



# Chief Inspector Check List for Opening the Polls

## Recommended Activities before Election Day \_\_\_\_\_

- Check the contents of the City Clerk tote (see pages 5 and 6 of this checklist for an inventory). If anything is missing, contact the Clerk's Office at 266-4220.
- Contact the polling place in advance to confirm voting location. Visit the polling place to familiarize yourself with the location. Review parking and building accessibility, and identify an Election Day facility contact person. Remember that the facility is offering the use of this location as a polling place for free! It is important to maintain a polite and respectful relationship with facility staff.
- Identify one election official scheduled to work until close and designate that person as the End of Line Officer, should one be necessary when closing the poll. Record the name of the election official on the incident log.
- Contact the election officials scheduled to work at your polling place so they know what to expect, e.g., where to park, which entrance to use, whether to pack a lunch. Confirm the workers' assigned hours/shift(s).
- Charge the cell phone the night before the election. The cell phone and charger can be found in the supply kit located in the City Clerk tote.
- Locate and review the various task sheets to be handed to the election officials as they are assigned to specific activities at the start of the day.

## Election Morning Set-Up \_\_\_\_\_

- Meet your team of election officials on site at 6 a.m. All election officials should participate in setting up the polling place.
- Turn on your polling place cell phone at 6 a.m. by pressing and holding the red "end" key for three seconds. Leave the cell phone on **all day**.
- Assign one official to give each election official a nametag, which can be found in the yellow binder. Encourage officials to list their pronouns on their nametags if they are comfortable doing so.
- Assign one or more election officials to (1) apply alphabet tabs to the poll lists and (2) highlight on poll lists the names of voters listed on the absentee ballot log (found in black absentee binder).
- Assign one or more election officials to set up the voting booths (use opening task sheet A – *Select Duo Voting Booth Set Up*).
- Assign one election official to empty the tabulator cart (use opening task sheet B – *Tabulator Cart*).
- Assign one election official to set up the ballot table (use opening task sheet C – *Ballot Table*).

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- Assign one election official to set up the poll book table (use opening task sheet D – Poll Book Table).
- Assign one election official to set up the voter registration table (use opening task sheet E – Registration Table).
- Assign one election official to set up the greeter station (use opening task sheet F – Greeter Station).
- Assign one election official to set up the provisional ballot station (use opening task sheet G – *Provisional Ballot Station*).
- Assign one election official to post signs and sample ballots (use opening task sheet H – *Post Signs and Sample Ballots*)  
Hint: Assign this to an election official who will also be present at closing so they can quickly locate the signs to remove.
- Assign one or two election officials to set up the ExpressVote (use opening task sheet I – *ExpressVote*)
- Oversee the tabulator preparation (use opening task sheet J – *Prepare Tabulator for Counting*)
- Perform an accessibility review of the polling location (use opening task sheet K – *Election Day Accessibility Checklist*)
- Review polling place accessibility procedures with all election officials, including the following:
  - ✓ Multiple ballot styles, if polling place has more than one ballot (see chart on back page of the Inspectors' Statement).
  - ✓ To be aware of the special needs of voters with disabilities and the need for election officials to provide reasonable accommodations when requested.
  - ✓ The location of the following items:
    - a. Pen/paper to communicate with voters with hearing impairment,
    - b. Magnifying sheet and signature guide for voters with sight impairment (top tray of supply box).
    - c. Extra seating to allow voters who have trouble standing or walking to wait to vote and maintain their place in line.
    - e. How to use the accessible voting equipment and how to explain the accessible voting equipment to voters.
  - ✓ Procedures to identify when a voter wants to vote curbside, and the curbside voting process.
- Assign initial polling place work station for each official. Rotate task assignments throughout the day so nobody burns out on a single task.

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- Ask officials to review the relevant Quick Guide as they begin each assignment. Quick Guides are found in the corresponding accordion folder, and are included in each absentee ballot delivery envelope.
- Review recent changes to voter law and election procedures (covered in election official training) with all election officials.
- Review emergency procedures including medical emergency, shelter in polling place and evacuation.
- Determine which clock or watch will be used for the official time and document on the incident log.
- Take a deep breath with your team of election officials.
- Open the polls promptly at 7 a.m. by making the following proclamation:  

*“Hear ye! Hear ye! The polls of the election are now open,  
and will continue to be open until 8 o’clock this evening!”*






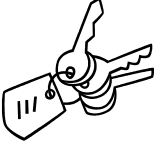




# Clerk Tote Checklist

## Supply Tackle Box

### Top Tray

	Binder Clip	Adapter	Padlock 	Finger Tips	Staples 
Badges	Paper Clips 	Rubber Bands 	SortKwik	Keys 	
Letter Openers (razor) ▪ Magnifying Sheet ▪ Calculator ▪ Index Tabs (2 per ward) Cell Phone ▪ Cell Phone Charger ▪ Sharpie ▪ Bandages ▪ Sanitizing Wipes Signature Guides (2 per ward) ▪ Dry Erase Marker ▪ Orange & Pink Highlighters					

### Bottom Bin

Scratch Paper ▪ Post-Its ▪ Stapler ▪ Staple Remover ▪ Flashlight ▪ Scissors Stop Watch ▪ Scotch Tape ▪ Tape Measure ▪ Letter Opener (straight) ▪ Blue Painter's Tape
Ballot Marking Pens

## Loose in Supply Tote

- |                                                                     |                                                                  |
|---------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> "I Voted" stickers                         | <input type="checkbox"/> Red Dane County security bag with seals |
| <input type="checkbox"/> "Future Voter" stickers                    | <input type="checkbox"/> Red Resource Binder                     |
| <input type="checkbox"/> Ballot Security Bags (3)                   | <input type="checkbox"/> Election Official Guide (white binder)  |
| <input type="checkbox"/> City Return Envelope (white)               | <input type="checkbox"/> Yellow Chief Inspector Binder           |
| <input type="checkbox"/> County Return Envelope (white)             | <input type="checkbox"/> Absentee Binder                         |
| <input type="checkbox"/> Rejected Absentee Envelope (manila)        | <input type="checkbox"/> Name badges (30)                        |
| <input type="checkbox"/> Used Certificate Absentee Envelope (white) | <input type="checkbox"/> Voter Slip Pads                         |
| <input type="checkbox"/> Duplicated Ballot Envelope (manila)        | <input type="checkbox"/> Election Official Roster                |
| <input type="checkbox"/> Discarded Ballot Envelope (manila)         |                                                                  |

## Greeter Table Folder – Orange Dot

- Ward-Specific Street Directory
- Map of each Ward voting at Polling Place
- City-Wide Street Directory
- Determining Where a Person Votes
- Forward Directory
- Start Here Signage (bright blue)
- City of Madison Polls – Numerical
- Pad of scratch paper

## Poll Book Table Folder – Green

- Quick Guide for Poll Book Table (green)
- Checking ID Quick Guide (bright green)
- Acceptable Photo IDs (2)
- 2 Poll Books for every Ward
- Reverse Directory
- State. Show. Sign (yellow)
- Call Clerk's Office with turnout (yellow)
- Should You Have a Question (green)
- Pad of scratch paper

## Registration Table Folder – Black Dot

\*\*\*English registration forms are in a clear container inside the ballot box.

