style provided by the Pollbook. To find the ballot style, select the voter’s name on the voter lookup screen. (Or include the ballot style given by the Call Center)
3. Election judges must complete this section of the Affidavit of Provisional Voter. Check the appropriate box for the REASON the Provisional Ballot was required.

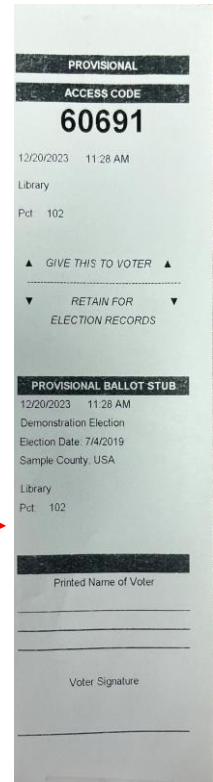
Election Judges Manual GP 2024

4. Using the Verity Controller, election judges should follow the prompts to generate a Provisional Ballot Stub. Judges will take the following steps:

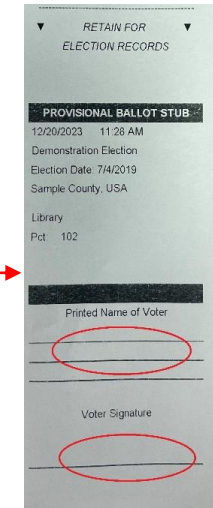
- On the Controller, make sure there is an available booth (“Ready”).
- Select **Create Access Code**.
- Election Judges should be cautious to **choose the correct precinct** from the list. (For voters **OUT OF PRECINCT** – contact the Call Center and verify the voter’s precinct).
- Confirm the **precinct information matches the voter’s ballot style** given by the Pollbook or Call Center.
- Select **Mark as provisional**.
- Select **Yes, print the code**.
- Select **Issue Access code**.



This is what will print from the Verity Controller



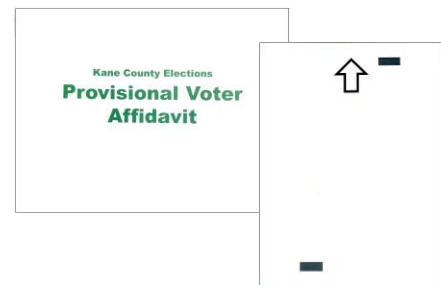
5. The voter must **PRINT and SIGN** the bottom of the **Voter Provisional Stub**.



6. Election Judges should carefully **tear off the top portion** of the Voter Provisional Stub and give it to the voter. This is the voter's Access Code for the Verity Duo.



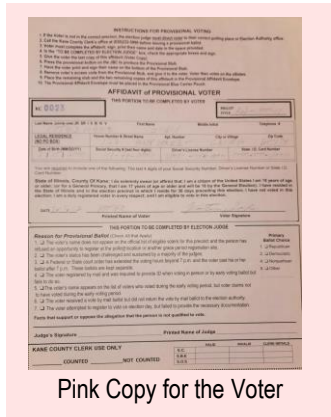
7. Judges must also **give the voter a sheet of blank Verity Duo Ballot paper** and a **WHITE envelope** marked Provisional Voter Affidavit.



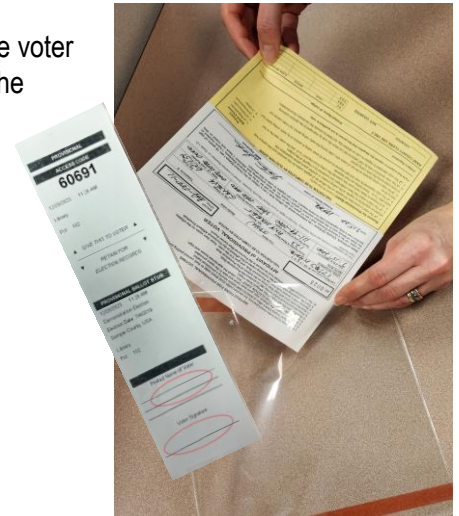
8. Judges should **direct the voter to an open Verity Duo** to make their selections and print on Verity Duo Ballot Paper. Be sure to remind Voter to “walk back” to Election Judges to finish the process.

