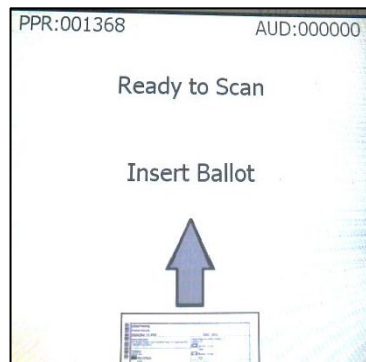


PRECINCT OFFICIAL MANUAL

Formerly known as the Election Day Reference and Problem Solver



State of Oklahoma

**Prepared by
Oklahoma State Election Board
Revised March 2024**

Driving Oklahoma's Elections 2024

****Formerly known as the Election Day Reference and Problem Solver****

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Manual Quick Reference

Cancellation of registration of deceased voter



Green Tab – Cancellation of Deceased Voter, Page 52

Spoiled ballot



Yellow Tab – Spoiled Ballot Affidavit **or** Clerk Tab, page 41

Voter who moved to a new residence in the county



Judge Tab, page 38, 53

Uniformed Services voter or Overseas voter



Judge Tab, page 35

Blind, physically disabled, or illiterate voter



Inspector Tab – Voter Assistance, page 45

Assisting an ATI voter



Blue Tab – Voter Assistance, page 45

Messages in the Precinct Registry



Judge Tab, pages 32-33

Voter whose name is not in the Precinct Registry



Judge Tab, page 36 or Provisional Voting Appendix Tab

Determining voter's school district or municipality



Judge Tab, page 34

Assistance outside the polling place for disabled voter



Blue Tab – Voter Assistance or Inspector/PVO Tab, page 47

Provisional voting procedure



Provisional Voting Appendix Tab, page 82

FREQUENTLY ASKED QUESTIONS

All page numbers refer to the Precinct Official Manual in the Precinct Official Notebook.

Voter Questions:

Q. I didn't bring my ID. Can I still vote?

A. Yes. You may vote a provisional ballot.

Q. Do I have to vote every race or question for my ballot to count?

A. No. You may vote as few or as many races/questions as you desire. Only properly marked races will be counted.

Q. Can you tell me what this state question means?

A. No. I'm sorry, but I can't give you my opinion or interpretation.

Q. Electioneering question.

A. Call the County Election Board Secretary.

Precinct Official Questions:

Q. How do I open the polls?

A. Use the Opening the Polls Checklist provided. See page 13.

Q. I can't find the password for opening the polls. Where is it?

A. Call the County Election Board.

Q. Does a picture of an ID on a phone meet the ID requirements?

A. No.

Q. I can work the election, but I haven't voted. Can I leave the polling place for about 30 minutes to go and vote at my polling place?

A. No. The Precinct Officials meet at the polling place no later than 6 a.m. on the day of a regular or Special Statewide Election and no later than 6:30 a.m. on any other Election Day at the discretion of the Secretary of the County Election Board. Precinct Officials must remain at the polling place from the time they arrive in the morning until all the day's work is completed after the polls close. See page 8, 24

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Q. What are the ballot codes for my precinct for the current election?

A. Different counties place the ballot codes in different locations. If you cannot find the location where your county places the codes, call the County Election Board.

Q. A voter was eligible for two ballots and left one of the ballots behind in the voting enclosure. What do I do with the ballot that was not processed through the voting device?

A. Show it to the Judge and Clerk, fold the ballot in half, and give to the Clerk to place in the Spoiled and Discarded Ballot bag. **Do Not** put the ballot in the voting device. See page 42-43

Q. A ballot kicked out of the voting device and the voter has already left. What should I do with the ballot?

A. This is an abandoned ballot. Read the message on the console and look up the error code displayed in the lower right-hand corner of the screen. If the message on the console says "Contest is Overvoted" or "Blank Ballot", press the button for cast ballot. See page 42-43

Q. Is a voter required to have a driver's license in order to vote in Oklahoma?

A. No, there are multiple forms of identification that may be used. See page 27 for acceptable Proof of Identity documents.

Q. Does a voter need to bring their unmarked absentee ballots if they changed their minds and decide instead to vote at their polling place on Election Day?

A. No, the voter is NOT required to bring the absentee ballot to vote. The voter can vote at their polling place AFTER signing the pink Absentee Voter Affidavit. See the pink tab in the Forms section for instructions on the Absentee Voter Affidavit.

If the voter brings the absentee ballot, tear or cut the ballot in half and place it in the Spoiled and Discarded Ballot bag.

Q. How do I close the polls?

A. Use the Closing the Polls Checklist provided, and review page 71

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Q. Can voters assist other voters at the polls on Election Day?

A. Yes. A voter can assist another voter at the polls on Election Day. Some voters need assistance to vote because they are blind or visually disabled, physically disabled, infirm, or illiterate. These voters may receive assistance to vote in the polling place. The voter and the voter's assistant must be placed under oath before any assistance can be given. See pages 45-50 and the blue Voter Assistance tab for instructions to follow and the Voter Assistance Form to complete.

Q. Candidate signs are too close to the entrance to precinct. Can one of the Precinct Officials or a voter remove the signs?

A. No. Under no circumstance should any Precinct Official be involved in the enforcement of the removal of signs. The Inspector may inform the violator that their action is against the law and the violator may remove the signs. If the violation persists, the Inspector should immediately notify the Secretary of the County Election Board. See page 8

Q. A voter's relative has moved out of state and their name is still on the Precinct Registry. How do they remove their relative's name?

A. Inform the voter that you do not have paperwork for that request. Give the voter the number to the County Election Board and instruct them to call there.

Q. The tape roll is jammed, or the eScan printer is out of paper, or I can't get the tape to print. What should I do?

A. Call the County Election Board.

Q. When closing the polls, the eScan will not accept the password. What should I do?

A. You have probably pushed the **RED** Poll Worker button too many times and have moved to the Administrator Password screen. Push the button **one** more time to get to the Poll Worker Password screen. If the eScan still doesn't accept the password, call the County Election Board.

Q. What if I have more questions?

A. Use the Table of Contents, Index, or call the County Election Board.

Precinct Official Hints and Helps

- **Sign all forms.** Each Precinct Official indicated on the form must sign each form. If a form has not been used, draw an "X" through the form and sign it as well.
Hint: As soon as you use a form, sign it! It's done.
- **Fill out forms properly.** The Precinct Official indicated on the form should print the information requested. Be sure to print legibly. The voter or voter's assistant will only sign the form in the location designated for that person's signature.
Hint: We have discovered that Precinct Officials are more likely to print legibly and to complete forms accurately than a voter or their assistant who are standing and not familiar with the forms.
- **Place the first Detail and Tally Report tape (including Zero Printout) in the Detail and Tally Envelope.** Remember to keep the first Detail and Tally Report tape (this is the tape with the Zero Printout that printed at the beginning of the day) separate from the other required Detail and Tally Report tapes that are printed. Make sure to place the first report tape in the Tally Envelope.
- **PRO TIP:** Use paper clips or a binder clip to indicate that this is the first tape with the Zero Printout. If you roll the Zero Printout up at the beginning of the day and secure it with paper clips or a binder clip:
 - This tape has been designated as the zero-printout tape first thing in the morning, and
 - voters are not as likely to tear the tape off to take as a "receipt" for voting.
- **The only items placed in the ballot transfer case are ballots (voted and unvoted) and a Detail and Tally Report tape.** If anything (other than ballots and a Detail and Tally Report tape) have been sealed inside the ballot transfer case, the County Election Board should be notified. The County Election Board will need to know what other item have been sealed in the ballot transfer case.

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How times have changed...

Taken from *The Election MANUAL for Precinct Officials, 1974*

After the Polls Close

At 6:50 p.m. on election day, the Inspector should make an announcement to all present that the polls will close in ten minutes.

At 7:00 p.m. on Election Day, the Inspector should announce that the polls are closed.

The precinct election expense claims should be properly filled out and signed. Compensation for election officials is: \$17.50 per day for two days for the Inspector, plus nine cents per mile each way for two trips to and from the county seat; \$15.00 per day for the Judge, Clerk and each Counter.

GENERAL INFORMATION

Precinct Official Information

The **primary functions** of a Precinct Official are to:

- Serve voters;
- Help eligible voters to vote;
- Make sure all properly marked ballots are cast and counted; and
- Ensure all security measures are followed



I = Inspector – The Inspector is the Precinct Official who picks up the supplies from the County Election Board office to take to the polling place and returns the supplies to the County Election Board office at the end of the Election Day, ensuring the chain of custody; works with the voting device; assists voters; and completes necessary documentation.



J = Judge – The Judge is the Precinct Official who works with the Precinct Registry and forms related to it; and checks proof of identity for every voter.



C = Clerk – The Clerk is the Precinct Official who works with the ballots and forms related to the ballots. The Clerk ensures each voter receives the correct ballot(s).



= Provisional Voting Officer (PVO) – The Provisional Voting Officer is the Precinct Official who works with provisional voters and forms related to this voting process. The PVO ensures all affidavits are correctly completed and signed. Not all precincts will have a Provisional Voting Officer assigned to work; in most precincts the Inspector functions as the Provisional Voting Officer in addition to the other duties of the Inspector.

Precinct Officials – Each precinct must be staffed with an Inspector, Judge, and Clerk. State law requires the Inspector, Judge and Clerk be registered to vote in the County, and also requires that two of the three officials be from the two largest political parties in the state. The third official may be a member of any political party recognized under the laws of this state or may be registered with no declared political affiliation. Appointed Inspectors, Judges, and Clerks serve four-year terms that begin on July 1 in the odd-numbered year following the Governor's election.

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The Inspector, Judge, Clerk, PVO (if assigned) and Auxiliary (if assigned) Precinct Officials meet at the polling place no later than **6 a.m.** on the day of a regular or Special Statewide Election and no later than **6:30 a.m.** on any other Election Day - at the discretion of the Secretary of the County Election Board.



- **Precinct Officials may not leave** until the Inspector is ready to return to the County Election Board office after the polls close.
- The team of Precinct Officials must remain at the polling place from the time they arrive in the morning until all the day's work is completed after the polls close.
- This is a good reason for Precinct Officials to keep an Absentee ballot request on file.

Violations of the Law



- If one of the Precinct Officials observes an election law being violated, the **Inspector** may inform the violator that their action is against the law.
- Under no circumstances should the Precinct Officials be involved in enforcement of the law, other than informing the violator.
- The **Inspector** should immediately notify the Secretary of the County Election Board; or first call Law Enforcement if the situation has escalated.

The Following Actions are Prohibited by Law:

- **Electioneering**
 - The law prohibits electioneering within 300 feet from the entrance to a polling place while an election is in progress.
 - No persons, except Election Officials and persons who are voting or waiting to vote, are allowed within 50 feet of the entrance while an election is in progress.
 - The law prohibits the posting or exposing of any printed material, other than those materials provided by the County Election Board, within 300 feet of the entrance of the polling place on Election Day.
- **Disclosure of Vote**
 - It is unlawful for a voter to disclose to any other person how they voted or to expose their ballots to any person within the election enclosure.

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- **Exception: “Ballot Selfies” ARE permissible, but it is unlawful to post the “Ballot Selfie” or show it while in the election enclosure.**
- **Intoxicating Liquors**
 - It is unlawful to take intoxicating liquors of any kind or quantity to within one-half mile of any polling place on Election Day.
 - The law prohibits any person in an intoxicated condition from being within 300 feet from the entrance of the polling place on Election Day.
- **Voting Ballots Issued**
 - No person shall vote any ballot except such ballot issued to them by the Precinct Official at the polling place.
 - Each ballot issued must be cast without removing the ballot from the polling place.
 - Any person who knowingly removes a ballot from a polling place or who knowingly carries a ballot into a polling place shall be deemed guilty of a felony.
- **Persons Authorized Inside Election Enclosure**
 - At no time during the hours of voting shall any person, other than the Election Officials and other persons authorized by law, be allowed inside the election enclosure except for one registered voter in each voting booth and one other registered voter for each voting booth maximum.
 - A news reporter or photographer may enter the election enclosure for no more than five minutes.

Election Security **Chain of Custody**

- **Chain of Custody for Ballots & eScan and Election Security**
 - Chain of custody in regards to Precinct Officials means the **unbroken control** and possession that ensures the physical security of the ballots and the eScan.
 - It is very important that security be maintained from the time the Inspector picks up the ballots and eScan at the County Election Board until the time the ballots and eScan are returned on election night to the County Election Board.
 - While in the Inspector's possession, the eScan and ballots should always be secured.

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- Never leave the ballots at the polling place if setting up the day before the election.
- Never leave the eScan or ballots in an unlocked vehicle.
- Never leave the eScan in a vehicle during extreme temperatures.
- **The eScan should not be left in an unattended vehicle overnight.**
- While at the polling place, eScan and ballot security must be a priority.
 - **Absolutely no access is allowed to the eScan other than voters scanning their ballots. It is a felony under the law for a person with unauthorized access to tamper with an eScan.**
 - Never leave an eScan unsecured or out of the presence of Precinct Officials.
 - The Precinct Officials should always be on alert and aware of any activity around the eScan.
 - The ballots should **never** be left unattended or in an area where anyone other than the Precinct Officials have access.
- When returning to the County Election Board on election night, the Inspector must bring the eScan, ballots, and all election supplies.
 - The Inspector must be able to attest to the unbroken chain of eScan and ballot security.
- **Polling Place Security**
 - Upon arrival at the polling place, the Precinct Officials should observe the surroundings to be sure that nothing looks out of place or out of the ordinary for that polling location.
 - During Election Day, the Precinct Officials need to be alert to items left in or around the polling place.
 - If something looks suspicious:
 - Do not touch the item,
 - Call the County Election Board, and
 - Alert the proper authority at the polling place.
 - In case of an emergency, refer to the emergency procedures in this publication on page 101-107 and/or the specific instructions from the County Election Board Secretary.

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Election Results Reported to News Media

- It is permissible, but not required, for Precinct Officials to give election results to members of the news media on election night.
- Under no circumstances may any election results be reported until **after the polls close** and the Detail and Tally Report has been posted on the door of the polling place.

Problems

- When questions arise during the day, consult the Precinct Official Manual for solutions. The **Inspector** should call the County Election Board for advice.

Voter Information

Persons Entitled to Vote

- Only citizens who are registered to vote may vote in elections in Oklahoma.
- A person whose name is in the Precinct Registry may vote in that precinct.
- A person whose name is not in the Precinct Registry, but who claims to reside within the precinct and who claims to be registered and eligible to vote in the election, may vote a provisional ballot. See page 36 for more information.

Multiple Elections on Same Date

- Two or more entities may hold elections on the same date.
- A precinct may contain more than one school district or municipality.
- A voter must be registered within the boundaries of a district to vote in the district's election.
- The Precinct Registry lists a code for the districts in which a voter is eligible to vote.

Residence Street Address/ Last Name, First Middle Stx			School	TC	Muni	Ballot Issued	Signature of Voter
1	GUNDY, MICHAEL	518 W 7 ST	102914 03	17	NORM 04		1 *****CONFIRM ADDRESS*****

- If no district is listed in the Precinct Registry, see page 34.
- If the voter says a district code is incorrect, see page 34.

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- For some entities, it is the voter's responsibility to determine their eligibility.
- If a voter is uncertain of their eligibility to vote, the **Judge** shows the voter a map of the precinct/entity.

The Clerk should be certain which ballots to issue to the voter. Always double check with the Judge before handing ballots to the voter if you are unsure.

Order of Voting

- Inspector, Judge, and Clerk vote first, see page 24
- Voters are processed in the order they arrive in the election enclosure.
- While the polls are open, there may be no more than one voter in each voting booth and one voter waiting for each voting booth.
- The Inspector must keep order in the lines of voters outside the election enclosure.

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Preparing the Polling Place & Opening the Polls



The **Inspector**, **Judge**, and **Clerk** and all other precinct officials who may be assigned to the polling place meet at the polling place **no later than 6 a.m. on the day of a regular or special statewide election** and no later than 6:30 a.m. on any other Election Day at the discretion of the Secretary of the County Election Board.



- Follow the steps on the Opening the Polls Checklist to prepare for the election.

OPENING THE POLLS CHECKLIST	
<input checked="" type="checkbox"/>	Inspector, Judge, and Clerk meet at the polling place no later than 6:00 a.m. I J C
	Prepare voting device. (Use the Opening the Polls eScan Checklist, or follow the instructions in the <i>Election Day Reference and Problem Solver</i> , pages 13 – 15, in the <i>Precinct Official Notebook</i> .)
	Do not tear off Zero Printout.
	Verify all totals are zero.
	Display: J I
	American flag
	Attention All Voters – Proof of Identity Requirements
	e-Scan sign
	Important Voter Information—Oklahoma Election Procedures & Election Law Violations sign
	Sample ballots
	Vote Here sign
	Ballot Checklist and Registered Independent Voter Options – Primary Elections
	Straight Party Voting – General Election
	Attention Voter poster (may already be in voting booth)
	Set up voting booths J I
	Set up table for Precinct Officials: J I
	ink pens
	<i>Precinct Official Notebook – Election Day Reference and Problem Solver 2020</i>
	At Judge's position: J
	Precinct Registry or Registries
	Note: If this precinct will use an electronic pollbook, Judge, please review the Electronic Pollbook Video and see the Electronic Pollbook Appendix.
	Ballot Codes
	ink pens
	Oklahoma Voter Registration Application forms
	Address Information Requested handouts
	Provisional Ballot Vouchers
	Provisional Ballot Refusal form
	Continued on Back

At Clerk's position: C
All books of ballots
Spoiled and Discarded Ballots Bag
Security folders
At Inspector's position: I
ink pens
Voting device
Provisional Voting Officer or Inspector
Set up table for provisional voting: J I
Checklist for Provisional Voting Officer
Provisional Voting Information handouts
Oklahoma Provisional Ballot Affidavits
Ballot envelopes
Provisional Ballot Materials envelopes
Oklahoma Voter Registration Application forms
Provisional Ballot Roster
Orange Provisional Ballot Bag and Blue Seal
Open polls precisely at 7:00 a.m.
<small>Before processing the first voter, the Inspector, Judge, and Clerk show their proof of identity, sign the Precinct Registry, and vote. If a Provisional Voting Officer or Registration Official has been assigned to the precinct, that official also votes. (CAUTION: Vote only if you are eligible to vote in this precinct!)</small>

**Please use the checklist -
check off the steps as they
are completed!**

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Location and Materials for Judge, Clerk, and Inspector



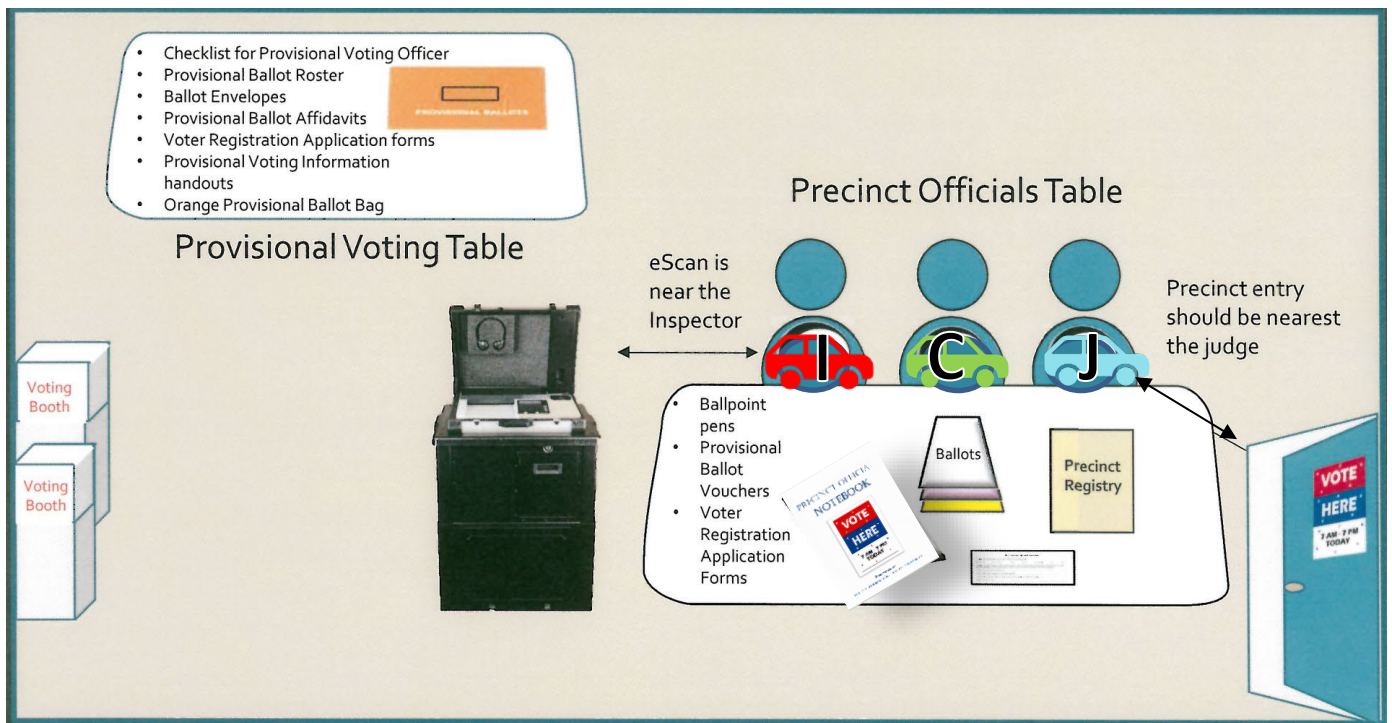
- The **Judge** is the first Precinct Official the voter sees.
- Position the **Judge** closest to the polling place entrance.
- Place materials on the Precinct Officials table as illustrated below.
- Set up an area near the eScan to accommodate ATI voters.

Location and Materials for Provisional Voting

- Place provisional voting supplies and materials on a table separate from the table for the Judge, Clerk, and Inspector.

Polling Place Arrangement

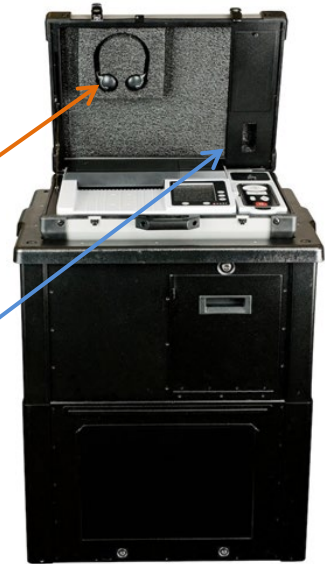
- The illustration below is an example of how a polling place might be arranged.



