



SO, YOU'RE THE JOE – NOW WHAT?

JOE EXPECTATIONS

- You are the public face of Delco Elections
- Dress appropriately: neat, comfortable & non-partisan
- Maintain professionalism with voters, the board, greeters & watchers
- Lead by example & support your team
- Arrive on time & ready to go
- Remain onsite for the entire day: 6:00AM to until paperwork is complete (9:00PMish)
- Be prepared & follow all procedures & when in doubt, call the Poll Worker Hotline
- Exude confidence in the system

CORE RESPONSIBILITIES

- Pick up materials
- Open polls on time
- Oversee poll workers, the constable, greeters, voters & poll watchers
- Ensure legal voting procedures
- Resolve issues calmly
- Close polls & return materials securely

Materials Picked up



Materials Dropped Off



TEAMWORK



JUDGE OF
ELECTION
(JOE)



MAJORITY
INSPECTOR
& MINORITY
INSPECTOR



CLERK



MACHINE
OPERATOR



CONSTABLE
(IF AVAILABLE)



GREETER



WATCHER

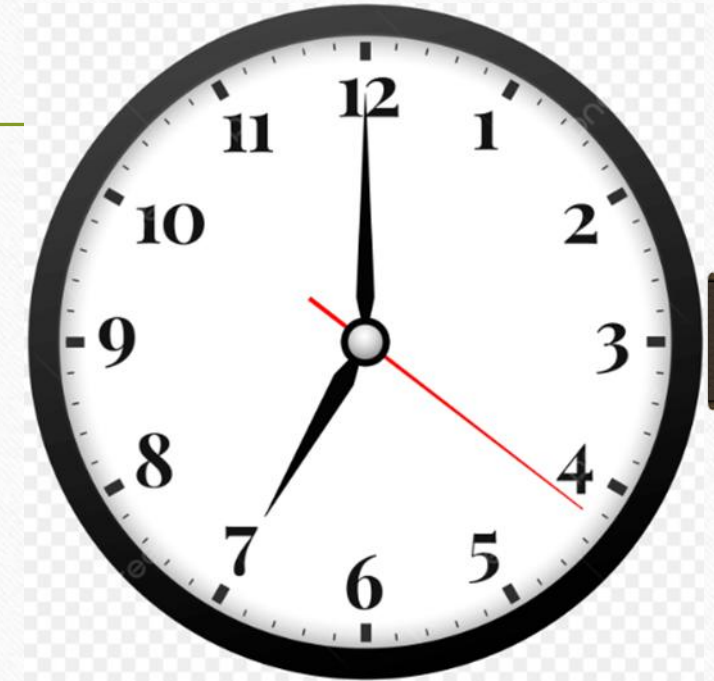
POLL WATCHERS, GREETERS & CANDIDATES

- Must present certificate with the raised seal to JOE
- Familiarize yourself with rules in your guide
- May be present during set up, voting hours & closing
- May observe within legal limits
- Questions go to JOE
- May take photos of Numbered List
- May not interfere with voters or touch equipment
- Call the Poll Worker Hotline if disputes arise
- Candidates & Greeters & Police – can only be in precinct when voting

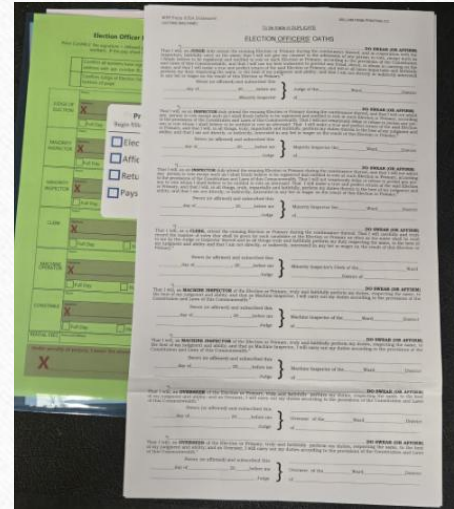


TIMELINE

- Communicate with your board
- Contact Polling Location & confirm details
- JOE kit pick up Saturday, 10/31 in Media – Review & organize paperwork
- 6:00AM Arrival/Set up
- 7:00AM Polls/Doors Open
- 7:00AM – 8:00PM Voters Voting
- 8:00PM Polls/Doors Close
- Paperwork & Packing Up
- Return Election Day Supplies to Media