- Election Judges should **insert the following into a clear self-adhesive sleeve (found in the supply case)**:
 - the SIGNED and PRINTED **Voter Provisional Stub**
 - both the **white and yellow copies of the completed Provisional Affidavit**

Note: the voter will not be able submit their ballot on the Verity Scan. The voter keeps the pink copy of the Provisional Affidavit; there is more information on the **BACK** of the pink voter copy.



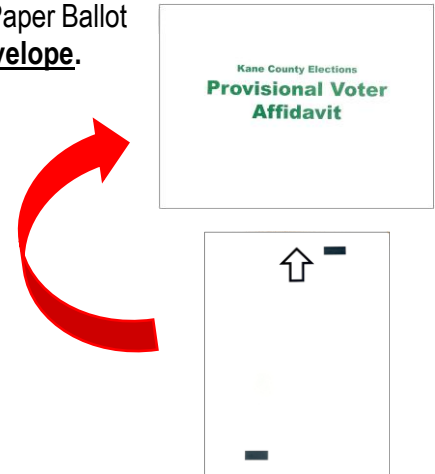
Pink Copy for the Voter



Contents of the Clear Sleeve

- Election Judges should instruct the voter to insert their printed Verity Duo Paper Ballot - the completed (printed) ballot - into the white **Provisional Ballot Envelope**.

- The Voter shall give the sealed envelope to the judges who will affix the clear sleeve (which includes the **Voter Provisional Stub** and **Provisional Affidavit**) to the white **Provisional Ballot Envelope** and place together in the appropriate **Blue Provisional and Emergency Ballot Pouch** found in the Supply Case.



- After the polls close, Election Judges must **record the total number of provisional ballots cast on the "Certificate of Ballot" form** located in the **Voting Process Binder**.

After the polls close:

- Complete the form in the **Blue Provisional and Emergency Ballot Pouch** and return it to the **Blue Provisional and Emergency Ballot Pouch**.
- Record information on the **Certificate of Ballot** located in the **Voting Process Binder**.
- Seal the **Blue Provisional and Emergency Ballot Pouch** with a blue seal prior to packing it in the **Supply Case**.
- Record the seal number on the **Certificate of Ballot** form.

ELECTION DAY CERTIFICATE OF BALLOT				
Primary Election, March 19, 2024				
Polling Place: _____				
BEFORE THE POLLS OPEN				
CONTROLLER STATE OF ILL. BALLOT COUNT (Use the Candidate (Open Poll) report) and the SCAN SHEET OF ILL. BALLOT COUNT (from the State Open Poll report) SHOULD READ ZERO. IF THEY DO NOT READ ZERO PLEASE CALL THE CALL CENTER 815.512.2008.				
CLOSE POLLS				
YOU WILL HAVE ONLY TWO POUCHES ONE RED AND ONE BLUE FOLLOW INSTRUCTIONS! BELOW				
Total all qualified Applications to Vote from each Candidate. Each ballot should contain no more than 107 Applications.				
Number of Applications to Vote	Candidate 1	Candidate 2	Candidate 3	Total All Applications
Number of Voters checked in on Pollbook	Pollbook #	Pollbook #	Pollbook #	Total All Pollbooks
Controller End of Day Ballot Count (copy from the Candidate Claim Pouch report)	Candidate 1	Candidate 2	Candidate 3	Total All Candidates
Controller (PROVISIONAL - EMERGENCY - STUBS)				
Scan End of Day Ballot Count (copy from the Scan Sheet Poll report)	Scan 1	Scan 2		Total All Scans
Black Ballot Bag(s) - Contains all the Voided Ballots				Black Bag(s) - Seal #1)
RED POUCH - Contains cancelled/returned Ballots and Affidavits for Voters who Voted in Person (includes applied Blue paper Ballots)				RED POUCH - Seal #
BLUE POUCH - Number of Emergency Ballots Cast	#			BLUE POUCH - Seal #
BLUE POUCH - Number of Provisional Ballots Cast	#			BLUE POUCH - Seal #
Upon Completion of the form Judges must sign back of this page				
Black Ballot Bag(s) - Contains all the Voided Ballots				Black Bag(s) - Seal #1)
RED POUCH - Cancelled/Returned Ballots and Affidavits for Voters who Voted in Person (includes applied Blue paper Ballots)				RED POUCH - Seal #
BLUE POUCH - Number of Emergency Ballots Cast	#			BLUE POUCH - Seal #
BLUE POUCH - Number of Provisional Ballots Cast	#			BLUE POUCH - Seal #
Upon Completion of the form Judges must sign back of this page				

Write-In Candidates

Only candidates who officially file to run as a “Write-In Candidate” will have their votes counted. In Verity Duo, the voter will be prompted if a contest has a Write-In Candidate.

