

ELECTION DAY

Prohibited for Workers

It is essential that poll workers conduct themselves in a non-political manner. Therefore, **the following is prohibited while serving as a poll worker** on Election Day:

- Speaking for or against any party, candidate, or issue – even in a joking way – regardless of whether or not it is actually on the ballot;
- Wearing any campaign paraphernalia;
- Giving advice on who to vote for or what to vote for to anyone, even if you are asked by a voter;
- Answering a voter's questions, unless you are 100% certain you are correct. Otherwise please refer them to the Judge of Election.

Poll Watchers

➤ **What is a poll watcher's function?**

Poll watchers are appointed by candidates or political parties to “watch” the election proceedings on Election Day in the interest of the candidates they represent. They are **not permitted to interfere** with the election workers **nor** are they permitted to intimidate or solicit the voters in any way. They are **not** permitted to wear or bring any campaign material inside the polling place.

➤ **Are poll watchers allowed to inspect the Numbered List of Voters?**

Yes – only upon request, in the presence of the Judge of Elections and only during intervals when no voters are present.

➤ **Can a watcher serve in a district other than the one in which they are registered to vote?**

Yes – a watcher may serve in a district other than they are registered and they may watch in different districts during Election Day.

➤ **Does a poll watcher have to provide some form of identification?**

Yes – each watcher shall be provided with a certificate from the County Election office stating their name and the name of the candidate, party or political body they represent. Upon arrival at the polling place the watcher must present their certificate to the Judge of Elections.

Commonwealth of Pennsylvania
County of York
Watcher's Certificate

This will certify that _____ residing
at _____ has been regularly appointed as a WATCHER
for the _____ District of _____ (City, Boro, Twp.)
by _____, candidate for _____ office
or by _____, Chairperson of the _____ party
to serve at the General Election to be held on the 3rd day of November, 2020.

Witness our hands and official seal. County Board of Elections



NOTE: Each candidate may appoint two Watchers of each district where he/she is on the ballot. Each Political party and each political body is entitled to three Watchers, but no candidate, party or Political body shall be represented by more than one Watcher in the same voting room at any one time. Watchers are required to show their certificate when requested to do so.

This is why the local election board does NOT take the watcher’s certificate – they verify that the watcher is qualified to watch at that poll location by asking to see the certificate, then return the certificate to the poll watcher.

However; a poll watcher **must be a qualified registered voter of the county** in which they are serving as a watcher.

➤ **Who appoints the poll watchers?**

A poll watcher is appointed by a candidate, political party or political body. Each **candidate** is entitled to **appoint two watchers** in each election district in which such candidate is voted for. However, all watchers so appointed can serve in different districts. Each **political party** and each **political body** which have nominated candidates in accordance with the law **shall be entitled to three watchers.**

➤ **Is a watcher permitted to remain inside the polling place after it closes?**

Yes – after the close of the polls and while the votes are being tallied, all watchers shall be permitted to be in the polling place outside the enclosed space. Watchers are permitted to obtain totals from the results tapes once they are printed, plus the results are posted on the door of the polling place.

➤ **How many watchers are permitted inside the polling places?**

Only one watcher for each candidate, party, or political body (at general, municipal or special elections) shall be allowed to remain in the polling place **at any one time** prior to the close of the polls.

Poll watchers are not to approach the voters inside the polling place.

If a poll watcher has questions or concerns while inside the poll, they must address such to the Judge of Elections. If there is an issue in resolving the question/concern, the Judge of Elections should immediately contact the Election Office 717-771-9604.

Opening the Polls

- Poll workers must be at the polls by 6 A.M.
- Check the labels on all your voting equipment to ensure proper delivery has been made.
- The Judge of Elections will unlock and open the election bag in the presence of all poll workers.
- Minority Inspector swears in the Judge of Election (JOE).
- The Judge of Elections will then administer the oath to all poll workers and assign duties.
- Check contents of election bag
- Call the Election Office at 717-771-9604 about any vacancies (no-show workers) on the board. Refer to “Filling Vacancies on the Election Board” section of the Election Day Digest.
- Review set-up in polling area and prepare voting machines.
- An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html>

Post the following in a conspicuous location in the polling place.