About the eScan Voting Device

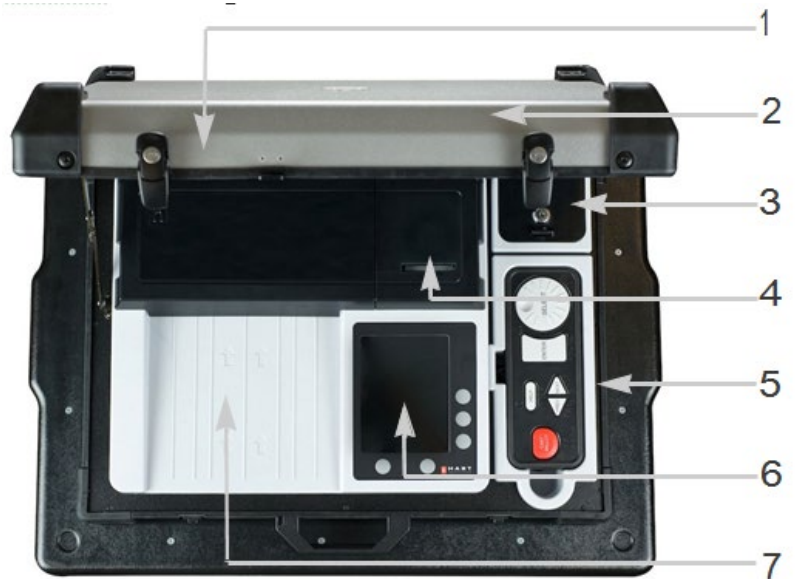
The **eScan A/T (eScan)** is a precinct-based digital scanner voting device. The eScan provides features for scanning paper ballots, as well as an external Audio Tactile Interface (ATI) device for voters with disabilities. See page 45.

The **eScan body** opens and closes like a suitcase.



Features of the eScan:

1. **Headphones** (in case lid) for ATI users.
2. **Storage Compartment** (in case lid) for AC power supply.
3. A **Mobile Ballot Box (MBB)**
Compartment that holds the MBB storage device.
4. A **Printer** that prints eScan reports at the beginning and end of the day.
5. An **Audio Tactile Interface (ATI)** that allows a user to vote an audio ballot.
6. An **eScan Console**.
7. An integrated **Ballot Scanner**.

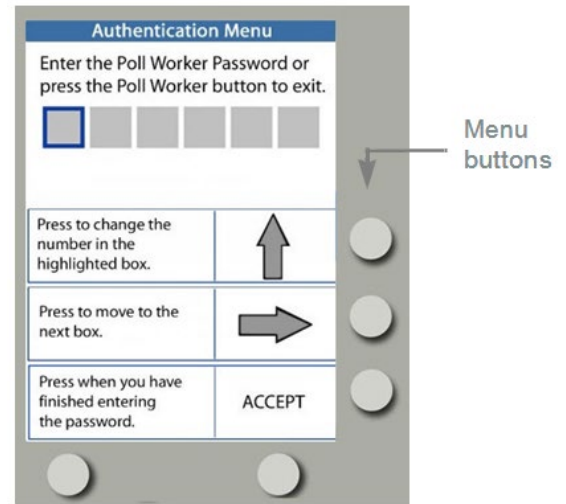


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eScan Console



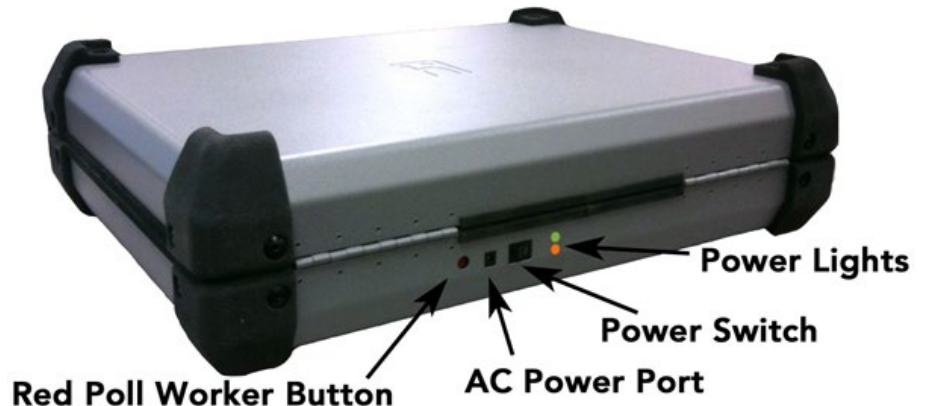
- The **Inspector** uses the eScan console to open the polls, assist voters, and close the polls.
- A message may appear on the console to alert the voter of a problem.
- After reading the message, the voter or **Inspector** presses the menu button next to the desired option.



eScan Body (reverse)

Items on the reverse side of the eScan body:

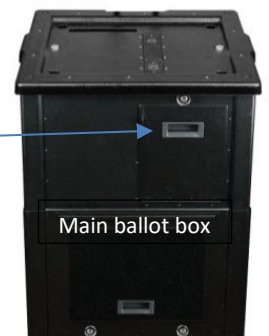
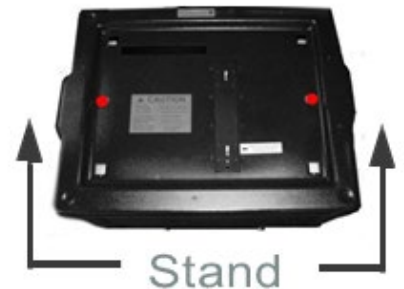
- **Red Poll Worker Button** is used to open and close the polls and to start an audio ballot (ATI) session.
- **AC Power Port**, to plug in the power cord.
- **Power Switch** turns the eScan on and off.



- **Power Lights**
 - Solid Green** – eScan has power from a good, functional A/C outlet.
 - No Green** – eScan is NOT plugged in to a good, functional A/C outlet and a different power source **MUST BE FOUND!** Try another outlet on a different wall or in another room.
 - Solid Orange** – eScan is fully charged.
 - Blinking Orange** – eScan is charging the internal battery.
 - Orange** – eScan has a physical power issue and must be serviced.
- If you lose power at the precinct, call the CEB immediately!

Setting Up the Ballot Box

- At least two Precinct Officials should work together to set up the ballot box.
- Press, release, and lift the transport handle on the ballot box. (The ballot box handle functions like a suitcase handle.)
- Roll the ballot box to the desired location in the polling place. It must be located close to an AC power outlet.
- Collapse the transport handle.
- Have one person stand on either side of the collapsed ballot box. Have a third person, if available, stand behind the ballot box and put a foot on each wheel to stabilize the ballot box while lifting.
- With one person on each side of the ballot box, hold a handle with one hand, and press the red release button on top of the ballot box with the other.
- While holding the buttons, begin lifting the handle (each side should be lifted to the same point at the same time) and begin sliding the ballot box upward in a slow, smooth motion. The buttons may be released once the ballot box starts moving.
- Slide the ballot box upward until it locks into place. It will stand approximately three feet high when fully expanded.
- Verify there are no ballots in the emergency ballot box.
- Close and lock the emergency ballot box door using the **ROUND KEY**.
- With the **ROUND KEY**, unlock the main ballot box door and lift it open.
- Verify there are no ballots in the main ballot box.
- Close and lock the main ballot box door using the **ROUND KEY**.
- Verify the back door of the ballot box is closed and locked.



Driving Oklahoma's Elections 2024

Attaching the eScan

- After the ballot box is extended, unlock the emergency ballot box door by turning the **ROUND KEY** counter-clockwise.



- Pull the emergency ballot box door open with the emergency ballot box handle. If it stops after a few inches, continue to pull until it is completely open. Make sure the key latch is in the unlocked position and remove the key from the ballot box.

- Verify that the ballot box posts on the top of the ballot box are in the unlocked position (toward the back of the ballot box).

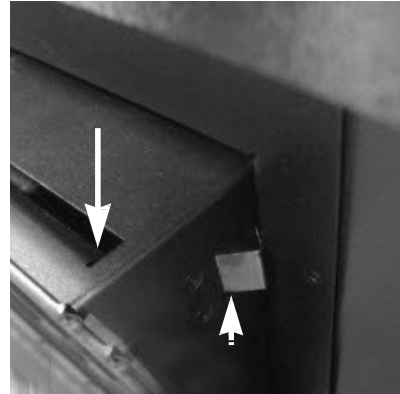


- If the posts are not in the unlocked position, look inside the emergency ballot box to the underside of the top of the ballot box. You will reach and find a knob. Pull the knob down and slide it toward the back of the ballot box.

Driving Oklahoma's Elections 2024

- With the eScan case still closed, set the eScan on the top of the ballot box so that the openings on the bottom of the eScan sit on top of the ballot box posts and the eScan handle is toward the front.
- Look inside the emergency ballot box at the underside of the ballot box top. Pull the knob down and then slide it toward the front of the ballot box. The posts move to the locked position and lock the eScan in place.

- Close the emergency ballot box until the spring is at the entrance.



- Press the spring with your finger so that it is flush with the door.



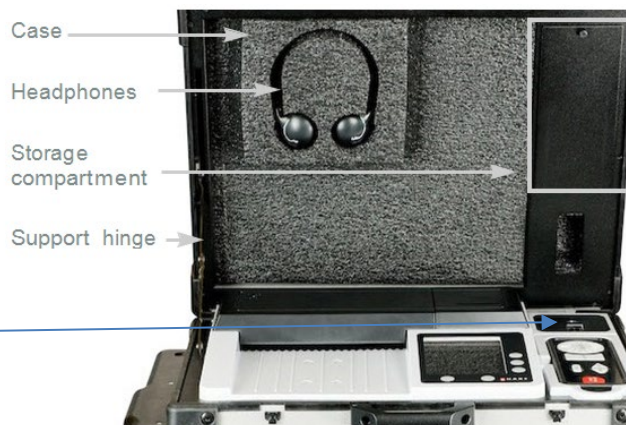
- Close the door so the spring is inside the ballot box.
- Insert and turn the **ROUND KEY** clockwise to lock the emergency ballot box door. Remove the key. Place the key in the Voting Device Key Envelope, but do not seal the envelope. Set the envelope aside in a secure location.



PREPARING THE ESCAN

- Compare and verify the blue seal and serial numbers on the eScan with the information on the Inspector's Notes to Secretary form. If the seal and information match, continue to next step. If not, call the County Election Board.
- Unlock the eScan case using the **SQUARE KEY**. Place the key in the Voting Device Key Envelope, but do not seal the envelope. Set the envelope aside in a secure location.

- Open the eScan case. Push the support hinge backward until it is locked into place. It will snap lightly when locked.



- Compare and verify the seal on the MBB compartment with the information on the Inspector's Notes to Secretary form.

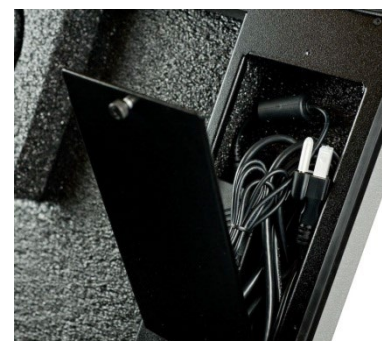
- Open the printer cover and make sure the paper dowel is properly seated and the paper passes through the slot in the printer cover.



- With your thumb and forefinger, loosen the thumbscrew on the storage compartment. No tools are required.

- Remove the AC power brick and power cable from the storage compartment.

- Close the storage compartment cover and tighten the thumbscrew to secure the cover.



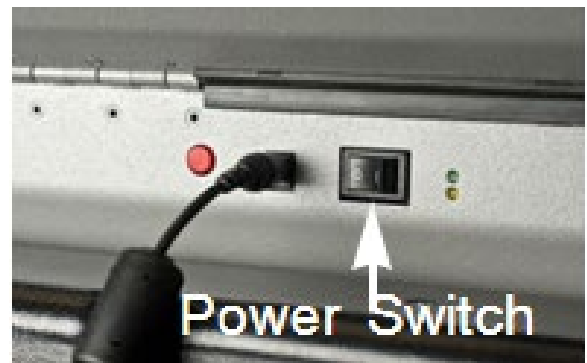
Driving Oklahoma's Elections 2024

- Plug the round end of the AC power cord into the power port on the back of the eScan. Ensure the power switch is in the off position (O).



- Plug the power cable into the power brick, and then plug the pronged end into an AC power outlet. Verify that the green light on the back of the eScan is on. If it is not on, plug the eScan into another power outlet **on a different wall**.

- Press the power switch on the back of the eScan to the on position (I). The power lights light up, the eScan start-up screen appears, and an eScan Power Up report prints. Make sure the paper is coming out of the printer and not wrapping around inside. Note: A normal start-up may take three minutes or more, and the console screen may go black for several seconds during the process.



Something to think about.

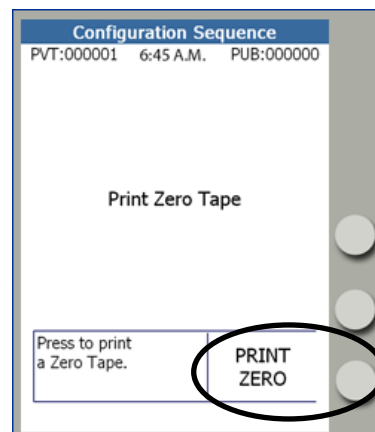
**The vote is the great equalizer among Americans
young and old,
rich or poor,
male or female.**

**We should guarantee that the scales of justice
at the polling place
will insure that each citizen's
vote is counted equally**

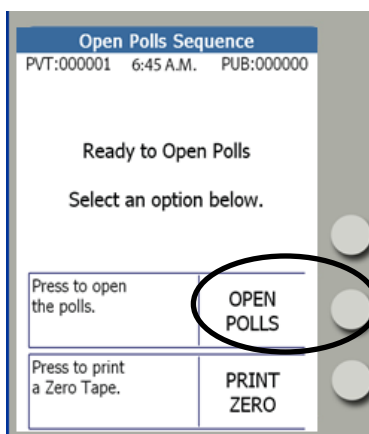


OPENING THE POLLS ON THE ESCAN

- Press the button next to **PRINT ZERO** on the eScan Console. The Zero Report prints. **LEAVE THE REPORT ATTACHED TO THE PRINTER.**

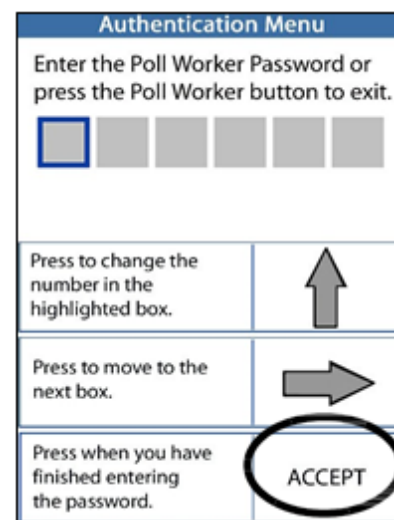


- Press the button next to **OPEN POLLS**.



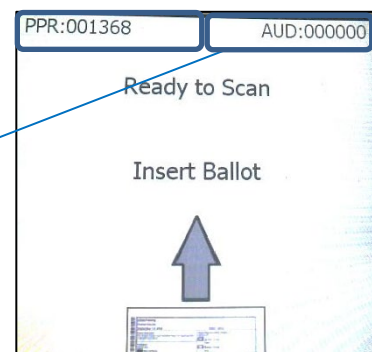
Enter the six-digit Poll Worker Password provided by the County Election Board:

- Press the button next to the **Up Arrow** until the desired number is reached.
- Press the button next to the **Right Arrow** to move to the next box.
- Continue this procedure until the complete password has been entered.
- Press the button next to **ACCEPT**.



- Roll up the tape and leave it attached to the eScan.
 - **PRO TIP** - Keep the tape roll tight using a binder clip - this also easily identifies the Zero Printout Tape at the end of a long day.

- The eScan displays the **Ready to Scan** screen. Verify that the **PPR** and **AUD** counters show all zeros.



- The eScan is ready to scan ballots.

OPENING THE POLLS



- At precisely 7a.m., the Inspector announces that the polls are open.
- **PRO TIP:** Look up and use [time.gov](https://www.time.gov) for the official U.S. **Central time** to open and close the polls. A smart watch also gives the official time.
- If the above is not an option, use THE SAME WATCH to open and close the polls. Do not use the time on the eScan, as over time the clock feature may have lost a minute or two.



Precinct Officials Vote First



- Each Precinct Official who is registered to vote in the precinct, and is eligible to vote in the election, should cast their ballots before processing the first voter.

The Precinct Officials must:

- Show proof of identity, and
 - Sign the Precinct Registry.
- If a Precinct Official is not a registered voter in the precinct, that Precinct Official cannot vote in the precinct.
 - Precinct Officials MUST arrive at the polling place by 6:00 AM. The Inspector, Judge and Clerk meet at the polling place at 6 a.m. on the day of a regular or special statewide election.

You do NOT want to be in the news with:



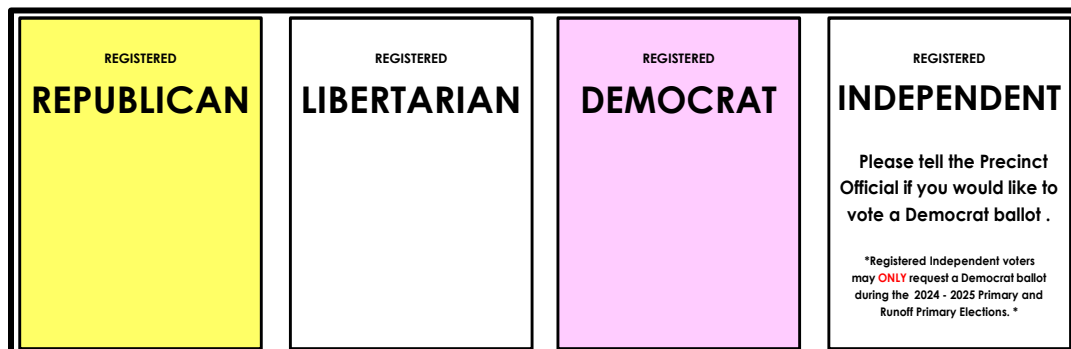


Routine Procedures for the Judge to Process Voters

The Judge follows these routine steps to process voters:

- **Greet the voter and ask the voter's name.**

If this is a Primary or Runoff Primary Election, ask the voter to look at the **NEW SIGN** and suggest they point to their political party of registration; or the voter may provide their party affiliation without being prompted.



Voter Proof of Identification

- Ask the voter to show proof of identity.
- Every voter must produce **one** acceptable form of ID before voting.
- A voter should not sign the Precinct Registry until an acceptable form of ID has been presented.
- The voter's name on the proof of identity must **“substantially conform”** to the name listed in the Precinct Registry.
- **The law does not allow you to check a voter's address as a condition for voting.**
- Some voters are eligible for “Restricted Record” status which will cause their residence address to be kept confidential. The restricted record voter's name, political affiliation, and district information will continue to be listed in the Precinct Registry, but without the voter's residence address listed. No confirmation of address is required for this voter. **PLEASE DO NOT ASK THIS VOTER FOR THEIR ADDRESS OF RESIDENCE.**
- If the ID has an expiration date, it must be later than the date of the election.

Driving Oklahoma's Elections 2024

“Substantially conform” means “match”

For example, the name on the driver license is Elizabeth Johnson Dennis, but the name in the Precinct Registry is Betsy Johnson. The names do not match. It may be well known that Elizabeth has always gone by the nickname Betsy and that she is married to Rick Dennis. However, because the name on her proof of identity does not substantially match the name in the Precinct Registry, Elizabeth/Betsy must vote by provisional ballot.

In another example, Robert Stephen Jones is the name on the state identification card, but the name in the Precinct Registry is Bobby Jones. While the name on his proof of identity and the name in the Precinct Registry are not identical, they do match, substantially. Bobby is a common nickname for Robert. Bobby does not need to vote a provisional ballot.

- **Voters required to show proof of identity.** All registered voters who appear to vote in-person at a precinct polling place on Election Day or during In-Person absentee voting are required to show proof of identity before receiving a ballot (as voted for by the voters of Oklahoma).

[OAC 230:35-5-172]

November 2, 2010 General Election

State Question No. 746

Legislative Referendum No. 347

YES 74.34%

NO 25.66%

- **Examples of Voters whose name is in the registry; but for this reason, must vote a provisional ballot:**
 - Did not have valid proof of identity, or identity may have expired
 - Name on otherwise valid proof of identity document did not substantially conform to their name as listed in the Precinct Registry.

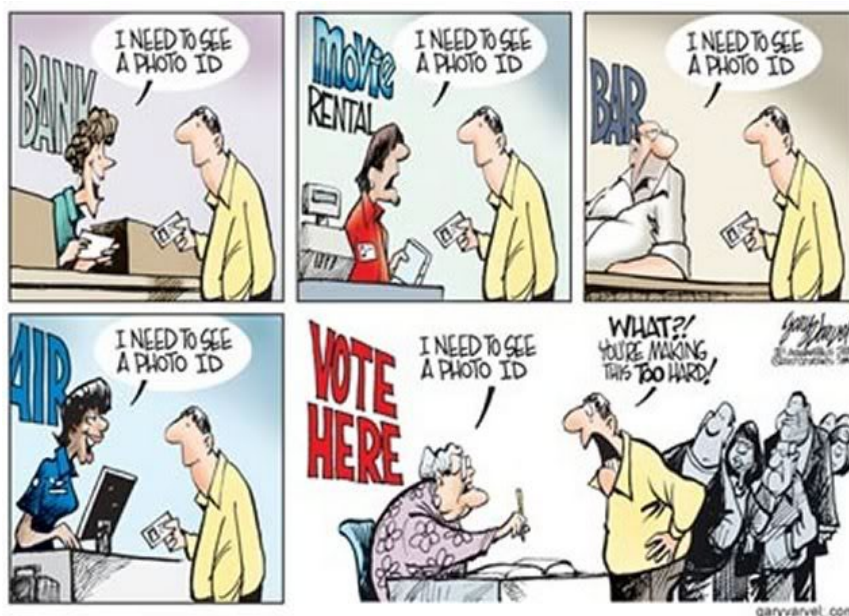
Acceptable Proof of Identity Documents



The voter may present any of the following documents as proof of identity. If the document has an expiration date, it must be later than the date of the election.

- An Oklahoma driver license
- A voter identification card issued by the County Election Board
- A temporary voter identification document issued by the County Election Board
- An Oklahoma state identification card
- A United States passport
- A United States Military identification
- Any other such document issued by the State of Oklahoma, the United States Government, or a federally recognized Tribal Government which includes the person's name and photograph

If the voter is listed in the registry and does not provide one of the documents above, the voter is eligible to vote by provisional ballot. A completed and signed Oklahoma Provisional Ballot Affidavit will satisfy the Proof of Identity requirement. See page 36.