1. If a particular contest has a Write-In Candidate, there will be a select box that says **To enter a write-in, touch here.**
2. Type the name of desired write-in candidate, then select **Accept.**
3. The write-in option will appear with a green check mark to the left of the choice, along with the candidate name entered.

A list of Write-In Candidates may also be found in the Voting Process Binder for **judge’s use only.**

Vote for One

Candidate 1

Candidate 2

Candidate 3

OR Write-in on line above



Voters In Line at 7pm

At exactly 7:00 p.m., an election judge shall announce the polling place is closed.
Any person already in line by 7:00 p.m. must be permitted to vote.

At 7:00 p.m., an election judge should stand at the end of the line to ensure that every person in line at that time is able to vote and that any voters who arrive after 7:00 p.m. are not admitted.

(If a polling place is ordered by a court to remain open past 7:00 p.m., follow the same procedures at the new court-ordered closing time.)

As each voter finishes voting, they must leave the polling place. Wait for all voters in the polling place to finish voting. After the last voter leaves, the doors will be locked.

SECTION 3:

After the Polls Close

Closing the Polls



6:30 PM — Announce that the Polling Place will close in one-half (1/2) hour at 7:00 PM.

7:00 PM — Announce that the Polling Place is now closed. No new voters may enter the line to vote. Voters already in line must be permitted to vote.

After 7:00 PM — As each voter finishes voting they must leave the Polling Place.

After the Last Voter Leaves

1. Lock the doors to the Polling Place.
2. Complete the spindling of the voter Applications to Vote and Application Cover Sheets. One judge from each party must sign the Application Cover Sheet of each bundle.

Application Binder General Election Type of Election Circle Controller #: 1 2 3

Polling Place Great Place

In the County of Kane and State of Illinois.

NUMBER OF APPLICATIONS ATTACHED (Max 100): 100

100 Max per bundle

Judge _____ Judge _____

Judge _____ Judge _____

Date _____ Judge _____

Election Officials shall place applications to vote in the spindle and number consecutively as voted.

RETURN IN SUPPLY CASE.

3. Complete Certificate of Ballot form found in the Voting Process Binder.

Closing the Polls on Verity (Controller & Scan)