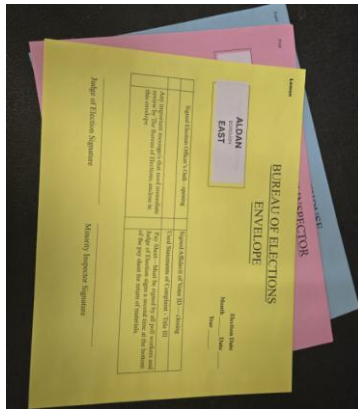
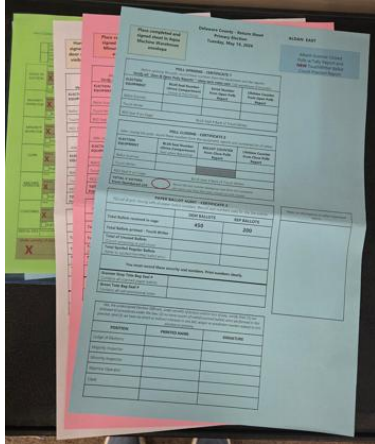


ARRIVAL CHECKLIST



- Access Room
- Confirm your staff
- Take & sign Election Officers Oath & Affirmation of Voter ID
- Set guidelines with the outside Greeters & Poll Watchers
- Assign Tasks
- Plan setup & move furniture
- Unlock Equipment Cage & review contents
- Set up Touch Writer & scanner
- Set up the Poll Pad/Check in Table
- Set up precinct table, a JOE station & ballot marking area
- Post All Sample Ballots & other notices
- Complete paperwork

AM PAPERWORK



- Election Officers' Oath & Affidavit of Voter ID
- Lemon Pay Sheet
- Equipment Manifest Sheet (in cage)
- 3 Return Envelopes
- 3 Return Sheets
- Confirm & record seal #s
- Zero & Open Polls Reports
- Ballot Counts

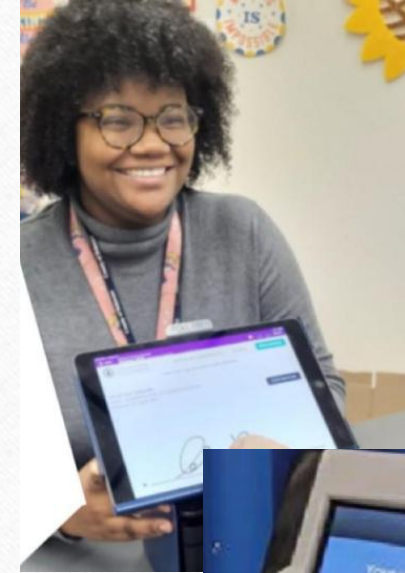
EQUIPMENT



- POLL PAD
 - Lists all 413,000+ Delco voters
 - Consistent directions & voter treatment
 - Checks in Voter ONLY
- SCANNER - digital scanner for marked paper ballots that records the voters' choices
- TOUCH WRITER – ADA required ballot marking device & prints all Provisional ballots
- The Scanner & Touch Writer cannot connect to the internet.
- Watch the video on our Poll Worker Resources page
- All of Delco's equipment is checked prior to every election for functionality & accuracy.

STANDARD VOTER PROCESS

- Greet voter
- Ask for voter name & use Rule of 3's to search their name
- Ask for their address & birthdate
- Voter signs Poll Pad
- Voter takes ticket to Precinct table for ballot
- Verify voter is at the correct precinct
- Announce Voter's name & add to the Numbered list
- Voter marks the ballot & scans it
- Voter trades pen for "I Voted" sticker



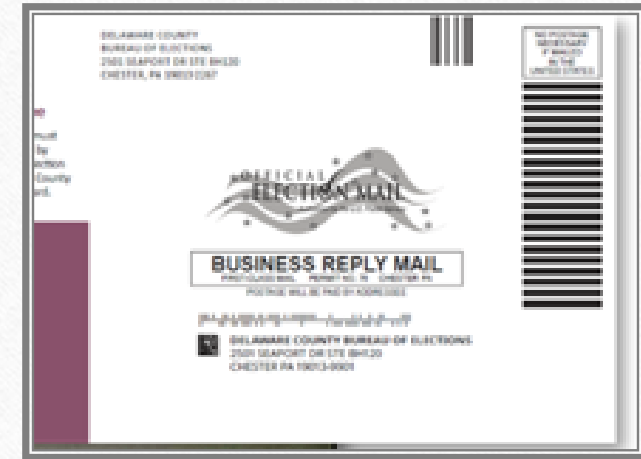


ID REQUIREMENTS

- ONLY 1st time voters in your precinct must show ID
- Approved photo & non-photo IDs are listed on the Poll Pad
- If no ID, voter votes provisionally
- Do NOT request ID, if not listed on the Poll Pad
- Bring a bell or noisemaker to celebrate 1st time voters