Driving Oklahoma's Elections 2024

Universities and Colleges Governed by the Oklahoma State Regents for Higher Education:

Cameron University	Oklahoma State University – Oklahoma City
Carl Albert State College	Oklahoma State University – Tulsa
Connors State College	Redlands Community College
East Central University	Rogers State University
Eastern Oklahoma State College	Rose State College
Langston University	Seminole State College
Murray State College	Southeastern Oklahoma State University
Murray State College Ardmore	Southwestern Oklahoma State University
Northeastern Oklahoma A&M College	Tulsa Community College
Northeastern State University	University Center at Ponca City
Northern Oklahoma College	University of Central Oklahoma
Northwestern Oklahoma State University	University of Oklahoma
Oklahoma City Community College	University of Oklahoma Health Sciences Center
Oklahoma Panhandle State University	University of Oklahoma Health Sciences Center
Oklahoma State University	University of Oklahoma – Tulsa
Oklahoma State University Center for Health Sciences	University of Science and Arts of Oklahoma
Oklahoma State University Institute of Technology	Western Oklahoma State College

Routine Procedures for the Judge, continued



- Find the voter's name in the Precinct Registry
- If there is a message written in the signature column of the Precinct Registry, see pages 32-33
- Carefully check the Precinct Registry to determine which ballots the voter is eligible to receive.
 - For a Primary election, the Precinct Registry will be divided by political affiliation.
 - Persons registered with a specific political party affiliation are allowed to receive only the Primary or Runoff Primary ballots for that party.
 - Persons registered as an Independent (or "no party") voter may be eligible to choose a party ballot if the party has allowed Independent voters to vote in its primary elections. Ask Independent voters to read the Independent Voter Information card.

REGISTERED INDEPENDENT VOTER OPTIONS

Registered Independent voters may request to vote a

**Democratic
ballot**

The Democratic Party will permit registered voters designated as Independents to vote in its Primary Elections or Runoff Primary Elections during calendar years 2024 and 2025.

Please tell the Precinct Official if you would like to vote a Democratic ballot.

Registered Independent voters may NOT vote Republican or Libertarian ballots.

The Republican and Libertarian parties do NOT permit voters designated as Independent to vote in their Primary Elections or Runoff Primary Elections.

Per Oklahoma Statutes 26 § 1-104

- A voter is eligible to receive ballots for the districts listed in the Precinct Registry. Be sure to check the school district, technology center, and municipality columns, if applicable.
- If the voter provided acceptable proof of identity and does not dispute the information printed in the Precinct Registry:

Driving Oklahoma's Elections 2024

- Refer to the Ballot Codes list provided by the Secretary of the County Election Board. Write the appropriate ballot codes in the "Ballot Issued" column in the Precinct Registry.
- Ask the voter to sign the Precinct Registry.

VERY IMPORTANT * VERY IMPORTANT * VERY IMPORTANT

- Communicate clearly with the Clerk which ballots the voter is eligible to receive. Use the **NEW SIGN** and point to the political party or quietly tell the Clerk which ballot needs to be issued to the voter. See page 39.

REGISTERED REPUBLICAN	REGISTERED LIBERTARIAN	REGISTERED DEMOCRAT	REGISTERED INDEPENDENT Please tell the Precinct Official if you would like to vote a Democrat ballot . <small>*Registered Independent voters may ONLY request a Democrat ballot during the 2024 - 2025 Primary and Runoff Primary Elections. *</small>
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Driving Oklahoma's Elections 2024

Precinct Registry



The name on the voter's ID must substantially conform to the name in the Precinct Registry.

A Political Affiliation will be listed only if there is a partisan election.

Precinct Registry

MESA - Precinct Registry
Election Date: 8/11/2015 Precinct: 140002

Political Affiliation:

8/7/2015 2:05 PM

Last Name, First Middle Sfx/
Residence Street Address

	School	TC	Muni	Ballot Issued	Signature of Voter
1 GABLE, CLARK 125 Vilen Leich Drive	02914 03	17	NORM 04		1 *****ABSENTEE BALLOT REQUESTED*****
2 HART, MARY 150 MULBERRY RD	02914 02	17	NORM 04	NORM Dem	2 <i>Mary Hart</i>
3 HINTON, S E 603 W 9 ST	02914 03	17	NORM 04		3
4 HOWARD, RON 203 E GRISSOM AVE	02914 03	17	NORM 04		4
5 KIRKPATRICK, JEANE J 107 S CLUBHOUSE DR	02914 03	17	NORM 04		5 *****ABSENTEE BALLOT REQUESTED*****
6 LARGENT, STEVE 1000 W 3 ST	02914 03	17	NORM 04		6
7 LUCID, SHANNON 111 CARTER RD	02914 02	17	NORM 04		7 *****INSUFFICIENT ADDRESS*****
8 MANTLE, MICKEY 1410 W 14 ST	02914 03	17	NORM 04		8
9 MCENTIRE, REBA 411 S BOONE AVE	02914 02	17	NORM 04		9 *****CONFIRM ADDRESS*****
10 MCGRAW, PHILLIP 1101 S STATE AVE	02914 02	17	NORM 04		10 *****CONFIRM ADDRESS*****
11 MESTA, PEARLE 110 CLUBHOUSE CT	02914 02	17	NORM 04		11
12 MILLER, SHANNON 42119 CLUBHOUSE CT	02914 03	17	NORM 04		12
13 MULLALLY, MEGAN 109 BROADWAY AVE	02914 03	17	NORM 04	NORM Dem	13 <i>Megan Mullally</i>
14 PATTON, GEORGE M 61296 W BROADWAY AVE	02914 02	17	NORM 04		14
15 POST, WILEY	02914 03	17	NORM 04		15

Absentee Ballot Requested. Follow the instructions on page 32. The voter signs over the message after signing the pink Affidavit.

Look for messages. Follow the instructions on page 32. The voter signs over the message.

Voters are eligible for School, Technology Center, and Municipal ballots for the districts listed in the Precinct Registry. If the voter disputes the listed district, issue a provisional ballot.

Ballot Codes are provided by the County Election Board for each election. **CRITICAL:** Carefully record the code for each ballot issued to a voter.

The Voter ID number is requested on some forms.

Driving Oklahoma's Elections 2024

Non-routine Procedures for the Judge to Process

The **Judge** follows these procedures in non-routine situations:

- Voter disputes information listed in the Precinct Registry.
 - Offer the voter a provisional ballot. See page 36.
- Voter is not listed in Precinct Registry.
 - Look the voter up in the Voter Portal.
 - Ask the Inspector to call the County Election Board to verify that the voter is at the correct polling place.
- Voter does not provide an acceptable proof of identity, or provided expired ID.
 - Offer the voter a provisional ballot. See page 36.

Messages in Precinct Registry

Messages may appear in the signature line of the Precinct Registry.

- **Absentee Ballot Requested** – The words “Absentee Ballot Requested” may appear in the Precinct Registry on the signature line beside the name of a voter who requested Absentee Ballots for the election. A voter who has applied for Absentee Ballots may vote at the polling place only after signing the pink Absentee Voter Affidavit stating the absentee ballot was not voted.
 - If the voter refuses to sign the pink Absentee Voter Affidavit, the voter will not be issued a ballot.
 - Print the voter’s name in the appropriate column.
 - Ask the voter to read the oath printed on the pink Absentee Voter Affidavit form and then to sign this form in the column next to the voter’s name. This form is located in the Forms section of the Precinct Official Notebook.
 - If the voter brought their absentee ballot to the polling place, tell the voter that it is too late to vote that ballot. Take the ballot and packet from the voter, tear it up or cut it and place it in the Yellow Spoiled and Discarded Ballot Bag.



The image shows a pink Absentee Voter Affidavit form. At the top, it says "ABSENTEE VOTER AFFIDAVIT". Below that, there are fields for "ELECTION DATE" (11/15/2023) and "PRECINCT" (12007). The "VOTER'S OATH" section reads: "I swear or affirm that I have not already voted in this election by mail ballot or by in-person absentee ballot." The form has two columns: "VOTER'S PRINTED NAME" and "VOTER'S SIGNATURE". There are 20 numbered rows for entries. At the bottom, there is a "WITNESSED BY:" section with fields for "Printed Name", "Signature", and "Judge".

Driving Oklahoma's Elections 2024

- After the voter signs the Absentee Voter Affidavit, ask the voter to sign the Precinct Registry across the message in the signature line.
- The Judge completes the Witnessed By section.
- Return to routine procedures.
- **Confirm Address** – When the words “Confirm Address” appear in the signature line beside a voter’s name, the Judge should:
 - Ask the voter if the address listed in the Precinct Registry is the current street or 911 address where the voter resides, including any building or apartment number.
 - A S-T-R address listed in the registry is also an acceptable address if a street address or 911 address has not been given to the voter’s residence.



- **If the voter says yes,**

- You will print the voter’s name, address, and voter ID number as it is listed in the Precinct Registry on the Confirm Address Affidavit (located in the Forms section of the Precinct Official Notebook).
- Ask the voter to read the Oath and sign the Affidavit.
- Ask the voter to sign the Precinct Registry in the signature line across the message.
- Return to routine procedures.

Confirm Address Affidavit

Election Date _____ Precinct _____

Judge: Judge prints Voter's Name, Address in Precinct Registry, and Voter ID Number. Then the Judge asks the voter to read the oath and sign the affidavit.

Voter's Oath: I swear or affirm that I reside at the address listed in the Precinct Registry.

	Voter's Name (Printed)	Address in Precinct Registry	Voter ID Number	Voter's Signature
1				
2				
3				
4				
5				
6				

Witnessed By: _____ Judge
Printed Name _____ Signature _____



- **If the voter says no,**

- Send the voter to the Inspector to complete an Oklahoma Voter Registration Application form. See Inspectors instructions on page 44.
- Be sure the new voter registration form includes the current street or 911 address, with the building or apartment number, if applicable.
- **AFTER** the voter completes an Oklahoma Voter Registration Application, the voter may sign in the Precinct Registry in the signature line across the message and be issued a ballot.
- Return to routine procedures.

- **More Than One Message** – If there is more than one message printed in the signature line of the Precinct Registry, follow the procedure given for each message.

School District/Technology Center District/Municipal District

District Codes in Precinct Registry

- A voter is eligible to receive ballots for the districts listed by their name in the Precinct Registry.
 - If the school district and/or technology center district nominates and elects its officers by school board district, a numeral will also appear below the district code in the Precinct Registry to indicate the school board district to which the voter's residence is assigned.
 - If a municipality nominates and elects its officers by ward, a numeral will appear below the municipal district code in the Precinct Registry to indicate the ward to which the voter's residence is assigned.



"NONE" Appears in the "Muni" Column

- This voter does not reside within the boundaries of a municipality and is not eligible to receive a municipal ballot.



The "School", "TC", and/or "Muni" Column is Blank

- Show the voter the precinct's school district or municipal map.
- Ask the voter to find their residence on the map and to determine from the map the appropriate district in which they live.
- If the district nominates and elects its officers by ward or school board district, and if the district is holding an election in one or more wards/school board districts, ask the voter to determine from the map the election district in which they live.
- If the voter indicates the residence is within the applicable district write the appropriate school district, technology center district and/or municipal ballot codes in the "Ballot Issued" column.
- Ask the voter to sign the Precinct Registry.
- Communicate to let the **Clerk** know which ballot to issue to the voter.

Voter Disputes District

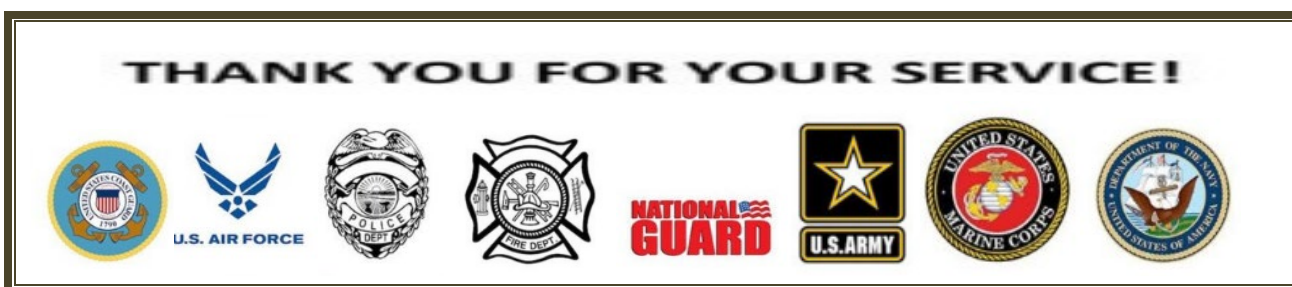
- If the voter disputes the school district, technology center district, and/or municipality listed in the Precinct Registry, offer the voter a provisional ballot. See page 36. **REMINDER:** If one ballot is to be voted provisional, **ALL** ballots for that voter will be voted provisional.

Driving Oklahoma's Elections 2024

Uniformed Services or Overseas Voter

A member of the uniformed services, an overseas voter, or their eligible spouse or dependent who is not a registered voter and who returned home within 90 days of the election may cast a provisional ballot and have that ballot counted if they are residents of the precinct, provide proof of identity, and meet **ONE** of the following requirements:

- The person was honorably discharged from the uniformed services of the United States and has returned home 90 days or fewer before the election.
- The person is on officially authorized leave from the uniformed services of the United States and has returned home 90 days or fewer before the election.
- The person was terminated or is on leave from their service or employment overseas and returned home 90 days or fewer before the election.
- The person is the spouse or dependent of a person described above in this subsection.



Driving Oklahoma's Elections 2024

Provisional Ballot Voucher						
Judge: Circle the reason this voter needs a provisional ballot.						
Proof of ID	Not in Registry	Party	School	Municipality	US/OV	Other
Judge: Copy the voter's name, address, party, school district and/or municipality exactly indicated in the Precinct Registry to the spaces below. Tell the voter to give the voucher to the PVO/Inspector.						
Voter's Name in Precinct Registry: _____						
Voter's Residence Address in Precinct Registry: _____						
Voter's Political Party, School District and/or Municipality in Precinct Registry: _____						
Ballot Codes for Voter: _____						

Filling out a Provisional Ballot Voucher



The **Judge** fills out a Provisional Ballot Voucher for **EVERY VOTER** who will cast a provisional ballot **BEFORE** sending the voter to the Provisional Voting Officer or Inspector. Complete the Provisional Ballot Voucher and complete all of the requested information on the voucher:

- Circle the reason the voter will cast a provisional ballot. If there is more than one reason, circle all reasons that are applicable.
- Write the voter's name exactly as it appears in the Precinct Registry. If the voter's name is not listed in the Precinct Registry, write the information given to you by the voter and circle "Not in Registry."
- Write the voter's residence address exactly as it appears in the Precinct Registry. If the voter's name is not listed in the Precinct Registry, write the address information the voter gives you and circle "Not in Registry."
- Write the voter's political party, school district, and/or municipality as it appears in the Precinct Registry. It is only necessary to write the information that pertains to the type of election being held in the polling place for this election. If the voter's name is not listed in the Precinct Registry, write the information the voter gives you.
- Write the ballot codes for the provisional ballots to be issued to the voter in the space provided. (For example, if the Precinct Registry indicates that the voter is not assigned to Municipality A, but the voter insists their address is located inside of Municipality A boundaries, issue and write the ballot code for Municipality A.)
- **Send the voter to the Provisional Voting Officer or the Inspector with the completed Provisional Ballot Voucher.**



Driving Oklahoma's Elections 2024

Voter Who Moved to New Residence in the County

- A registered voter, who has moved to a new residence in the same county but who has not changed their voter registration to the new address, is entitled to vote. The voter may vote at the polling place serving the address where the voter is registered. The voter must vote at the polling place where their name is in the registry. While at the polling place, the voter may apply to change their voter registration address. The decision to apply to change voter registration is the voter's decision.



- The **Judge** verifies that the voter's name is in the Precinct Registry and notifies the **Inspector**.
- The **Judge** asks the voter to sign the Precinct Registry and returns to the routine procedure.
- The **Clerk** issues the appropriate ballots to the voter.
- The **Inspector** gives the voter an Oklahoma Voter Registration Application form.
- The Oklahoma Voter Registration Application form is not required to be completed before voting. The form can be completed by the voter and left with the Precinct Official to be returned to the County Election Board. The voter can also take this form home to complete and mail to the Election Board themselves.

OKLAHOMA VOTER REGISTRATION APPLICATION

USE BLUE OR BLACK INK
Fold the application and place it in an envelope.
Mail to:
OKLAHOMA STATE ELECTION BOARD
P.O. BOX 528600
Oklahoma City, OK 73152-8600

0003140-270-W

CEB Use Only		Printed	Submission Date
1. Last Name (Print)	First Name (Print)	Middle Name (Print)	Suffix (Print) Jr., Sr., etc.
2. Birth Date Month Day Year * Obsolete Date Listing Number (Required if no date listed)	3. Identification Number (See Instructions) a. Oklahoma Date Listing Number b. Last Four Digits of Social Security Number (Required if no date listed)		
4. Political Party (See Instructions) <input type="checkbox"/> Democratic Party <input type="checkbox"/> Republican Party <input type="checkbox"/> No Party <input type="checkbox"/> Other			
5. Street or R11 Address or directions to your home (Do not use a rural route or PO box. See instructions.)			
6. Mailing Address		City	State ZIP code
7. County of Residence			
8. Have you been registered before? (See instructions.) <input type="checkbox"/> Yes <input type="checkbox"/> No If you checked YES above, please give the following information: Former Name: _____ Former Party: _____ Former Residence Address: _____ City: _____ County: _____ State: _____ voter ID Number: _____		8. Oath (See Instructions.) Are you a citizen of the United States of America? YES <input type="checkbox"/> NO <input type="checkbox"/> Are you 18 years old or older, or will be 18 on or before the date of the next election? YES <input type="checkbox"/> NO <input type="checkbox"/> If you check NO in response to either of these questions, DO NOT sign or submit this form. I swear or affirm that: • I am a citizen of the United States and I am a resident of the State of Oklahoma. • I am 18 years old or older, or I will be 18 on or before the date of the next election. • I have not been convicted of a felony, or if I have been convicted of a felony, a period of time equal to the original sentence has expired, or I have been pardoned. • I am not now under judgment as an incapacitated person, I am not under judgment as a partially incapacitated person prohibited from voting. • The information I have given is true. I realize that the address given, I understand that submitting false information on this form is a felony punishable by not more than 5 years in prison, by a fine of not more than \$50,000, or both.	
9. Signature or Mark of Applicant		Date	

PRO TIP: Try to get the voter to complete this form while at the polling place – encourage them with words like –

“If you would take just a few QUICK minutes to finish this registration application while you’re here, we will take it back to the Election Board tonight!! The next election you could be voting in your new precinct !

CLERK

Routine Procedures for the Clerk

Ballot Distribution



Give the voter **the correct ballot** for each election in which they are eligible to vote.

- Start with the book of ballots with the lowest number on the ballot stub (located in the upper left corner) for each ballot type or as instructed by the Secretary of the County Election Board.
- Verify with the **Judge** which ballot the voter is eligible to receive.
- Use the **NEW SIGN** to point to the political party, or verbally confirm, with the Judge which ballot needs to be issued to the voter. See page 25
- Carefully tear **ONLY ONE** ballot from a pad of ballots at a time.
- Do not remove a ballot in anticipation of the next voter. Wait until the following occurs before removing any ballots from a pad:
 - a voter is present,
 - the Judge has determined which ballot should be issued,
 - the Judge has indicated **TO YOU** which ballot to issue.
 - You are 100% sure what ballot to issue.

No loose ballots should be on the Precinct Official table at any time.

- Remind voters to wait until “Ready to Scan” appears on the screen before inserting another ballot into the eScan.
- Issue the voter the coveted “I Voted Sticker” if these are located at your table.

Did you know....?



The “I Voted” sticker was created by former Oklahoma State Election Board Secretary, Lee Slater. For the 1976 General Election, Secretary Slater printed the first “I Voted” stickers to increase voter turnout.



Driving Oklahoma's Elections 2024

Forms

Ensure ALL forms, seals, envelopes and detail and tally report tapes for this election are **signed by the appropriate Precinct Officials**. Forms that were not used should have an "x" drawn across the front and also be signed by the Election Officials.

- Absentee Voter Affidavit- Signed by **Judge**
- Spoiled Ballot Affidavit- Signed by **Clerk**
- Confirm Address Affidavit- Signed by **Judge**
- Voter Assistance Form- Signed by **Inspector**
- ATI Session Log- Signed by **Inspector**
- Inspector's Notes to Secretary- Signed by **Inspector**
- Provisional Ballot Roster- Signed by **Inspector** or **PVO**
- Provisional Ballot Refusal- Signed by **Judge**
- Long white State Election Board seal for transfer cases- Signed by **Inspector, Judge, and Clerk**
- Envelope for Tally Report- Signed by **Inspector, Judge, and Clerk**
- Election Day Expense Claim- Signed by **Inspector, Judge, and Clerk**
- Provisional Ballot Affidavit- Signed by Signed by **Inspector** or **PVO** 
- Request to Cancel Registration of Deceased Voter form- Signed by **Next of Kin and Inspector** 



with these exceptions, do NOT sign if not used

Non-Routine Procedures for the Clerk

Spoiled Ballots

A spoiled ballot is a ballot that the voter makes a mistake in marking.

- When a voter spoils a ballot:



- Have the voter fold the spoiled ballot in half. If more than one ballot was issued to the voter, ask the voter to put the correctly marked ballots into the voting device.
- Tear up the spoiled ballot and put the torn-up ballot in the Yellow Spoiled and Discarded Ballot bag.
- Print the voter's name on the gold Spoiled Ballot Affidavit.
- The gold Spoiled Ballot Affidavit is found in the clear pocket of the yellow Spoiled and Discarded Ballots Bag.
- Write the ballot code for the spoiled ballot on the gold Spoiled Ballot Affidavit in the "Ballot Code" column.
- Have the voter read the oath printed on the gold Spoiled Ballot Affidavit and sign the affidavit in the signature column.
- After you have completed the above steps, issue a replacement ballot to the voter.

- The **Clerk** completes and signs the Witnessed By section of each gold Spoiled Ballot Affidavit page that is used.
- If the eScan displays an error code, **do not immediately spoil the ballot.** Take the time to look up the error code with the Inspector, and determine what the code is indicating. Page 91

SPOILED BALLOT AFFIDAVIT

Precinct 120207 Election Date 11/10/2015

Instructions: When a voter spoils a ballot, the voter should return the ballot to the Clerk. Destroy the ballot. Print the voter's name and the ballot code of the spoiled ballot. The voter must sign this Affidavit before receiving a new ballot.