1. On **Verity Controller**, select **Menu** located at the top of the screen.



2. On **Verity Scan**, press the blue **Poll Worker** button on the back of the device.

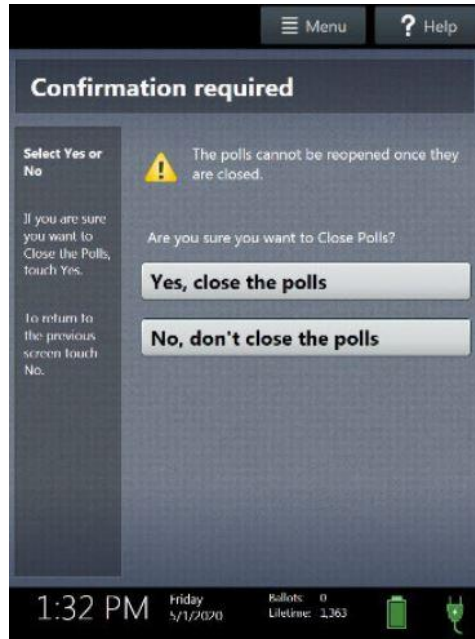


3. On both **Verity Controller** and **Verity Scan**, select **“Close Polls”** from the menu.

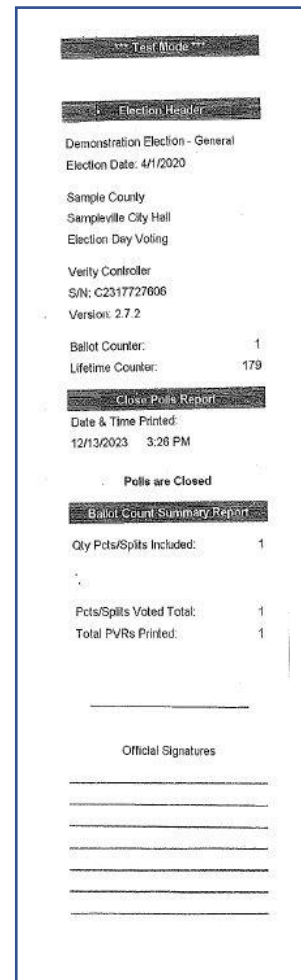
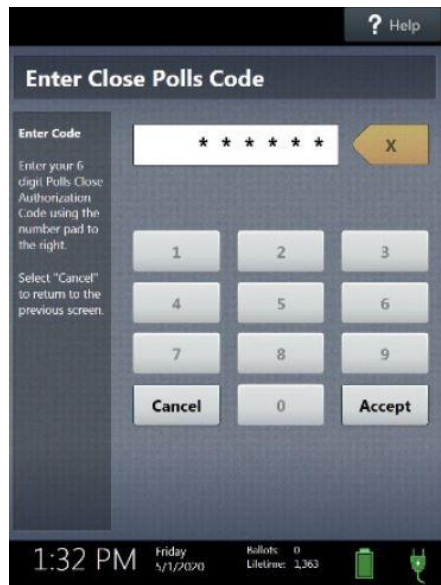


4. On both **Verity Controller** and **Verity Scan**, select **“Yes, close the polls”**.

IMPORTANT: Once polls have been closed, they cannot be reopened on that device.



5. On both **Verity Controller** and **Verity Scan**, enter the Close Polls Code (found in the Passwords Envelope in the Voting Process Binder) and select **Accept**.



Closing Polls Reports

1. Write the ballot count found on the **Pollbook's Close Polls Report for (each Pollbook) and the Spindled Applications to Vote TOTAL (for each Controller)** onto the **Certificate of Ballot** form found in the **Voting Process Binder**.

ELECTION DAY CERTIFICATE OF BALLOT
Primary Election, March 19, 2024

Polling Place: Name of Polling Place

BEFORE THE POLLS OPEN

CONTROLLER START OF DAY BALLOT COUNT (from the Controller Open Polls report) and the SCAN START OF DAY BALLOT COUNT (from the Scan Open Polls report) SHOULD READ ZERO. IF THEY DO NOT READ ZERO PLEASE CALL THE CALL CENTER 630 232 5990.

CLOSE POLLS

YOU WILL HAVE ONLY TWO POUCHES ONE RED AND ONE BLUE FOLLOW INSTRUCTIONS BELOW

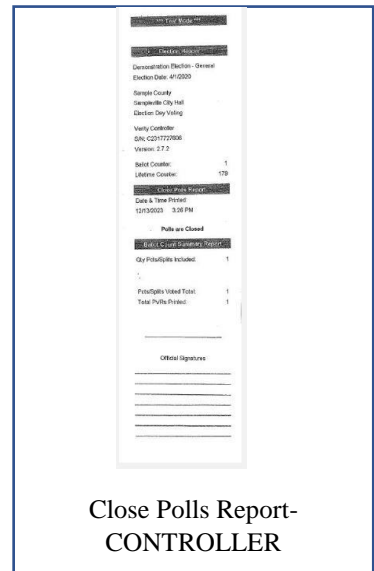
Total all spindled Applications to Vote from each Controller. Each bundle should contain no more than 100 Applications.