- Proof of Residence Cards
- Driver License/State ID Lookup (green)
- What – Who – Four – Two reminder (pink)
- Register to Vote Here
- Quick Guide for Registration (yellow)
- Acceptable Proof of Residence w/ pictures
- Quick Guide for Second Official (buff)
- Quick Guide for Checking ID (bright green)
- Acceptable Photo IDs w/ pictures
- Examples of Proof of Residency (golden)
- WEC – Proof of Residence (yellow)
- WEC – Name Change
- WEC – Registering when Homeless
- WEC – Ex-Felons
- Electronic Proof of Residence Examples
- Determining Where a Person Votes
- Guide to Student Residency for Voting
- My UW example
- Registration Transparency Sheets
- Ward-Specific Street Directory
- Folder with Ineligible List & handouts
- Folder of Spanish & Hmong Reg. Forms
- Folder for those unable to register
- Carbonless New Registration Poll Lists
- Yellow accordion folder
- Pad of scratch paper

## Signage Folder – Red

- ExpressVote Translation table tent
- Signage Reminder for Officials (yellow)
- Legal Notices for this Election
- ID Reminder
- How to Mark Your Ballot (ivory)
- IDPP Sign
- Get Your Ballot Here (bright green)
- Ballots Counted Here (bright purple)
- No Political Discussions (orange)
- Accessible Entrance (blue)
- Polling Hours (salmon)
- No Firearms or Weapons
- Polling Location (yellow – No arrow)
- Polling Place (yellow with up arrow)
- Polling Place (yellow with side arrow)
- Emergency Slot Sign (post only if needed)
- Emergency Sign (post only if needed)
- Keep Ballots Dry Sign (post only if needed)

## Provisional Table Folder – Blue

- Provisional Quick Guide
- Quick Guide for Returning PV
- Provisional Handouts (blue)
- Provisional Log (lilac)
- Provisional Envelopes (blue)
- Provisional Stamp
- IDPP Handouts
- Large Inspector's Certificate of PV ballots

Assigned to: \_\_\_\_\_

## Election Official Opening Task A

### Select Duo Voting Booth Set Up

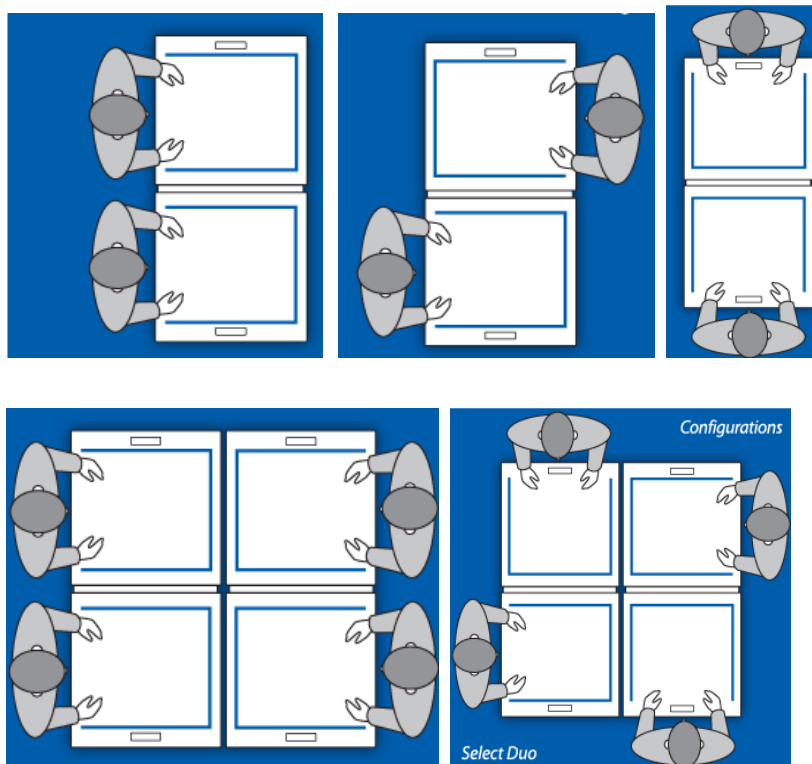


**All voting booths must be set up.** State law requires that your polling place have one voting booth set up per every 200 voters in your ward or wards for the last November election.

Place booths in the same vicinity, but separate from other activities such as checking in and registering. The accessibility booth must be setup, with a clear path. As directed by the chief inspector, set up a booth or table for use by provisional voters.

- Unlatch and open the voting booth case.
- Remove all 8 legs from inside the voting booth, the legs are folded in half with a cord (inside) to connect the two tubes into one.
- Insert the legs into the sockets located on the outside of the voting booth case. It may be easier for 2 officials to help one another, as the legs tend to fall out.
- Place booth in its place and adjust its stance. Unfold and place privacy screens into slots.

*Possible configurations:*







Assigned to: \_\_\_\_\_

## Election Official Opening Task B

### Tabulator Cart



- Locate your tabulator cart and move it to the correct location in your polling place.
- Using the Inspectors' Statement, verify the tamper-evident seal numbers on the front and sides of the tabulator cart to confirm that nobody has accessed the ballot box contents since the box was sealed at the public test of election equipment.
- Initial red line on front page of Inspectors' Statement to indicate that you verified the tamper-evident seal numbers on the tabulator cart. Check the appropriate box to indicate whether serial numbers match those listed on Inspectors' Statement
- Use a scissors to break only the seals on the front of the tabulator cart. Place the seals in the red election security bag (found in clerk tote).
- Find the silver key for the tabulator cart in the supply kit and unlock the two doors in the front of the cart.
- Remove all of the ballots and other supplies from **both compartments** of the tabulator cart. Remove ExpressVote ballot cards from the emergency bin tray.
- Lock both compartments once they are empty. **Make sure the emergency bin flap is closed** (strip of metal is in upright position). Return the key to the chief inspector.
- Place plastic containers and secrecy sleeves on the ballot table.
- Give the clipboards to the officials setting up the voter registration table.