Voter's Oath: I swear or affirm that I spoiled one or more of my ballots, that I returned the spoiled ballot to the Clerk, who destroyed the ballot in my presence, and that I received a new ballot.

PRINTED NAME	BALLOT CODE(S)	VOTER'S SIGNATURE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

WITNESSED BY:
 Printed Name: _____ Signature: _____, Clerk

Driving Oklahoma's Elections 2024

Spoiled and Discarded Ballot Bag

Items that will be placed in the Spoiled and Discarded Ballot bag are:



- **Spoiled Ballots** torn in pieces.



- The **Clerk** follows the procedures for spoiling a ballot shown on the previous page. Place the torn-up ballots in the yellow Spoiled and Discarded Ballot bag.

- **Discarded Ballots** folded in half.



- The **Inspector** gives the folded ballot to the **Clerk** to place in the Spoiled and Discarded Ballot bag. **Do not record discarded ballots on the Spoiled Ballot Affidavit. DO record discarded ballots on the Notes to Secretary.**

- **Absentee Ballots** brought to the polling place torn or cut in half.



- The **Judge** follows the procedures for Absentee Ballot Requested on page 32. The **Judge** gives the torn or cut in half ballot to the **Clerk** to place in the Spoiled and Discarded Ballot bag. **Do not record the Absentee Ballot on the Spoiled Ballot Affidavit.**

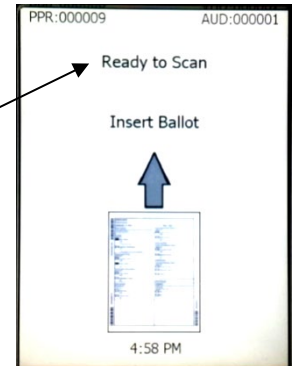
After the polls close, always seal the Spoiled and Discarded Ballot bag with the seal provided by the County Election Board.

INSPECTOR

Routine Procedures for the Inspector

The **Inspector** follows these routine steps to process voters:

- Provide the voter with a ballpoint pen.
- Direct the voter to a vacant voting booth.
- Ask the voter to feed the voted ballot into the voting device. Voters should wait until they see “Ready to Scan” on the console screen before feeding the ballot into the voting device. Either end of the ballot may be fed first and the ballot may face up or down. *The machine is programmed and pre-tested to read the ballot in any orientation.*
- Retrieve the ballpoint pen from the voter. If a secrecy folder was used, retrieve the secrecy folder from the voter. If “I voted” stickers are provided for the election, offer one to the voter.
- If the voting device returns a ballot, the voter may be able to resolve the problem by following the instructions on the voting device console screen. The Inspector should be located near the eScan and always be prepared to answer questions and to assist the voter if necessary.
- **Abandoned Ballot** – In the event the eScan rejects and returns a voter’s ballot after the voter leaves the election enclosure, press the Cast Ballot button on the device console to accept the ballot.
- Inspect the voting booths and other areas of the election enclosure periodically for discarded ballots.
- If you find a **discarded ballot** (marked or unmarked), show it to the **Judge** and **Clerk**, fold the ballot in half, and give the ballot to the **Clerk** to be placed in the Spoiled and Discarded Ballot Bag. **DO NOT PUT THE DISCARDED BALLOT IN THE VOTING DEVICE.**
- Inspect voting booths and other areas of the election enclosure periodically for campaign literature. Remove and discard any material that you find, other than that provided by the County Election Board.
- Call the County Election Board office immediately if the ballot supply seems low.



Non-Routine Procedures for the Inspector

Confirm Street /911 Address Affidavit

We have a new procedure for Confirm Address.

If the Precinct Registry says "Confirm Address":

- Ask the voter if the address listed in the Precinct Registry is the current 911/street address where the voter resides



If the voter says YES,

- Print the voter's name, address and voter ID number as listed in the precinct registry on the Confirm Address Affidavit. You can find the affidavit in the Forms section of the Precinct Official Notebook.
- Ask the voter to read the Oath and sign the Affidavit.
- Ask the voter to sign the Precinct Registry in the signature space across the message.



If the voter says NO,

- Send the voter to the **Inspector** to complete an Oklahoma Voter Registration Application form.
 - **After** the voter completes an Oklahoma Voter Registration Application form, the voter returns to the Judge. If there is a line, the Inspector may want to insert this person as the next person in line to see the Judge.
 - The voter may sign the Precinct Registry across the message and receive the ballot from the clerk.
 - Return to the normal routine.
- The **Judge's** instructions are on page 33.

Confirm Address Affidavit

Election Date _____ Precinct _____

Judge: Judge prints Voter's Name, Address in Precinct Registry, and Voter ID Number. Then the Judge asks the voter to read the oath and sign the affidavit.

Voter's Oath: I swear or affirm that I reside at the address listed in the Precinct Registry.

	Voter's Name (Printed)	Address in Precinct Registry	Voter ID Number	Voter's Signature
1				
2				
3				
4				
5				
6				

Witnessed By: _____ Judge

Printed Name _____ Signature _____

Voter Assistance



Voter Assistance – Some voters are entitled to special assistance while voting. Voters who are blind or physically disabled and voters who are unable to read the Ballots may receive assistance in voting.

Audio Tactile Interface (ATI) – The Audio Tactile Interface (ATI) offers an audio version of the ballot available in the precinct. The ATI controller, which is attached to the eScan voting device, provides a mechanical method to navigate the ballot, to make selections, and to cast the voted ballot. Any voter may request to use the ATI; however, it is designed to provide a physically incapacitated voter or visually disabled voter the ability to vote privately and independently. The Judge should offer the ATI to anyone who would appear to benefit from use of this device. A headset is provided; nevertheless, a voter may bring and use their own headset and adaptive devices with the ATI. See page 58 for instructions.



Assistance Inside the Polling Place – Blind or Visually Disabled, Physically Disabled, or Illiterate Voters

Some voters need assistance to vote because they are blind or visually disabled, physically disabled or infirm, or illiterate. Such voters must always be offered the opportunity to vote privately and independently using the ATI device attached to the voting device. If a voter chooses not to use the ATI, the Precinct Officials follow this procedure.

- The **Inspector** reads one of the following oaths that is appropriate for the voter:
 - Oath for Blind or Visually Disabled Voter
 - Oath for Physically Disabled Voter
 - Oath for Illiterate Voter
 - Oath for Voter's Assistant

Driving Oklahoma's Elections 2024

Oath for Blind or Visually Disabled Voter:

"Do you swear or affirm that you need assistance to vote because you are blind or visually disabled?"

Oath for Physically Disabled Voter:

"Do you swear or affirm that you need assistance to vote because you are physically disabled?"

Oath for Illiterate Voter:

"Do you swear or affirm that you need assistance to vote because you are unable to read or write?"

Oath for Voter's Assistant:

"Do you swear or affirm that you are not the voter's employer or an agent of the voter's employer? Do you swear or affirm that you are not an officer or agent of the voter's union? Do you swear or affirm that you will mark the ballots or help the voter mark the ballots according to the voter's wishes?"

- The voter chooses an assistant.
- The **Inspector** prints the names of the voter and the voter's assistant on the blue Voter Assistance Form and puts a check mark in the appropriate column to describe the reason the voter needs assistance.
- The **Inspector** and the voter's assistant both sign the blue Voter Assistance Form.
- The **Inspector** reads the Oath for Voter's Assistant.
- The voter signs the Precinct Registry, if they can. If the voter cannot sign the Precinct Registry, the **Judge** prints the voter's name in the Precinct Registry and then writes their own initials beside the voter's printed name.
- The **Clerk** issues the appropriate ballots to the voter.
- The voter and the voter's assistant go into a voting booth to mark the voter's ballots.
- The voter and the assistant return to the voting device after marking the ballots and put the ballots in the voting device.



Driving Oklahoma's Elections 2024

Precinct _____
Voter Assistance Form
Date _____

Assistance Inside Polling Place

INSPECTOR: Recite the following oath to each voter who needs assistance to vote.

Do you swear or affirm that you need assistance to vote because you are either:

blind or visually disabled?
or physically disabled?
or unable to read or write?

Then recite this oath to the voter's assistant.

Do you swear or affirm that you are not:

the voter's employer?
or an agent of the voter's employer?
or an officer or agent of the voter's union?

Do you also swear or affirm that you will either:

mark the voter's ballots
or help the voter mark the ballot according to the voter's wishes?

Assistance Outside Polling Place for Physically Disabled Voter

INSPECTOR: Recite this oath to the voter.

Do you swear or affirm that you cannot enter the polling place to cast your ballot today because of a physical disability or infirmity? Do you further swear or affirm that the disability or infirmity is not a visual disability?

Then recite this oath to the voter's assistant.

Do you swear or affirm that you are not:

the voter's employer?
or an agent of the voter's employer?
or an officer or agent of the voter's union?

Do you also swear or affirm that you will either:

mark the voter's ballots
or help the voter mark the ballot according to the voter's wishes?

Voter's Name (Print)	Assistant's Name (Print)	Assistant's Signature	Precinct Official Who Takes Ballots Outside Polling Place (Signature)	Blind or Visually Disabled	Physically Disabled	Infirmity	Physically Disabled Voter (other than visual) who cannot enter polling place
1							
2							
3							
4							
5							
6							
7							

Inspector's Printed Name _____
Inspector's Signature _____
1/1/2022

- **Assistance Outside Polling Place – Physically Disabled or Infirm Voter**

- A voter who comes to the polling place, but who cannot come inside to vote because of a physical disability or infirmity, is entitled to vote outside the polling place assisted by two Precinct Officials.
- If the voter is only visually disabled, this procedure does not apply.
- Precinct Officials use this procedure when they learn that a physically disabled or infirmed voter is outside wanting to vote.
- Before going outside to help the voter, the Precinct Officials must suspend processing voters inside the polling place.
 - The **Inspector** tells the **Judge** to stop allowing voters to sign the Precinct Registry.
 - After all the voters who already have signed the Precinct Registry finish voting, the **Inspector** and one of the Precinct Officials go outside to help the voter. The Inspector and the other Precinct Official must be registered to vote in different political parties.



PRO TIP: Let the line dwindle down before suspending all other voting to allow the infirmed voter to vote.

Driving Oklahoma's Elections 2024

The Precinct Official who stays inside the polling place does NOT allow any voters to sign the Precinct Registry or receive ballots to vote while the Inspector and the other Precinct Official are outside. If a Provisional Voting Officer has been sent to the Precinct, it would be recommended that the PVO move to the Precinct Official table and sit with the remaining Precinct Official to watch over and protect the ballots and eScan voting device. If this polling place is using a second set of officials, those precinct officials could continue processing voters during this time.

Instructions for Inspector and Precinct Official (of OPPOSITE political affiliation) who go outside:

- The **Inspector** and the **Precinct Official** take these items outside with them to assist the voter:
 - **Precinct Registry**
 - **Ballots**
 - **Secrecy Folder**
 - **Precinct Official Notebook**
 - **Oklahoma Voter Registration Application**
 - **Address Information Requested**



- The **Inspector** and the **Precinct Official** follow this procedure once they get outside to help the voter:
 - The **Inspector** reads the Oath for Voter.

Oath for Voter:

“Do you swear or affirm that you cannot enter the polling place to cast your ballot today because of a physical disability or infirmity? Do you further swear or affirm that the disability or infirmity is not a visual disability?”

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- The Precinct Official finds the voter's name in the Precinct Registry and asks to see the voter's proof of identity. If the voter does not have proof of identity, the voter may only vote by provisional ballot. See page 36.
- If it is determined that the voter must vote by provisional ballot for any reason, the Precinct Officials should re-enter the polling place, gather the appropriate provisional voting supplies, return to the voter's vehicle, and follow steps to issue a provisional ballot.
- The voter signs the Precinct Registry if able to do so - the voter will NOT sign the registry if voting by provisional ballot.
- If the voter cannot sign the Precinct Registry, the Precinct Official (not the Inspector) prints the voter's name in the Precinct Registry and writes their own initials beside the voter's printed name.
- If the Precinct Registry contains a message, follow the appropriate steps in the Messages in Registry section on page 32-33.
- If the voter can mark the ballots without assistance, the Precinct Officials allow the voter to do so. The Precinct Officials allow the voter as much privacy as possible to mark the ballots in secret. The voter puts the ballots in the secrecy folder.
- If the voter cannot mark the ballots, the voter chooses an assistant. The voter's assistant may be the Precinct Official or any other person the voter wants. **The Inspector cannot be the voter's assistant.**
- If an assistant is used, the **Inspector** reads the following Oath for Voter's Assistant.



Oath for Voter's Assistant:

“Do you swear or affirm that you are not the voter's employer or an agent of the voter's employer? Do you swear or affirm that you are not an officer or agent of the voter's union? Do you swear or affirm that you will mark the voter's ballots or help the voter mark the ballots according to the voter's wishes?”

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- The **Inspector** prints the name of the voter and of the voter's assistant on the blue Voter Assistance Form and puts a check mark in the "Physically Disabled Voter (Other Than Visual) Who Cannot Enter Polling Place" column.

Voter Assistance Form

Precinct _____ Date _____

Assistance Inside Polling Place

INSPECTOR: Recite the following oath to each voter who needs assistance to vote.

Do you swear or affirm that you need assistance to vote because you are either:

blind or visually disabled?
or
physically disabled?
or
unable to read or write?

Then recite this oath to the voter's assistant.

Do you swear or affirm that you are not:

the voter's employer?
or
an agent of the voter's employer?
or
an officer or agent of the voter's union?

Do you also swear or affirm that you will either:

mark the voter's ballots
or
help the voter mark the ballot according to the voter's wishes?

Assistance Outside Polling Place for Physically Disabled Voter

INSPECTOR: Recite this oath to the voter.

Do you swear or affirm that you cannot enter the polling place to cast your ballot today because of a physical disability or infirmity? Do you further swear or affirm that the disability or infirmity is not a visual disability?

Then recite this oath to the voter's assistant.

Do you swear or affirm that you are not:

the voter's employer?
or
an agent of the voter's employer?
or
an officer or agent of the voter's union?

Do you also swear or affirm that you will either:

mark the voter's ballots
or
help the voter mark the ballot according to the voter's wishes?

Voter's Name (Print)	Assistant's Name (Print)	Assistant's Signature	Precinct Official Who Takes Ballots Outside Polling Place (Signature)	Blind or Visually Disabled	Physically Disabled	Physically Disabled Voter (other than visual) who cannot enter polling place
1						
2						
3						
4						
5						
6						
7						

Inspector's Printed Name _____

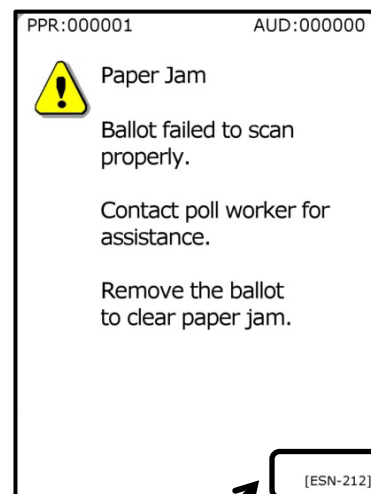
Inspector's Signature _____

1/1/2022

- If the voter marked the ballots, the other Precinct Official signs the blue Voter Assistance Form.
- If the voter did not mark their own ballots, the voter's assistant and the other Precinct Official sign the blue Voter Assistance Form.
- If the other Precinct Official served as the voter's assistant, they sign the blue Voter Assistance Form also in the column labeled "Precinct Official Who Takes Ballots Outside Polling Place."
- The **Inspector** signs the blue Voter Assistance Form in the space provided at the bottom of the form.
- The **voter's assistant** marks the voter's ballots as the voter instructs. The Precinct Officials allow the voter and the voter's assistant as much privacy as possible to mark the ballots in secret. The **voter's assistant** puts the ballots in the secrecy folder.
- The Precinct Officials go back inside the polling place.
- The **Inspector**, using the secrecy folder and with the other two Precinct Officials watching, immediately puts the ballots in the voting device.
- The polling place returns to routine voting procedure.

Assistance with eScan Voting Device

- Occasionally, there may be an issue with the voting device accepting a ballot. The **Inspector** should be ready to assist any voter that needs assistance.
 - The most common scenarios are that the voter did not insert the ballots far enough into the voting device, or the second ballot was inserted too soon. Instruct the voter on how to properly re-insert the ballots.
- Be careful that you do not give the appearance that you are looking at the way the voter has marked the ballot.
- ONLY LOOK AT THE BALLOT if the voter asks for your help to determine what may be the problem.
- If the voter's ballot is not accepted into the voting device, do not have the voter immediately remove the ballot. The console displays an error code in the lower right corner. Look at the **error code** on the console. Refer to the eScan Troubleshooting Appendix beginning on page 91 for instructions.



Inspector's Notes to Secretary

- Use the cream-colored Inspector's Notes to Secretary form to record problems or questions that arise during the day. This form is located in the Forms section of the Precinct Official Notebook.
- Problems already reported to the County Election Board by phone for immediate assistance should be recorded on this form. Think of this form as an Election Day "journal". This record is retained, so remember to keep language and content professional; local gossip is not appropriate.

Voter Assistance

- Some voters are entitled to special assistance while voting. Voters who are blind or physically disabled, and voters who are unable to read the ballot may receive voting assistance.
- The Audio Tactile Interface (ATI) is available in every precinct and offers an audio version of the ballot. While the ATI is designed to provide a physically incapacitated voter or visually disabled voter the ability to vote privately and independently, any voter may request to use the ATI.
- **Offer the ATI to anyone who would appear to benefit from use of this device.**

Provisional Voting

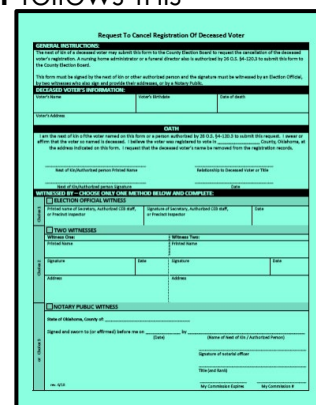
- In most counties and for most elections, the Inspector will serve as the Provisional Voting Officer. See section for Provisional Voting Officer on pages 66-70.

Violations of the Law

- If one of the Precinct Officials observes an election law being violated, it would be proper for the **Inspector** to inform the violator that the action is against the law. However, under no circumstances shall the Precinct Officials be involved in enforcement of the law. If violators persist in their actions, the **Inspector** shall immediately notify the Secretary of the County Election Board. See pages 8 - 9. If the situation warrants, law enforcement may be contacted by the Precinct Officials directly.

Cancellation of Registration of Deceased Voter

- The next of kin of a deceased voter may cancel a deceased voter's registration at the polling place on Election Day. The decision to cancel such a registration belongs to the next of kin. The **Inspector** follows this procedure **if** the next of kin chooses to cancel the registration.
 - The Inspector should print the following information on a green Request to Cancel Registration of Deceased Voter form (located in the Forms section of the Precinct Official Notebook):
 - Deceased voter's information
 - Deceased voter's county



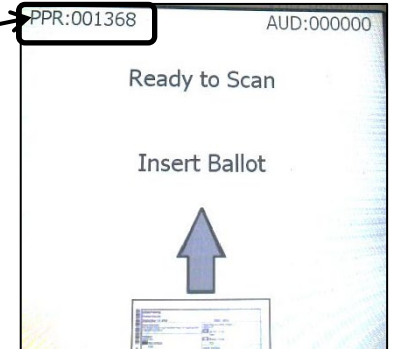
The form is titled "Request to Cancel Registration of Deceased Voter" and is a green document. It contains several sections: "GENERAL INSTRUCTIONS" at the top, followed by "DECEASED VOTER'S INFORMATION" with fields for name, address, and date of death. Below that is a "WITNESSES" section with checkboxes for "I am the next of kin of the deceased voter" and "I am a witness to the signature of the next of kin". There are also fields for "Signature of Next of Kin" and "Signature of Precinct Official". At the bottom, there is a "NECESSARY PUBLIC WITNESSES" section with fields for "Signature of County Clerk" and "Signature of Precinct Official".

Driving Oklahoma's Elections 2024

- Ask the next of kin to read the Request to Cancel Registration of Deceased Voter form and to complete and sign the **oath section** if all the information is correct.
- Sign and date the form and circle the title Inspector.
- The form must be correctly completed and signed before the CEB Secretary can remove the voter.

Precincts with More Than 3000 Ballots

Check the public counter on the voting device screen periodically throughout the day. Call the County Election Board office immediately if the public counter reaches 3,000. Follow the instructions given by the County Election Board staff.



Voter Who Moved to New Residence in the County

A registered voter who has moved to a new residence in the same county but who has not changed their voter registration to the new address is entitled to vote. The voter may vote only at the polling place serving the address where the voter is registered. The voter's name must be in the Precinct registry at that polling place. While at the polling place, the voter has the option to choose to change their voter registration address, but



- The **Judge** verifies that the voter's name is in the Precinct Registry and notifies the **Inspector**.



- The **Judge** asks the voter to sign the Precinct Registry and returns to the routine procedure.
- The **Clerk** issues the appropriate ballot to the voter.
- The **Inspector** gives the voter an Oklahoma Voter Registration Application Form. The **Inspector** will:

- Ask the voter to read the instructions printed on the form.
- Ask the voter to fill out and sign the form.
- Ask the voter to return the form to the **Inspector**. The voter may take the application form away from the polling place and mail it later.
- Tell the voter that a new voter identification card will be mailed to the new address.
- Also tell the voter the new voter identification card will list their new precinct number and polling place location.

Watchers

Watchers are, on occasion, commissioned by a candidate or a political party to watch the voting device used in precincts on Election Day. When the **Inspector** picks up election supplies, **the Secretary of the County Election Board will inform the Inspector if a Watcher has been authorized for the precinct** and the Secretary will provide the Inspector with the necessary paperwork. If the Secretary does not tell the Inspector about a Watcher, then a Watcher has NOT been approved for the precinct. Prior approval from the Secretary of the County Election Board is a requirement for a Watcher.

- The **Watcher** must arrive at the polling place no later than **6 a.m.** or the time designated by the Secretary to watch the voting device before the polls open.
- The Watcher must be placed under oath by the **Inspector**.
- The **Inspector** will verify the Watcher's credentials and place the Watcher under oath as follows:



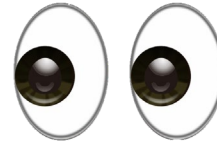
Oath for Watcher: “Do you swear or affirm that you will abide by all the laws and rules prescribed for Watchers? Do you swear or affirm that you will limit yourself to watching the voting device before the polls are opened and after the polls are closed? Do you swear or affirm that you will not stay at the polling place at other times?”