MAIL BALLOT VOTERS

- If the voter has their mail ballot & their personalized purple striped envelope, they may return it & vote a regular ballot.
- If they do not have either piece, they must vote provisionally
- If their mail ballot was returned to Delco, they cannot vote. If insistent, they may vote provisionally.

The image shows a 'Voter's Declaration to Return Mail Ballot' form. It contains a paragraph where the voter declares they are a qualified registered elector who has obtained an absentee ballot or mail-in ballot, and that instead of returning it, they are returning a regular ballot. Below the declaration, there are fields for the voter's name, address, and signature. At the bottom, there is a line for the judge of election's signature and printed name. The form is titled 'Voter's Declaration to Return Mail Ballot' and has a date field for 'Date'.

INACTIVE VOTERS or WRONG ADDRESS

- Inactive voters complete the AFFIRMATION OF ELECTOR form
 - Any poll worker may sign this form
 - Elector = Voter
 - ID is NOT required
- If voter's address is wrong or changed:
 - Call Voter Reg
 - Or complete yellow form
 - Or Scan QR code to update



AFFIRMATION OF ELECTOR

You are in the polling place when an elector has changed address and has failed to notify the commission or when registration records incorrectly indicate that an elector has changed address.

City, Borough or Township _____ Ward _____ Precinct _____

Please complete either Part A or Part B of this form, whichever is applicable, sign and date Part C of this form before the election official.

A. Change of address.

If you have changed address, please check one of the following boxes and list your new address:

☐ I will reside in the same county and in the area covered by this polling place and wish to vote here.

☐ I will reside in the same county but in an area covered by a different polling place and wish to vote at this polling place for the first time.

☐ I now reside in a different county and wish to vote here for the first time. Please transfer my registration to _____ County.

☐ I have moved out of the state and am voting here for the first time. I will re-register in my new area.

New address: _____ Previous address: _____

B. If you have not changed your address, please check the following box:

☐ I have not changed my residence and wish to remain registered to vote in this county.

C. Affirmation

I hereby swear or affirm that the information that appears above is true and correct to the best of my knowledge under penalty of perjury.

Signature of Elector _____ Date _____

Print Your Name _____ Date of Birth _____

On the above date, the above elector came before me and affirmed the information contained herein to be true and correct.

NAME NOT FOUND

- After the Poll Pad operator has exhausted all options searching for a voter, you will call Voter Reg with the voter.
- If Voter Reg, verifies they're a registered Delco voter, use the Authorization # to complete a Blank poll page entry & they can vote normally.
- If Voter Reg, can't verify they're registered – they may vote provisionally

Blank Poll Book Pages

DO NOT USE WITHOUT AUTHORIZATION # FROM VOTER REGISTRATION
PLEASE CALL VOTER REGISTRATION 610-691-4650

ALDAN BOROUGH

Eastern Precinct

0100000E-1

Delaware County General Election November 4, 2025 ALDAN PRECINCT EAST

Voter #	Name	Address	City	State	Zip	Party	Date of Birth	Authorization # given by Voter Reg Clerk
101 JL	Jane Voter	123 Main St	MILBIA	PA	19063	Other	1/1/20	123 123 123
Voter #	Name	Address	City	State	Zip	Party	Date of Birth	Authorization # given by Voter Reg Clerk
Imp. Int								
Voter #	Name	Address	City	State	Zip	Party	Date of Birth	Authorization # given by Voter Reg Clerk
Imp. Int								
Voter #	Name	Address	City	State	Zip	Party	Date of Birth	Authorization # given by Voter Reg Clerk
Imp. Int								
Voter #	Name	Address	City	State	Zip	Party	Date of Birth	Authorization # given by Voter Reg Clerk
Imp. Int								

Entries on this page MUST FIRST RECEIVE AUTHORIZATION from Voter Registration (610) 691-4650.