Assigned to: \_\_\_\_\_

## Election Official Opening Task C

### Ballot Table



Place the following items on ballot table (most items can be found in tabulator cart):

- Ballot marking pens (supply kit) – place in voting booths.
- How to Mark Your Ballot sign (signage folder).
- Secrecy sleeves (tabulator cart).
- Discarded ballot envelope (City Clerk tote).
- Plastic container for voter slips (tabulator cart).
- Ballots (tabulator cart)
- ExpressVote ballot cards (tabulator cart emergency bin)
- Count 50 ballots from the bottom of pile for each ballot style, and use a post-it note or other indicator to remind the official who reaches that ballot to call the Clerk’s Office for more ballots
- Review the last page of the Inspectors’ Statement to determine the quantity of each ballot style allocated to this polling place. Confirm the correct ballots and approximate quantities have been received (it is not necessary to count the ballots).
- Fan all ballots as they come out of the package to reduce the likelihood they will stick together.
- One pack of ballots may be pre-initialed by **one** election official, with the ward indicated.
- The official assigned to the ballot table should apply the second set of initials to each ballot only after receiving the voter slip from the voter. Initial ballots on the two lines under “Ballot issued by” (initials of inspectors). Ballots with two sets of initials are *live ballots*.

Ward number may be printed in advance.

Official Ballot for  
Nonpartisan Office  
and Referendum  
April 7, 2015  
for  
50  
Municipality and ward #(s)  
Ballot issued by  
jlm  
Initials of election inspectors

One set of initials may be applied in advance. The second set of initials should be added just prior to handing the ballot to the voter.



Assigned to: \_\_\_\_\_

## Election Official Opening Task *D*

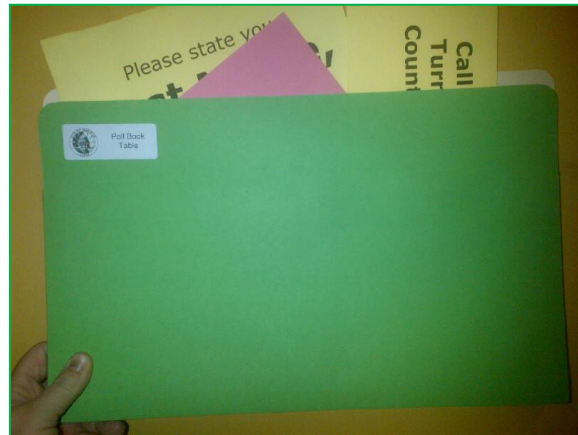
### Poll Book Table



The poll book table should be placed so that voters waiting to check in do not cross lines with those waiting to receive a ballot.

Most materials for this table can be found in an accordion folder labeled “Poll Book Table.” The following should be placed on the poll book table:

- Poll Lists, two for each ward (poll book folder)
- Voter Slip Pads (clerk tote)
- Call Clerk’s Office with Turnout table tent (poll book folder)
- Assistance with Voting table tent (poll book folder)
- Pens (supply kit)
- Reverse Directory (poll book folder)
- A-L and M-Z sign to place between split poll lists, if applicable (white box in tabulator cart)
- Highlight the names of voters on the poll book who are listed on the Absentee Log (found in the black absentee binder). The poll book absentee watermark designations will not include all absentee voters because the poll books are sent to the printer two weeks before the election.
- Establish designated area for observers, three to eight feet away from poll book table and mark boundaries with painters tape.



**\* Review the Quick Guide (found in accordion folder) before working at the poll book table.**



Assigned to: \_\_\_\_\_


## Election Official Opening Task E

### Registration Table



The registration table should be placed where it is visible to voters who need to register or update their registration.

Most materials for this table can be found in the brown accordion folder labeled "Registration Table" and in the box of registration forms. The following items should be placed on the registration table:

- Voter registration forms (registration box in tabulator cart) 
- Voter registration forms in Spanish and Hmong (accordion folder)
- Clipboards (tabulator cart)
- Pens (supply kit)
- Proof of residence abbreviation cards (accordion folder)
- Driver license/state ID sign (accordion folder)
- Ineligible Voter List if felons are known to reside in ward (file folder found in accordion folder)
- Ward-specific street directory (accordion folder)



Place the following items at the new registration poll list station (often at the ballot table or poll book table):

- Voter registration form transparency (accordion folder)
  - Quick Guide for Checking ID (accordion folder)
  - Carbonless Poll List for New Registration/Change of Address
  - Yellow accordion folder labeled "Completed Voter Registrations" (accordion folder)
- Establish designated area for observers, three to eight feet away from registration table and mark boundaries with painters tape.

**\* Review the Quick Guide (found in accordion folder) before working at the voter registration table.**





Assigned to: \_\_\_\_\_

## Election Official Opening Task F

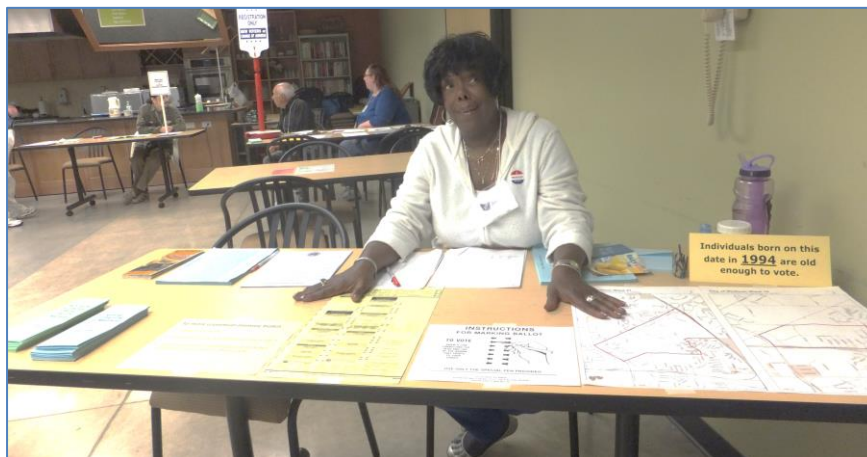
### Greeter Station



Place a table near the entrance to the voting room. One election official will be stationed to greet the arriving electors at this table. The greeter confirms the elector is at the correct polling place and directs the elector to the appropriate poll book table or, if necessary, to the registration table.