- The **Watcher** shall be confined to observing the voting device before the polls are opened and after the polls are closed and shall NOT be present at the polling place at any other time. The Watcher may also observe voting device testing and accompany an authorized individual to observe any repair or maintenance work being performed as stated below:
 - **Before the polls open**, the **Watcher** may watch the Precinct Officials prepare the voting device and watch while the Zero Report prints.
 - **After the polls close**, the **Watcher** may watch the Detail and Tally Reports print and may watch while the Precinct Officials secure the voting device and ballots.

Driving Oklahoma's Elections 2024

Watchers

- The **Watcher CANNOT** stay at the polling place all day or at any time the polling location is open for voting.
- The **Watcher** must return to the polling place by 7 p.m. to watch the voting device after the polls close.
- The **Watcher** cannot give any information about the voting device count to anyone before the **Inspector** posts a copy of the Detail and Tally Report on the polling place door.
- A **Watcher** may meet County Election Board personnel to watch any voting device repairs made during the Election Day.
- The **Watcher** shall provide their own transportation; and shall not expect to ride with the **Inspector** and/or voting equipment or technician to/from County Election Board or with any other Precinct Official.
- Any **Watcher** who violates the law prescribed for Watchers shall be deemed guilty of a misdemeanor.
- Inappropriate behavior by a Watcher should be reported to the County Election Board Secretary immediately.



Watcher forms to look out for

PROCEDURES FOR WATCHERS

Watcher's Name: _____
 County / Precinct No. _____
 Election Date: _____

- ___ The Watcher must arrive at the polling place prior to the opening of the polls.
- ___ The Inspector shall place the Watcher under oath.
- ___ The Inspector shall recite the following oath:

a. "Do you solemnly swear or affirm that you will abide by all laws and rules prescribed for Watchers and that you will limit yourself to observing the voting device before the polls are opened and after the polls are closed?"
- ___ The Watcher shall be confined to observing the voting device before the polls are opened and after the polls are closed and shall not be present at the polling place at other times.
- ___ Watchers shall not divulge any information, or give any indication, as to the result of the voting device count prior to the time that the Inspector posts a copy of the Totals Printout on the door of the polling place.
- ___ Watchers may be commissioned to accompany repair personnel on election day. Such Watchers shall be limited to observing the repair or maintenance work being performed and making a written record of such work.
- ___ Any Watcher who violates the law prescribed for Watchers shall be deemed guilty of a misdemeanor. Any person deemed guilty of a misdemeanor under the provisions of state election law shall, upon conviction, be confined to the county jail for not more than one year or fined not more than \$10,000 or both.

March, 2024

Checklist for Watchers

- Name of Watcher: _____
- Commissioned in writing by the Candidate or by the County Chairman of the political party.
 - Candidate: _____
 - County Chairman of political party: (written request attached to original)
 - County Chairman: _____
 - Political Party: _____
 - Date filed: _____ Election Date: _____
 - Must be filed with the Secretary of the County Election Board no later than 5 p.m. on Wednesday preceding the election.
 - Filing deadline: _____
- Copies provided to Watcher: Checklist for Watchers; Credentials for Watcher; Procedure for Watchers; Watcher Information; Watcher Request
- Inspector informed of Watcher authorized at Precinct.
 - Authorized at Precinct #: _____
- Procedures for Watchers given to authorized Watcher
- Credentials for Watcher (orange OFFICIAL WATCHER badge) given to authorized Watcher
- Instructions included in Precinct supply bag for Inspector pick up.

Oath: "Do you solemnly swear or affirm that you will abide by all laws and rules prescribed for Watchers and that you will limit yourself to observing the voting device as permitted by Oklahoma law?"

References:

- *Oklahoma Statutes:*
 - 26 O.S. § 7-130 Watchers - Appointment - Duties
- *Secretary's Digest* 12-40
- *Uniform Election Reference (UER)* **102, 100, 97**
- *Procedure for Watchers*, MESA Downloads - Category: Election Supplies and Preparations

March, 2024



Driving Oklahoma's Elections 2024

Pollster

A Pollster is someone authorized to conduct an exit poll on Election Day within 300 feet of the entrance of the polling place on Election Day. When the **Inspector** picks up the ballots and supplies, the Secretary of the County Election Board will inform the **Inspector** that a Pollster will be at the polling place on Election Day. If the Secretary does not tell the Inspector about a Pollster, no one can conduct an exit poll within 300 feet of the entrance of the polling place. The **Inspector** should have no contact with a Pollster unless it seems the Pollster is in violation of the rules.

• Rules for Authorized Pollster



- The **Pollster** wears the orange Pollster identification badge provided by the Secretary of the County Election Board at all times while conducting the exit poll.
- The **Pollster** obeys Oklahoma laws against electioneering. See page 8.
- The **Pollster** stays more than 50 feet away from the entrance of the polling place at all times.
- The **Pollster** uses only written polling materials within 150 feet of the entrance of the polling place.
- The **Pollster** conducts oral interviews with voters and/or electronically records comments of voters more than 150 feet away from the entrance of the polling place.
- The **Pollster** approaches only voters who have finished voting about participating in the exit poll.
- Participation in an exit poll by a voter is voluntary.
- A **Pollster** who violates the law prescribed for Pollsters shall be deemed guilty of a misdemeanor.

Rules for Pollsters

(1) A Pollster is someone authorized to conduct an exit poll on Election Day within 300 feet of the entrance to the polling place. The Secretary of the County Election Board tells the Inspector when the Inspector picks up ballots and supplies for the election that a Pollster will be at the polling place. If the Secretary does not tell the Inspector about a Pollster, no one can conduct an exit poll within 300 feet of the entrance to the polling place. The Inspector should have no contact with a Pollster unless it seems the Pollster violates one of the following rules.

(2) A Pollster follows these rules.

(3) The Pollster wears the orange Pollster identification badge provided by the Secretary of the County Election Board at all times while conducting the exit poll.

(4) The Pollster obeys Oklahoma laws against electioneering.

(5) The Pollster stays more than 50 feet away from the entrance to the polling place at all times.

(6) The Pollster uses only written polling materials within 150 feet of the entrance to the polling place.

(7) The Pollster conducts oral interviews with voters and/or electronically records comments of voters more than 150 feet from the entrance to the polling place.

(8) The Pollster approaches only voters who have finished voting about participating in the exit poll.

(9) Participation in an exit poll by a voter is voluntary.

(10) A Pollster who violates the law prescribed for Pollsters shall be deemed guilty of a misdemeanor. Any person deemed guilty of a misdemeanor under provisions of state election law shall, upon conviction, be confined to the county jail for not more than one year or fined not more than \$10,000.00 or both.

Electioneering Prohibited

Electioneering prohibited [Title 26 O.S. §16-111]

The law prohibits electioneering within 300 feet of the entrance to the polling place while an election is in progress. No persons, except Election Officials and persons who are voting or waiting to vote, are allowed within 300 feet of the entrance to the polling place while an election is in progress. This law prohibits the posting or exposure of any printed material, other than those materials provided by the County Election Board, within 300 feet of the entrance to the polling place while an election is in progress.


Interference with voter or conduct of election [Title 26 O.S. §16-113]

Any person, including a Watcher appointed as outlined in Section 12-411 or an Exit Pollster authorized as outlined in Section 12-42, who interferes with a registered voter who is attempting to vote, or any person who attempts to influence the vote of another voter who is attempting to vote, or any person who interferes with the orderly and lawful conduct of an election shall be deemed guilty of a misdemeanor.

Coercion prohibited [Title 26 O.S. §16-109]

Any person who, by means of coercion or any other method, knowingly attempts to prevent a qualified voter from becoming registered, or a registered voter from voting, shall be deemed guilty of a felony.

March, 2024

 **OKLAHOMA**
STATE ELECTION BOARD

POLLSTER INFORMATION

Name of Pollster: _____ DATE: _____
Organization or Firm: _____
Address: _____
City / State / Zip code: _____
Daytime telephone (with area code): _____
Email Address: _____

Precinct(s) where polling will be conducted: _____
(If Person Available - check applicable: Wednesday Thursday Friday Saturday)

I understand that, as a Pollster, I shall be authorized to conduct an exit poll on Election Day within 300 feet of the entrance to the polling location. I shall also, as a Pollster, obey Oklahoma laws against electioneering. I also understand that any Pollster who violates the provisions of the state election law prescribed for Pollsters shall, upon conviction, be deemed guilty of a misdemeanor, punishable by confinement in the county jail for not more than one year or fined not more than \$10,000 or both. Title 26 O.S. § 16-111.

ELECTION DATE: _____ Pollster signature: _____ Date: _____

Please complete and return this form to the County Election Board of the county in which you wish to conduct an exit poll no later than 1 p.m. the Wednesday preceding the election. (See 16 O.S. § 1-108.1) A directory of county election boards can be found at: <https://oklahoma.gov/election-board/about-us/county-election-boards.html>

March, 2024

Audio Tactile Interface (ATI)

The ATI is a device attached to the eScan that allows persons with disabilities to vote without hand marking a paper ballot. The ATI accommodates other adaptive devices.

Control Options

1. **Audio Tactile Interface** with headphone jack (a) and adaptive devices jack (b).
2. **Headphones** are included in the inside lid of the eScan case, or a voter may provide their own.
3. **Sip and Puff** device, which is supplied by the voter.
4. **Tactile Input Switches, or "Paddles,"** which are supplied by the voter.



ATI Buttons

SELECT Wheel
Move between choices.
Adjust audio volume.



ENTER
Press to make a choice.



PREV
Press to go back one contest.



NEXT
Press to go to the next contest.



CAST BALLOTS
Press to cast the ballots from the final summary page.








Assisting the ATI Voter with Instructions



Before the ATI voter begins voting, explain the following information about the ATI device and process:











- Let the voter know that the audio ballot will start automatically and will provide ongoing audio instructions throughout the ballot.
- Reference the chart below as the voter is oriented to the ATI buttons.
 - Press the **HELP** button once to have the current page name, description, and help instructions read.
 - Press the **HELP** button twice to access device settings.



ATI Button	Voting Function	Adjust Device Settings by pressing Help Button twice
	Turn to the right to hear selections on the ballot. Turn to the left to hear something repeated.	Adjust the audio volume.
	Press to mark selections. Do this for each contest.	Return to audio ballot.
	Press to go back one contest.	Reduce the audio speed.
	Press to go to the next contest.	Increase the audio speed.
NOTE: When you have reached the end of the ballot, listen to the Ballot Summary Page carefully.		
	Press after you have verified all voting selections. Press Cast Ballot to finish your voting session. Once this is done, no further changes can be made.	

Driving Oklahoma's Elections 2024

Voters with dexterity impairments that prevent them from using the ATI's buttons and wheel may bring and use these adaptive input devices shown below.


 Sip and Puff	Sipping =   Clockwise to move through ballot
	Puffing =  to mark selections
 Tactile Input Switches	Red  =   Clockwise to move through ballot
	Green  =  to mark selections

Driving Oklahoma's Elections 2024

Preparing the ATI for Use

- The ATI is designed to accept adaptive devices for voters who have mobility impairments. Voters will provide their own adaptive devices (either a Sip and Puff device or Tactile Input Switches).

- Remove the ATI from its compartment and move it to the designated voting area.

- Plug the headphones into the **headphone input jack**. 

Headphone Input Jack 



- Plug an adaptive device into the **disabled access jack**, if necessary. (The disabled access jack has a wheelchair symbol next to it.)

Disabled Access Jack 



- Obtain the ballots from the **Clerk** for the elections in which the voter is eligible to vote.

- Write "ATI" at the top of each blank ballot.

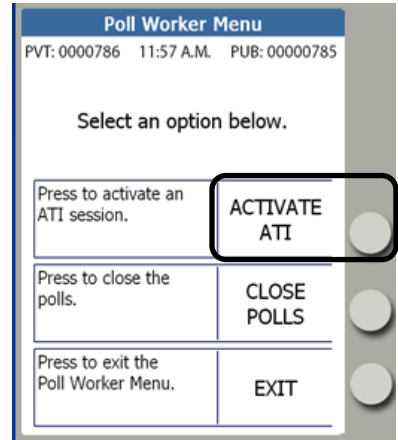
- On the ATI Session Log form, write the current time and indicate the ballot issued to initiate the ATI session.

- Press the **red Poll Worker button** on the back of the eScan one time while the **Ready to Scan** screen is displayed

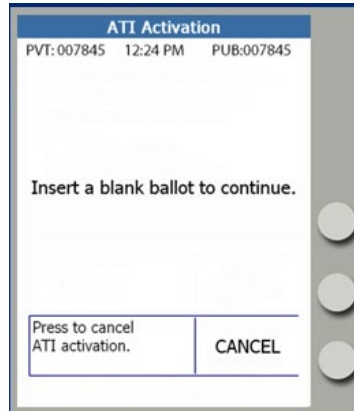


Driving Oklahoma's Elections 2024

- The Poll Worker menu appears. Press the button next to **ACTIVATE ATI** on the console.

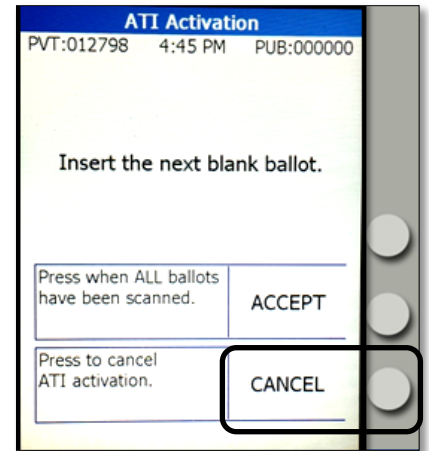


- Insert the voter's blank ballot into the eScan, one ballot at a time.

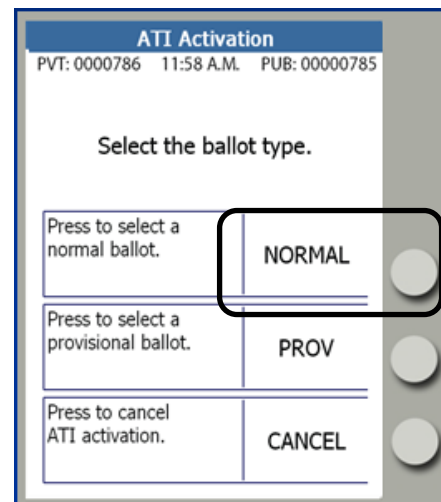


- Press the button next to **ACCEPT** once all blank ballots have been scanned.

- Note: if an ATI Activation needs to be cancelled, press the button next to **CANCEL**. Fill out the required information on the ATI Session Log.

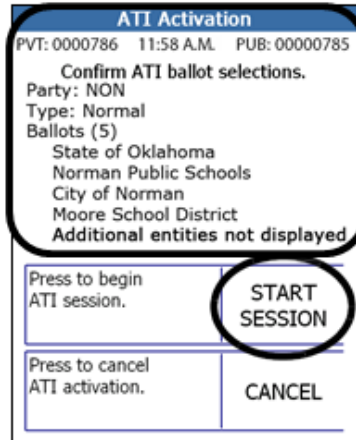


- Press the button next to **NORMAL** for all non-provisional ATI voters.
 - For provisional ATI voters, see Starting a Provisional ATI Session on page 64.



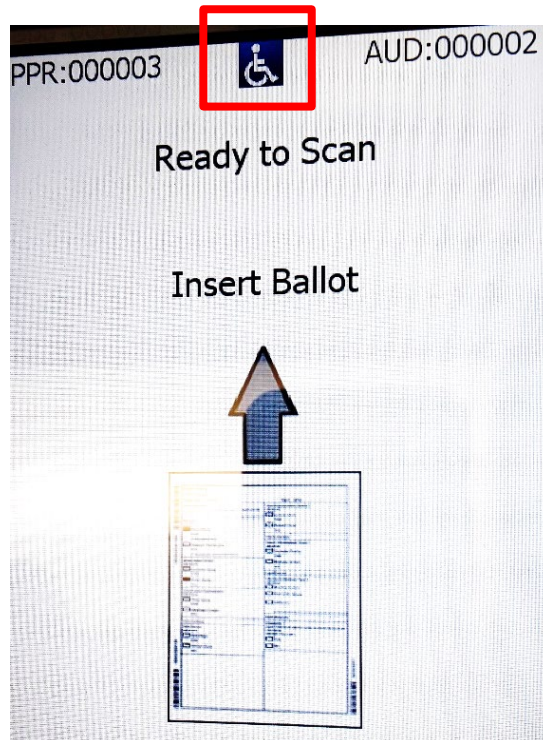
Driving Oklahoma's Elections 2024

- Confirm the voter's ATI ballot selections on the console and press the button next to **START SESSION**.



- The voter's audio ballot session begins.
- Other voters can continue to scan ballots while the ATI is in use.

- **OTHER VOTERS CAN CONTINUE TO SCAN BALLOTS WHILE THE ATI IS IN USE**

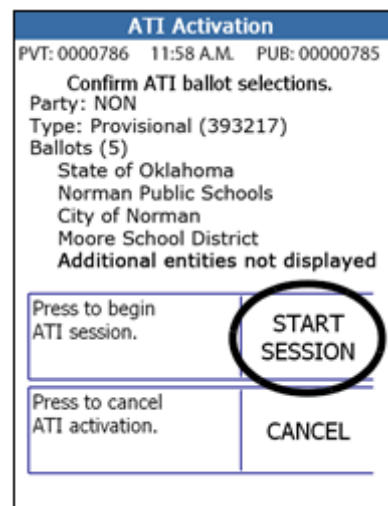
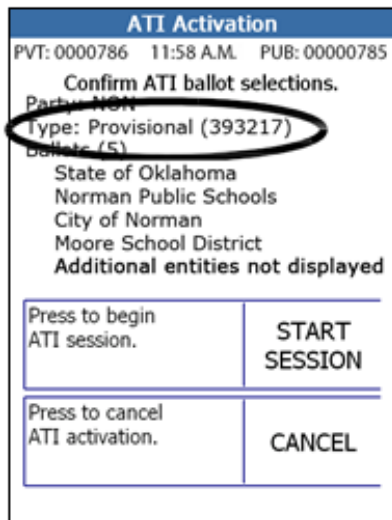
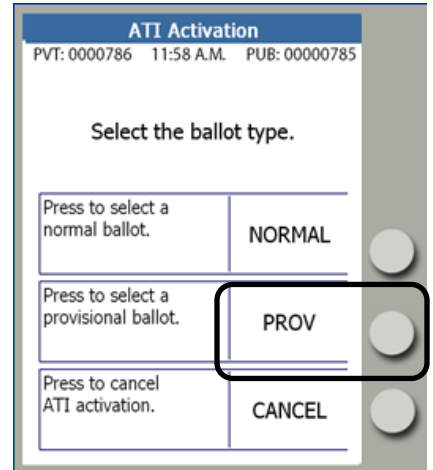


Handicap symbol (wheelchair) is visible while ATI session is in use.

Driving Oklahoma's Elections 2024

Starting a Provisional ATI Session

- If a provisional voter needs to use the ATI to vote, a Provisional ATI Session must be started.
- Follow the steps for processing and Assisting the ATI Voter with Instructions on page 59.
- Follow the steps on Preparing the ATI for Use on pages 61-63 to Activate an ATI Session.
- Press the button next to **PROV**.
- Copy the Ballot Code from the Confirmation screen on the console to the voter's Oklahoma Provisional Ballot Affidavit.



- Press the button next to **START SESSION**.
- The voter's audio ballot session begins.
- The Voter Provisional record prints. **Do not tear off the record.** Do not write the voter's name on the record or have the voter sign the record. The Ballot Code is on the record (if it wasn't copied from the screen.)

Canceling an Active ATI Session

An active ATI session may need to be cancelled for a variety of reasons:

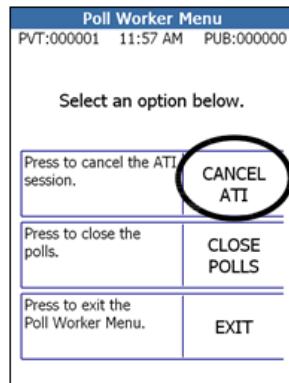
- Wrong ballot style was scanned
- Not all blank ballots were scanned
- Voter left the voting area without casting a ballot
- Voter decides to vote a paper ballot

An active ATI session may be cancelled once it has been started (and after the voter begins listening to the audio), but before the ballot has been cast.

- Press the **red Poll Worker button** on the back of the eScan one time.



- Press the button next to **CANCEL ATI**.

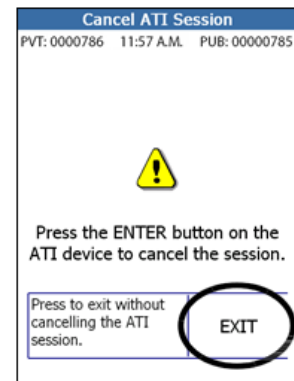


- The ATI asks to confirm the session to be cancelled. Press the **ENTER** button on the ATI to cancel the session.



- If the voter wishes to continue the session, press the button next to **EXIT** on the eScan console to exit and return to the voter's ATI session.

- Fill out the required information on the ATI Session Log.



Provisional Voting Officer



In most counties and for most elections, the **Inspector** will also serve as the **Provisional Voting Officer**.

- **Provisional Ballot** – A provisional ballot is a ballot issued to a voter when there are questions about the voter's eligibility to vote in the election. It is used for a voter who:
 - does not provide acceptable form of identity;
 - is not listed in the Precinct Registry, but who claims to reside within the geographical boundaries of the precinct;
 - disputes the party, school district, or municipality listed in the Precinct Registry, but who claims to reside within the geographical boundaries of the precinct;
 - claims to be registered and eligible to vote in the election; or
 - is a uniformed service member or overseas voter who returned home too late to register.

A provisional ballot is NOT scanned into the voting device, but is sealed in an envelope with other documents for special handling by the County Election Board to determine if the ballots can be counted. (Note: Special procedures are followed for ATI Provisional ballot. See page 64

- **Provisional voting supplies include:**
 - Checklist for Provisional Voting Officer (tan)
 - Oklahoma Provisional Ballot Affidavits (tan)
 - Provisional Ballot Roster (should be returned in the clear plastic pocket of the orange Provisional Ballot Bag or where County Election Board Secretary designates)
 - Ballot envelopes
 - Provisional Ballot Materials envelopes
 - Provisional Voting Information handouts
 - Provisional Ballot Vouchers
 - Orange Provisional Ballot Bag

Provisional Ballot Voucher						
Judge: Circle the reason this voter needs a provisional ballot.						
Proof of ID	Not in Registry	Party	School	Municipality	US/OV	Other
Judge: Copy the voter's name, address, party, school district and/or municipality exactly indicated in the Precinct Registry to the spaces below. Tell the voter to give the voucher to the PVO/Inspector.						
Voter's Name in Precinct Registry: _____						
Voter's Residence Address in Precinct Registry: _____						
Voter's Political Party, School District and/or Municipality in Precinct Registry: _____						
Ballot Codes for Voter: _____						



- The **Judge** completes the Provisional Ballot Voucher and sends the voter to the Provisional Voting Officer.

