

ORANGE COUNTY, FL SUPERVISOR OF ELECTIONS



POLL WORKER TRAINING MANUAL

**Voting Systems Inspector
(VSI)**

General Information

- ⇒ Read and study your Poll Worker training materials; bring them with you on Election Day.
- ⇒ Arrive at your assigned polling place no later than **6 a.m.**
- ⇒ If unable to work call the Elections Office at **(407) 836-2070 x 46566** immediately—**do not** call your Poll Clerk or someone to replace you (only trained back-ups may work at the polls).
- ⇒ Bring all food, water, medicine, jackets, and anything you will need for the entire day.
- ⇒ You are **not** permitted to leave the polling place once you arrive—all Poll Workers must stay until the Poll Clerk dismisses you.
- ⇒ If the Poll Clerk is not there by 6 a.m., call the Elections office.
- ⇒ Know your precinct number; drive to the polling place where you have been assigned to work and become familiar with it **prior** to Election Day.
- ⇒ Your personal cell phone use should be kept to a minimum, and only used during breaks and **away** from the voting area.
- ⇒ **Do not** charge your personal electronic equipment using the tablet—only charge your electronic equipment using a wall socket.
- ⇒ Dress appropriately, clean, and comfortable.
- ⇒ Be mindful of persons with allergies (avoid perfumes and strong fragrances).
- ⇒ Respect the polling place smoking policy.
- ⇒ Work as a team—be a team player.
- ⇒ There is **NO** solicitation allowed within the polling place.
- ⇒ There is **NO** solicitation within the 150-foot zone.
- ⇒ You may be asked to help set up the polling place on Election eve.
- ⇒ The Training PowerPoint can be viewed at www.ocfelections.gov/training.

I. The Election Team

(Sections 101.5610; 102.012, Fla. Stat.)

The Election Team consists of the Election Board and the Poll Deputy. The Election Board focuses on election issues inside the polling room. The Poll Deputy organizes the process outside the polling room on Election Day.

On Election Day, the Election Team must arrive at its assigned polling place no later than 6 a.m. in order to set up the room. Everything must be set up and the polls ready to open by 7 a.m.

Set up the accessible voting equipment for persons with disabilities, even if you do not expect anyone to use this equipment.

Poll Clerk

This is the person who is in charge of a polling place during an election. All Election Board members take direction from the Poll Clerk, including the Poll Deputy.

Poll Deputy

This person monitors and maintains order at the polls while remaining outside the polling room during voting hours. Also enforces the 150-foot no-solicitation zone.

ePoll Book Inspector

The ePoll Book Inspector checks in voters using the ePoll tablet, verifies voter information, and distributes the correct ballot to the voter.

Voting Systems Inspector (VSI)

This person is responsible for the set-up, operation, and closing of the Tabulator and ExpressVote® machines.

Help Desk Oath Person (HDOP)

The HDOP verifies the voter's eligibility when the ePoll Book Inspector acknowledges a voter as an "exception" to standard verification procedures.

Other Orange County Election Day Workers

SOE Clerk

Travel to polling places, assisting with procedures and other duties as needed.

Circuit Riders

Travel from polling place to polling place with supplies and help identify any problems that may arise at the polling location. They will deliver a back-up paper PR/PL book and pre-challenged elector forms (if applicable). Circuit Riders will pick up the Oath/Payroll Sheet and, once verified, deliver the paychecks.

Field Service Technicians

Provide on-site technical support of voting and voting-related equipment to each precinct and picks up the yellow copy of the Election Media Control form.