The following items can be found in the “Greeter Table” folder, and should be placed on the greeter table:

- Ward-Specific Street Directory
- Citywide Street Directory (If the voter’s address cannot be found in the ward specific street directory, direct voter to the correct polling place using the Citywide Street Directory.)
- Ward map (signage folder)





Assigned to: \_\_\_\_\_

## Election Official Opening Task G

### Provisional Ballot Station

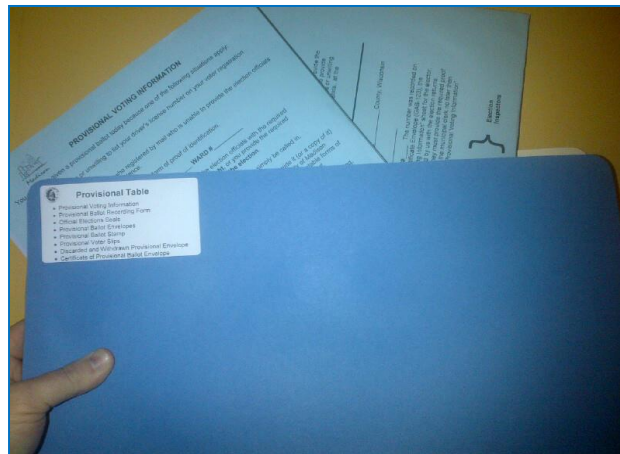


Place the following items at the provisional ballot station. A detail-oriented election official helps voters with their provisional ballots. Take measures to assure these ballots do not go into the tabulator, e.g., set up a voting booth or table near the provisional ballot table.

Most materials can be found in the “Provisional Ballot” folder, and should be placed at the provisional ballot station:

- Provisional ballot certificate envelopes (small blue envelopes)
- Provisional ballot “PV #” stamp
- Provisional voting information sheet for electors (blue handouts)
- Provisional ballot reporting form (lilac sheet)
- Inspectors’ certificate for provisional ballots (big blue envelope)
- Pens

**\* Review the Quick Guide (found in accordion folder) before issuing provisional ballots.**





Assigned to: \_\_\_\_\_

## Election Official Opening Task *H* Post Signs and Sample Ballots



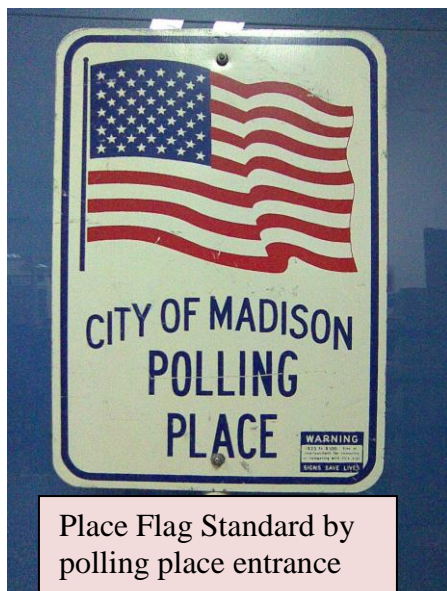
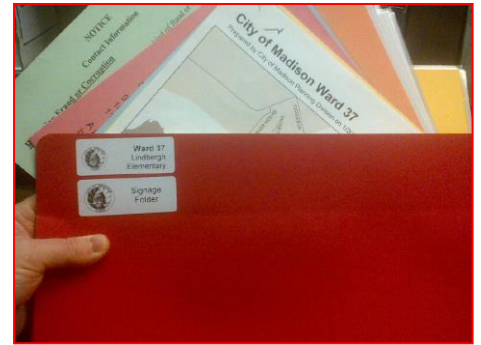
Set up signage kiosk, found in a flat blue carrying case at your polling place. **Do not pry open**; simply unfold the totem and shake it gently. Voters should be able to read the notices on both sides of the kiosk:

- ✓ Are you qualified to vote?
- ✓ Instructions for mail-in registrants and first-time voters
- ✓ General information on voting rights under federal laws
- ✓ Notice of election fraud
- ✓ Contact information – reporting fraud or corruption

Additional signage needs to be posted (see other side).

Post everything in the red “Signage” folder except the signs in the “Emergency” folder. Post:

- Notices of election (legal notices)
- Instructions for marking ballot – post at ballot table
- ExpressVote table tent – post at ballot table
- Get your ballot here (green) – post at ballot table
- At least 2 sample ballots for each ballot style used at polling location (yellow, found in tabulator cart)
- Ballot counted here (purple) – post on tabulator
- No political discussions (orange)
- Accessible entrance (blue), post this sign on the entrance accessible to voters with disabilities. This might also be at the main entrance to the polling location.
- Polling hours (salmon)
- No firearms or weapons (laminated), post on every external entrance to the polling place, if doors do not already have a sign prohibiting firearms
- Polling place signs with arrows (goldenrod)
- Polling location, place outside the main entrance to the polling location
- Place flag standard at polling entrance before the polls open
- Curbside voting sign – place sign from red accordion folder in window of curbside voting sign, and fill the base of the sign with water so it does not blow over
- Vote yard signs with arrows should designate where drivers need to turn to reach the polling location. Consider first-time voters traveling from all directions, and make sure signage will help direct them to the polling location.



The person removing signage when the polls close will need to know where to find any signage posted outside of the voting room. Locate Closing Task Sheet A in the Chief Inspector’s yellow binder, and leave a note about where to locate signage.

Assigned to: \_\_\_\_\_

# Election Official Opening Task I

## ExpressVote



**Federal law requires that the ExpressVote be set up at every polling place.**

The ExpressVote needs to be set up to give the voter privacy so that people standing in line are not able to look at the touch screen and see how the voter is casting their vote. Provide adequate space (turning radius of 5 feet by 5 feet) for voters in mobility devices to access the ExpressVote.

The ExpressVote should be placed on a table or voting booth at least 30 inches wide, and 28 to 34 inches high with a knee clearance of 19 inches. Note: you have a measuring tape in the supply kit.



### 1. Determine best location for ExpressVote

Using the guidelines listed above, find a location for the ExpressVote that would be convenient for voters using a mobility device. Place another chair nearby for voters without mobility devices who will use the ExpressVote.

