Opening the Polls Task Sheets

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Chief Inspector Checklist for Opening the Polls

Before Election Day

☐ Pick up blue tote and poll books by 4 p.m. Monday. *Estimated time: 15-30 minutes*

- ☐ Make a quick polling place visit. *Estimated time: 5-30 minutes*
- ☐ Confirm voting location and where to enter on election morning.
- ☐ Familiarize yourself with the location. If possible, identify two separate exits from the voting room and/or building in case of emergency.
  - ☐ For our reference, please inform madisonvotes@cityofmadison.com if there is only one.
- ☐ Identify an Election Day facility contact person. The facility is offering the use of this location as a polling place for free! Please maintain a polite and respectful relationship with facility staff.

☐ Contact each poll worker scheduled to work at your polling place so they know what to expect. Let them know where to park, which entrance to use, and anything else pertinent. Confirm the workers' assigned hours/shift and payroll status. Texting often works very well! *Estimated time: 1 hour*

☐ Plan Election Day assignments. *Estimated time: 30 minutes*

- ☐ Review the task sheets in this binder.

☐ Check contents of the blue tote (the supply list is on next page). If anything is missing, email the Clerk's Office at MadisonVotes@cityofmadison.com. *Estimated time: 15 minutes.*

☐ Note your prep time on the Election Day timesheet. Due to budget restraints, there is a **three-hour limit for prep time**. Pre-approval is required for extraordinary circumstances that would exceed this limit. **Do not include** time spent creating your own materials in your prep time. If you need additional signage or materials, let the Clerk's Office know.

Reference: Blue Tote Contents (start of day)

Supply Kit

TRAY
Post-its ▪ Binder Clips ▪ Staples ▪ Paper Clips ▪ Rubber Bands ▪ Plug Adapter ▪ SortKwik & tips ▪ {Keys}
Nametags ▪ Sharpie ▪ Highlighters ▪ Stopwatch ▪ Calculator
Magnifier ▪ Signature Guides (2 per ward) ▪ **4 orange seals**

BIN
Pad of Scratch Paper ▪ Post-its ▪ Stapler ▪ Staple Puller ▪ Scissors ▪ Letter Openers
Flashlight ▪ Tape Measure ▪ Blue Tape ▪ Clear Tape
PENS ▪ PENS ▪ **Seal Snips** ▪ PENS ▪ PENS

Loose in Tote
- ☐ **City** Envelope ☐ **County** Envelope (white)
- ☐ Rejected Absentee Envelope (manila)
- ☐ Duplicated Ballot Envelope (manila)
- ☐ Discarded Ballot Envelope (manila)
- ☐ Payroll envelope with blank forms x5
- ☐ Red Dane County security pouch w/ seals
- ☐ Ballot Security Bags
- ☐ {iPad} w/ charger
- ☐ Tub with "**I Voted**"/ "Future Voter" stickers
- ☐ First aid kit
- ☐ [voter slip pads] ☐ [highlighter(s) if needed]
- ☐ Large Red Courier Bag
- ☐ *Election Official Roster*
- ☐ *Election Day Time Sheet*

Chief Inspector Binder
- ☐ {Inspectors' Statement}
- ☐ [Opening Instructions & Task Sheets]
- ☐ [Closing Instructions & Task Sheets]
- ☐ *Write-in Tally Sheets (white + yellow)*
- ☐ {Hourly vote tracking sheet (white)}
- ☐ {Comments & Feedback Sheets (white)}
- ☐ {EO stats & demographics (pink)}
- ☐ 100ft buffer electioneering ward map x5
- ☐ Observer materials
- ☐ Challenge: ☐ brochures, ☐ guide, ☐ EL-104C challenge documentation
- ☐ Modeming Instructions
- ☐ Modus Instructions
- ☐ federal agents card

Absentee Inspector Binder
- ☐ Clear envelope for hand-delivered absentees w/ ☐ flowchart ☐ {voter log}
- ☐ {Absentee Inspectors' Statement}
- ☐ Quick Guide to Processing Absentees
- ☐ Quick Guide to Remaking Ballots
- ☐ Absentee Processing manual
- ☐ Processing Absentee labels

Signage Folder ☐ **survey attached**
- ☐ [Legal Notices for this Election]
- ☐ Accessible Entrance
- ☐ Polling Hours
- ☐ No Firearms or Weapons x2
- ☐ Directional arrows
- ☐ ID Petition Handouts
- ☐ Ballots Counted Here (purple)
- ☐ Tabulator Jam (two sheets, purple)
- ☐ Keep Ballots Dry

Greeter Table Folder
- ☐ Quick Guide to Greeter Table
- ☐ Hand-delivered absentees flowchart
- ☐ Acceptable Photo ID
- ☐ ID petition process handouts x4
- ☐ Curbside guide
- ☐ Determining Where a Person Votes guide
- ☐ Interpreter card
- ☐ Map of each ward voting at polling place
- ☐ {Ward-Specific Street Directory}
- ☐ City-wide street directory
- ☐ MyVote QR code
- ☐ [List of Madison Polling Places]
- ☐ Election Official recruitment poster
- ☐ Pad of scratch paper