Driving Oklahoma's Elections 2024



The **Provisional Voting Officer** takes the Provisional Ballot Voucher from the voter. If the voter does not have a voucher, ask the **Judge** to complete one. The reason(s) the voter needs a provisional ballot must be circled by the **Judge**.



- Carefully follow the instructions on the Checklist for the Provisional Voting Officer.

- The **Provisional Voting Officer** prints all requested information on the Oklahoma Provisional Ballot Affidavit except 12a – 12c and 18 – 19.
- The voter completes 12a – 12c and 18 – 19 on the Oklahoma Provisional Ballot Affidavit.
- The first page (front) of the checklist provides instructions for completing the Affidavit.
- The second page (back) gives instructions for the Provisional Ballot Roster, ballot, ballot envelopes, Provisional Ballot Materials envelopes, and what to do with the provisional ballot and supplies after the polls close.



OKLAHOMA PROVISIONAL BALLOT AFFIDAVIT

ELECTION AND VOTER INFORMATION FROM VOUCHER

1 County: _____ 2 Election Date: _____ 3 Precinct: _____
Note for 4 & 5: List either the voter's name and address listed in the Precinct Registry or provided by the voter.

4 Voter Name: _____ 5 Voter Address: _____

7 Birth Date: _____ 8 Oklahoma Driver License #: _____ 9 Last 4 SSN: XXX-XX-____ 10 The voter has no Oklahoma driver license and no Social Security Number.

11 Political Party: _____

PROOF OF IDENTITY REASONS FOR PROVISIONAL BALLOT

12 The voter has no proof of identity today or the voter's name in the Precinct Registry does not match the name on the proof of identity.

COMPLETED BY VOTER

12a My name in the Precinct Registry and above is correct. Circle one: YES or NO
 My legal name is: _____

12b My residence address in the Precinct Registry and above is correct. Circle one: YES or NO
 My correct residence address is: _____

12c I am changing my name and/or address by submitting a voter registration application with this affidavit.

ALL OTHER REASONS FOR PROVISIONAL BALLOT (check all that apply)

13 The voter is not listed in the Precinct Registry but believes he/she is registered and eligible to vote in this precinct and election.
 Date last voted: _____ Location: _____
 Date Registered to Vote: _____ Location: _____
 Voter registration may be recorded under the voter's former name:
 First: _____ Middle: _____ Last: _____
 Voter registration may be recorded with this political party: _____

14 The voter disputes the following items indicated in the Precinct Registry. The voter believes the correct:
 School District in: _____ Board District in: _____
 Municipality in: _____ Ward in: _____
 Political Party in: _____

15 The voter is a Uniformed Services member, or the spouse or dependent of a member, who has been honorably discharged or who is on authorized leave and who returned home within 90 days of today's election.

16 The voter is a resident of Oklahoma who has been living or working overseas, or the spouse or dependent of a resident, who has been terminated or is on leave from overseas service, and who returned home within 90 days of today's election.

17 (For Early Voting Board use only) The voter desires voting by mail absentee or in-person absentee for this election. The voter certifies that, upon conviction, the penalty may be not more than 5 years in the state penitentiary, a fine of not more than \$50,000.00, or both.

VOTER'S OATH

I swear or affirm that the information I have provided for this affidavit is complete and correct to the best of my knowledge and belief. I believe myself to be eligible to vote in this precinct in the election being conducted today. I have not voted by absentee ballot or in person in this election. I understand that my provisional ballot will not count if the County Election Board determines that the identifying information I have provided is insufficient as required by law or that I am not currently registered to vote in this precinct or that I am otherwise ineligible to vote in this election. I understand that knowingly providing false information for this affidavit is a violation of law and may subject me to prosecution for a felony and that, upon conviction, the penalty may be not more than 5 years in the state penitentiary, a fine of not more than \$50,000.00, or both.

18 Voter's Signature: _____ 19 Voter's Daytime Phone: _____ 20 PVO/Inspector's Signature: _____

PVO Use Only **CB Use Only**

Ballot Code: _____	Count: _____	Reject: _____	Rejected because: _____
Ballot Code: _____	Count: _____	Reject: _____	Rejected because: _____
Ballot Code: _____	Count: _____	Reject: _____	Rejected because: _____

PVO Checklist for Provisional Voting Officer

Numbers with each step on this list correlate with the item numbers on the Oklahoma Provisional Ballot Affidavit. Check off each item as you complete them.

Item#	Instructions
	Take the Provisional Ballot Voucher from the voter.
	On a blank Oklahoma Provisional Ballot Affidavit:
1, 2, 3	Enter your County, Election Date, and Precinct.
4, 5	Print the Voter's Name and Address on the Affidavit exactly as it appears on the Provisional Ballot Voucher.
6	Copy the Ballot Codes indicated on the Voucher to the spaces provided at the bottom of the Affidavit, in the shaded area under the PVO Use Only heading.
7, 8, 9	Ask for the voter's Birth Date, Oklahoma driver license number, and the last four digits of the voter's Social Security number (last 4 SSN). Tell the voter this information is required to verify voter registration.
10	Check this box if the voter does not possess either an Oklahoma driver license or a Social Security number.
11	Print the name of the voter's Political Party.
12a-c	Check box 12 if the voter needs a provisional ballot due to lack of proof of identity.
12a-c	If you check box 12, hand the affidavit to the voter. Ask the voter to complete items 12a, 12b, and 12c.
12a	A voter who circles NO in 12a, should print their legal name in the provided blank.
12b	A voter who circles NO in 12b, should print their correct residence address in the provided blank.
12c	A voter who circles NO in 12c or 12b should complete an Oklahoma Voter Registration Application and leave it with you. The completed application allows the provisional ballot to be counted if all other requirements are met.
	Take the Affidavit back from the voter.
13	Check box 13 if the voter is not listed in the Precinct Registry and believes they are registered and eligible to vote in this precinct. Print all of the requested information the voter gives you.
14	Check box 14 if the voter disputes the school district, municipality, or political affiliation indicated in the Precinct Registry. Check the appropriate boxes and print all of the requested information the voter gives you.
15	Check box 15 if a Uniformed Services member meets the listed qualifications.
16	Check box 16 if a voter working overseas meets the listed qualifications.
17	For use by the Early Voting Board only.
18, 19	Hand the Affidavit back to the voter. Ask the voter to read the Voter's Oath, then sign the Affidavit, and provide a daytime phone number.
20	Sign your name on line 20.
6	Confirm that Ballot Codes indicated on the Voucher have been entered at the bottom of the Affidavit, in the shaded area under the PVO Use Only heading.

CONTINUE ON REVERSE SIDE

Provisional Voting Appointments Election Day Materials & Problem Solver Revised 2023 75

Print the voter's name on the Provisional Ballot Roster.

Ask the voter to sign the Provisional Ballot Roster.

Copy the ballot codes from the Voucher to the Roster in the Ballots Issued column.

Ask the Clerk for the ballots indicated on the Provisional Ballot Voucher. Fold the ballots in half before giving them to the voter.

Give the ballots and a Ballots envelope to the voter. Direct the voter to a voting booth to mark the ballots. Tell the voter to fold the voted ballots in half before placing them inside the Ballots envelope and to seal the envelope. Tell the voter to return the sealed Ballots envelope to you.

Follow the procedures for spoiled ballots or voter assistance in the Election Day Reference and Problem Solver section of the Precinct Official Manual, if necessary.

Write the precinct number, the election date, and the voter's name on a Provisional Ballot Materials envelope. When the voter returns the sealed Ballots envelope, put the following items inside the Materials envelope:

- Place the voter's Affidavit inside the Materials envelope and check box 1.
- Place the voter's filled out and signed Oklahoma Voter Registration Application inside the Materials envelope and check box 2, if the voter filled out a form.
- Place the voter's sealed Ballots envelope inside the Materials envelope, and check box 3.
- Place the voter's Provisional Ballot Voucher inside the Materials envelope and check box 4.

Seal the voter's Provisional Ballot Materials envelope and put it inside the orange Provisional Ballots Bag.

Give the voter a copy of the Provisional Voting information handout.

After the Polls Close

If provisional ballots are cast:

- Make sure you have signed the Provisional Ballot Roster.
- Put the Provisional Ballot Roster inside the clear plastic pocket on the orange bag.
- Make certain that all Provisional Ballot Materials envelopes are inside the orange bag.
- Zip the orange bag and seal it with a blue plastic seal.
- Put unused provisional voting supplies as instructed by the County Election Board Secretary.
- Place the sealed orange bag and the packed supplies with other materials that the Inspector returns to the County Election Board office.

If NO provisional ballots are cast:

- Write "No Ballots Cast" across the Provisional Ballot Roster.
- Sign the Provisional Ballot Roster.
- Put the Roster in the clear plastic pocket on the orange bag.
- Zip the orange bag and seal it with a blue plastic seal.
- Put unused provisional voting supplies as instructed by the County Election Board Secretary and put with other materials that the Inspector returns to the County Election Board office.

Provisional Ballot Roster

Precinct: 54001 Election Date: 01/12/2014

FRECIINCT	Voter's Name (PRINT)	Voter's Signature	Ballots Issued (CODES)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

Witnessed by: _____ Inspector or Provisional Voting Officer

Driving Oklahoma's Elections 2024

Checklist for Provisional Voting Officer

Numbers with each step on this list correlate with the item numbers on the Oklahoma Provisional Ballot Affidavit. Check off each item as you complete them.

Item #	
	Take the Provisional Ballot Voucher from the voter.
	On a blank Oklahoma Provisional Ballot Affidavit:
1, 2, 3	Enter your County, Election Date, and Precinct.
4, 5	Print the Voter's Name and Address on the Affidavit exactly as it appears on the Provisional Ballot Voucher.
6	Copy the Ballot Codes indicated on the Voucher to the spaces provided at the bottom of the Affidavit , in the shaded area under the PVO Use Only heading.
7, 8, 9	Ask for the voter's Birth Date, Oklahoma driver license number, and the last four digits of the voter's Social Security number (Last 4 SSN). Tell the voter this information is required to verify voter registration.
10	Check this box if the voter does not possess either an Oklahoma driver license or a Social Security number.
11	Print the name of the voter's Political Party.
12	Check box 12 if the voter needs a provisional ballot due to lack of proof of identity.
12a – c	If you check box 12, hand the affidavit to the voter . Ask the voter to complete items 12a, 12b, and 12c.
12a	A voter who circles NO in 12a should print their legal name in the provided blank.
12b	A voter who circles NO in 12b should print their correct residence address in the provided blank.
12c	A voter who circles NO in 12a or 12b should complete an Oklahoma Voter Registration Application and leave it with you. The completed application allows the provisional ballot to be counted if all other requirements are met. Do not put the completed Voter Registration form in the voter's ballot envelope. Take the Affidavit back from the voter.
13	Check box 13 if the voter is not listed in the Precinct Registry and believes they are registered and eligible to vote in this precinct. Print all of the requested information the voter gives you.
14	Check box 14 if the voter disputes the school district, municipality, or political affiliation indicated in the Precinct Registry. Check the appropriate boxes and print all of the requested information the voter gives you.
15	Check box 15 if a Uniformed Services voter meets the listed qualifications.
16	Check box 16 if a voter working overseas meets the listed qualifications.
17	For use by the Early Voting Board only.
18, 19	Hand the Affidavit back to the voter . Ask the voter to read the Voter's Oath, then sign the Affidavit, and provide a daytime phone number.
20	Sign your name on line 20.
6	Confirm that Ballot Codes indicated on the Voucher have been entered at the bottom of the Affidavit, in the shaded area under the PVO Use Only heading

Driving Oklahoma's Elections 2024

	Print the voter's name on the Provisional Ballot Roster.
	Ask the voter to sign the Provisional Ballot Roster.
	Copy the ballot codes from the Voucher to the Roster in the Ballot Issued column.
	Ask the Clerk for the ballots indicated on the Provisional Ballot Voucher. Fold the ballots in half before giving them to the voter.
	Give the ballots and a Ballot envelope to the voter. Direct the voter to a voting booth to mark the ballots. Ask the voter to fold the voted ballots in half before placing them inside the Ballot envelope and to seal the envelope. Ask the voter to return the sealed Ballot envelope to you.
	If necessary, follow the procedures for spoiled ballots or voter assistance in the Precinct Official Manual section of the Precinct Official Notebook.
	Write the precinct number, the election date, and the voter's name on a Provisional Ballot Materials envelope. When the voter returns the sealed Ballot envelope, put the following items inside the Materials envelope: Place the voter's Affidavit inside the Materials envelope and check box 1. Place the voter's filled out and signed Oklahoma Voter Registration Application inside the Materials envelope and check box 2 if the voter filled out an Oklahoma Voter Registration Application form. Place the voter's sealed Ballot envelope inside the Materials envelope and check box 3. Place the voter's Provisional Ballot Voucher inside the Materials envelope and check box 4.
	Seal the voter's Provisional Ballot Materials envelope and put it inside the orange Provisional Ballot Bag.
	Give the voter a copy of the Provisional Voting Information handout.
After the Polls Close	
If provisional ballots are cast:	
	Make sure you have signed the Provisional Ballot Roster.
	Put the Provisional Ballot Roster inside the clear plastic pocket on the orange bag.
	Make certain that all Provisional Ballot Materials envelopes are inside the orange bag.
	Zip the orange bag and seal it with a blue plastic seal.
	Pack unused provisional voting supplies as instructed by the County Election Board Secretary.
	Place the sealed orange bag and the packed supplies with other materials that the Inspector returns to the County Election Board office.
If NO provisional ballots are cast:	
	Write "No Ballots Cast" across the Provisional Ballot Roster.
	Sign the Provisional Ballot Roster.
	Put the Roster in the clear plastic pocket on the orange bag.
	Zip the orange bag and seal it with a blue plastic seal.
	Pack provisional voting supplies as instructed by the County Election Board Secretary and put with other materials that the Inspector returns to the County Election Board office.

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ATI Provisional Ballot – an ATI Provisional Ballot is a ballot for a voter who must vote by provisional Ballot but chooses to vote using the Audio Tactile Interface (ATI).



- The **Provisional Voting Officer** follows the directions on pages 67-69 for completion of the Provisional Ballot Affidavit and Provisional Ballot Roster.
- If the voter is not able to sign the Provisional Ballot Roster, the **Inspector** prints the voter's name on the Provisional Ballot Roster in the space for the voter's signature and then writes their own initials beside the voter's printed name.



- The **Inspector** follows the directions on page 61 to prepare the ATI and familiarize the voter with the ATI. If there is both an Inspector and Provisional Voting Officer, the **Inspector** prepares the ATI.



- The **Provisional Voting Officer** copies the Provisional Code from the console or eScan tape onto the Oklahoma Provisional Ballot Affidavit.
- The **Provisional Voting Officer** writes the precinct number, the election date, and the voter's name on a Provisional Ballot Materials envelope; and:
 - Places the voter's Affidavit inside the Materials envelope and check box 1;
 - Places the voter's completed and signed Oklahoma Voter Registration Application inside the Materials envelope, **not** inside the ballot envelope, and check box 2 if the voter filled out a form – Do not put the completed voter registration form in the voter's ballots envelopes;
 - The voter **is not** given a ballot envelope or ballots. A ballot envelope is not placed in the Provisional Ballot Materials envelope. **Do not** check box 3;
 - Places the voter's Provisional Ballot Voucher inside the Provisional Ballot Materials envelope and check box 4.
- Seals the voter's Provisional Ballot Materials envelope and puts it inside the orange Provisional Ballot Bag.
- Gives the voter a copy of the Provisional Voting Information handout.

After the Polls Close



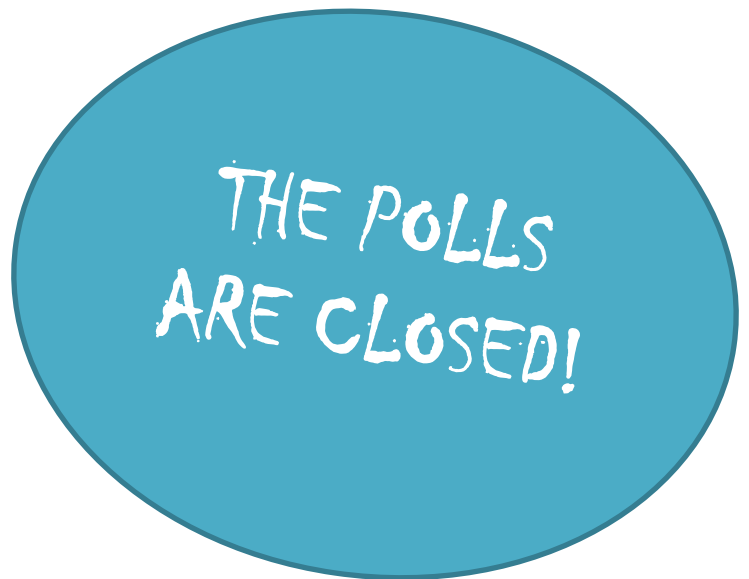
Entire Team Stays- No One Left Behind

- The **Inspector, Judge, and Clerk** (and **Provisional Voting Officer and Auxiliary Precinct Officials**, if applicable) stay at the polling place until:
 - All work is finished;
 - Supplies and materials are packed; and
 - The **Inspector** is ready to return to the County Election Board office.

Closing the Polls



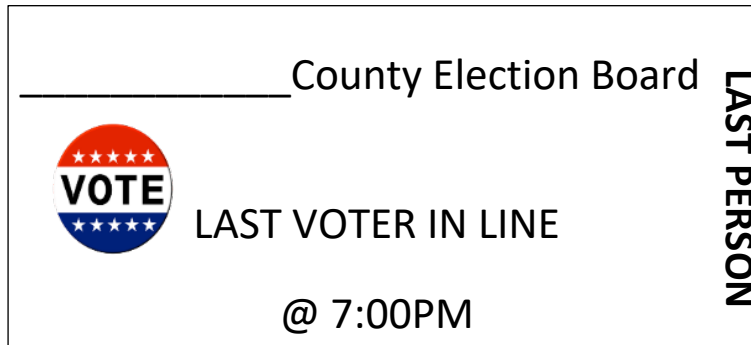
- At precisely 7 p.m., the **Inspector** announces the polls are closed.
Reminder: Use time.gov to open and close the polls.



..... This Precinct Official doesn't look quite as spry as he did at 7 a.m. Election morning.....

Driving Oklahoma's Elections 2024

- Any registered voter who is in line at 7 p.m. must be allowed to vote. **PRO TIP:** Provide a “ticket”, I Voted sticker, or post-it note to the last person in line at 7 p.m. and to each person forward to assure those in line by 7 p.m. would be allowed to vote. See below for a sample ticket. The Inspector would then tell the Judge that all voters who present a “ticket” are eligible to vote after 7 p.m.



- After the Polls close, the **Inspector** must keep the line of voters orderly and secure.
- The **Inspector** must make certain all voters have finished voting and have fed their ballots into the voting device before closing the polls on the voting device. **PRO TIP:** Double check the voting booths before closing the polls on the eScan. Also remember to check the emergency ballot box – even if you are certain it was not used.



IT WAS A REALLY LONG DAY.

- Follow the steps on the Closing the Polls Checklist provided by the County Election Board.
- Follow the steps on the After the Polls Close Checklist for Provisional Voting Officer on page 69.

CLOSING POLLS CHECKLIST	
Use the Election Day Reference and Problem Solvers, pages 57 - 60	
<input checked="" type="checkbox"/> Close Polls	<p>At 7:00 p.m., the judge or someone that the judge allows, all voters in line at that time may vote. Do not close the polls before 7:00 p.m. Secure entrance locks from the ballot box before 7:00 p.m. or before all voters have access to a ballot via the eScan.</p> <ul style="list-style-type: none"> Check voting booths to make sure it is secure remain. Detach and open the emergency ballot box using the red key. Remove and secure any ballots in the emergency ballot box. Select CAST BALLOT to accept a blank or unopened ballot. Close the emergency ballot box.
<input checked="" type="checkbox"/> Close polls on eScan and obtain Tally Report. Refer to page 58-59 in the Election Day Reference and Problem Solvers for the correct procedure.	<p>When the eScan is ready to be used, press the red Poll Worker button one time.</p> <p>Select CLOSE POLLS. ** <i>Check to see that the poll worker cannot proceed.</i></p> <p>Select CONFIRM to confirm that you want to close the polls.</p> <p>Enter the Close Polls Password on the up and right arrow buttons.</p> <p>Select ACCEPT. A Close Polls Report prints. This is not the Tally Report.</p> <p>Select PRINT REPORTS. The Tally and Detail Reports print.</p> <p>Turn off the website day's reports.</p>
<input checked="" type="checkbox"/> The Judge, Clerk, and Inspector sign the reports	<p>Place the original Tally and Detail Reports, when it includes the Zero Protest and the first signed Tally and Detail Reports, in a Envelope for Tally Report.</p> <p>Print _____ from Tally and Detail Reports by selecting PRINT REPORTS for each report. Turn off the report and complete printing.</p> <p>Inspect, sign, and check signs of copies of the Tally and Detail Reports and their status:</p> <ul style="list-style-type: none"> Original paper copy Scanned paper copy Other
<input checked="" type="checkbox"/> Secure the eScan voting device and ballot box:	<p>Press the power switch on the back of the eScan off (0).</p> <p>Using the red AC power cable from the back of the eScan,</p> <p>Return access to the eScan to the polls (power cable, headphones and SD).</p>
<input checked="" type="checkbox"/> Put the safety flag toward the front.	<p>Close and lock the eScan with the security key. Be sure to see that both the top and bottom portion of the eScan are closed and secure. (Think of a locker box, food box, or suitcase from the 40's or 50's.)</p> <p>Lock the rear lock on the main ballot box above the bottom of the ballot box with the red key.</p> <p>Lock and secure the door with the hanger red key.</p> <p>Remove all ballots and place into transfer bin.</p> <p>Detach the eScan from the ballot box.</p> <ul style="list-style-type: none"> Adjust and open the emergency ballot box door with the red key. Put the red key down, and slide toward the back of the ballot box. Two people should lift the eScan off the ballot box. <p>Using the flashlight provided by the County Election Board, thoroughly inspect the ballot box to make sure all ballots have been removed. Shine the flashlight into the emergency ballot box. Also check for ballots with the eScan ballot box through the rear door and the rear door and through the slot in the top of the ballot box.</p> <p>Close and lock the rear ballot box door, the ballot box door, and the emergency ballot box door.</p> <p>Place keys in the Voting Device Key Envelope, and seal the envelope.</p> <p>Collect and enter into the Ballot Box as directed by the County Election Board.</p>
<input checked="" type="checkbox"/> Complete and sign Election Day Report	<p>Inspect, sign, and check signs of white State Election Board seals.</p> <ul style="list-style-type: none"> Include in the seal of the ballot are voted, accepted, or a combination of voted and accepted. Close the transfer case. Place the signatures on the seal over the opening of the transfer case. Seal the seal with clear packing tape. If available. <p>Place the following items in the Envelope for Tally Report:</p> <ul style="list-style-type: none"> Tally and Detail Report from the eScan, voting device that includes the Zero Protest, the Tally and Detail Report, and signatures of the Inspector, Judge, and Clerk. Voting Device Key Envelope with keys. All ScanLog. <p>Place all supplies as instructed by the County Election Board.</p> <p>Seal Envelope for Tally Report. Inspector, Judge, and Clerk signs envelope flap.</p> <p>Inspector issues minutes, Check, Clerk, and Provisional Voting Officer Application, Log, Protest, Supreme Court, or envelope.</p> <p>Inspector reports the status, minutes, and all signatures to the County Election Board.</p>

Driving Oklahoma's Elections 2024

Closing the Polls on the eScan

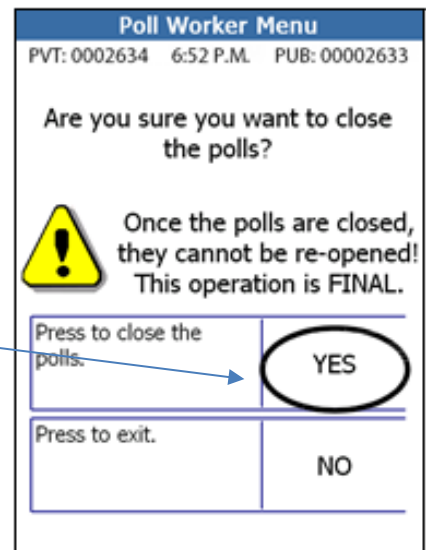
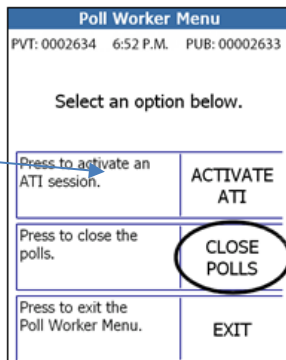
- Use the **ROUND** key to unlock and open the emergency ballot box door.
- Remove and scan any ballots in the emergency ballot box.