### Remove ExpressVote from Case

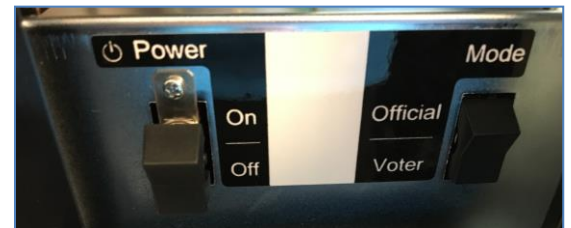
Remove the ExpressVote from its case. Remove the power cord and plug the circular end of the power cord into the ExpressVote (flat side up). Plug the other end of the power cord into the wall. Tilt the machine back onto its metal



black carrying case, and headphones from the case. Plug the small port on the back of the power cord into the wall support legs.

### 2. Turn on ExpressVote

Unlock the security access door on the left side of the machine using the same barrel key that is used for the DS200 tabulator. Set the power switch to On. Verify that the mode switch in this security access compartment is set to Voter. The screen will indicate that the machine is starting up.



(continued on next page)

## *ExpressVote (continued)*

### **3. Enter Election Code**

Use the touch screen to enter the following case sensitive Election Code: █. Please note that you will need to touch the shift key on the touch screen before typing █. After entering this code, press Accept on the screen.

Once the "To begin Voting, insert your card" screen appears, close and lock the access door.

### **4. Position Privacy Screen**

Position the cardboard Vote privacy screen (found in the tabulator cart) around the ExpressVote.

### **5. Test the ExpressVote**

Before the polls open, test the ExpressVote to make sure it is working. Take an ExpressVote ballot card (delivered to your polling place in the emergency bin of the tabulator cart) and write "test" where you would normally put the election official initials at the bottom of the ballot card.

Insert the ballot card into the ExpressVote feed tray with the cut corner facing right and at the top of the blank card. If your polling place has more than one ballot style, select the correct ward and ballot style on the touch screen (polling places with only one ballot style will find that the ExpressVote automatically goes to the Ready for Voting screen).

Use the touch screen to select any candidates. You are verifying that calibration was not affected during delivery, and the ExpressVote is marking the ballot card for the candidates selected. If the ExpressVote does not accurately mark the ballot card, go through the calibration process listed on the next page.

Upon completion, reinsert the ballot card in the **ExpressVote**. The ExpressVote will read the barcode and let you know which candidates were selected. Partially tear and discard the test ballot card in the Discarded Ballot envelope. The Election Day test ballot card is **never** fed into the tabulator.

### **Election Officials Voting on ExpressVote**

Election officials who vote at this polling location are encouraged to use the ExpressVote. Any voter is welcome to use the ExpressVote. Election officials should not hover over voters using the ExpressVote, or watch voters make their selections.



# ExpressVote Troubleshooting

## Calibration

At times, the ExpressVote will need to be recalibrated after it travels across bumpy roads to be delivered to the polling place. If the ExpressVote is not marking the ballot for the candidates selected, complete the following steps.

- a. Open the security panel on the left side of the machine.
- a. Change the Mode switch to Official.
- b. From the Main Menu, choose Calibrate Touch Screen.
- c. Choose Calibrate to confirm the action.
- d. Align the touch points by pressing and releasing the center of each cross-hair that appears on the screen.
- e. If satisfied with the calibration, press anywhere on the screen to continue.
- f. Change the mode switch back.
- g. Close and lock the security panel.

## Card Jam

After the ExpressVote prints on a ballot card, the card may become stuck inside the machine.

- a. Open the security compartment on the left side of the machine. Change the Mode Switch to Official. Once the Main Menu appears, press Eject Card button.

### If card does not eject:

- a. Open the security panel on the right side of the machine.
- b. Locate the card and **gently** pull the card out of the machine. If the card is not removed gently the card can be torn causing the voter to have to spoil the card and be issued another card.
- c. Remove the card jam being careful not to rip the paper.
- d. Close and relock the security panel.

## Card left in ExpressVote

This error message appears after the ExpressVote has been idle, with a card inserted for 5 minutes:

*"!Alert The ExpressVote requires attention. Ask an Election Official for help. Election Official: A previous voting session has expired and the card is being held within the Voter Assist Terminal. Switch to Official Mode to Resolve Error."*

- a. Open the left security compartment and switch Mode to Official. Eject the card.



## Election Official Opening Task J

### Prepare IntElect DS200 for Counting



- First, determine which clock is your official clock (you'll need it for step 7).
- 1. Unlatch hinges. Use silver key to unlock front of case. **Do not force open; allow lid to lift on its own.**
- 2. Use the silver key to open access panel on the back of tabulator. Carefully remove electrical cord. Plug electrical cord into a three-prong grounded outlet.
- 3. **After plugging in the machine**, use barrel key to unlock scanner and gently lift screen to open. Do not close screen until the close of polls. The DS200 will begin booting up.
- 4. Verify that the tamper-evident sticker seal on top of the scanner matches the seal number listed on the front page of Inspectors' Statement, and that the word "void" does not appear across the seal. This verifies that nobody has accessed the memory device since the public test of election equipment.

If seal does not match the Inspectors' Statement, or the word "void" appears, contact the Clerk's Office immediately at 266-4220.

- 5. Initial red line on front page of Inspectors' Statement to indicate that you have verified the blue tamper-evident seal number.