Number of Applications to Vote	Controller 1	Controller 2	Controller 3	Total All Applications

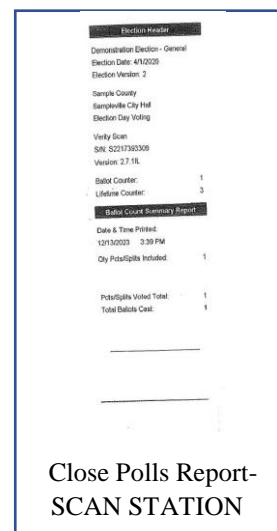
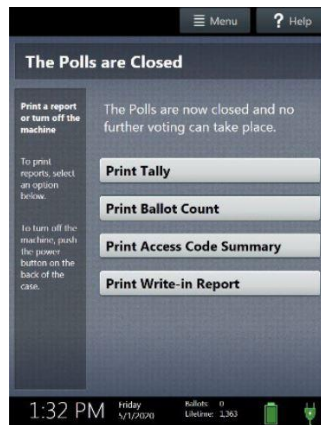
Number of Voters checked in on Pollbook	Pollbook #	Pollbook #	Pollbook #	Pollbook #	Total All Pollbooks
	X	X			X

Controller End of Day Ballot Count	Controller 1	Controller 2	Controller 3	Total

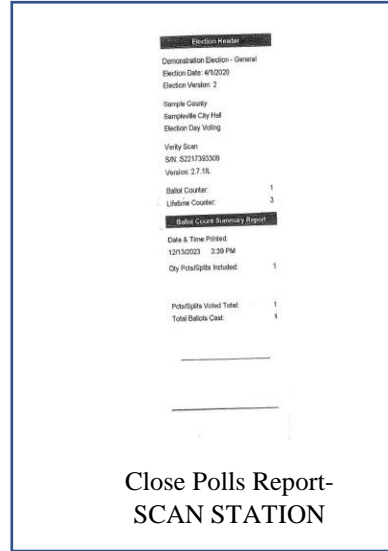
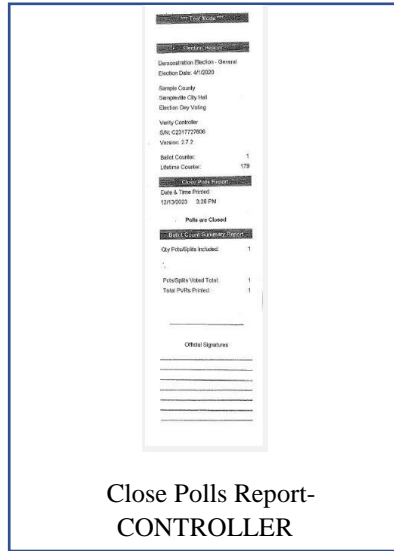
2. Once the polls have been closed on the Verity Controller, a **Close Polls Report (Print Tally)** tape will automatically print which also contains a section titled the **Ballot Count Summary Report**.



3. **Two copies of the Close Polls Report (Print Tally) will automatically be printed on the Verity Scan.** One additional **Close Polls Report (Print Tally)** must be printed for each poll watcher authority (candidate, political party, civic organization or referendum) upon their specific request.



- One copy of the Close Polls Report (Print Tally) from the Verity **CONTROLLER** and one copy of the Close Polls Report (Print Tally) from the Verity **SCAN STATION** must be filed in the Close Polls Envelope found in the Voting Process Binder.



- The remaining copies of the Close Polls Report (Print Tally) should be posted in an area to facilitate public viewing *free of obstructions (e.g. glass window, door) or entering the polling place.*

Note: If it isn't possible to view the totality of each report unobstructed from the outside, the election judges may post each report in a location easily seen inside the Polling Place.

- Complete the **Certificate of Ballot** form by utilizing the **Close Polls Report** (Verity Scan) and the **Close Polls Report** (Verity Controller).

ELECTION DAY CERTIFICATE OF BALLOT
Primary Election, March 19, 2024
Polling Place: Name of Polling Place

BEFORE THE POLLS OPEN

CONTROLLER START OF DAY BALLOT COUNT (from the Controller Open Polls report) and the **SCAN START OF DAY BALLOT COUNT** (from the Scan Open Polls report) **SHOULD READ ZERO. IF THEY DO NOT READ ZERO PLEASE CALL THE CALL CENTER 639 232 9999.**

CLOSE POLLS

YOU WILL HAVE ONLY TWO POUCHES ONE RED AND ONE BLUE FOLLOW INSTRUCTIONS BELOW

Total all updated Applications to Vote from each Controller. Each bundle should contain no more than 60 Applications.

Number of Applications to Vote	Controller 1	Controller 2	Controller 3	Total All Applications

Number of Voters checked in on Pollbook

Pollbook #	Pollbook #	Pollbook #	Pollbook #	Total All Pollbooks

Controller End of Day Ballot Count (use from the Controller Close Polls report)

Controller 1	Controller 2	Controller 3	Total All Controller
✖	✖		✖

Controller(s) - (Provisional + Emergency) - (Scan(s))

Scan End of Day Ballot Count (use from the Scan Close Polls report)

Scan 1	Scan 2	Total All Scan
✖	✖	✖

Black Ballot Bag(s) - Contains all the Voted Ballots

RED POUCH - Cancelled/Surrendered Ballots and Affidavits for Voters who Voted in Person but did not apply this paper Ballot	RED POUCH - Seal #	Black Bag(s) - Seal #
		✖

Ballot Cast

BLUE POUCH - Number of Emergency	#	BLUE POUCH - Seal #
		✖

Ballot Cast

BLUE POUCH - Number of Provisional	#	BLUE POUCH - Seal #
		✖

Ballot Cast

Upon Completion of the form Judges must sign back of this page

- Election judges should be sure to have all Election Day voting reports filed in the appropriate envelope. List of all required reports:

- Opening Pollbook, Controller, and Scan Reports
- Closing Reports from Pollbooks
- Close Polls Report (Verity Controller)
- Tally Summary Report & Write-in Report (Verity Scan)

- Election judges must also complete all provided paperwork for the **Red Cancelled/Surrendered Vote-by-Mail Pouch** and the **Blue Provisional and Emergency Ballot Pouch**.

Packing Verity Controller, Verity Scan Station & Verity Duo Devices

1. After closing the polls on Verity Controller and Verity Scan Station, wait 10 seconds and then push the red power button (no need to hold) on the back of each Verity device to power down.



2. Unlock the tablets from their cradle with the blue key. Lift and undock all Controller(s), Verity Duos, and Verity Scan Station(s), placing each into their respective storage compartment. Then secure the tablets with the blue latch on the upper-left. Please do not lock them with the blue key.



3. Unplug the barcode scanner from the Verity Controller, making sure to wind and Velcro the wire neatly before placing it in the Verity Cord Bag.



Close the lid on all Verity devices as it will be much easier when unplugging each cord.

4. Unplug Verity Controller, Verity Duo and Verity Scan power cords and data cords. If a cord has a strip of Velcro wrapped around it kindly and neatly wrap the cord with the provided Velcro. Verity power cords, data cords, and the barcode scanner will all be packed away in the Verity Cord Bag.



5. Find the plastic bag titled "Verity Access Kit", please pack away the Verity Access Module (pictured below), headphones, and red/green tactile switches in the Verity Access Kit before storing the kit in the Verity Cord Bag.



Packing Verity Duo Booth Base

1. Remove the privacy screens from each Verity Duo table. Unhinge the side of the Verity case, and then close the lid. Reach under the front of the Duo table and push the silver latch to unlatch the Verity Duo from its table.



2. Flip tables upside down, remove the rear leg assembly bar (1 piece) and the front leg extenders (2 pieces). Pull the elastic handle on the underside of the booth table forward, collapsing the legs. Slide both front leg extenders under the silver brackets on the underside of the booth table.



3. Place the collapsed table top, rear leg assembly bar, and the privacy screens in the Hart table transport bag with the red handles. Carefully store all Verity Duo Devices & Booths in the Equipment Caddy for transport.



Packing Verity Scan Station & Ballot Box

1. After closing the lid on the Verity Scan Station case, unlock the ballot box door. Remove the ballot transport bag ensuring all ballots are put inside the bag in case any have fallen out. Judges from each party must work together to **close the ballot transport bag and place a zip tie seal through the holes as shown below.**



2. Seal the ballot transport bag and make sure to log the seal number on the Certificate of Ballot form in the Voting Process Binder.

ELECTION DAY CERTIFICATE OF BALLOT
 Primary Election, March 19, 2024

Polling Place: Name of Polling Place

BEFORE THE POLLS OPEN

CONTROLLER START OF DAY BALLOT COUNT (from the Controller Open Polls report) and the SCAN START OF DAY BALLOT COUNT (from the Scan Open Polls report) SHOULD READ ZERO. IF THEY DO NOT READ ZERO PLEASE CALL THE CALL CENTER 630 232 2990.

CLOSE POLLS

YOU WILL HAVE ONLY TWO POUCHES ONE RED AND ONE BLUE FOLLOW INSTRUCTIONS BELOW

Total all spindled Applications to Vote from each Controller. Each bundle should contain no more than 100 Applications.

Number of Applications to Vote	Controller 1	Controller 2	Controller 3	Total All Applications

Number of Voters checked in on Pollbook	Pollbook #	Pollbook #	Pollbook #	Pollbook #	Total All Pollbooks

Controller End of Day Ballot Count (tape from the Controller Close Polls report)	Controller 1	Controller 2	Controller 3	Total All Controller

Controller(s) - (Provisional - Emergency) = Scan(s)

Scan End of Day Ballot Count (tape from the Scan Close Polls report)	Scan 1	Scan 2	Total All Scan

<small>Black Ballot Bag(s) - Contains all the Voted Ballots</small>	<small>Black Bag(s) - Seal #(s)</small>	X
<small>RED POUCH - Cancelled/Surrendered Ballots and Affidavits for Voters who Voted in Person Include spoiled Duo paper ballots</small>	<small>RED POUCH - Seal #</small>	
<small>BLUE POUCH - Number of Emergency Ballots Cast</small>	<small>#</small>	<small>BLUE POUCH - Seal #</small>
<small>BLUE POUCH - Number of Provisional Ballots Cast</small>	<small>#</small>	

Upon Completion of the form Judges must sign back of this page

3. After removing the contents from within, reach inside and pull the string to unlatch the Verity Scan case from atop the ballot box, lifting off the case and setting it aside.



4. Lift the lid of the ballot box gently, by pulling it upward and outward. Do not force the lid, and make sure to lift upward enough to not get stuck on the double hinge. Lay the lid down against the side of the ballot box.



5. Reaching inside, raise the bottom panel so that it sits against the side of the ballot box.



6. While being careful to avoid pinches, as they do occur, push the sides of the ballot box inward like an accordion. Then, secure the ballot box by latching the four clips on both sides.



7. Finally, secure the lid of the ballot box to the exterior side by pulling the elastic bands around each of the three pegs. You may now return the folded ballot box to the carrying bag.



Tech Judge & Equipment Pick-up

- After the driver and passenger judges leave with the following supplies for the Rally Site:
 - Verity Scan(s)
 - Verity Ballot Transport Bag(s)
 - County-issued Cell Phone (remaining turned on and accessible while in-transit)
 - Verity Keys

... the Tech Judge must stay with all the equipment that wasn't taken to the Rally Site until the Zone Manger arrives with the transportation trucks.

Please be patient, there are many Polling Places on each pick-up route.

- Be sure that all equipment (not going to the Rally Site) is packed CORRECTLY on the caddy.
- Locate the "Equipment and Seal Record." (This is the front page in the Voting Process Binder AND on the Caddy.) This sheet will be **checked and signed by the Tech Judge and Zone Manger** at the end of the night when equipment is picked up.

Sugar Grove Township Community Bldg

1

Caddy Verity Scan(s) (Remaining for Use)		Caddy Verity Ballot Transport Bag(s)	
1		1	
2		2	
3		3	
4		4	

Verity Keys		County-issued Cell Phone	
1		1	
2		2	
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
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30			

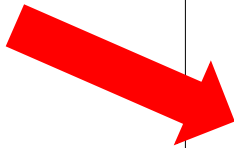
Verity Keys		County-issued Cell Phone	
1		1	
2		2	
3			
4			

Verity Keys		County-issued Cell Phone	
1		1	
2		2	
3			
4			

Verity Keys		County-issued Cell Phone	
1		1	
2		2	
3			
4			

Verity Keys		County-issued Cell Phone	
1		1	
2		2	
3			
4			

Technical Election Judge Signature _____



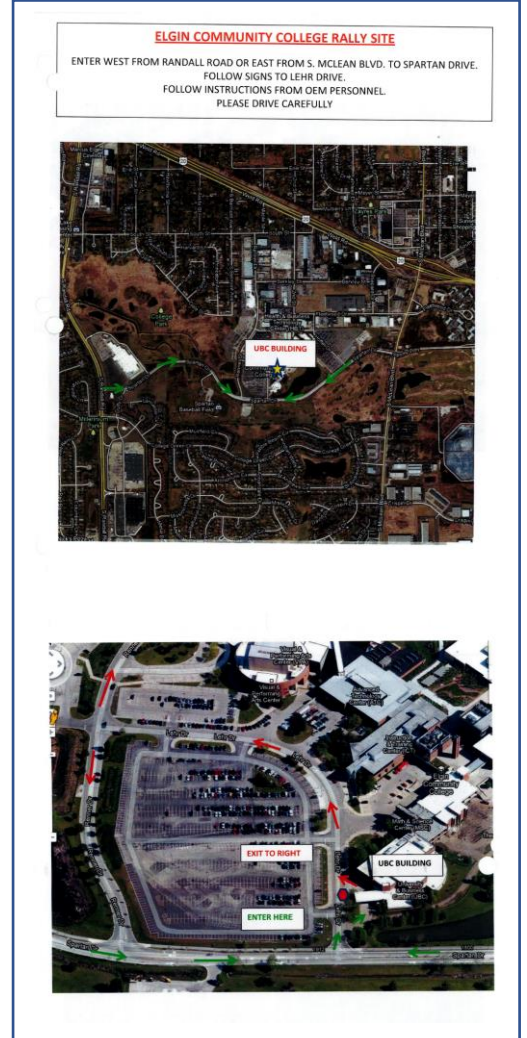
Rally Equipment Returned

The rally location and address specific to your Polling Place will be found in the Voting Process Binder section titled "After the Vote Center Closes." One Republican and One Democratic election judge will drive *together* to either:

Kane County Branch Court
530 S. Randall Rd., St. Charles 60174

OR

Elgin Community College
1700 Spartan Dr., Elgin 60123



The following items must be returned to the rally site by the two assigned election judges:

1. Verity Scan(s)
2. Verity Ballot Transport Bag(s)
3. County-issued Cell Phone
(remaining turned on and accessible while in-transit)
4. Verity Keys

- Staff at the rally site will check off these items as they are returned from each Polling Place.
- Failure to return all items on this list to the rally site will necessitate the election judge going back to the Polling Place to locate and return the missing items to the rally site.

IMPORTANT TAKE AWAY POINTS

- Before processing a Provisional Ballot. You **MUST** contact the Call Center before doing anything.
- Pollwatchers shall be permitted to observe all proceedings and view all reasonably requested records relating to the conduct of the election. The secrecy of the ballot must not be impinged. Pollwatchers must station themselves in a position in the Polling Place enabling them to observe the judges making the signature comparison between the voter application and the voter registration record card. However, that such Pollwatchers shall not be permitted to station themselves in such close proximity to the judges of election so as to *interfere* with the orderly conduct of the election and shall not, in any event, be permitted to handle election materials.
- A voter can make a change to their registration i.e. change of address, change of name or complete a new registration at **ANY** polling place. Please do not send a voter to another Polling Place for any circumstance. If you are unsure how to proceed, please ask for help from the Call Center.
- **Do not, for any reason, edit any voter application forms.** Do not put a marker through the small print, or highlight anything on the application. Please leave all applications as you find them.
- **If there is a significant change to the voter's signature, please follow the instructions on the Pollbook.** The Pollbook will print a label with the voter's updated signature. Place the label in the brown envelope marked "Signature Mismatches" in the front pocket of the Voting Process Binder.
- Please do not make any changes on the Pollbook for a misspelled name, incorrect date of birth or adding an apartment number to the original registration address. In order for the Election Department to make these changes, please **add a post-it note to the Application to Vote**.
- If you have to Spoil a Voting Session, please follow the steps on pages 41-42.
- When it is time to close the polls, please follow the steps on **pages 58-68**.
- All Tech judges will be required to know these procedures prior to an election.

If at any time you are unsure about something concerning the voter, do not send the voter away until talking to the Call Center 630- 232-5990.