Poll Book Table Folder
- ☐ Quick Guide for Poll Book Documentation
- ☐ Checking ID Quick Guide
- ☐ Acceptable Photo IDs x2
- ☐ Pad of scratch paper
- ☐ {Voters without acceptable ID sheets}
- ☐ {Pollbook typo corrections sheets (yellow)}
- ☐ Carbonless EDR Poll Books
- ☐ Yellow accordion folder
- ☐ Reconciliation Number Strike Sheets

Ballot Table Folder
- ☐ {Optional Tool for 2nd & 3rd Ballots (white)}
- ☐ Good / Bad Ballot stickers
- ☐ How to Mark Your Ballot (2 English, 1 Spanish, 1 Hmong, 1 Mandarin)
- ☐ "You may mark your ballot…" EV sign

Registration Table Folder
- ☐ Proof of Residence Cards
- ☐ What – Who – Four – Two reminder (pink)
- ☐ Quick Guide for Registration
- ☐ Acceptable Proof of Residence
- ☐ Acceptable Photo IDs
- ☐ Determining Where a Person Votes Guide
- ☐ Pad of scratch paper
- ☐ {My UW instructions & QR codes (1x all totes; 5x wards 46-61)}
- ☐ {5x UW/Edgewood Housing Lists if avail & in-ward}
- ☐ {Ward-Specific Street Directory}
- ☐ Registration Transparency Sheets in folder
- ☐ Folder with {Ineligible List} & handouts
- ☐ Folder of Spanish & Hmong Reg Forms
- ☐ Folder for voters unable to register
- ☐ {Voters Unable to Register form (purple)}

Provisional Table Folder
- ☐ Provisional Quick Guide
- ☐ Quick Guide for Returning PV
- ☐ Provisional Stamp
- ☐ ID Petition Handouts (English + Spanish)
- ☐ Provisional Handouts (blue) x10
- ☐ Provisional Log (lilac)
- ☐ Provisional Envelopes (blue) x10
- ☐ Large Inspectors' Certificate of PV ballots

{Green} = ward-specific | [Blue] = election-specific | *Orange* = last-minute print

Election Morning Set-Up: meet on-site at 6 a.m.

- ☐ Direct all EOs to wear a name tag. Encourage everyone who is comfortable doing so to use pronoun stickers.
- ☐ Ask EOs to record demographic information (pink sheet in CI binder).
- ☐ If you have an equipment layout in mind, explain the plan to your team. If not, ask whether anyone else has worked there before, and what worked well/didn't work well. In general, it's important to have a clear "traffic flow" for voters. Please call the office if you need assistance.
- ☐ Choose one EO who is scheduled to work until close to be the End of Line Officer. **Record their name on the incident log in the Inspectors' Statement.**
- ☐ Determine which clock or watch will be used for the official time. **Document this on the incident log.**
- ☐ Assign each opening task sheet to 1-2 workers.
- ☐ Locate and unlock the red security cart, using the silver key with text on both sides of the key. **Remove everything from the red cart**.

Opening Task	Assigned to
A – iPad	
B – Tabulator: Storage	
C – Voting Booths	
D – Ballot Table	
E – Poll Book Table	
F – Registration Table	
G – Greeter Station	
H – Absentee Processing Station	
I – Provisional Ballot Station	
J – Signs and Sample Ballots	
K – ExpressVote	
L – Tabulator: Setup	
M – Election Day Accessibility Checklist	

Team Meeting Before Opening Polls 5

After things are set up, review the following with all workers:

- ☐ **"Our goal is that each eligible voter will be able to cast a ballot and have that ballot counted."**
- ☐ Any recent changes to election law and procedures. These would have been covered in training.
- ☐ Emergency procedures including medical emergency, shelter in place and evacuation. Identify the exit(s) from the voting room and the building.
    - Make sure everyone knows where to meet up if evacuation is necessary.
- ☐ Ballot styles; plans for multiple-ward locations and/or school district splits.
- ☐ Be prepared to provide reasonable accommodations when requested:
    - ☐ Curbside voting: how to know when someone needs it, and what to do
    - ☐ ExpressVote: how to use and how to explain to voters
        - To increase accessibility, offer a choice of ballot to all voters! "Would you like to mark your paper ballot with a pen or our ExpressVote machine?"
    - ☐ Other accessibility supplies:
        - Pen/paper to communicate
        - Magnifier sheet (top tray of supply box)
        - Signature guide (black rectangle with cutout; top tray of supply box)
        - Seating for voters
- ☐ Procedure for individuals wishing to hand-deliver an absentee ballot.
- ☐ The Inspectors' Statement is a collective log of the day at your polling place. All Election Officials are welcome to make entries. Please make use of the many blank pages! There is no need to squeeze in tiny writing to stay on one line.