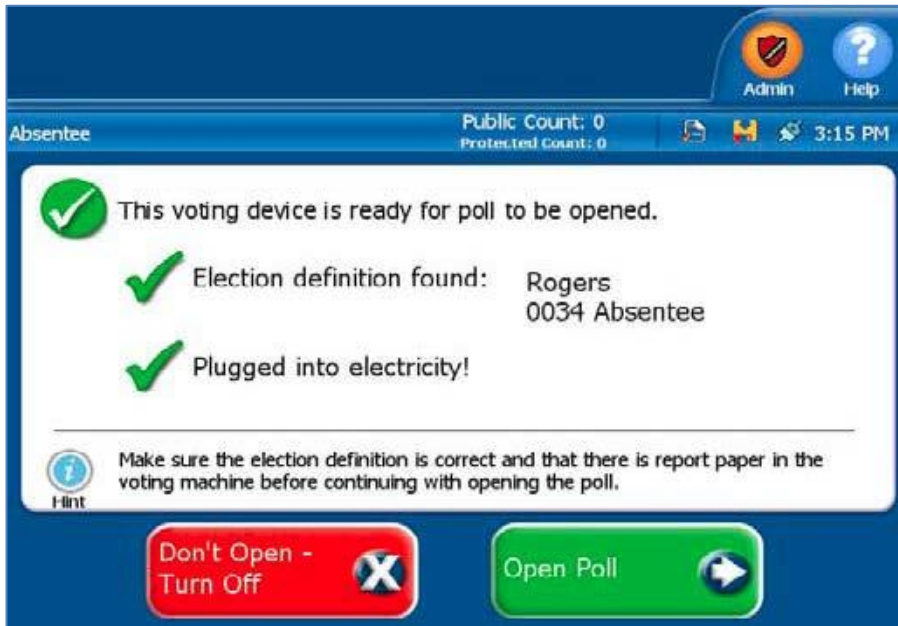


*(continued on next page)*

## Prepare Tabulator for Counting (continued)

- ❑ 6. The DS200 will require that you enter the Election Security Code. The Election Security Code is case sensitive. Enter ■ on the touch screen and then press Accept. Please note that you will need to press the shift key on the touch screen both before typing the first letter of ■. After entering this code, press Accept.

The DS200 will print the Configuration Report. **Do not tear off tape until polls are closed and you have run a results tape.**

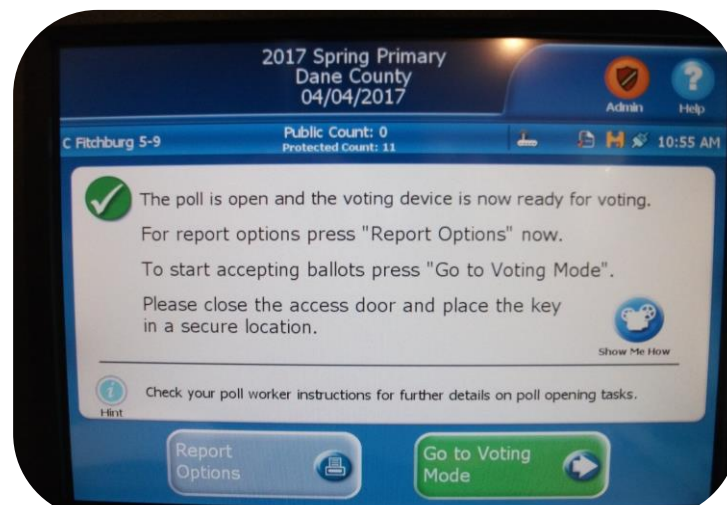


- ❑ 7. **Verify that the time (upper right corner of screen) is correct.** If the time is incorrect, this is your only opportunity to adjust the time. Follow the steps for changing the time in the tabulator troubleshooting instructions before selecting Open Poll. The tabulator troubleshooting instructions can be found on the next few pages.
- ❑ 8. Press "Open Poll" on the touch screen. The DS200 will automatically print a zero tape.
- ❑ 9. Press "Go to Voting Mode" on the touch screen.
- ❑ 10. Verify all contests, candidates and referenda appear on the zero tape with zero votes cast. Verify that your polling place wards appear on your zero tape.

*(continued on next page)*

## *Prepare Tabulator for Counting (continued)*

- ❑ 11. Verify the public count (on touch screen) reads 0. Touch screen should say, “Welcome. Please insert your ballot.”
    - If public count does not read 0, document this on the incident log and immediately call the Clerk’s Office. You will need to zero out the machine; follow the instructions on page 12 of Opening the Polls in your white binder.
- Note: do not worry about the “protected count” shown on the screen. The protected count is like an odometer, showing the total number of ballots ever fed into this DS200 machine.
- ❑ 12. Verify the DS200 serial number (printed on zero tape). Initial the red line on the front page of the Inspectors’ Statement that indicates you have verified the tabulator serial number.
  - ❑ 13. On the zero tape, document the number of the blue tamper-evident sticker seal on top of the scanner.
  - ❑ 14. Sign the zero tape before the polls open. Three officials should sign. If left-handed, it may be easiest to sign your name upside-down.
  - ❑ 15. **Do not tear off tape until polls are closed and you have run the results.** To discourage people from tearing off the zero tape, fold the zero/results tape and put a paperclip or binder clip on it.
  - ❑ 16. Record successful tabulator setup on the incident log.



# DS200 Troubleshooting

## DS200 does not start up

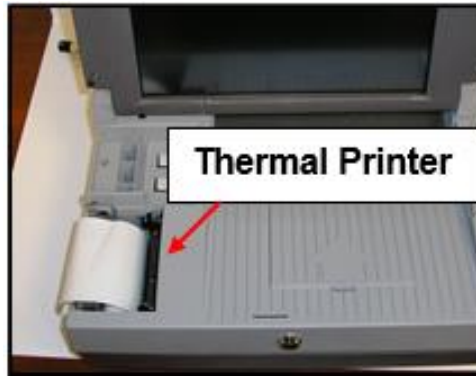
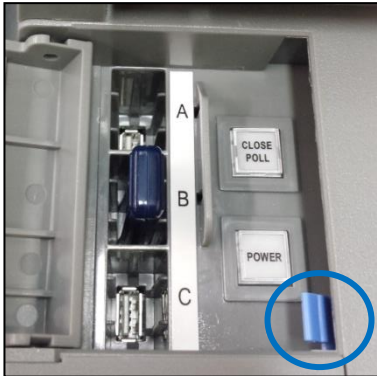
You may have opened the screen before plugging in the machine.

- Close the screen.
- Plug in the tabulator
- Open the screen.

## Print doesn't show up on tape

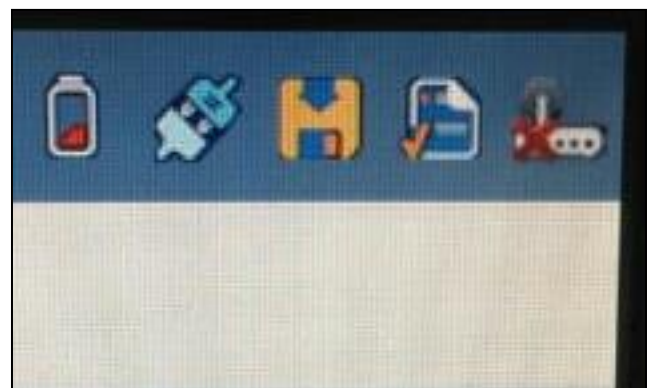
The Clerks' Office may have inserted the tape in the wrong direction.