SPOILED & ABANDONED BALLOTS

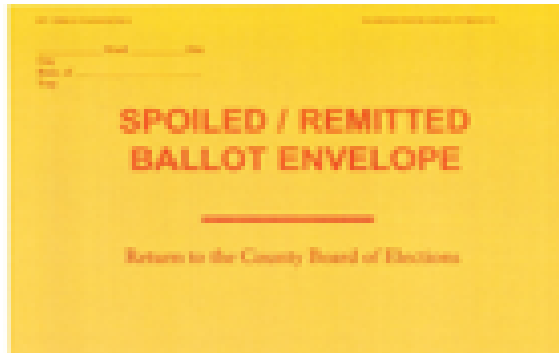
DELAWARE COUNTY
BUREAU OF ELECTIONS
SPOILED / REMITTED BALLOT ENVELOPE

Reason Spoiled: Overvote or Mismarked

Spoiled By: Poll Worker Name

OVERVOTE
RIPPED

JOE JUDGE
MAX MAJORITY



- Reasons for Spoiling: Overvoted, marked incorrectly or wrong precinct
- Verify voter is spoiling the ballot in the correct precinct
- Replacement ballot must be correct precinct
- Do not scan abandoned ballots

[illegible][illegible]

DO COMPLETE: When you need assistance for the first time.

DON'T COMPLETE: When you *continue* already listed in Profiles (or Past Books)

Declaration of the Name of Assistance to Visit

I, _____
(first name of donor who needs assistance)

of _____, _____, _____
(address of donor who needs assistance) (State, County, Zip Code)

by reason of _____
(reason that donor needs assistance, such as listed)

I am unable to visit without the Assistance of _____
(Name and phone giving assistance)

of _____
(Address of person giving assistance) (Street, City, or person giving assistance)

Signature or mark of donor _____

Visitor's Date of Birth _____ Today's Date _____

☐ Check for permanent listing ☐ Check if temporary condition

WITNESSED BY:

Signature of witness _____

Signature of Judge of Churches _____

Visiting Protocol _____

Remarks to receive assistance:

- Hearing impaired
- Literacy (misreading) issues
- Language
- Physically disabled
- Visually impaired
- Misinformation

- For voters with the Orange Assistance Requested Bar on their record, **ONLY** add their name to the log.
- For a voter receiving aid & not registered as such, complete **BOTH** the pink Assistance Form & log.
- Watch for voters telling others how to vote & gently remind them that each voter must vote independently & privately.
- As JOE, you may not help.
- The law is people can vote unless a judge has ruled they can't. A disability alone doesn't take away that right.
- What isn't assistance? Basic accommodations like using the Touch Writer or our magnifying glass or explaining how to complete a ballot is not assistance.
- What is assistance? Cannot read or mark their ballot independently.

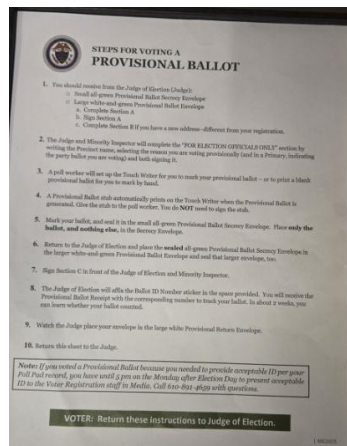
PROVISIONAL BALLOTS

Use when:

- Eligibility cannot be confirmed
- Mail ballot conflict
- ID issue when required
- Wrong polling place
- As tool to appease a disgruntled voter

Steps:

- Check in voter on the Poll Pad
- Follow the pictographs in guide
- Review directions with the voter
- Provisional ballots are printed on the Touch Writer & not scanned
- Remember to check off the reason
- You & the MNI sign the envelope
- Place in the White Provisional Voting Return Envelope



Provisional Ballot / Papeleta electoral provisional

COMPLETE BEFORE YOU VOTE YOUR BALLOT:
You will complete and sign the white and green ballot envelope. **DO NOT** attach labels.

Section A: Voter Affirmation

First Name: _____ Place Number: _____
Last Name: _____
Date of Birth: _____
Date of Birth (when registered to vote): _____
City: _____
Precinct: _____
County: _____

I do solemnly swear or affirm that my name and date of birth are as I have stated above, that at the time registered to vote at the address I have listed above in the Commonwealth of Pennsylvania, and that this is the only ballot I have voted in this election.