Finally…

- ☐ Give each worker their initial election day assignment. Plan to rotate task assignments throughout the day so everyone learns each station.
    - ☐ Workers should review the **Quick Guide** at each station as they begin.
- ☐ Take a deep breath with your team.

Open the Polls Promptly at 7 a.m.

Make 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!"

Assigned to: _____

Opening Task A

iPad

★★★★★★★★★★★★★★★★★★★★

☐ Turn on the power by pressing the button above the screen.

☐ Swipe up from the bottom of the screen.

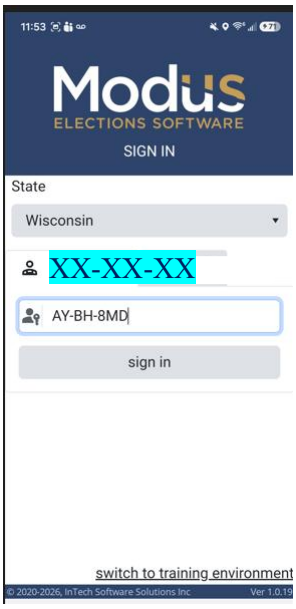
☐ Tap into the Modus Worker app. The Chief Inspector will have received a personal code via e-mail. Use this to sign in.



	Confirm your assignment online:	accept or decline assignment
OR	open a browser and enter this URL:	ElectionService.Me/Wis.Demo/EWTM
	Then enter your personal code:	Personal Code: XX-XX-XX

✓ The Modus app will be used to submit and track any issues throughout the day. The City Clerk will also send announcements through it. Place the iPad somewhere it can be easily accessed.

✓ Keep in mind that information submitted through the app & any replies sent are retained as publicly-requestable records.



Updates and reminders:

✯ A copy of Chapter 14 (“Election Day”) from the recently-updated *Election Law & Administration in Wisconsin* manual has been saved to the iPad for your reference. It can also be viewed at https://elections.wi.gov/elaw

✯ There is a new translation app! While we still encourage use of the language line as needed, the translation app is another tool available to you. Please spend some time exploring its options and let others know about it too.

✯ The iPad is a great tool for looking up voter registrations and addresses on MyVote.WI.gov

✯ **Important note**: if needed, the iPad can also function as a hotspot for Internet! Contact the office if you need help setting that up.

Assigned to: _____

Opening Task B

Tabulator: Storage

★★★★★★★★★★★★★★★★★★★★

☐ **What you will need**: Inspector Statement and a pen. Small, red security pouch with blue seals inside. Scissors or seal snips. Keys (may be with Chief Inspector or ExpressVote).



☐ Remove the tabulator from red security cart, place in chosen location in polling place.

☐ Compare the seal numbers on the Inspectors' Statement to the seals on the tabulator cart. You are verifying that nobody opened the ballot box since the public test. Check the seals on the front and the sides of the ballot box.

☐ Initial the first two red lines on the front page of the Inspectors' Statement. Indicate whether the seal numbers match.



☐ Break only the seals on the **front** of the tabulator cart. Place the seals in the red election security pouch (found in blue tote).

☐ Unlock the two doors on front of cart.

☐ Remove **all supplies** from **both compartments** of the tabulator cart.

☐ Lock both compartments once they are empty. **Make sure the emergency bin flap is closed.** The strip of metal should be in the upright position. Return the key to the chief inspector.

☐ Take the pre-printed and ExpressVote ballots, the secrecy sleeves, and the empty voter slip container to the ballot table.

☐ Take plastic container of registration forms and clipboards to registration table

☐ Take the A-L/M-Z sign to the poll book table.

☐ Put plastic hardware box next to blue tote so it can be found if needed.