- Remove sticker seal from top of access door. Document this on the Incident Log. Affix the sticker seal to the Dane County envelope.
- Unlock the access door, located above the printer. This will allow you to access the printer release lever.
- Press the lever to unlock and open the printer door.
- Make sure the glossy side of the thermal paper is facing the thermal printer. The glossy side will leave a gray mark when scratched.



## Unplugged power icon

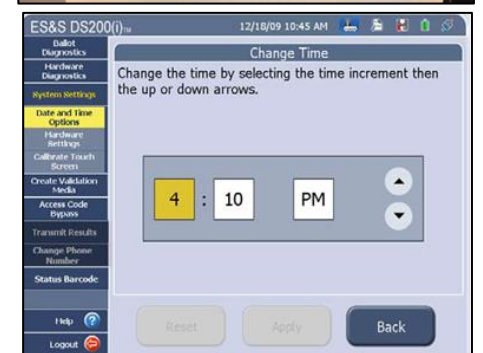
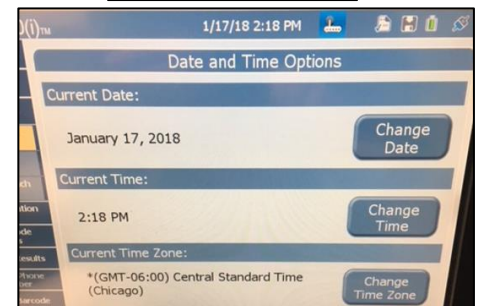
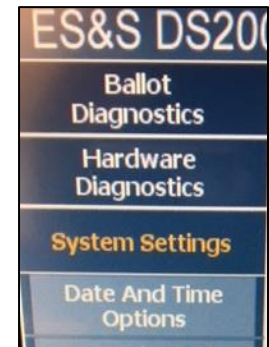
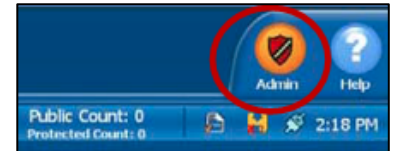
The unplugged icon in the upper right corner of the screen indicates that the tabulator is not getting power from the wall outlet. Try another outlet, and make sure the power cord is completely plugged into the power port in the back of the tabulator.



# DS200 Troubleshooting, continued

## Time is wrong

- Press the Admin button on the upper right corner of the screen.
- Press “Log In” and enter the Administration Code: ■. You will need to press the shift key on the touch screen before typing ■. Press accept.
- From the Admin menu on the left, press “System Settings.”
- Press **Date and Time Options** under System Settings.
- Press **Change Time** to proceed with updating the time.
- Select the field to update (hour, minute, or AM/PM) by pressing on the corresponding box.
- Correct time by using the arrows to make adjustments.
- Press **Apply** to save the changes.
- Press **Back** to return to previous screen.
- On the next screen, press **Apply** again.
- Press **OK**.
- Press **Logout** and, finally, **Exit**.
- Press **Open Poll**.

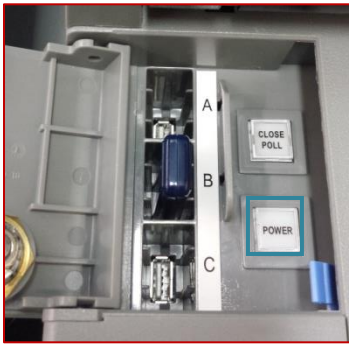


## Ballots counted but not released to the bin (after polls have opened)

Check the back of the tabulator to make sure the silver bar is down (below the battery) and latched into the white clasp. If the silver bar is up in the unlocked position (in front of the battery), ballots will jam.

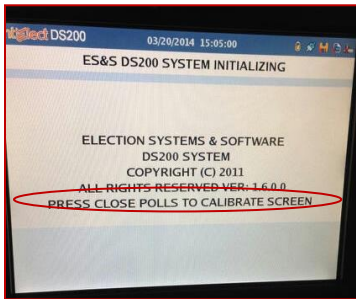


# DS200 Troubleshooting, continued

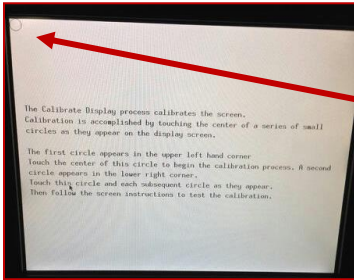


## Tabulator screen is frozen

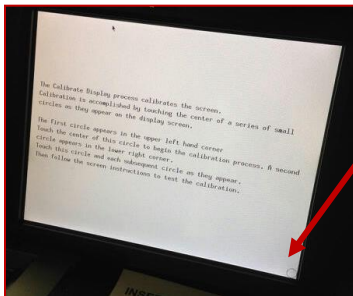
Tear the blue sticker seal off the top of the scanner. Affix sticker seal to County Clerk envelope. Use the barrel key to unlock the compartment from which you just removed the seal. Lift access door open. Press and hold the **power button** for as long as it would take for the UW band to play “Varsity.”



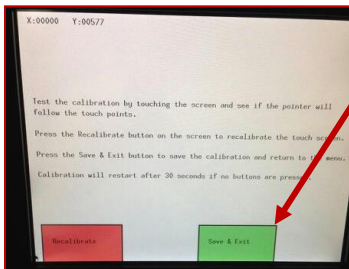
Watch the screen. The screen will go blank as the tabulator begins a hard reboot. Once you get a white screen with five lines of text, **immediately press the close poll button.** The final sentence on the white screen is asking you to press the close poll button to calibrate the screen.



You will next be prompted to touch a circle on the upper left corner of the screen. Remember that the touch screen needs one pound of pressure from your finger. When you touch the circle it will turn black.



Next, you will be prompted to touch a circle on the lower right corner of the screen. When you touch the circle it will turn black. The touch screen is now recalibrated.



Press the green bar asking you to save and exit. The tabulator should be back in operation.

Document the recalibration on your incident log.



Assigned to: \_\_\_\_\_

## Election Official Opening Task K

### Election Day Accessibility Checklist



Assess whether the polling place has barriers for people with disabilities. If you identify any barriers, inform the Clerk's Office as soon as possible.

#### **Parking**

Accessible parking must be kept clear of snow, piles of leaves, or other obstacles to persons with disabilities in order to be accessible.

For polling locations that have parking lots:

- Accessible space(s) are clearly marked with the standard accessible parking sign.
- The accessible space(s) are located nearest to the accessible entrance.
- There is at least one van-accessible space.
- There is an accessible way to get from the parking lot to the sidewalk.
- The parking lot is paved.