A. Definitions

Election Board	The board consists of all trained and assigned poll workers except Deputies.
Adopt-A-Precinct (AAP)	This program is a community partnership between the Orange County Elections Office and various nonprofit community organizations. All Poll Worker pay goes to the community organization collectively.
Polling Place	The building which contains the polling room where Election Day voting occurs. On Election Day, a polling place is designated for each precinct.
Polling Room	The room in which ballots are cast in on Election Day.
Precinct	A division of geographic area determined (for election administrative purposes) by Orange County in which a voter's legal residence is located, that then serves as the basis for determining what contests and issues the voter is eligible to vote on in an election.
Precinct Register	Precinct register refers to either the computer printout or electronic database. <i>(Section 98.461(2), Florida Statutes)</i>
Uniformed Services Members	This term includes any member of the Army, Navy, Air Force, Marine Corps, Coast Guard, the commissioned corps of the Public Health Service (PHS), and the commissioned corps of the National Oceanic and Atmospheric Administration (NOAA).
Poll Watchers	A group of individuals who are allowed to be at the polling location to observe the voting process. A list of eligible Poll Watchers is given to the Poll Clerk. They are not associated with the Elections Office and may only speak to the Poll Clerk, not voters.
Voting Area	The area designated by the Supervisor of Elections at the early voting or Election Day voting sites where voting activities occur, including, but not limited to: lines of voters waiting to be processed, the area where voters check-in and are processed, and the area where voters cast their ballots.

\$ Your Pay \$

Beginning of Day	Sign the Oath/Payroll Form.
End of Day	You will receive your check. If you were assigned after the cut-off date, your check will be mailed. AAP groups will receive their checks after the election.
Pay	Social Security and Medicare will not be deducted if you make less than \$1,800 from polling place work during the year. Any poll worker that exceeds \$600 from polling place work in 2022 will receive a W-2 on or before January 31, 2023. This form will show the gross wages. The poll worker will be responsible for paying their own taxes if any is due when they file.

II. The Polling Place

A. Who *is* allowed in the polling room?

(Sections 101.051, 102.031(3), Fla. Stat.)

While the polls are open, the only persons allowed in the polling room on Election Day or during the early voting periods are:

- ⇒ Poll workers
- ⇒ The Supervisor of Elections or Deputy Supervisor of Elections
- ⇒ Voters
- ⇒ A person in the care of a voter (such as an elderly person or a child)
- ⇒ A person caring for a voter or assisting a voter (for example, someone assisting a voter who cannot read or does not speak English, or assisting an elderly person or a person with disabilities)
- ⇒ A person who is helping with or participating in a simulated election for minors which has been approved by the Supervisor of Elections (for example, the Kids Voting program)
- ⇒ Poll watchers approved by the Supervisor of Elections
- ⇒ Election observers appointed by the Department of State

The public is allowed to enter the polling room and watch the procedures before the polls open and after the polls close and all voters have cast their ballots.

B. Who *is not* allowed in the polling room?

(Section 102.031, Fla. Stat.)

While the polls are open, the following persons or activities **are not** allowed in the polling room on Election Day:

- ⇒ Candidates (except to vote)
- ⇒ Members of the media (except to vote)
- ⇒ Law enforcement officers or emergency service personnel in a capacity other than as a voter or unless permitted by the Poll Clerk or a majority of the Election Board
- ⇒ Photography, except voter taking a photo of their **own ballot** *(Section 102.031 Fla. Stat.)*

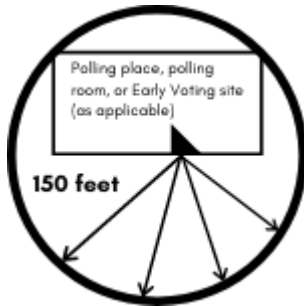
If the polling room is in a location commonly used by the public to gain access to businesses or homes (such as the lobby of a condominium) or in an area traditionally used as public area for discussion (such as a mall), there may be other people traveling through the polling area. However, care should be taken that these people do not interfere with the voting process.

C. Solicitation Restrictions

(Sections 101.051(2), 102.031, Fla. Stat.)

No person or group may solicit voters inside the polling place. Subject to the exception noted, no person or group may solicit voters within 150 feet of the entrance to the polling place or early voting site.