Assigned to: _____

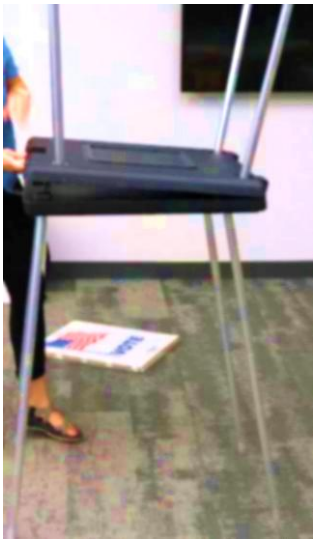
Opening Task C
Voting Booths

★★★★★★★★★★★★★★★★★★★★

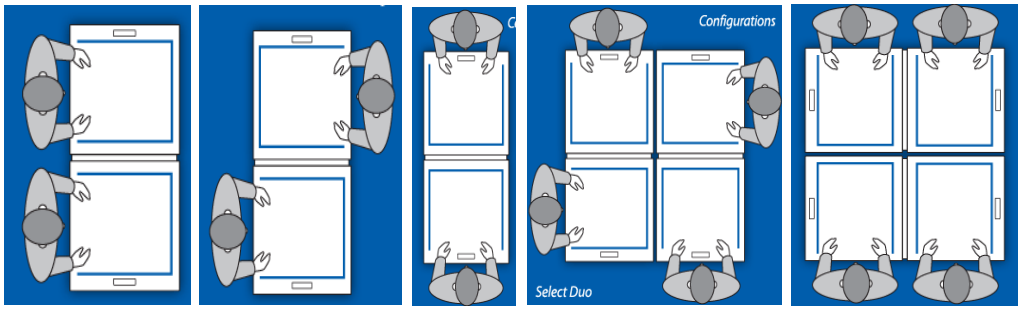
All provided voting booths MUST be set up. State law requires one voting booth for every 200 voters your polling place had during the last November election. The Clerk's Office delivered the **exact** number of booths required.

- Unlatch and open the voting booth case.
- Remove all **8** legs from the voting booth. Assemble them from their halves.
- Close the case and place it on the floor or a table. Insert **4** of the legs into the sockets on the top. Note: legs go in at an angle; please be patient and do not force them.
- Flip the entire booth over so it is standing on the floor. It may help to have two people for this step. Now insert the remaining **4** legs and unfold the booth.
- Adjust the location and settle the legs if needed. Unfold and place privacy screens into slots.





Possible configurations:



Accessible Voting Booth

The accessible booth must be set up with a clear path. It needs a five-foot turning radius for mobility devices. Make sure the front legs are wider than the booth itself. Place a chair nearby but do not block the booth: a voter using a mobility device should not have to request that the chair be moved.



Assigned to: _____

Opening Task D
Ballot Table

★★★★★★★★★★★★★★★★★★★★

Put the following items on ballot table.

From the tabulator (work with EO assigned to Opening Task B):

- ☐ Tabletop sign
- ☐ Secrecy sleeves
- ☐ Plastic container for issued voter slips
- ☐ Pre-printed ballots and ExpressVote ballot cards (emergency bin)
  - Fan the ballots so they are less likely to stick together.
  - The last page of the Inspectors' Statement lists how many ballots you have for each style. Check that you have received the correct ballots. The small number in the upper right corner of the pre-printed ballots should match the "Header Code."
  - Count 50 ballots from the bottom of pile for each ballot style and use a post-it note to remind the official who reaches that ballot to call the Clerk's Office for more ballots.
    - It is not necessary to otherwise count the ballots.
  - Do not pre-initial any ballots. Initials are applied to each ballot only after receiving the voter slip from the voter. This helps keep the unvoted ballots secure and allows us to re-route extra ballots to a site that is running low.



From the blue tote:

- ☐ Supply kit: pens (distribute to voting booths and keep some at table)
- ☐ Ballot table accordion folder:
  - ☐ "How to Mark Your Ballot" signs
  - ☐ Second/third ballot tracking log
  - ☐ "You may mark…" ExpressVote sign
- ☐ Discarded Ballots envelope

Assigned to: _____

Opening Task E
Poll Book Table

★★★★★★★★★★★★★★★★★★★★★

Set up the poll book table(s) so voters waiting to check in do not cross lines/intermingle with voters waiting to receive a ballot. Ask the Chief Inspector for assistance if needed.

Most materials for this table can be found in the accordion folder, which is in the blue tote. Put these items on the poll book table:

- ☐ Poll books, two for each ward (blue tote)
  - Note: we are no longer printing reverse directories. Please use the iPad if you are struggling to find someone's registration, or call the office for assistance.
- ☐ Voter slip pad 1-249 for each ward (blue tote; leave remainder there)
- ☐ Pens (supply kit, blue tote)
- ☐ A-L and M-Z sign to put between split poll lists, if applicable (white box in tabulator cart)
- ☐ Tally sheet for voters lacking an acceptable form of voter ID (folder, blue tote)
- ☐ If tabs have not been pre-printed, take the A-Z index tabs from the supply kit and affix them to the relevant pages of the poll book.



- ☐ Establish a designated area for observers. It should be three to eight feet away from the poll book table. Mark its boundaries with painter's tape.

***Review the Quick Guide (found in accordion folder) before helping voters at the poll book table.** Even if voters are already waiting in line when polls open, acknowledge them and thank them for waiting while you finish preparing to serve them correctly and efficiently. Then **read the guide** before helping the first voter.

Assigned to: _____

Opening Task F

Registration Table

★★★★★★★★★★★★★★★★★★★★

Put these items on the registration table.

- ☐ From i**nside the tabulator** (work with EO assigned to Opening Task B):
  - ☐ Voter registration forms (English)
  - ☐ Clipboards
- ☐ From the **blue tote**, primarily in the Registration Table accordion folder:
  - ☐ Pens (supply kit)
  - ☐ Ineligible voter list (if present)
  - ☐ Ward-specific street directory
  - ☐ Tally sheet for voters lacking proof of address
  - ☐ Voter registration forms in Spanish and Hmong (manilla folder)
  - ☐ Voter registration form transparency guide (manilla folder)



Put one voter registration transparency sheet at the **Poll Book Table** (Opening Task E).