- Zero Report from Scan
- (5) Sample Ballots
- (3) Notice of Voter’s Rights
- Provisional Voting Instructions
- Election News (English & Spanish)
- (3) Notice of Prohibitions & Penalties
- Summary of Voter Registration and Voting Procedures
- Plain English & Spanish Statements for Ballot Questions, if applicable
- (3) Individual’s Rights Under Federal Law (English and Spanish)
- (3) General Information re: Voting Rights (English and Spanish)

Judges may receive additional materials in their Supply Bag prior to Election Day

Setting Up the Voting Equipment

PART I: ImageCast Precinct (ICP – Scanner)

1. Roll unit to scanning location near wall and power source in poll and lock wheels.
2. Remove **RED** seals from front & back of cover. Record seal #'s on front of statement sheet.
3. Unlock both sides of cover with small notched key on the judge lanyard.
4. Remove cover and store in safe location.
5. Break and remove **RED** seal on Ballot Box Door & record seal # on front of statement. Remove all packs of wrapped blank ballots from the ballot storage area and keep in a secure place until needed. Record the total number of ballots received on Statement Sheet (provided in packs of 50). Close door and put new **RED** seal on door. (No need to record new seal)
6. Uncoil power cord from power cord storage area on back of unit.
7. Plug ICP Scanner into outlet - unit will turn on automatically – there is NO power switch.
8. When prompted, firmly press security key against the security keypad on top of ICP and hold it there firmly until screen says accepted. If you get an error message, lift off and try again.
9. Enter your **8-digit** password – then press **ENTER**. Password is on card on your lanyard.
10. Next screen will ask if time is correct – press **YES**.
11. Next screen is the Administrative Menu and you select **OPEN POLL** button located at the bottom of the screen.
12. Next screen is the Zero Report – you select **ZERO**. Check to make sure Ballots Cast counter at the bottom of the screen is 0 (Zero). If not, call Elections Office **immediately**.
13. After pressing zero, the unit will automatically print (1) Zero Report. **After it prints, tear off the report** and put it in Envelope C.
14. Next screen will ask if you want more copies – you select NO.
15. Next screen shows SYSTEM READY – you are ready to scan ballots.
16. Repeat for additional scanners, as needed. **YOU MUST OPEN ALL SCANNERS.**



PART II: Set Up the ImageCast X (ICX – ADA) unit

You must set up ADA unit to comply with Federal Law.

1. Roll unit to location near wall and power source in poll and lock wheels.
2. At rear of unit, unwind power cord, plug into an outlet and ensure all power plugs are connected.
3. Locate and remove **RED** seal on the “Power” access door opposite the screen.
4. Inside the power access door, locate and press the black power button with the white dot on it.
5. After the ICX starts up, reseal the “Power” access door with a **BLUE** seal.
6. Unlock the printer storage door on the cart and make sure printer is turned on. (power button glowing white)
7. To access the Poll Worker menu, insert your Poll Worker card on your lanyard (chip facing down) into the yellow card reader located at the bottom of the ICX.
8. Enter your 8-digit password (located on judge lanyard) to access the poll worker menu.
9. After the poll administration screen comes up, make sure both AVS Controller and Manual Session Activation boxes are checked. Verify public counter is zero. If not, call the Elections Office **immediately**.
10. Your precinct is pre-selected at the top of the menu. Verify that it matches the precinct listed on the label in the top right-hand corner of the tablet.
11. Tap OPEN POLL.
12. A confirmation dialog appears – tap YES. If you receive an error message about printer, tap OPEN POLL again.
13. Remove Poll Worker card.
14. Unit is ready for use.



- An online training video is available at: <https://yorkcountypa.gov/voting-elections/poll-worker-training.html>

Numbered List of Voters

- Voters names must be recorded on the Numbered List of Voters UNLESS they are voting by provisional ballot. Voters are added AFTER signing poll book.
- Do not skip lines. If a correction must be made, draw a line through the incorrect entry and write the correct information above.
- The number of names on the Numbered List of Voters should match the number of votes cast on the ICP Precinct Tabulator unless a voter leaves without voting.
- As often as possible, check the total number of ballots case on the precinct tabulator and compare it with the number of names recorded on the Numbered List of Voters to be sure they match.
- Don't forget to put the voter number from the List in the space provided in the poll book.
- PRIMARY only: must put (D) or (R) in block to the right of each name and keep count of D&R for statement sheet.

List of Voters		List of Voters		List of Voters	
1		26		51	
2		27		52	
3		28		53	
4		29		54	
5		30		55	
6		31		56	
7		32		57	
8		33		58	
9		34		59	
10		35		60	
11		36		61	
12		37		62	
13		38		63	
14		39		64	
15		40		65	
16		41		66	
17		42		67	
18		43		68	
19		44		69	
20		45		70	
21		46		71	
22		47		72	
23		48		73	
24		49		74	
25		50		75	

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