Before the polls open, the poll deputy shall designate the non-solicitation zone and mark the boundaries.



The words “solicit” or “solicitation” includes such things as:

- ⇒ Asking someone for his or her vote
- ⇒ Offering to provide someone assistance to vote
- ⇒ Asking for someone’s opinion
- ⇒ Asking for a contribution
- ⇒ Distributing any political or campaign material or handout
- ⇒ Conducting a poll*
- ⇒ Asking someone for his or her signature on a petition
- ⇒ Selling any type of item



*The **only exception** to the no solicitation law is for **exit polling**, which media or others may conduct. They may approach voters only **after** voters leave the polling place.

The Supervisor of Elections or the Poll Clerk may take any reasonable action to ensure order is maintained at the polling place. That means, if necessary, having law enforcement officers remove disruptive persons from either the polling room or from the non-solicitation zone.

D. The Election Team

Poll workers must remain **non-partisan** during the early voting period and on Election Day.

- ⇒ **DO NOT** discuss any candidate, political party, issue, or any related topic with other poll workers, poll watchers, or voters
- ⇒ **DO NOT** wear campaign buttons, shirts, hats, or any other items that are political related.

E. Poll Watchers

(Sect. 101.111, 101.131, 101.23, 102.031(3), Fla. Stat.)

Political parties, candidates, and some political committees are allowed to have poll watchers in each polling room during the early voting period and on Election Day. Poll watchers must be approved by the Supervisor of Elections prior to the election. The Supervisor of Elections will provide each polling place with a list of the names of approved poll watchers. Approved poll watchers are allowed in all polling locations within the county designated. However, each political party, candidate, or political committee may have only one poll watcher present at any one time in each polling room when the polls are open on Election Day, or during designated early voting hours.

- ⇒ Poll watchers **MUST** wear their ID badges.
- ⇒ Poll watchers are allowed within the polling room to watch and observe the orderly conduct of the election—they may not obstruct the orderly conduct of the Election.

Poll watchers may observe the voter check-in process—they may not come closer to the inspector’s table or the voting booths than is reasonably necessary to perform the poll watcher functions

- ⇒ Poll watchers may not speak to or otherwise interact with voters
- ⇒ Poll watchers may make written voter challenges with the Poll Clerk
- ⇒ Poll watchers are not allowed to wear campaign buttons, shirts, hats, or other campaign items while they are in the polling room
- ⇒ Poll watchers should pose any questions regarding polling place procedures to the Poll Clerk for resolution
- ⇒ Poll watchers assigned to a polling place in a public school facility must submit to a background check—the list given to the Poll Clerk will indicate which poll watchers are eligible to work in a public school facility; only those poll watchers with that designation are allowed in your polling place if it is in a public school (*OCPS Agreement*)

F. Voters

Voters may bring in pre-marked sample ballots or campaign literature for their personal use. They may not use these for campaigning purposes.

Voters may wear campaign buttons, shirts, hats, or any other campaign items when they enter the polling place to vote; voters may not otherwise campaign there.

After each voter leaves, a poll worker must check the voting booth to make sure that the voter cast

his or her ballot and that no literature or other materials have been left in the booth. Poll workers must remove and discard any sample ballots or campaign material left by a voter in the polling place.

G. Guns in the Polling Place

A license issued under F.S. 790.06 (12)(a) (6) does not authorize any person to openly carry a handgun or carry a concealed weapon or firearm into any Polling Place.

III. Interacting with Voters

A. Voters with Special Needs

A large segment of the voting age population has special needs perhaps because of hearing, sight, or mobility impairment.

Additionally, a voter may have a range of functional impairments resulting from a brain injury, accident, or genetic or birth condition that affects his or her thinking, memory, concentration, speech, emotions, or physical coordination.

A significant number of these voters do not vote because of concern that their special needs cannot or will not be accommodated during the voting process.

1. General

All voters have the right to request and obtain assistance in voting.