MAKE IT A HABIT TO CHECK THE EMERGENCY BALLOT BOX BEFORE CLOSING THE POLLS EVERY TIME, EVEN IF YOU DO NOT THINK IT HAS BEEN USED.

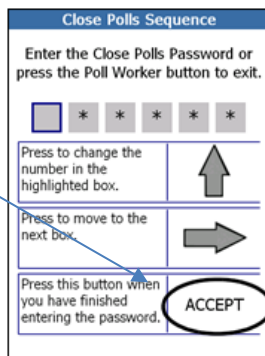
- Close and lock the emergency ballot box door.
- While the Ready to Scan screen is displayed, press the **red Poll Worker button** on the back of the eScan **ONE TIME**.



- Press the button next to **CLOSE POLLS** on the console.
- The eScan asks to confirm that you want to close the polls. Press the button next to **YES**. **Once the polls are closed, they cannot be reopened.**

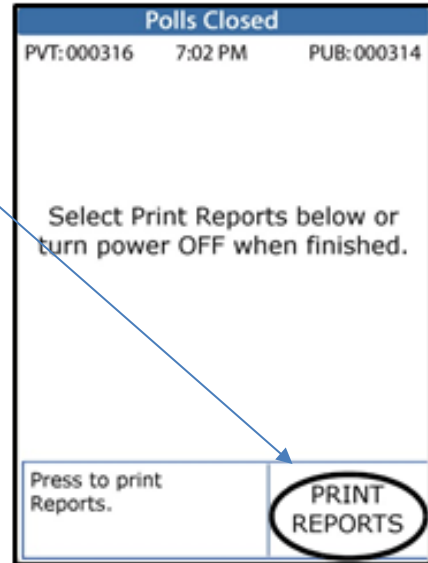


- Enter the six-digit Close Polls Password and press the button next to **ACCEPT**.

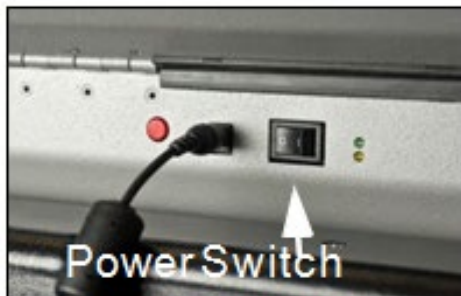


Driving Oklahoma's Elections 2024

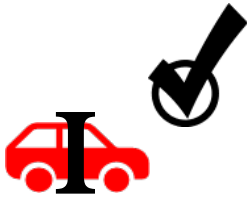
- Press the button next to **PRINT REPORTS**.
- The Polls Closed report prints.
- Tear off the tape and have **all three officials** sign in the space provided at the bottom of the report.
- This is your zero print out that will go in the envelope for Detail and Tally Reports.



- Print, tear off, and have **all three officials** sign at least two more copies of the Detail and Tally Reports.
- Print, tear off, and have **all three officials** sign any additional copies - as instructed by the County Election Board.
- Press the power switch on the back of the eScan to the off position (**O**).



- Unplug the round AC power cable from the back of the eScan.
- Distribute the Detail and Tally Reports as described on page 78.



Disconnecting the eScan

- Return the headphones, the AC power brick and cable, and the ATI to their original compartments inside the eScan.
- Wrap the power cable separately from the brick, and insert them one at a time into the storage compartment.



- Loosen the safety hinge by pulling it toward the front of the eScan, then close and lock the eScan case using the **SQUARE KEY**.

- Detach the eScan from the ballot box.
- Unlock and open the emergency ballot box door using the **ROUND KEY**.



- Look inside the emergency ballot box to the underside of the ballot box top.
- Feel for the small knob on the underside of the ballot box top. Pull the knob down, and then slide it toward the back of the ballot box.
- Use two people to lift the eScan off the ballot box.

- With the **ROUND KEY**, unlock the main ballot box door and lift it open.

- Secure the door open with the bungee cord hidden under the top rim of the ballot box.

- Remove all ballots and place the ballots in transfer cases.



Driving Oklahoma's Elections 2024

- Use the flashlight provided, or on a cell phone, to inspect the ballot box to ensure that all ballots have been removed.
 - Shine the light through the open main door and look for ballots;
 - Shine the light through the open back door and look for ballots; and
 - Shine the light down through the slot on top of the ballot box and look for ballots.
- If any remaining ballots are found in the main compartment of the ballot box, remove them and place them in the ballot transfer cases.
- If any unscanned ballots are found in the emergency compartment of the ballot box after the eScan has been closed, place them inside the Envelope for Detail & Tally Report. Document this fact on the Inspector's Notes to Secretary form located in the Forms section of the Precinct Official Notebook and inform the County Election Board Secretary of this immediately! The Inspector will need to remain at the Election Board office while an Election Night Recount is being conducted for this precinct.



**IF UNSCANNED BALLOTS ARE FOUND,
CALL AND INFORM THE COUNTY
ELECTION BOARD SECRETARY
IMMEDIATELY THAT AN ELECTION
NIGHT RECOUNT WILL BE NECESSARY.**



Collapsing the Ballot Box



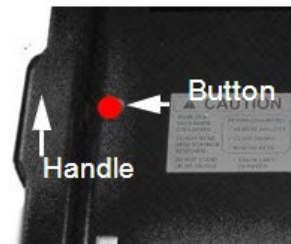
- **Be sure to close and lock all ballot box doors and remove the keys from the locks before collapsing the ballot box. Keys left in the locks will be bent or broken.**



- Two individuals should work together to collapse the ballot box.
- Have one person stand on either side of the ballot box.
- On each side of the box, hold the handle with one hand, and press the release button with the other.



- While pressing the buttons, slightly lift the box handles and then allow the ballot box to slide downward.
 - Keep the ballot box **level** as it is collapsing.
 - The buttons may be released once the ballot box starts moving.



- Once the ballot box is collapsed, extend the handle. The ballot box is ready to be transported or stored.



Driving Oklahoma's Elections 2024

Distribution of Detail and Tally Reports

- The **Inspector**, **Judge**, and **Clerk** sign all of the Detail and Tally Reports.
- Put the original Detail and Tally Report - which includes the Zero Printout, the first Detail and Tally Report, and any ATI session reports - inside the Envelope for Tally Report.
- Hang one copy on the polling place door.
- Put one copy inside a ballot transfer case.

Packing Used and Unused Ballots

- Pack all used and unused ballots in ballot transfer cases.
 - If possible, pack unused ballots in a ballot transfer case separate from the used ballots.
- The **Inspector**, **Judge**, and **Clerk** sign the long white State Election Board seal provided for each ballot transfer case.
- Apply a long white State Election Board seal to each ballot transfer case.
 - Indicate on the seal whether the case contains voted ballots, unused ballot, or a combination of voted and unused ballots.
- Seal each ballot transfer case with the clear packing tape provided.



Envelope for Detail and Tally Report

- The **Inspector** verifies the following items are in the Envelope for Detail and Tally Report:
 - Original Detail and Tally Report, which includes the Zero Printout and the first Detail and Tally Report signed by the **Inspector**, **Judge**, and **Clerk**
 - Voting device key envelope
 - *If this situation happens.... (but let's hope not....)* Any uncounted ballots found in the emergency ballot box after the polls were closed on the eScan and the reports printed
 - Any other items or materials as instructed by the Secretary of the County Election Board
- The **Inspector** seals the Envelope for Detail and Tally Report
- The **Inspector**, **Judge**, and **Clerk** sign the envelope flap

Precinct: _____

ENVELOPE FOR
DETAIL AND TALLY REPORT

Inspector: Place a checkmark beside each item listed below as you put it inside this envelope.

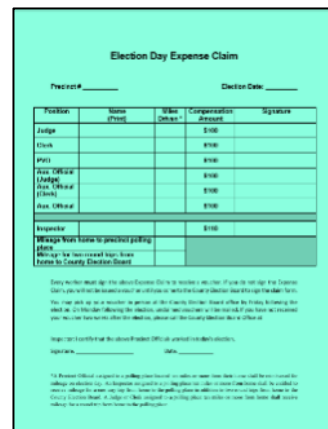
1. The eScan tape that includes the Power-Up Report and the Zero Report, all other reports and/or messages printed during the day, and the first Detail and Tally Report printed after the polls close.
2. Voting device key envelope with keys.
3. ATI Session Log.
4. Uncounted ballots left in the emergency bin after the polls are closed on the eScan.
5. Other forms or items as instructed by the County Election Board Secretary.

Driving Oklahoma's Elections 2024

PRO TIP: When the Envelope for Detail and Tally Report is reopened by the Precinct officials after it has been sealed, it should be resealed with packing tape and initialed by the precinct officials.

Election Day Expense Claim

All Precinct Officials sign the Election Day Expense Claim. Vouchers can be mailed to Precinct Officials after Election Day or may be picked up on the date designated by the County Election Board.



The form is titled "Election Day Expense Claim" and includes fields for "Precinct" and "Election Date". It features a table with columns for "Position", "Name (Print)", "Other Duties", "Compensation Amount", and "Signature". The table lists positions such as Judge, Clerk, PVO, and various types of Clerks (Poll, Precinct, Precinct, Precinct, Precinct) with a compensation amount of \$100 for each. There is also a section for "Inspector" with a compensation amount of \$100. Below the table, there are instructions and a signature line for the Inspector.

Provisional Ballot Bag

The following steps are completed by the **Inspector** or **Provisional Voting Officer**:



- Put the signed Provisional Ballot Roster in the large, clear plastic pocket of the Provisional Ballot Bag. Make certain that all completed Provisional Ballot Materials envelopes are inside the Provisional Ballot Bag.
- Zip the bag and seal it with the plastic seal provided by the County Election Board.



- Pack any unused provisional ballot materials and supplies as instructed by the Secretary of the County Election Board.
- The **Inspector** returns the sealed Provisional Ballot Bag and any unused provisional ballot materials and supplies to the County Election Board office.

Spoiled and Discarded Ballots Bag

The following steps are completed by the **Clerk**:



- Put the signed Spoiled Ballots Affidavit in the large, clear plastic pocket of the Spoiled and Discarded Ballots Bag. Make certain that all spoiled and discarded ballots are inside the Spoiled and Discarded Ballots Bag.
- Zip the bag and seal it with the plastic seal provided by the County Election Board.
- The **Inspector** returns the sealed Spoiled and Discarded Ballot bag to the County Election Board Office.

Repacking Supplies

- The **Inspector**, **Judge**, and **Clerk** repack all election supplies into the same container **AND IN AS NEAR THE SAME CONDITION AS POSSIBLE** in which they were received and/or as instructed by the Secretary of the County Election Board.

Condition of Polling Place

- We are guests at every polling place. The condition in which a polling location is left at 7 p.m. reflects the entire election system.
- Clean and straighten the polling place.
- Leave the polling place in the same condition or **better** than it was before the election.

Inspector Returns to County Election Board



- After all the work is completed, the **Inspector** returns to the County Election Board with the following items:

- **eScan voting device**
- **Envelope for Detail and Tally Report**
- **Precinct Registry or Registries**
- **Election Day Expense Claim**
- **Sealed Ballot transfer cases**
- **Sealed orange Provisional Ballot Bag**
- **Sealed Yellow Spoiled and Discarded Ballot Bag**
- **Election supplies**
- **American flag**

- At the County Election Board, the **Inspector** turns over the eScan voting device, ballots, and all election supplies and materials to County Election Board personnel.

Inspector May Not Leave

- The **Inspector** may not leave the County Election Board office until all supplies and materials for their precinct have been received and verified by County Election Board personnel.
- The Secretary may ask the Inspector to remain at the County Election Board if an election night recount is necessary for their precinct.

Driving Oklahoma's Elections 2024

Provisional Ballot Voucher

Judge: Circle the reason this voter needs a provisional ballot.

Proof of ID Not in Registry Party School Municipality US/OV Other

Judge: Copy the voter's name, address, party, school district and/or municipality exactly indicated in the Precinct Registry to the spaces below. Tell the voter to give the voucher to the PVO/Inspector.

Voter's Name in Precinct Registry: _____

Voter's Residence Address in Precinct Registry: _____

Voter's Political Party, School District and/or Municipality in Precinct Registry: _____

Ballot Codes for Voter: _____

Filling out a Provisional Ballot Voucher

The **Judge** shall fill out a Provisional Ballot Voucher for every voter who will cast a provisional ballot. Do not send a voter to the Inspector or Provisional Voting Officer without a voucher.

Write all the information requested on the voucher in the spaces provided.

- Circle the reason the voter will cast a provisional ballot. If there is more than one reason, circle all reasons that are applicable.
- Write the voter's name exactly as it appears in the Precinct Registry. If the voter's name is not listed in the Precinct Registry write the information the voter gives you. Be sure to circle "Not in Registry."
- Write the voter's residence address exactly as it appears in the Precinct Registry, or exactly as the voter gives it.
- Write the voter's political party, school district and/or municipality as it appears in the Precinct Registry or as it is given by the voter. **It is only necessary to write the information that pertains to the type of election in the polling place for this election.**
- Write the ballot codes for the provisional ballot to be issued to the voter in the space provided. (This would be the ballots they are eligible for or requesting.) For example, if the Precinct Registry indicates that the voter is not assigned to Municipality A, but the voter insists that their address is located inside the municipal boundaries, write the ballot code for Municipality A.
- **Reminder:** Do not write any information in the Precinct Registry for a provisional voter.
- Send the voter to the **Provisional Voting Officer** or the **Inspector** with the completed Provisional Ballot Voucher.

eScan Troubleshooting Appendix

eScan Does Not Turn On



Check all power connections to the eScan including:

- AC power to rear of eScan;
- AC power brick and cable connection;
- AC connection to wall outlet; TRY A COMPLETELY DIFFERENT WALL;
- Surge protector: If using a surge protector with a power switch, make sure it is turned ON.

Screen on eScan is Dark

- Voters may use the emergency Ballot slot in the Ballot box until the issue is resolved.
- If the screen contrast does not return to normal after a few minutes, call the Secretary of the County Election Board.
- When the eScan displays the Ready to Scan screen, close the emergency Ballot box, and continue processing voters.

Invalid Password

If you see a message on the eScan console that indicates an invalid password has been entered:

- Press the button next to **CONTINUE**;
- Enter the password exactly as provided by the Secretary of the County Election Board;
- It may be necessary to press the **RED Poll Worker button** on the back of the eScan **ONE TIME** to begin again;
- If you continue to get an error message, call the County Election Board.



Restarting the eScan

- Press the eScan power switch to the OFF position.
- Wait 30 seconds.
- Press the eScan power switch to the ON position.
- Enter the required password, and press the **ACCEPT** button.
- Leave all tapes that print attached to the eScan.



Power Failure

The eScan has a limited amount of battery power if electrical power is lost.

- Check all power connections to the eScan, including:
 - AC power to rear of eScan.
 - AC power brick and cable connection.
 - AC connection to wall outlet.
 - Surge protector: If using a surge protector with a power switch, make sure it is turned on.
- If all power to the polling facility fails, call the County Election Board to report the power failure.
- **Unplug the eScan from the wall outlet to avoid a power surge to the device when power returns.**
- Have voters use the emergency ballot bin in the eScan Ballot box after the device battery depletes and until power returns.
 - To open the emergency Ballot box, see “Opening the Emergency Ballot Box” below.



Opening the Emergency Ballot Box

- Unlock the emergency Ballot box lock by turning the **ROUND** key counter-clockwise.

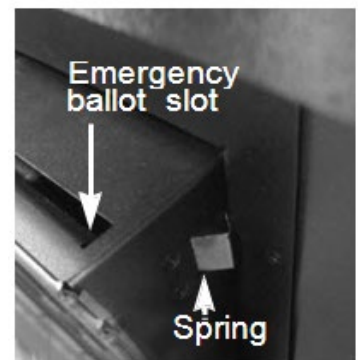


Driving Oklahoma's Elections 2024

- Pull the emergency Ballot box door open with the emergency Ballot box handle. If the door stops after a few inches, continue to pull until it is completely open.



- Close the emergency Ballot box door until the spring is at the entrance.
- Press the spring with your finger so it is flush with the door.



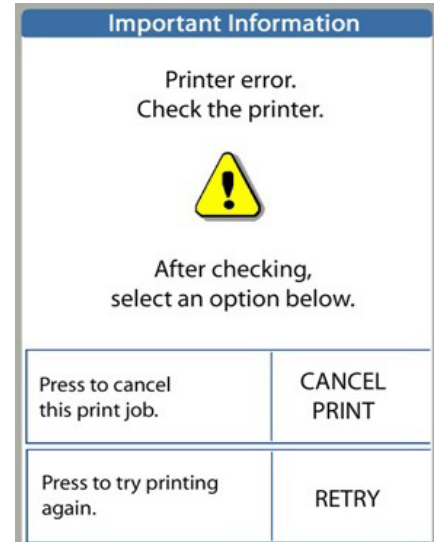
- Close the door slightly so the spring is just inside the Ballot box, leaving the emergency Ballot slot available for ballots.
- Turn the **ROUND** key clockwise to lock the emergency Ballot box door. The lock will slide into an opening just behind the emergency Ballot slot and approximately 2" in width. You may need to work the key slightly to get the lock to catch in the opening.



Driving Oklahoma's Elections 2024

Printer Error

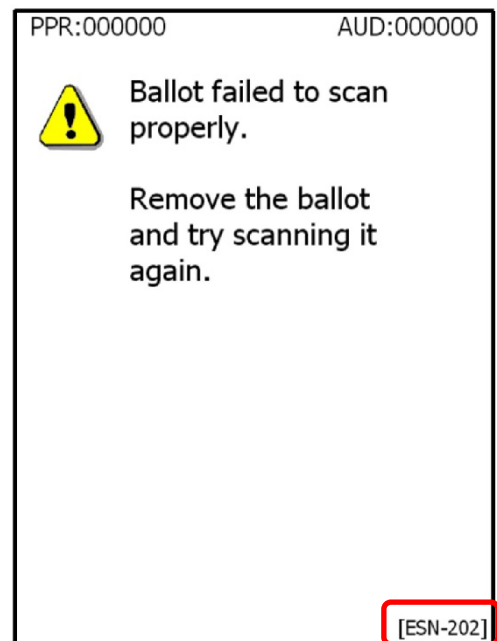
- Open the printer cover.
- Check the paper path:
 - Verify that the paper passes freely through the slot in the printer cover.
 - Verify that the paper is routed under the rubber roller and past the silver shield.
 - Verify that the print feed lever is in the closed position.
- Close the printer cover.
- Press the button next to **RETRY**.
- If the printer error persists, press the button next to **CANCEL PRINT** and call the Secretary of the County Election Board.



Responding to Error Codes

When a problem occurs with an eScan, the console displays an error code in the bottom right corner of the screen.

- Do not remove the ballot until you read the message on the console.
- Find the code number.
- Refer to the Troubleshooting ballot Related Issues on page 91. Follow the instructions for responding to the error code.
- If applicable, re-scan or spoil the ballots.
- Call the County Election Board for assistance, if needed.

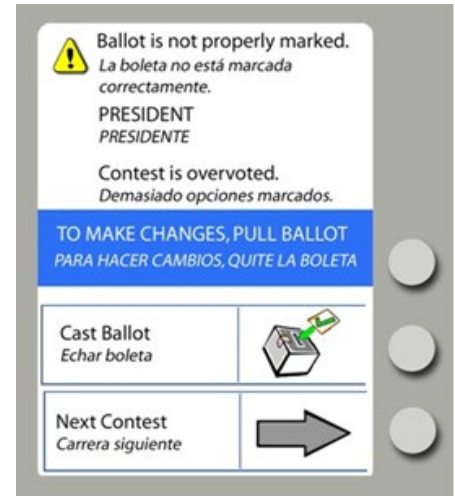


Mismarked Ballot

If a ballot is mismarked, the eScan will reject the ballot. If more than one contest requires attention, the **Inspector** may press the button adjacent to **NEXT CONTEST** to move from one contest to the next.

Overvote – Too many selections marked

- The voter may choose to get a new ballot. Have the voter pull the ballot out of the eScan. Treat the ballot as a spoiled ballot.
- If the voter chooses to cast the ballot as is, the inspector may press the **CAST BALLOTS** button, and the eScan will accept the ballot. All properly marked contests will be counted. The overvoted contests will not be counted.



Blank Ballot – No options are marked on the entire Ballot

- The voter may remove the ballot, mark the ballot, and scan it again.
- The voter may choose to cast a blank ballot. Since no votes have been selected, none will be recorded. The Inspector presses the **CAST BALLOT** button on the eScan console.

Responding to Paper Jams

Do not remove the ballot from the eScan until you have read the message on the console and looked up the error code displayed in the lower right corner of the screen [ESN-###].

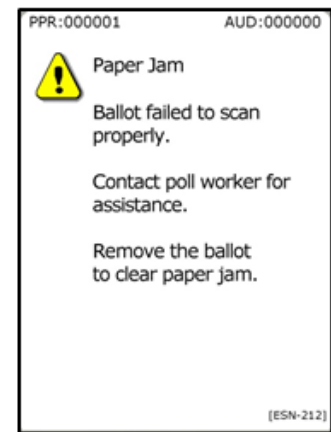
A paper jam may occur when the voter inserts a ballot but does not let go of the ballot when the scanner starts to pull it inside. The ballot is not pulled all the way into the scanner and is not processed. The ballot is visible from the front of the eScan.



Driving Oklahoma's Elections 2024

The following message appears on the eScan console screen:

- **Do not spoil the ballot. Do not issue a new ballot to the voter.**
- Ask the voter to remove the ballot.
- Tell the voter to insert the ballot into the eScan again.
- If the eScan accepts the ballot and displays the "Thank you for voting" message, the ballot is processed and the vote has been recorded.
- The voter may leave the polling place.



Changing the eScan Paper

If the printer paper roll is nearing empty, contact the County Election Board. As the roll nears empty, pink ink will appear on the paper as it prints, indicating low paper.



Printer Error

Check the paper spindle to make sure it is properly seated. Be sure the paper passes freely through the paper slot. Call the County Election Board for other types of errors.

ATI Does Not Play Audio

- Check the headphone connection to the ATI. Make sure the headphones are plugged into the headphone jack.
- If the ATI audio is turned down too low:
 - Press the **ENTER** button twice.
 - Turn the **SELECT** wheel clockwise to increase the volume.
 - Press **ENTER** one time to exit.
- If the audio still does not play, contact the County Election Board.



ATI Audio is Too Fast or Too Slow

- Have the voter press the **HELP** button twice.
- Have the voter press the **NEXT** button to increase the audio speed.
- Or have the voter press the **PREV** button to decrease audio speed.
- Tell the voter to press **ENTER** to exit.

ATI Audio Does Not Start

- Contact the County Election Board for assistance.



Troubleshooting Ballot-Related Issues

Below is a list of ballot-related error codes that may appear on the eScan console screen and possible resolutions for the errors. In many instances, it may be possible to re-scan the ballot. Do not spoil a ballot and issue a new one to the voter unless specifically directed by these instructions or by the County Election Board. Contact the County Election Board for further assistance.

Error Code	Possible Resolution
ESN-200 Ballot failed to scan properly.	Scan the ballot again. If error persists, spoil the ballot and issue the voter a new one.
ESN-201 Ballot failed to scan properly.	Scan the ballot again with the bottom of the ballot inserted first. If error persists, spoil the ballot and issue the voter a new one.
ESN-202 Ballot failed to scan properly. (The ballot is crooked.)	Scan the ballot again, with the bottom of the ballot inserted first.
ESN-203 Ballot failed to scan properly.	Scan the ballot again. If error persists, spoil the ballot and issue the voter a new one.
ESN-204 Ballot failed to scan properly.	Call the County Election Board immediately.
ESN-205 Ballot failed to scan properly.	Call the County Election Board immediately.
ESN-207 Ballot failed to scan properly. (The ballot is a Sample ballot.)	Make sure the voter signed the Precinct Registry and received the appropriate blank ballot from the Clerk.
ESN-208 Ballot failed to scan properly.	Call the County Election Board immediately.
ESN-209 Ballot failed to scan properly.	Call the County Election Board immediately.
ESN-210 Ballot failed to scan properly.	Call the County Election Board immediately.
ESN-211 Ballot failed to scan properly. Multiple feed. (More than one ballot is being scanned at the same time.)	Separate ballots and scan them individually.
ESN-212 Paper jam. Ballot failed to scan properly.	Remove the ballot and insert it again.
ESN-213 Ballot failed to scan properly.	Remove the ballot and insert it again.
ESN-214 Paper jam.	Remove the ballot and insert it again.
ESN-215 Paper jam.	Turn the eScan power off, wait 15 – 20 seconds, and then turn the power back on.
0X32768	Turn the eScan power off, wait 10 – 15 seconds, and then turn the power back on.

Glossary

Abandoned Ballots– An abandoned ballot is a ballot that has been rejected by the eScan and returned back out. In the event the eScan rejects and returns a voter's ballot after the voter leaves the election enclosure, press the Cast Ballot button on the device console to accept the ballot.

Absentee Ballot – An Absentee ballot is a ballot that is provided at a voter's request by the County Election Board to be marked and returned to the County Election Board prior to Election Day. Any voter is eligible to request an Absentee Ballot, but the voter is not required to vote the Absentee Ballot. If a voter brings an Absentee Ballot to the polling place on Election Day, the ballot may not be inserted into the voting device and should be destroyed and placed in the yellow Spoiled and Discarded Ballot bag.

Absentee Ballot Requested – The words "Absentee Ballot Requested" appear in the signature line in the Precinct Registry beside the name of a voter who requested absentee ballots for the election. Follow the instructions in the Judge section on page 32.

Audio Tactile Interface (ATI) – A device attached to the eScan voting device that allows a user to vote without marking a paper ballot. A headphone jack and adaptive devices jack allows the use of headphones and personal adaptive devices supplied by the voter such as sip and puff device and tactile input switches.



Auxiliary Precinct Official – An Auxiliary Precinct Official is an additional election official who may be assigned as a Clerk, Judge, Provisional Voting Officer, or other assigned duties as defined by the Secretary of the County Election Board.

Ballot Issued or Ballot Code – The County Election Board provides a list of codes to be used at the polling place. The codes for the ballot issued to the voter are written in the Ballot Issued column of the Precinct Registry by the Judge and on other forms. See page 31.

Ballot Selfie – A Ballot Selfie is a photo of a marked ballot or an individual holding a marked ballot. It is unlawful to post a Ballot selfie while in the election enclosure.

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Ballot Transfer Cases – The ballot transfer cases are boxes used to transport ballots to and from the County Election Board and the polling place. The Ballot transfer cases are sealed after all ballots (voted and unvoted) have been placed in ballot transfer cases after the polls close.

Clerk – The Clerk is a Precinct Official whose primary responsibility is to work with the ballots and forms related to ballots. The most critical job of the Clerk is to properly issue and record the correct ballots to each voter.

Confirm Address – The words “Confirm Address” may appear in the signature line beside a voter’s name. Confirm Address status effects voters who did not respond to a confirmation mailing, have had a first-class mailing returned as “undeliverable”, those with possible duplicate registration in Oklahoma or another state, or those that have not updated their registration or voted since the second previous general election.

Detail & Tally Report – The Detail & Tally Report is the report printed after the polls close. The report is printed by the voting device when the Print Reports button is pressed after the polls close. Print the number of reports required by the County Election Board. (Hint: Tear the reports off from the printer each time the printer stops before pressing the Print Reports button for the next set of reports.)

Discarded Ballot – A Discarded Ballot is a ballot (marked or unmarked) that is found in a voting booth or other location and was not inserted into the eScan.

Election Enclosure – The Election Enclosure is the area that encompasses the location where the Precinct Officials sit, the eScan is stationed, and the voting booths are set up on Election Day.

Electioneering – Electioneering is advocating for or against a candidate or issue that is on the ballot. Precinct Officials and voters must not talk about their opinions or parties, candidates, or issues while at the polling place on Election Day. Printed materials with campaign ads or articles are not allowed at the polling place. The law prohibits any person from electioneering within 300 feet of the entrance to the polling place while an election is in progress. The law also prohibits any person, except Election Officials and persons who are voting or waiting to vote, from being allowed within 50 feet of the entrance while an election is in progress. The law further prohibits the posting or exposing of any printed material, other than that material provided by the County Election Board, within 300 feet of the entrance while an election is in progress.

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Envelope for Detail and Tally Report – The Envelope for Detail and Tally Report is an envelope provided by the County Election Board to be returned with:

- The first Detail and Tally Report printed after the polls close, which also includes the Zero Printout. All three Precinct Officials sign this report in the space provided.
- Voting Device Key Envelope with keys
- ATI Session Log
- Other items specified by County Election Board

eScan A/T – The eScan A/T is a precinct-based digital scanner that is part of the Hart Voting System. The eScan provides features for scanning paper ballots, as well as an external Audio Tactile Interface (ATI) device for voters with disabilities. The eScan is the voting device used in each polling place.

Inspector – The Inspector is the Precinct Official who picks up the supplies from the County Election Board office to take to the polling place and returns supplies to the County Election Board office at the end of the Election Day; works with the voting device; assists voters and completes necessary documentation. The Inspector's responsibilities include verifying that all procedures are followed correctly in the polling place on Election Day.

Judge – The Judge is the Precinct Official who works with the Precinct Registry and forms related to the Registry; checks proof of identity for every voter; and prepares the Provisional Ballot Voucher for the voter.

Muni – The abbreviation used in the Precinct Registry for Municipality District.

Municipality – A town or city for whom the County Election Board conducts elections.

Nonpartisan Election – A nonpartisan election is an election not limited to or based on political affiliation. Examples of nonpartisan elections are judicial elections, school board elections, and municipal elections.

Overseas Voter – An overseas voter is a United States citizen and resident of Oklahoma who lives outside the territorial limits of the United States who is absent from the United States, or a spouse or dependent of an overseas voter who is 18 years of age or older. The voter does not need to be registered to vote in Oklahoma but must be qualified to register.

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Partisan Election – A partisan election is an election held for registered members of a specific political party. Primary elections and run-off primary elections are examples of partisan elections.

Political Affiliation – The political party or organization with which a voter or candidate claims affiliation is their political affiliation. Those who claim no party affiliation are designated as “Independents.” Those who claim a party or organization not officially recognized in Oklahoma are designated as “Independents.”

Polling Place – A polling place is the physical location designated by the County Election Board for persons registered to vote within a specific geographical area to vote on Election Day.

Pollsters – A Pollster is a person conducting exit polls within 300 feet of the entrance of a polling place as authorized by the Secretary of the County Election Board and of whom the Secretary of the County Election Board has made the Inspector aware.

Precinct – A precinct is a geographical area within a County for official purposes. Counties are divided into precincts to provide a geographic structure for the conduct of elections.

Precinct Registry – A Precinct Registry is a document containing the names and voter registration information for registered voters in a precinct. The Precinct Registry is used on Election Day to verify voter registration and to determine which ballot a voter is eligible to receive. The Precinct Registry is arranged alphabetically in all elections, and is also separated by political affiliation for primary elections.

Proof of Identity – Proof of Identity is a form of personal identification that meets the requirements listed in Oklahoma Statutes. The document shows the name of the person to whom the document was issued and must substantially conform to the name in the Precinct Registry. If the ID has an expiration date, the expiration date must be later than the date of the election. The voter may meet the requirement in **one** of the following ways:

- Photo identification issued by the State of Oklahoma, the United States Government, or a Federally recognized Tribal Government.
- Voter ID card or Temporary ID issued by the County Election Board.
- Provisional Ballot Affidavit. The voter may vote a provisional ballot.

Driving Oklahoma's Elections 2024

Provisional Ballot – A Provisional Ballot is a ballot issued to a voter when there are questions about the voter's eligibility to vote. It is used for a voter who does not provide acceptable proof of identity; who is not listed in the Precinct Registry, but claims to reside within the geographical boundaries of the precinct; who disputes the party, school district, or municipality listed in the Precinct Registry and claims to be registered and eligible to vote in the district; and for the uniformed service and overseas voters. A provisional ballot is not scanned into the voting machine, but is sealed in an envelope with other documents for special handling by the County Election Board to determine if the ballot request is legitimate and if it can be counted.

Provisional Ballots Affidavit – The Provisional Ballot Affidavit is signed by the voter which allows a voter to vote provisionally. The information provided on this Affidavit along with voter registration documents at the County Election Board allows the County Election Board to determine if the voter's ballot will be counted.

Provisional Ballots Bag (orange) – The Provisional Ballot Bag is **bright orange** and is the receptacle containing all provisional voting materials that have been voted. The orange Provisional Ballots Bag is returned to the County Election Board on Election Day after the polls are closed.

Provisional Ballot Materials envelope – The Provisional Ballot Materials envelope is where all provisional voting materials for a specific voter are placed and sealed. The contents of the Ballots Material envelope are:

- Oklahoma Provisional Ballot Affidavit
- Oklahoma Voter Registration Application, if applicable
- Voter's marked ballot, sealed in the Ballot envelope
- Provisional Ballot Voucher

Provisional Ballot Roster – The Provisional Ballot Roster contains names and signatures of persons who voted by provisional ballot at the polling place. Provisional voters do not sign the Precinct Registry. The Provisional Ballot Roster is returned to the County Election Board in the clear side pocket of the orange Provisional Ballot Bag.

Provisional Voting Officer (PVO) – The Provisional Voting Officer (PVO) is the official designated by the County Election Board to work with voters who need to vote provisionally. In most counties and for most elections, the Inspector serves in this capacity.

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Provisional Ballot Voucher – The Provisional Ballot Voucher is a form completed by the Judge for a person that needs to vote provisionally. The information from the Precinct Registry is printed on the voucher. The Judge circles the reason(s) the voter needs to vote provisionally. If the person's name is not listed in the Precinct Registry, the Judge circles "Not in Registry" and records the information provided by the voter.

PVO – An abbreviation for Provisional Voting Officer.

School – The designation in the Precinct Registry for the voter's School District.

Spoiled Ballot – A Spoiled Ballot is a ballot the voter says has been marked incorrectly, cannot be read by the voting device, or is damaged by either the voter or the voting device.

Spoiled and Discarded Ballots bag (bright yellow) – The Spoiled and Discarded Ballots bag is the receptacle containing all spoiled and discarded ballots. The bag should contain:

- Spoiled ballots torn into pieces
- Absentee Ballots brought to the polling place on Election Day that have been torn or cut
- Discarded ballots found in the polling place that have been folded in half.

The Inspector returns the yellow Spoiled and Discarded Ballots bag to the County Election Board on Election Day after the polls are closed.

Substantially Conform – Substantially conform means to match. A voter's name on the proof of identity must "match" the voter's name in MESA or the Precinct Registry. For example, Stephen Robert Jones may appear on the registry as Bobby Jones. Common, generally recognized shortenings or abbreviations of a first or middle name are acceptable.

TC – The abbreviation used for the Technology Center School District in the Precinct Registry.

Uniformed Services Voter – A Uniformed Services Voter is a United States citizen and resident of Oklahoma **who** is a member of one of the uniformed services of the United States, of the Merchant Marines, a deployed member of the Oklahoma National Guard, or the spouse or dependent of such voter who is 18 years of age or older. The voter does not have to be registered to vote but must be qualified to register.

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US/OV – An abbreviation for a Uniformed Services or Overseas Voter.

Voter Assistance - Some voters are entitled to special assistance while voting. Special procedures are in place for physically disabled or infirm voters to vote outside the polling place, and special assistance is provided to blind or visually disabled, physically disabled, or illiterate voters inside the voting enclosure. All voters are entitled to use the Audio Tactile Interface (ATI) component of the voting device. The ATI provides an audio version of the ballots available at the polling place and a mechanical method to navigate the ballot, make selections, and to cast the voted ballot.

Voting Device – The Voting Device is the machine where voters insert marked ballots. The device scans paper ballots and counts the votes. Voters may also vote by listening to an audio ballot allowing the voter to make selections through an electronic interface.

Watcher – A Watcher is a person commissioned by a candidate or a political party to **watch** the voting device used in the precinct. If a Watcher is authorized for a polling place, the Secretary of the County Election Board will inform the Inspector. Watchers must follow specific rules.

Zero Report – The Zero Report is a report printed by the voting device when opening the polls. The report lists all races and shows that the beginning vote count is zero (0) for each race. Precinct Officials **are not required** to sign the zero tape at the top portion.

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Emergency Procedures

CONTACT YOUR COUNTY ELECTION BOARD TO APPRISE THEM OF THE SITUATION AND TO RECEIVE INSTRUCTIONS.

AN EMERGENCY IS, BY DEFINITION, AN UNFORESEEN OCCURRENCE THAT REQUIRES IMMEDIATE RESPONSE.

In the event of an emergency:

- **Stay calm and assess the situation.**
- **Determine if anyone inside the election enclosure or the polling place are in immediate danger.**

If the building must be evacuated:

- First and foremost, ensure the safety of human beings – voters, poll workers, and any others in voting enclosure.
- Alert the appropriate emergency and law enforcement personnel of the situation.
- If time and conditions permit, the essential election supplies which should be removed from the polling place are:
 - Precinct Registry
 - Ballots – voted and unvoted
 - eScan voting device and Ballot Box
 - Other supplies and materials should be removed only if they can be saved without risk

IMPORTANT CONTACT INFORMATION

Precinct No. _____

County Election Board: (____) _____

Alternate number: (____) _____

9-1-1

Polling Place Office: (____) _____

Polling Place Name: _____

Polling Place Address: _____

Polling Place Contact: _____

Contact Number: (____) _____

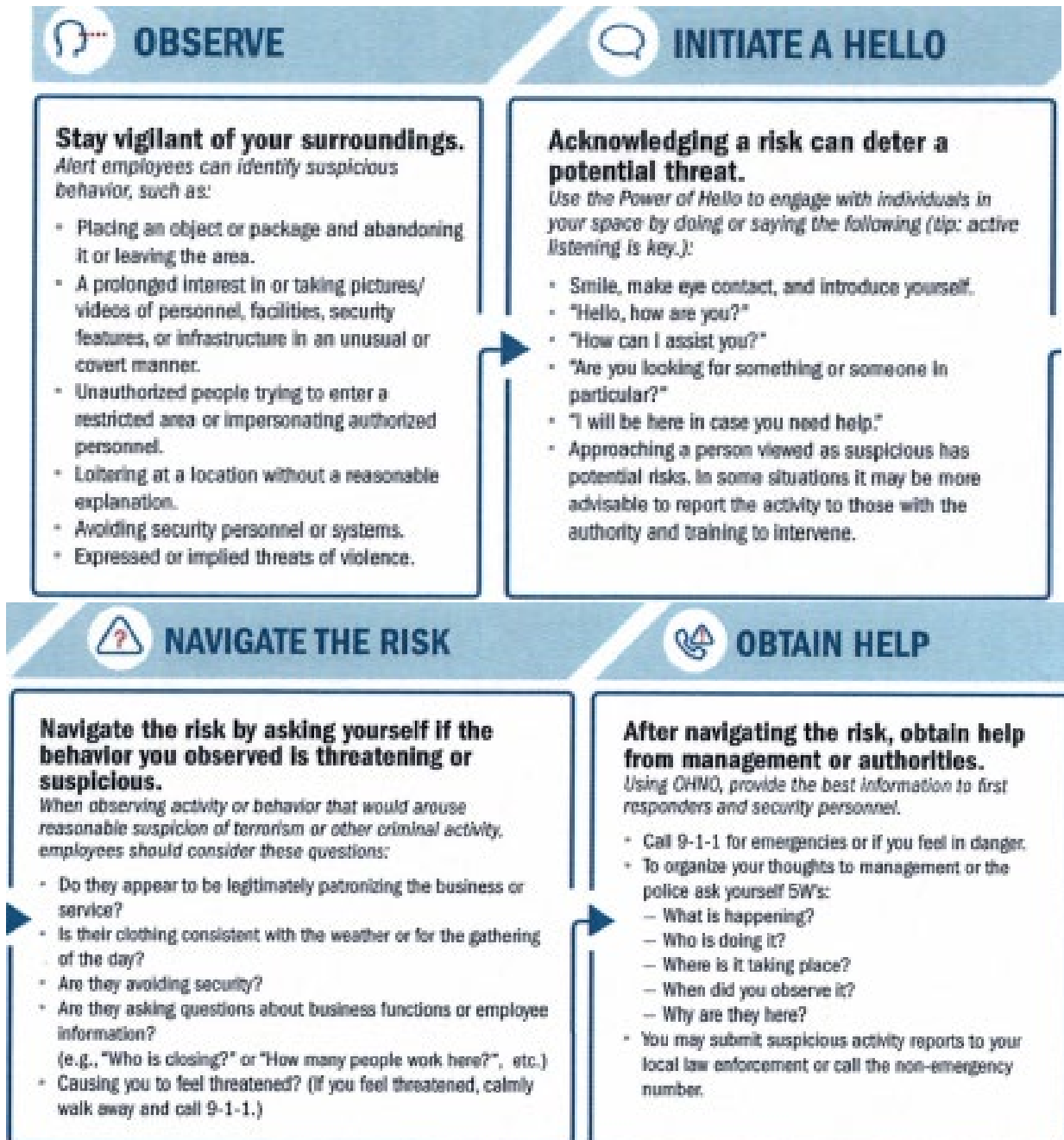
Special Instructions: _____

It is far better to risk the results of the election being contested than it is to risk a life or personal injury. While everyone in the election system wants the very best elections possible, never put yourself or others at risk in an emergency situation.

Recognizing Suspicious Behavior

Used effectively, the right words can be a powerful tool. Simply saying “Hello” can prompt a casual conversation with unknown individuals and help you determine why they are there. **The OHNO approach-**

- **O**bserve
- **I**nitiate a **H**ello
- **N**avigate the Risk
- **O**btain Help



RECOGNIZE THE SIGNS OF TERRORISM-RELATED SUSPICIOUS ACTIVITY



Public safety is everyone's responsibility. When keeping an eye out for suspicious activity, remember the 5Ws:



SEVERE WEATHER

Response Steps

- **Contact the County Election Board before acting**
(_____) _____
- **When safe, secure ballots and voting equipment**
- **Time permitting, evacuate to a safer location**
- **If unable to evacuate, take shelter under a stable, heavy object**
- **Stay away from power sources, power lines, phone lines, gas lines, and windows**
- **Follow directions of emergency response personnel**



Fire/Fire Alarm



Response Steps

- **Dial 9-1-1**
- **Notify County Election Board, if able, at:**

(_____) _____
- **Usher voters to evacuation route**
- **If safe, secure ballots and voting equipment**
- **Proceed to designated assembly location**
- **Take a head count - take note of and report any missing people to emergency personnel**

Violent Incident

Response Steps

When or if it is safe to do so:

- Call **9-1-1**.
- Record in *Notes to Secretary* and report incident details to the County Election Board at (____) _____
- Secure ballots and voting equipment
- Evacuate the polling place, if necessary



For active shooter,
terrorist attack,
or workplace
violence:

RUN
HIDE
FIGHT

For a bomb threat or a suspicious object:
Keep everyone away from the object.