Voter Signature ID

Signature of the Judge of Election: _____
Signature of the Minority Inspector: _____

Section B: Voter's Current Address
You complete this section in addition to the white and green ballot envelope and follow instructions on Section C and Public Instructions.

Address: _____
City: _____
State: _____

COMPLETE AFTER YOU VOTE YOUR BALLOT:
You will complete and sign the white and green ballot envelope.

Section C: Voter Signature ID

FOR ELECTION OFFICIALS ONLY:
All entries must be completed up to the white line. **DO NOT** write for voter marks.

Precinct:
Reason for provisional ballot check off that apply:
☐ Voter has moved but ballot
☐ Ballot is from a different precinct
☐ Ballot is from a different county
☐ Ballot is from a different state
☐ Ballot is from a different country
☐ Ballot is from a different territory
☐ Ballot is from a different district
☐ Ballot is from a different state
☐ Ballot is from a different country
☐ Ballot is from a different territory
☐ Ballot is from a different district

Ballot IDW Sticker

Voter's Receipt

Checked in the Wrong Voter

Voter is at the Wrong Location

Voter is Challenged

Form No. 100-1000
 10-1-78

Michigan State Board of Elections, Lansing, Mich.

CHALLENGES ELECTOR'S AFFIDAVIT

The following affidavit is to be executed by an elector who is challenged with respect to his eligibility to vote in the election, or by an elector challenged by the failure of other electors of the election to vote.

COMMISSIONER OF THE STATE OF MICHIGAN, } S.S.

I, _____, being duly sworn, depose and say: That I am a resident of the Commonwealth of Michigan; that I presently reside at or up to _____

_____ and have been so since _____; that I am not a member of the _____

_____ and have not been since _____; that I am not a member of the _____

_____ and have not been since _____; that I am not a member of the _____

_____ and have not been since _____; that I am not a member of the _____

_____ and have not been since _____; that I am not a member of the _____

_____ and have not been since _____; that I am not a member of the _____

_____ and have not been since _____; that I am not a member of the _____

SUPPORTING AFFIDAVIT

The following supporting affidavit is to be executed by another qualified elector of the election to join in the challenge or to elect, or to testify to facts pertinent to the matter.

COMMISSIONER OF THE STATE OF MICHIGAN, } S.S.

I, _____, being duly sworn, depose and say: That I reside at _____

_____ and have been so since _____; that I am not a member of the _____

_____ and have not been since _____; that I am not a member of the _____

_____ and have not been since _____; that I am not a member of the _____

_____ and have not been since _____; that I am not a member of the _____

_____ and have not been since _____; that I am not a member of the _____

_____ and have not been since _____; that I am not a member of the _____

MANAGING THE TEAM

1

ROTATE
BREAKS

2

ROTATE
TASKS

3

ENCOURAGE
TEAMWORK

4

TRACK ISSUES
DURING THE
DAY

5

THANK
EVERYONE
OFTEN

Customer Service Skills

- Greet everyone respectfully



- Stay neutral and calm



- Listen first



- Solve quietly and efficiently



- Never argue



HANDLING DIFFICULT SITUATIONS



**EQUIPMENT OR
POLLING PLACE
ISSUES:** CALL THE
VOTING
MACHINE
WAREHOUSE



**POLL PAD
ISSUES:** CALL THE
POLL WORKER
HOTLINE



**DISRUPTIVE
VOTER:** DE-
ESCALATE &
CALL THE
HOTLINE,
CONSTABLE OR
911



POWER OUTAGE:
CALL THE
WAREHOUSE &
PECO – ALLOW
VOTING TO
CONTINUE



EVACUATION:
SAFETY 1ST, IF
ABLE GRAB #’D
LIST & POLL PAD
TABLET, CALL 911,
ACCOUNT FOR
YOUR BOARD &
CALL HOTLINE
WHEN SAFE

CLOSING THE POLLS

- Polls close at 8:00PM – anyone in line at 8:00PM may vote
- Assign tasks & sign everything including the Return Sheet Oath
- Close the Equipment per the guide (watch the video)
- Verify you have printed all totals tapes before powering off the equipment
- Secure the ballots & vDrives
- Complete Return Sheets & all envelopes (use their checklists)
- Pack out everything packed in – in its proper place
- Display the white Return Sheet where it can be seen by the public

PM PAPERWORK

WPP - 151 DELAWARE 7, 2024.3 ©

PROVISIONAL VOTING RETURN ENVELOPE

#1 MATERIALS TO INSERT IN THIS ENVELOPE
Place all voted Provisional Ballot envelopes as well as all Spoiled ballots in this envelope

* Count of Voted Provisional Ballots in this envelope 0
* Count of Spoiled Provisional Ballots in this envelope 0
* Total Provisional Ballots printed (voted + spoiled) 0

Seal this envelope and store in the Green tote for return to the Board of Elections
Seal the Green tote using the security seal
Record the security seal number on all three(3) Return Sheets

#2 FOR THE JUDGE OF ELECTION
1. Enclose all voted and spoiled Provisional Ballots inside this envelope
2. Enclose Touch Writer Ballot Count Report
3. Judge of Elections along with Minority Inspector, review the completed Provisional materials associated with voted and spoiled Provisional ballots enclosed in this envelope.

I, hereby swear, in accordance with Pennsylvania Election Code, that the information provided in this section is accurate and complete.

Judge of Election Print Name: CLIFFORD J. SMITH Minority Inspector Print Name: LEONARD W. HENRIK
Judge of Election Signature: [Signature] Minority Inspector Signature: [Signature]

#3 PERSON WHO RETURNS ELECTION NIGHT SUPPLIES
1. Individual who returns the Provisional Ballots to the Election Board must print and sign below

Print: CLIFFORD J. SMITH Sign: [Signature]
(Individual's Full Name) (Individual's Full Name)

CHESTER CITY
2-2

- Provisional Voting Return Envelope
- 3 Return Envelopes – tapes & seals
- 3 Return Sheets
 - Confirm & record seal #s
 - Close Polls Reports
 - Paper Ballot Counts
 - Confirm Scanner Count = #’d List of Voters

RETURNING MATERIALS

- Seal the Green Tote with the Provisional Ballots & Poll Pad tablet
- Seal the Gray Ballot Bag with the sealed vDrive envelope in the plastic sleeve
- Maintain chain of custody
- Deliver to Media promptly
- 1 Person per precinct & wear the ID tag

Federal Troops at Polling Places? Highly Unlikely.

Federal law places strong limits on bringing troops or armed federal personnel to polling places.



18 U.S.C. § 592

Generally prohibits federal officials from ordering or keeping troops or armed personnel at a general or special election, with a narrow statutory exception.



52 U.S.C. § 10102

Bars Army, Navy and Air Force officers from interfering with the freedom of an election or a voter's free exercise of the right to vote.



Bottom line: Poll workers should not expect federal troops to appear at their polling place.

If an Issue Arises at Your Polling Place

STAY CALM | FOLLOW PROCEDURES | KEEP VOTERS FIRST



Inform any persons who are disrupting the polling place to leave.

Do NOT debate legal authority – document what happened and report it to the Poll Worker Hotline.



Keep voters first.



Document the incident and report it to the Poll Worker Hotline ASAP:

1



Complete the **Statement of Complaint** in your JOE kit including who, what, where and when – quote exact words, threats and actions and the effect on voting and operation.

2



Text photos of the completed form to the Poll Worker Coordinator at 484-609-9038.

3



Describe the facts of the incident – not conclusions or legal judgments such as, “They violated the law.”

Prepare for the Worst. Hope for the Best.



Best possible outcome:
**We prepared
for everything...
and needed none of it.**



Here's to a smooth, uneventful Election Day!



AVOID MISTAKES

- Late opening - skip completing paperwork until later
- Wrong ballot - spoil the ballot & replace
- Missing signatures/forms - sign everything & follow checklists
- Unsealed materials – extra seal in black pouch
- Poor line management – use all Poll Pads & trifolds
- Guessing the answer/procedure – call, call, call

KEY CONTACTS

- Phone #s are in the Guide – put them in your phone
- Call VMW for Scanner & TW & precinct issues – they'll send out Rovers
- Call Voter Reg for voter issues
- Call the PW Hotline for Poll Pad & procedures
- Call Voter Services for mail ballots & solicitor
- Call DA for voter intimidation & voter fraud
- Call the PW Hotline if you just aren't sure

RESOURCES

- The Guide
- Your fellow poll workers
- The Poll Pad
- Our webpage – both PowerPoints, Guide, equipment video, Safety Awareness flyers & more
- Equipment Open Houses
- Conference Call
- The Poll Worker Hotline