Some voters may have a disability that is not visible or evident. Regardless of the name of the disability, the basic steps below should be followed.

- ⇒ Treat every voter with the same dignity and respect you would want, expect, and deserve in words, tone, and actions.
- ⇒ Be professional, courteous, and patient.
- ⇒ Use “People First” language. For example:
- ⇒ Avoid outdated terms such as “handicapped” or “crippled” or contrived or potentially offensive terms such as “differently abled” or “physically challenged.”
- ⇒ Avoid using vague and exclusive group terms such as “they” or “them” for voters with disabilities.
- ⇒ Speak directly to the voter, even if accompanied by a companion or caregiver.
- ⇒ Treat assistive devices as an extension of the voter whether it is a wheelchair, scooter, crutch, walker, cane, eye wear, hearing aid, prosthetic device, or orthotic device.
- ⇒ Listen carefully to the voter to learn how to best help the voter. Explain the process and, if needed, give the voter more time to complete the task at hand.

2. Cognition

A voter with a cognitive disability may have difficulty with memory, attention, reading, or sight.

- ⇒ Use a calm demeanor.
- ⇒ Use simple words and short sentences to explain the process.
- ⇒ Repeat process as needed.
- ⇒ Give them time to move through the process without feeling rushed.

3. Hearing

A voter who is deaf, hard of hearing, or with mild or moderate hearing ability may use a hearing device or an interpreter. It may not be immediately obvious.

- ⇒ Do not shout. It is disruptive to shout and may actually make you harder to understand, especially if the voter reads lips.
- ⇒ Speak directly to the voter, even if accompanied by an interpreter.

4. Mobility

A voter with a permanent or temporary physical disability may use a cane, a crutch, a walker, or a wheelchair to move around. The degree of mobility may vary. For example, a voter using a wheelchair may still be able to use his or her hands and arms or get out of the wheelchair and walk a short distance. A person with respiratory or heart trouble may not appear to be mobility impaired, but he or she may need to sit down.

- ⇒ Do not lean across a wheelchair user to talk to someone else or to shake another person’s hand.
- ⇒ Make eye contact with the voter. If voter is in a wheelchair, be at eye level, if possible, by either sitting in a chair or standing at a slight distance.
- ⇒ Do not pull or touch a voter’s wheelchair unless you have received permission to do so. The chair is part of the voter’s personal space.
- ⇒ Ensure ramps are not obstructed so they can be used without difficulty.

Ensure there is a clear path of travel into and out of the polling area for persons who may be in wheelchairs or using other assistive devices.

- ⇒ Be aware of the reach limits of people in wheelchairs. If a counter is too high for a wheelchair user to see over it, step around it to conduct business with the person.
- ⇒ Do not grab a cane, crutch, or walker. People who use them rely on them for balance.

5. Sight

A voter who is blind or has low vision may use glasses or a magnifying glass, or travel with a guide dog, a cane, or a sighted guide, or be alone. Be prepared to offer assistance in orientation and reading.

- ⇒ A poll worker should identify them self with name and title as he or she makes contact with a person who is blind or has low vision.
- ⇒ Do not speak loudly to a person who is blind or has low vision.
- ⇒ If a voter asks to be guided, offer an arm or shoulder to guide and walk slightly in front of the voter.
- ⇒ Describe the setting including any partly open doors, steps, or ramps.
- ⇒ If the person is using a guide dog, walk on the opposite side of where the dog is guiding the voter. Do not talk to, distract, or otherwise touch service animals including their harness or leash. The dog is “on duty.”

- ⇒ Do not touch a person’s cane. If the person puts down the cane in an unsafe place, do not move it. Tell the person kindly to move it. That way, the person will know where the cane is.
- ⇒ Be specific with warnings such as stop, swerve, duck, or bend. Do not shout or use non-specific warnings such as “Look out!”
- ⇒ Be specific and non-visual with directions. Do not tell someone to turn left at the end of the desk. It would be better to say, “Take five steps and turn left.”
- ⇒ When departing from a person who is blind or has low vision, let him or her know.
- ⇒ Read informational signs that appear in print on the walls of the polling place.
- ⇒ Offer magnifying sheets or lens if available or requested by the voter.
- ⇒ Offer the voter who is blind or has low vision the option of voting on the accessible voting device. If the voter would rather have assistance, allow him or her to be accompanied in the voting booth by someone of his or her choosing or two election officials.

6. Speech and Communication

A voter with a speech or communication disability may have difficulty with speaking, memory, or concentration. It may not be immediately obvious.

- ⇒ Be patient and do not interrupt. Wait for the voter to finish speaking.
- ⇒ If you do not understand or need clarification, restate what you understood.

- ⇒ If needed or requested, provide the voter a pen/pencil and paper to write questions and answers.

B. Voters Who Become Upset

Voters who come to the polling place to vote and are told that they must go elsewhere or that their registration or eligibility is in question may become frustrated or even irate. To handle the situation the following things should be kept in mind:

- ⇒ Stay calm
- ⇒ Watch your body language
- ⇒ Listen to what the voter is saying
- ⇒ Offer the voter assistance—try to find a solution to the concern
- ⇒ Be polite—treat the voter as you would like to be treated
- ⇒ If necessary, ask the Poll Clerk to assist if the voter becomes very angry or threatening
- ⇒ Keep voice levels down
- ⇒ Poll workers must document reported problems

C. Voter Sensitivity

Always use inclusive language when addressing a voter:

- ⇒ Ask how the individuals identify or would like to be referred to as
- ⇒ Learn and use correct terminology
- ⇒ Feminine—She, her, hers
- ⇒ Masculine—He, him, his
- ⇒ Gender Neutral—They, them, their

If you make a mistake:

- ⇒ Acknowledge - What you have said
- ⇒ Apologize— “I am sorry.”
- ⇒ Thank—“Thank you for teaching me something new.”

Together, we can create an inclusive voting experience for ALL.

IV. Voters' Bill of Rights and Responsibilities

A Voters' Bill of Rights and Responsibilities are posted on our signboards. (*Section 101.031, Fla. Stat.*)

A. Voters' Rights

Each registered voter in this state has the right to:

- ⇒ Vote and have his/her vote accurately counted
- ⇒ Cast a vote if he/she is in line at the official closing for the polls in that county
- ⇒ Ask for and receive assistance in voting
- ⇒ Receive up to two replacement ballots if he/she make a mistake prior to the ballot being cast
- ⇒ An explanation if his/her registration or identity is in question
- ⇒ Cast a provisional ballot if her/her registration or identify is in question
- ⇒ Receive written instructions to use when voting and, upon request, oral instructions in voting from election officers
- ⇒ Vote free from coercion or intimidation by election officers or any other person
- ⇒ Vote on a voting system that is in working condition and that will allow votes to be accurately cast

B. Voters' Responsibilities

Each registered voter in this state should:

- ⇒ Familiarize himself/herself with the candidates and issues
- ⇒ Maintain with the Supervisor of Elections

- ⇒ Know the location of his/her polling place and its hours of operation
- ⇒ Bring proper identification to the polling station
- ⇒ Familiarize himself/herself with the operation of the voting equipment in his/her precinct
- ⇒ Treat precinct workers with courtesy
- ⇒ Respect the privacy of others
- ⇒ Report any problems or violations of election laws to the Supervisor of Elections
- ⇒ Ask questions if needed
- ⇒ Make sure that his/her completed ballot is correct before leaving the polling station

Failure to perform any of these responsibilities does not prohibit a voter from voting.

V. Other Important Information

A. When The Unexpected Happens

In the event of a medical or other emergency requiring assistance from the police, fire department, or medical personnel, call "911" and then call the Supervisor of Elections office to report the incident. If there is a power outage, refer to the VSI Troubleshooting Guide on how to deal with ballots cast during an outage.

For all other types of emergencies, an Accident/ Incident form will be delivered if needed as determined by the Supervisor of Elections office.

VI. Contingency

A. Security

The size of a polling place and the number of persons in a polling place can have security implications from traffic flow to voter privacy to order and vigilance in the polling place. The election team should follow written procedures for security established by the supervisor of elections which will include but not be limited to securing voting devices and ballots before, during and after the voting process.

Some basic steps that should be taken include but are not limited to:

- ⇒ Monitor closely, entrances and exits to ensure that only authorized persons are within the polling room and any surrounding restricted areas at all times.
- ⇒ Prevent unauthorized access, theft, or misuse of election materials and sensitive and/or confidential documents such as signed forms, voted ballots, ballot stock, provisional ballots, and equipment from time of delivery through voting and return.
- ⇒ Ensure that equipment (including ancillary equipment such as cables and modems) cannot be tampered with or deliberately damaged.
- ⇒ Check (e.g., audit, reconcile, inventory) periodically throughout the day to make sure there are no vulnerabilities or oversights which allow inappropriate access to election materials and equipment.
- ⇒ Follow established procedures for securing, counting, and transporting ballots to and from the polling place.
- ⇒ Document procedures, incidents, and troubleshooting.
- ⇒ Ensure electronic transmission of results, data, and files are secure. For example, if signal is weak, exercise caution if moving equipment to window or door within public view or access.
- ⇒ Review chain-of-custody procedures.
- ⇒ Review and be familiar with a contingency plan to communicate and respond to a threat to public safety (e.g., bomb, electrical outage, fire, knife/shooting, flood, or other disaster) and include an evacuation plan, if necessary.
- ⇒ No sheriff, deputy sheriff, police officer or other officer of the law is allowed within the polling place until the clerk or majority of the inspectors grant permission or unless he or she is there to vote. Once allowed, the deputy sheriff in an official capacity is subject to the clerk's or inspector's commands.

Equipment and Materials Needed by the VSI

- ⇒ Tabulator (s) (DS200)
- ⇒ (1) ExpressVote
- ⇒ (1) Pack of ExpressVote ballot cardstock
- ⇒ (1) *VSI Election Check-Off List*
- ⇒ (1) Roll of red tape (for marking the waiting line)
- ⇒ (1) Roll of “**I Voted**” stickers
- ⇒ “NOT COUNTED BALLOT” labels (see Poll Clerk)
- ⇒ **Clear Election Media Bag (s):**
 - ◇ (1) DS200 thumb drive in craft envelope (labeled DS200)
 - ◇ (1) ExpressVote thumb drive in white envelope (labeled Expressvote)
 - ◇ (1) Set of keys on green lanyard (for Tabulator and ExpressVote)
 - ◇ (1) Election code (for Tabulator and ExpressVote)
 - ◇ (4) Precinct labels (for Front of Tabulator, sides of gray voted ballot bin, and ExpressVote bag)
 - ◇ (7) Red plastic seal with numbers (includes spare)
 - ◇ (2) Orange plastic seal with numbers (for gray voted ballot bin)
 - ◇ (1) Green plastic seal with numbers (for ballot door on the Tabulator)
 - ◇ (1) *Election Media Control Form (Exhibit 1)*

About the VSI

- ⇒ The voting equipment in the polling place are programmed to only accept those ballots which are valid for that polling place.
- ⇒ The VSI is responsible for properly setting up and verifying that the Tabulator and ExpressVote are both ready for voters to use before the polls open.
- ⇒ The VSI is positioned close to the Tabulator and ExpressVote for the entire day to assist voters in casting their voted ballot and to provide technical support.

VSI Duties Before the Polls Open

- ⇒ Upon arrival at the polling place, locate the Tabulator and the ExpressVote.
- ⇒ See the Poll Clerk for the pre-determined location for setup and for the Clear Election Media Bag.
- ⇒ Set up the Tabulator and then the ExpressVote following the *VSI Election Check-Off List*.
- ⇒ Ensure that the Emergency Ballot Box (EBB) is closed and secured with red plastic seal with numbers and with the red paper seal taped on top of the EBB and signed by the election board..
- ⇒ If any troubleshooting is needed, refer to the *VSI Troubleshooting Guide* to fix the issue or call the **Equipment and Modeming Problems** line listed on the *Telephone Contact Sheet*.

VSI Duties During Voting Hours

- ⇒ On the Tabulator, make sure that the message on the screen reads, “**Welcome, Please Insert Your Ballot**” before allowing the voter to insert their ballot.
- ⇒ If the voter mis-marks or overvotes their ballot, make every effort to get the voter to properly mark their ballot.
 - ◇ If the voter agrees to properly mark their ballot, have the voter touch the “**Return**” button and send the voter back to the privacy booth to remark the ballot, or
 - ◇ Send the voter to the Poll Clerk to be issued a new ballot.
- ⇒ If at any time during voting hours the Tabulator is out of service, use the Emergency Ballot Box (EBB) until the Tabulator is restored to service or replaced.
- ⇒ If a voter requests to use the ExpressVote, call the Poll Clerk to take over the Tabulator while assisting the voter on the ExpressVote.
 - ◇ Take the paper ballot from the voter that was issued by the ePoll Book Inspector.
 - ◇ Insert a blank ExpressVote ballot card into the ExpressVote and follow the instructions on the screen.
 - ◇ Select the correct ballot style number on the ExpressVote; the voter will confirm this selection.
 - ◇ The voter will then press “**Activate**.”
 - ◇ Rip the paper ballot in half and place it in the ExpressVote Packet clear bag.
 - ◇ The voter will follow the instructions on the screen to mark their ballot using the ExpressVote.
 - ◇ After the voter has marked their ExpressVote ballot, direct the voter to the Tabulator to cast their ExpressVote ballot.
- ⇒ If the voter is visually impaired, offer them the set of headphones and assist them to find the volume button; they will receive all the instructions through the headphones.

VSI Duties After the Polls Close

- ⇒ After the polls close, verify with the Poll Clerk that all voters in the polling place have voted.
- ⇒ If the EBB was used, open the EBB and feed all ballots into the Tabulator.
 - ◇ If the Tabulator rejects any of these ballots, have the Poll Clerk place a “NOT COUNTED BALLOT” label onto those ballots and place the rejected ballots into the Not Counted (Un-scanned) Ballot Clear bag.
- ⇒ Follow the instructions on the *VSI Election Day Check-Off List* for modeming voting results, printing voting results tapes, and then shutting down the Tabulator.
- ⇒ Follow the instructions on the *VSI Election Day Check-Off List* on how to shut down and pack up the ExpressVote.
- ⇒ Assist with all other tasks as needed to return the voting room back to the way it was found at 6 a.m.
- ⇒ The Poll Clerk will dismiss you when all work is completed.

Inclusive People First Language . . .

People-first language emphasizes the individuality, equality and dignity of people with disabilities. Rather than defining people primarily by their disability, people-first language conveys respect by emphasizing the fact that people with disabilities are first and foremost just that—people.

Consider Using

Person with a disability

Person who is Deaf/ hard of hearing

Person who is blind/ visually impaired

Person who uses a wheelchair/ wheelchair user

Person who is unable to speak

Person with a physical disability

Person with (a) mental health condition/s

Accommodations are needed

Accessible parking

Person with/ Person who has

Instead of

Disabled/ crippled

the Deaf / Deaf and/or dumb

The Blind

Wheelchair bound/ Confined to a wheelchair

Dumb/ mute

Crippled/ Deformed

insane/ crazy/ mentally ill

Special/ person has special needs

Handicapped parking

Afflicted/ Stricken/ suffers/ victim of



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