For polling locations that do not have parking lots:

- There is an accessible passenger drop-off area, or temporary on or off street accessible parking that could be designated on Election Day.

#### **Pathways to the Building**

- The path to the accessible entrance is clearly marked with large print signs if it is different from the primary route to the building.
- The path of travel is free of breaks and edges and is clear of debris such as snow, ice and leaves, and low-hanging objects such as tree branches.
- The path of travel has the necessary curb cuts and ramps so that a person using a mobility device could access the building with ease.
- All ramps have handrails (and edge protection), if necessary.
- The path of travel is well-lit.

## **Entrance to the Building**

- The entrance to the building is free of steps or has a ramp or elevator.
- The accessible entrance to the building is unlocked.
- Accessible entrance has an automatic door opener or a call button, or there is someone stationed at the door to open it.
- There is signage or a greeter stationed at the entrance with information on requesting curbside voting.

## **Travel within Building**

- Accessible route to the voting area is clearly marked with large print signs if it is different from the main route and/or if not immediately inside accessible entrance.
- Interior doors along accessible route are unlocked and either have automatic doors or are propped open.
- If there are stairs to the voting area, an accessible elevator is available.
- Hallways are well-lit and free of low-hanging objects and items protruding from the wall or sitting on the floor.
- All rugs and mats along the accessible route have low pile and are securely fastened (or removed).

## **Voting Area**

- Instructions for voting are printed in **Large Print** (18 point font or larger) and displayed in a convenient and obvious location.
- The path of travel in the voting area is wide enough for an individual using a mobility device to navigate and turn around with ease (minimum of 5x5 feet).
- Poll workers have set up the accessible voting booth that is extra wide at the bottom (at least 36 inches), and at good height (between 28 and 34 inches) to allow someone who uses a mobility device to use it comfortably.
- Poll workers have set up the ExpressVote on a table or voting booth that is extra wide at the bottom (at least 36 inches), and at good height (between 28 and 34 inches) to allow someone who uses a mobility device to use it comfortably and reach all parts of the voting equipment.
- The ExpressVote is set up in such a way that it is
  - Housed in the same area of the room as all the other voting booths
  - Strategically placed to ensure the privacy of the voter using the machine **and** contain a privacy screen.

### *Election Day Accessibility Checklist (page 3 of 4)*

- The ExpressVote is turned on, tested, and in proper working order for electors to use when the polls open on Election Day. The test ballot has been partially torn and placed in the Discarded Ballot envelope.
  - All accessible features of the ExpressVote are set up and working, including tactile devices and headphones
- The polling location has the following:
  - ✓ **Signature guide** to assist someone to sign their name in a straight line (found in top tray of supply kit)
  - ✓ **Pen and paper** to communicate with someone who is deaf or hard of hearing (found in bottom of supply kit).
  - ✓ **Magnifying glass** to be used by someone with a sight impairment (found in top tray of supply kit, probably in a plastic sleeve).
  - ✓ **Extra seating** and a policy to allow voters who have trouble standing or walking to wait to vote and maintain their place in line.
  - ✓ **Lighting** at every space in the voting area.

### **Interactions with Voters**

- Poll workers are aware of the special needs of voters with disabilities and are willing to provide reasonable accommodations when requested.
- Poll workers are aware of the assistant process:
  - Any elector may have an assistant.** The assistant can be anyone, except the elector's union representative or employer, and the assistant does not have to be a qualified elector.
  - Electors may have an assistant **state their name and address** for them if they are unable.
  - An elector can direct an assistant to mark their ballot and insert the ballot into the ballot box or tabulator. The assistant must sign the ballot in the designated location. Poll workers will note on the poll book next to the voter's name, "Assisted by," followed by the name and address of the person providing assistance in marking the ballot.
  - If an elector is unable to sign the poll book due to a disability, poll workers will write "Exempt by order of inspectors" in the voter signature box.
- Poll workers have reviewed the Poll Worker Common Courtesy Checklist (see following page).
- There is a feasible plan in place to identify when a voter wants to vote curbside, such as having signage, a phone number, or a greeter stationed outside, and poll workers are aware of the curbside voting policy.

## **Troubleshooting for Van Accessible Parking Spots**

Some of our polling place audits have identified issues with van accessible parking spots. If your polling location has the supplies noted below, it means that you have a van accessible parking issue to resolve on election morning.

Four red cones and a roll of yellow caution tape

Use these materials to make the van accessible parking space wider.

1. Position the cones to incorporate **two** parking spaces – the signed accessible space and the one next to it (approximately 96” width) – so a van could park and unload there.
2. Using duct tape, affix the caution tape at the top of the cones around three sides of the widened parking spot.

Van accessible parking space sign

The sign for a van accessible parking space should be 60 inches high. If the Clerk’s Office has provided you with a portable van accessible parking sign, place the sign at the van accessible parking space for your polling location.

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Your clerk will have more detailed information about accessibility rules and laws.

### **Wisconsin Elections Commission**

[Elections.wi.gov/assisting-voters-disabilities](https://elections.wi.gov/assisting-voters-disabilities)

### **Disability Vote Coalition**

[Disabilityvote.org](https://disabilityvote.org)

### **U.S. Department of Justice ADA Checklist for Polling Places**

[www.ada.gov/votingck.htm](https://www.ada.gov/votingck.htm)

*This checklist was created by Disability Rights Wisconsin (DRW) and reproduced by the Wisconsin Elections Commission and Accessibility Advisory Committee with permission of DRW. If you have questions about this checklist or about accessibility, contact the Wisconsin Elections Commission at 608/261-2028 or the DRW Voter Hotline at 844/DIS-VOTE (844/347-8683).*

## Common Sense and Common Courtesy

Many election inspectors have had little interaction with people with disabilities; here are a few courtesies and guidelines.

- ★ State and federal law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.
- ★ Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
- ★ Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.
- ★ Give unhurried attention to a person who has difficulty speaking.
- ★ Speak directly to the person who has a disability rather than just addressing a companion who may be accompanying them.
- ★ Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.
- ★ A notepad, found in the bottom of your supply kit, should be available to assist communication with electors who are deaf or hard-of-hearing.
- ★ Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- ★ Greet a person who is visually impaired by letting the person know who and where you are.
- ★ Have a signature guide, found in the top tray of your supply kit, available for signing the poll book or registration form.
- ★ When offering walking assistance, allow the person to take your arm and tell them if you are approaching steps or inclines or are turning right or left.
- ★ Animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner.