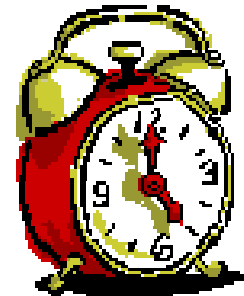


Saratoga County Board of Elections



November 2, 2010

3:45 AM





And so begins Election Day

At the BOE Office

- ***All staff*** arrive by **5:00 AM** ready to assist Inspectors should any problems arise.



Commissioner Fruci

Additional staff on site

- ***County Voting Machine Technicians***

Assist Field Custodians & Inspectors

- ***Part time staff***

**Deploy additional supplies to
poll sites if needed**

- ***Dominion Representative***

- Assist County Techs, Field Custodians & Inspectors



- ***Supreme Court Judge*** (on call if needed)
- Court orders and other election day matters

- ***Law enforcement Agencies*** (on call if needed)

- Maintain civility & order at poll sites
- Impoundment order





S.
o
site.

- **Inspectors arrange poll sites**
 - *Voting Machine (placement)*
 - *Signage*
 - *Tables and Chairs*
 - *Voter Traffic Flow*

Saratoga County Pre-elections Poll Site Assessment

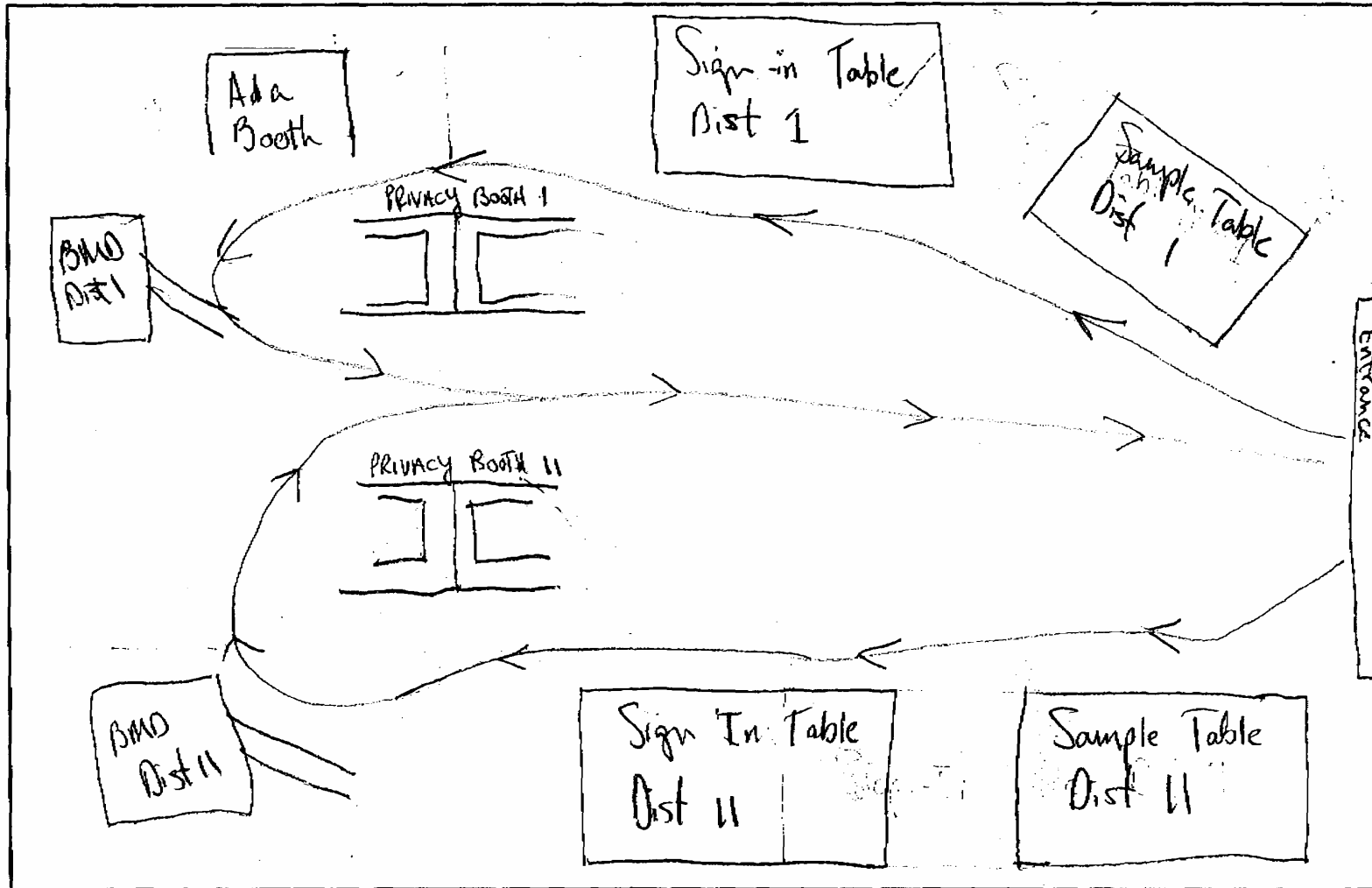
Town Malta

Poll Site Dist 1 off Malta Lodge Firehouse

Date 3/30/10

Custodian John F. Mirabile

05/11/2010 10:33 FAX



008

Poll Site Layout

Inspectors continue to...

- **Check and inventory supplies
(including ballots)**
- **Boot up Voting Machine**
- **Open Polls**

Meanwhile

back at the ranch (BOE)

- **BOE Staff are eager to assist Inspectors and Voters**
- **Each BOE staff member has an Election Day Information folder.**

Election Day Information Folder Contains

- *Inspector List*
- *Field Custodian List*
- *Poll Site List*
- *With emergency contact numbers*
- *Quick Reference Guide*
- *Inspector Manual*

Detailed Poll Worker Master List

Assgnd Town Ward/Dist	Name	Street Address	Party E/A	S Type	Avail	Las. School	Voter ID	SSN	Training	Vendor No.
Report Criteria: Voter Status of A - Active Appointed Poll Worker Type of 'CUS'; MT ' Poll Workers that are Available Ordered by Town/Ward/District, Type (no breaks)										
001//	SOUSA, MATTHEW R	917 ROUTE 50 BALLSTON LAKE NY 12019	DEM/DEM	MCUS CUSTODIAN	A	/ /	1033859			418369
	H: [REDACTED]									
001/000/	HELDRETH, CHARLES E	513 RANDALL RD BALLSTON SPA NY 12020	REP/REP	MCUS CUSTODIAN	A	06/14/2010	M006133	[REDACTED]		413331
	H: [REDACTED]	C: [REDACTED]								
		Notes: HOME OR TOWN HALL (TOWN HALL 885-8502-10)								
002//	ERRIN, LOWARD	460 SWEETMAN RD BALLSTON SPA NY 12020	DEM/DEM	MCUS CUSTODIAN	A	07/08/2010	M077098	[REDACTED]		413323
	H: [REDACTED]	C: [REDACTED]								
002//	WILDERN, ROBERT M JR	620 SWEETMAN RD BALLSTON SPA NY 12020	REP/REP	MCUS CUSTODIAN	A	06/14/2010	M020713	[REDACTED]		413312
	H: [REDACTED]	C: [REDACTED]								
	N: [REDACTED]									
003//	BELLAMY, NANCY R	147 EASTSIDE DR BALLSTON LAKE NY 12019	DEM/DEM	MCUS CUSTODIAN	A	08/03/2010	C036028			411775
	H: [REDACTED]									
	N: [REDACTED]									
003//	BOWMAN, KEVIN K	157 SUGAR HILL RD REXFORD NY 12148	REP/REP	MCUS CUSTODIAN	A	07/08/2010	M023250	[REDACTED]		401100
	C: [REDACTED]									
003/000/	PORT, PETER C	551 RIVERVIEW RD REXFORD NY 12148	REP/REP	NNT Machine Tech	A	08/18/2010	C008151			407432
	H: [REDACTED]	C: [REDACTED]								
	N: [REDACTED]	Notes: WORK PHONE [REDACTED]								
003/000/028	CANNON, DONNA A	48 SPRUCE ST CLIFTON PARK NY 12060	DEM/DEM	MCUS CUSTODIAN	A	06/14/2010	1001035	[REDACTED]		414444
	H: [REDACTED]	C: [REDACTED]								
		Notes: CANNON48@NYCAP.RR.COM								
007//	KOPPER, HERRERT AX JR	5524 CROOKED ST BROADALBIN NY 12025	REP/REP	MCUS CUSTODIAN	A	06/14/2010	M047744	[REDACTED]		413328
	H: [REDACTED]	C: [REDACTED]								
	N: [REDACTED]	Notes: HOME								
007//	RUNAN, BETH A	5178 SOUTH ST GALWAY NY 12074	DEM/DEM	MCUS CUSTODIAN	A	06/17/2010	M032460	[REDACTED]		413329
	H: [REDACTED]	C: [REDACTED]								
		Notes: HOME ALSO CUST. FOR EDINBURG								

SARATOGA COUNTY

Election Inspector Quick Reference Guide



ImageCast Features

Opening & Closing Polls Step by Step

1. Scanner (ImageCast ICP Tabulator)
2. ImageCast BMD

ImageCast Error Messages

Saratoga County
Election Inspector
Reference Guide

ImageCast Voting System

Scanner Only



Scanner with /Ballot Marking Device



If you have any questions please call the
Board of Elections
885-2249

November 2, 2010

Town: _____ District: _____ Call taken by: _____

Caller: Inspector _____ Voter _____ Phone: _____

Voter name: _____

Address: _____

____ Voter not in poll book

___ Not registered

Wrong ED

Inactive

 Moved

Purged

Name

State Duplicate

Other: _____

Scanner

BMD

___ Machine won't boot up

___ Machine won't boot up

Scanner won't accept ballots

Printer

 Printer jammed

Printer out of ink

AVS connection i

Other:

Samples of Inspector Forms

Breaking News

November 2, 2010

*****ATTENTION ALL ELECTION INSPECTORS*****

- ***Voters need privacy***

Every ballot issued must be placed inside a **privacy sleeve**, however it is the voters option to use it or not.

DO NOT ASSIST VOTERS OR HOVER AROUND VOTING BOOTHS OR THE VOTING MACHINE. (If a voter asks for assistance one inspector from each party may assist).

- ***Machine Emergencies***

Scanner Paper Jam: – if a voter has inserted a ballot and an error message alerts you that a ballot is jammed, open the ballot box door and pull gently on the ballot. Let it drop into the ballot box, the ballot has already been counted so close and lock the ballot box door.

Machine breakdowns: If the voting machine breaks down, continue to issue ballots to voters from your ballot booklet. Open the emergency compartment located on the scanner end of the voting machine. Direct voters to insert voted ballots in the emergency compartment until the problem has been fixed. Call the board of elections immediately for further instructions.

*****REMINDER**** After you have shut down and unplugged your machine, please remove the poll worker card only and return to the board of elections in the green security transport bag. Please reseal the poll worker card slot with the white seal provided.

Ballot Booklet Transmittal Sheet

To be filled in by Board of Elections

CITY/TOWN: _____

ELECTION DISTRICT: _____

NUMBER OF BOOKLETS: _____

BOOKLET SEQUENTIAL NUMBERS: _____

SEAL NUMBER: _____

PACKED BY: _____

To be filled in by Inspectors BEFORE POLLS OPEN

NUMBER OF BOOKLETS RECEIVED: _____

BOOKLET SEQUENTIAL NUMBERS: from # _____ to # _____ IF

ANYTHING DIFFERENT CONTACT THE BOARD OF ELECTION IMMEDIATELY

To be filled in by Inspectors AFTER POLLS CLOSE

NUMBER OF BOOKLETS USED: _____

BOOKLET BALLOT NUMBER USED: _____

NUMBER OF BOOKLETS UNUSED: _____

BOOKLET BALLOT NUMBERS UNUSED: from # _____ to # _____

TOTAL BALLOTS SCANNED: _____

TOTAL BALLOTS VOIDED : _____

RECEIVED BY: _____ Chairperson

(all 4 Signature _____

Inspectors Signature _____

MUST sign) Signature _____

Signature _____

Signature _____

Signature _____

SEAL NUMBER AT CLOSE OF POLLS: _____

To obtain a court order:

**The Judge assigned to hear
election matters is:**

Hon. Stephen A. Ferradino


Chambers number

581-0000

County Technicians & Field Custodians assist Inspectors



- *Election Day Tool & Supply Bag provided*

A blue fabric bag with two black straps. A white label with a black border is centered on the bag. The label contains the text "Technician Election Day Tools & Supplies".

Technician
Election Day
Tools & Supplies

**Saratoga County
Board of Elections**







innovera
technology essentials

duster
desempolvador
dépoussiéreur



CAUTION:

CONTENTS UNDER
PRESSURE. READ BACK
LABEL CAREFULLY.
CONTAINER MAY
EXPLODE IF HEATED.

ATTENTION:

CONTENU SOUS PRESSION. LIRE ATTENTIVEMENT
LES INSTRUCTIONS AU DOS. CE CONTENANT PEUT
EXPLOSER S'IL EST CHAUFFÉ.

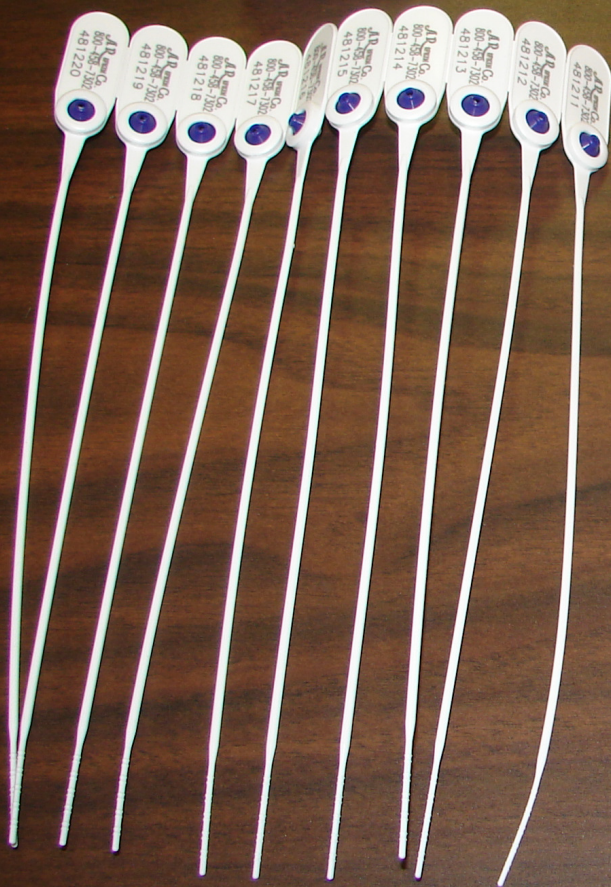
PRECAUCIÓN:

CONTENIDO A PRESIÓN.
LEA CUIDADOSAMENTE LAS
INSTRUCCIONES EN EL FONDO
DE ESTE RECIPIENTE.
PUEDE EXPLOTAR SI
ESTA CALIENTA.

NET WT 10 OZ / PESO NETO 283g / POIDS NET 283g

100% ozone safe

IVR-51501
replaces
Universal
51501





After the Polls Open

- **Field Custodians visit each poll site and report that all machines are open and ready for voting.**
- **Commissioners visit poll sites during quiet periods.**

Emergency

Emergency Equipment

- **Scanners & BMD's**
 - Ready for programming
Testing & Deploying
- **Back up Batteries**
 - Charged for power outages



Emergency Procedures

- **Contingency Plans**
adopted by the BOE, if needed

(hopefully not)

Saratoga County Contingency Plans

This procedure will outline steps to be taken in the event of two types of emergency:

1. The Board of Elections office becomes unusable due to power outage or other condition that prevents its use; and,
2. A situation where polling place[s] becomes inaccessible due to power outage or other emergency that prevents its use by the public to vote.

This guideline provides general principals and considerations governing such situations. It will be necessary to adapt and improvise as required by the particular circumstances of any particular situation that may arise.

Scenario 1

The Board of Elections office becomes unusable due to power outage or other emergency.

The Saratoga County Board of Elections office is located on the lower floor of 50 West High Street, Ballston Spa in an area that receives no natural light. There is no back-up power supply. In the event of a power outage, the office would be unusable.

1. If it appears that the emergency will be of short duration, it may be prudent to suffer the interruption and wait until it is cleared.
2. If it appears that the interruption will be of substantial duration, the Board of Elections also has at its disposal a climate controlled warehouse of 7,000 square feet for the storage of voting machines and elections materials. The warehouse is located approximately one mile from the current office. The warehouse space has adequate power supply and space to serve as a temporary headquarters for the Board of Elections in an emergency. A VPN and firewall are being installed to establish communications between the warehouse and the Saratoga County servers. There is a working security alarm system. Broadband cable is being installed to provide internet access. Land line telephone service is in place, so phones could be forwarded. Depending on the anticipated length of the emergency, it would be feasible to move personal computers and EMS equipment to the warehouse facility and resume operations from there.

Scenario 2

One or more polling places become unusable due to power outage or machine failure or other circumstances that render the building unusable by the public as a polling place.

In the event of power outage, the town custodians would be assigned to establish temporary lighting. The voting machines themselves can operate on battery power for up to two hours.

1. Depending on how long the polls need to be open, that may be sufficient.
2. If it appears that battery power will not be sufficient, the custodians would be assigned to establish alternate power by making arrangements to bring it in via heavy duty extension cords from a nearby source or obtaining the use of a generator from local fire departments, etc.

Reserved Vans and Cars

- **Ready for deploying
voting machines and supplies
if needed**

(Hopefully not)

Preparing for the Results

- **Supplies returned on election night**
 - Poll worker memory card
 - Inspector supply bag
 - Voted ballot bag
 - Unvoted ballot bag
- **Upload results to EMS**
- **Publish results to web site**

9:15 PM



Commissioner Schiera

...and so ends another election!



- ***All views and ideas expressed here are for educational purposes only and does not constitute legal advice. Should you need legal advice contact the State Board of Elections.***

The End