Designate an area for observers. It should be three to eight feet away from the registration table. Mark its boundaries with painter's tape.

*** Review the Quick Guide before working at this station. ***

Assigned to: _____

Opening Task G
Greeter Station

★★★★★★★★★★★★★★★★★★★★

Put a table near the entrance to the voting room. An Election Official will greet voters at this table. The greeter politely confirms that voters are at the correct polling place. They direct each voter to the poll book table or, if necessary, the registration table. The iPad can be a great tool for the greeter when it is not needed by others!

Find these items in the blue tote. Most are located in the "Greeter Table" accordion folder. Put them on the greeter table:

- ☐ Ward-specific street directory
- ☐ Citywide street directory - to redirect voters to correct polling place (can also use MyVote on the iPad or a personal device)
- ☐ Election-specific polling place list
- ☐ Ward map (anything inside the boundaries is part of the ward, even if the exact street is not pictured)
- ☐ "100ft buffer for electioneering" map (Chief Inspector binder)

Review the Hand-Delivered Absentee Instructions sheet to familiarize yourself with procedure for accepting hand-delivered absentee ballots. Review the script of questions to ask **before** accepting hand-delivered absentee ballots. Any hand-delivered absentee ballots from voters or their representatives must immediately be filed in the clear envelope located in the Absentee binder.



[arrives in blue tote]

Assigned to: _____

Opening Task H

Absentee Processing Station

★★★★★★★★★★★★★★★★★★★★

Designate a table for absentee processing. Be sure this table is well-integrated to the overall flow of the polling location such that Election Officials will be able to:

1. take sealed envelopes to the Poll Book Table(s) for check-in,
2. return to open them, and then
3. take the ballots to the tabulator to be counted

without interfering with the "traffic pattern" of in-person voters.

In the Absentee binder, you will find:

- ☐ Absentee Inspectors' Statement
- ☐ Clear envelope for hand-delivered absentees
- ☐ Guides to Processing and Remaking Absentees

Later, a courier will bring a large sealed bin containing your location's initial absentee returns, a log of absentee voters, and the first copy of a seal log.

Review the provided materials prior to processing absentees.

[arrives in blue tote]

Assigned to: _____

Opening Task I

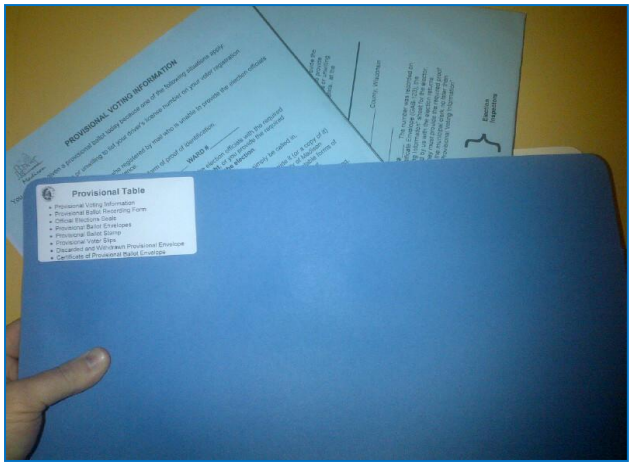
Provisional Ballot Station

★★★★★★★★★★★★★★★★★★★★

Put these items at the Provisional Ballot Station. The Provisional Ballot Station may be located with your Chief Inspector's supplies, but still be sure to account for everything that would be needed. You will find everything but the pens in the blue accordion folder.

- ☐ Provisional ballot certificate envelopes (small blue envelopes)
- ☐ Provisional ballot "PV #" stamp
- ☐ Provisional voting information sheet for electors (blue handouts)
- ☐ ID petition process handouts (English and Spanish)
- ☐ Provisional ballot reporting form (lilac sheet)
- ☐ Inspectors' certificate for provisional ballots (big blue envelope)
- ☐ Pens

Always review the Quick Guide before issuing provisional ballots.



Assigned to (2+ workers): _____

Election Official Opening Task J
Signs and Sample Ballots

★★★★★★★★★★★★★★★★★★★★

The signs provided should all be posted. The only exceptions are Keep Ballots Dry, which only needs to be posted if there is rain/snow or if hand sanitizer is being used, and any surplus orange arrow signs. If you need more signs, contact the office. Please track your sign usage on the survey to help us plan for future elections.

Most inside signs arrive in the Signage accordion folder, located in the blue tote. Some inside signs arrive in the red security cart.

Polling Place Entrance and Path

☐ No Firearms or Weapons – post on every external entrance to the polling place. Does not need to be posted if doors already have a sign prohibiting firearms.

☐ Accessible Entrance – post on the entrance accessible to voters with disabilities. This might also be at the main entrance.

☐ Polling hours – post at main entrance to building.

☐ Orange directional signs with arrows to direct voters through the building to where voting takes place

Entrance to Voting Area – post for voters to see as they enter the voting room.

☐ ID Petition Process

☐ Legal notices (large folded sheets)

☐ 2+ sample ballots for each ballot style **(inside main tabulator bin with ballots)**

Inside the Polling Place

Tabulator:

☐ Ballot Counted Here – sign should be visible from the voting booths, with the arrow pointing directly to where ballots will be inserted.

Tables (tabletop signs are in the red security cart):

☐ Register, yellow

☐ Voter Check-In, green – poll book table

☐ Ballot, blue

Signage kiosk (see next page)

Signage kiosk:





The signage kiosk is found in a flat blue carrying case in your security cart. **Use the QR code above** to watch a video tutorial on how to set up the signage kiosk.

Do not pry open the kiosk.

Simply unfold the kiosk and shake it **gently**. Voters should be able to read the notices on both sides.

Outside Signage (arrives in red security cart)
should be posted by 2+ workers wearing reflective vests.

☐ Flag standard – set at polling entrance before polls open

☐ Curbside voting sign (blue box) – fill base of the sign with water so it does not blow over. Additional measures may also be required to stabilize sign (such as using tape or bungie cords to attach to metal A-frame standard sign).

☐ Feather flag next to curbside voting sign (long canvas bag inside security cart). Use QR code for a video tutorial.

☐ Vote yard signs with arrows to help point voters to the polling place (security cart). Consider first-time voters traveling from all directions. Make sure signage helps direct them to the polling place.

The people taking down signs tonight will need to know where to look. Locate Closing Task A sheet in the Chief Inspector's yellow binder. Note locations where you posted signage for the election official assigned to Closing Task A.

Assigned to: _____

Opening Task K
ExpressVote

★★★★★★★★★★★★★★★★★★★★

Federal law requires that the ExpressVote be set up at every polling place. Set it up so people standing in line cannot see how someone is voting. Provide a turning radius of 5 feet for voters using mobility devices.

Place ExpressVote on a table or voting booth at least 30 inches wide. Make sure table is 28 to 34 inches high with a knee clearance of 19 inches. You have a measuring tape in the supply kit.



1. Determine best location

Use the guidelines above to find a spot convenient for voters using a mobility device. Place a chair nearby for voters without mobility devices who wish to use the ExpressVote. Be sure not to impede the right-of-way for voters with mobility devices. Take care that the power cord is not positioned where it may trip anyone.

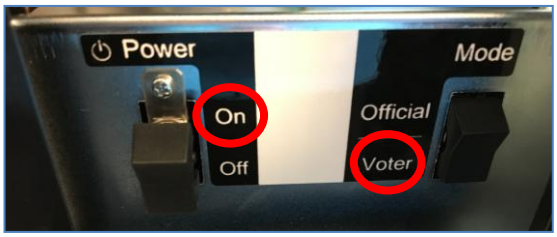


2. Remove from Case

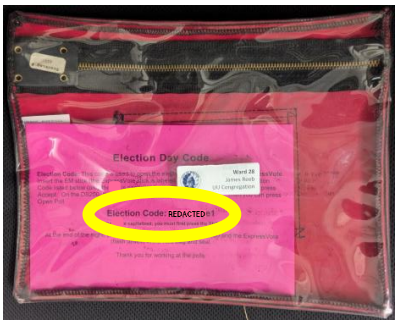
Remove the ExpressVote from its carrying case. Remove the power cord and headphones from the pocket on the outside of the case. Plug the small circular end of the power cord into the port on the back of the ExpressVote (flat side up). Plug the power cord into the wall. Tilt the machine back onto its metal support legs.

3. Power Up

Use the barrel key (may be with Chief Inspector or at tabulator) to unlock the security access door on the left side of the machine. Set the power switch to On. Verify that the mode switch is set to Voter. The screen will say that the machine is starting up. Lock the security panel, ensuring the keypad cord passes through the notch and is not pinched.



4. Enter Election Code



Touch the shift key and then type the code listed in the small, red security pouch. After entering the code, press Accept.

Once the "To begin Voting, insert your card" screen appears, close and lock the access door. Make sure the curly keypad cord goes through the small cut-out.

Place the keypad in an accessible location. Plug in the headphones and make sure they are readily available as well.

5. Position Privacy Screen

Locate the cardboard Vote privacy screen from the tabulator cart. Position it around the ExpressVote.

6. Test

Before the polls open, test the ExpressVote to make sure it is working. Write “test” at the bottom of an ExpressVote ballot card.

Insert the ballot card into the ExpressVote feed tray. The notched corner should be facing right and at the top of the blank card. If your polling place has more than one ballot style, select the ward and ballot style on the touchscreen. Polling places with only one ballot style will see the Ready for Voting screen right away.

Use the touch screen to select any candidates. You are verifying that calibration was not affected during delivery. Make sure the ExpressVote marks the ballot card for the candidates selected. If the ExpressVote does not accurately mark the ballot card, go through the calibration process on the next page. **Make sure the ExpressVote is set up for the ward(s) at your polling place.**

Upon completion, reinsert the ballot card in the **ExpressVote**. The ExpressVote will read the barcode and tell you which candidates were selected. After ejecting, 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

Workers who vote at this polling location are encouraged to use the ExpressVote. Any voter is welcome to use the ExpressVote. Do not hover over voters using the ExpressVote. Do not watch voters make their selections.

To increase accessibility, offer the option using the ExpressVote to every voter!
“Would you like to mark your paper ballot using a pen or the ExpressVote machine?”

ExpressVote Troubleshooting

Calibration

At times, the ExpressVote will need to be recalibrated. If the ExpressVote does not mark the ballot for the candidates selected, complete these 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 Screen Calibration.

c. Choose Calibrate to confirm the action.

d. Align the touch points by pressing and releasing the center of each crosshair that appears on the screen.

e. If satisfied with the calibration, press anywhere on the screen to continue.

f. Change the mode switch back to Voter.

g. Close and lock the security panel.

Card Jam

After the ExpressVote prints a ballot card, the card may get stuck in the machine.

a. Open the security compartment on the left side of the machine. Change the Mode Switch to Official. When the Main Menu appears, press Eject Card. When card ejects, change Mode Switch back to Voter.

If the 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, it can tear. In that case, the voter will need 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.'*

- Open the left security compartment and switch the Mode to Official. The card can then be ejected. After ejecting card, switch Mode back to Voter.

Assigned to: _____

Opening Task L
Tabulator: Setup

★★★★★★★★★★★★★★★★★★★★

Note: pages 4-7 of this Task Sheet provide troubleshooting that may be helpful both during setup and throughout the day.

For this task, you will need: Inspectors' Statement; pen, tabulator keys (may be with Chief Inspector or at ExpressVote); small, red security pouch





1. Determine which clock is your official clock.
2. Unlatch hinges. Use silver key to unlock front of case. **Do not force open; allow lid to lift on its own.**
3. Use the silver key to open access panel on back of tabulator. Carefully remove electrical cord. Plug electrical cord into a three-prong grounded outlet.
4. **<u>After</u> plugging in machine,** use barrel key to unlock scanner and gently lift screen to open. **<u>Do not close the screen.</u>** The DS200 will begin booting up. If it does not, see page 4/7 of this Opening Task.



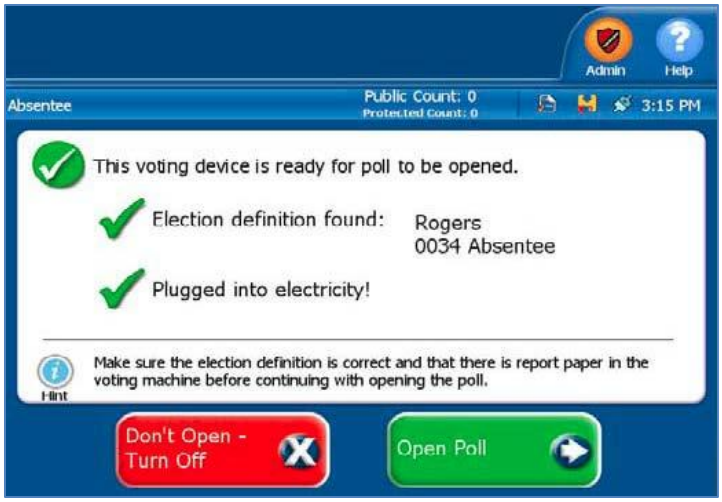
5. Verify that the that the tamper-evident sticker seal on top of the scanner matches the seal number listed on the front page of Inspectors' Statement. **If seal does not match, or the word "void" appears**, contact the Clerk's Office immediately at (608) 266-4220.



6. Initial the third red line on the front page of the Inspectors' Statement. This says that you have verified the blue tamper-evident seal number.
7. Enter the Election Code on the tabulator. The code is provided on a pink card in the small, red security pouch. Press Accept after entering the code.

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

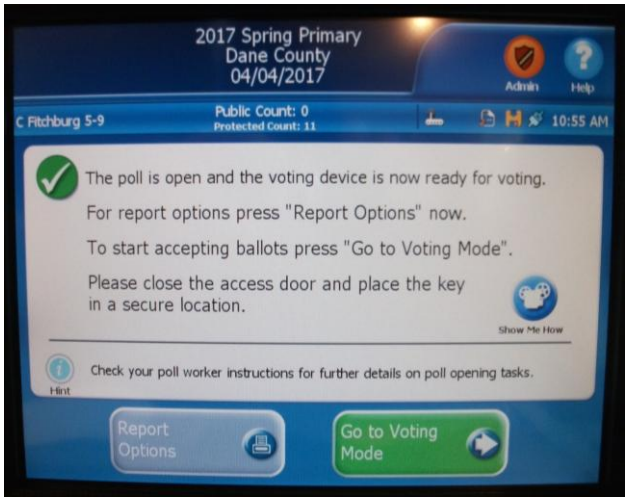
8. Verify that the time (upper right corner of screen) is correct. This is your only opportunity to adjust the time. Follow the steps for changing the time in the tabulator troubleshooting instructions (pg 5/7) before you select Open Poll.

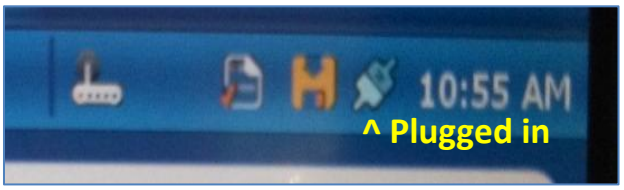


9. Press "Open Poll" on the touch screen. The DS200 will automatically print a zero tape. See troubleshooting on next page if zero tape does not print.
10. Press "Go to Voting Mode" on the touch screen.
11. Verify all contests, candidates and referenda appear on the zero tape with zero votes cast. Verify that your polling place wards appear on your zero tape.
12. Verify the public count (on touch screen) reads 0. Touch screen should say, "Welcome. Please insert your ballot."
13. 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; see DS200 Troubleshooting on page 6/7.
14. Ignore the "protected count" on the screen. Like an odometer, the protected count an shows the total number of ballots ever fed into this DS200.
15. **Verify the DS200 serial number (printed on zero tape). Initial the red line on the front page of the Inspectors' Statement that says you have verified the tabulator serial number.**
16. In the margin by the signature lines on the zero tape, write the serial number of the blue tamper-evident sticker seal found on top of the scanner.
17. Three officials should sign the zero tape before the polls open. If left-handed, it may be easiest to sign your name upside-down.
18. **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.

19. Verify that the tabulator is running on power from the outlet it is plugged into and not running on battery power. Look for the plug icon in the upper right corner of the touch screen. An icon showing space between the plugs indicates that tabulator is not plugged in.

20. **Record successful tabulator setup on the incident log of the Inspectors' Statement!** 🎉







Tabulator (DS200) Troubleshooting

Tabulator does not start up

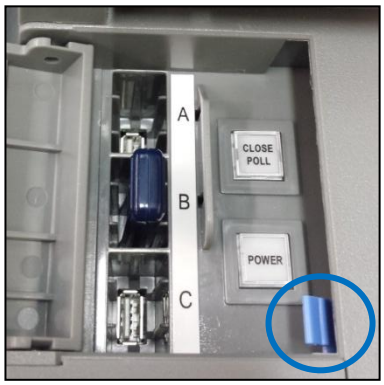
You may have opened the screen before plugging in the machine.

a. Close the screen.
b. Plug in the tabulator
c. Open the screen.

Print doesn't show up on tape

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

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





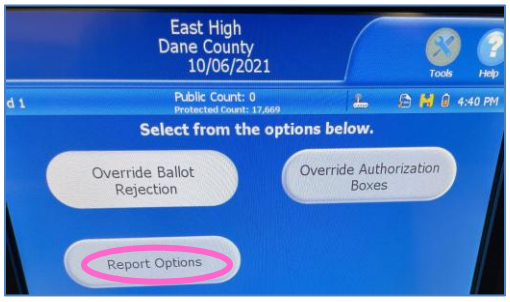


Reprinting Zero Tape

a. Press Tools in the upper right corner of the screen.
b. Enter Election Code (printed on a pink sheet inside the small, red security pouch).
c. Select Report Options.
d. On the next screen, select
- ✓ Zero Totals
- ✓ Detailed report format
- ✓ Precinct report level
- ✓ Include Affidavit

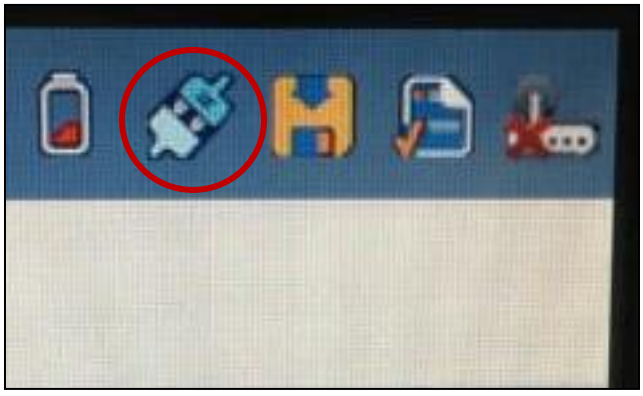
e. Document this on in the Inspectors' Statement.





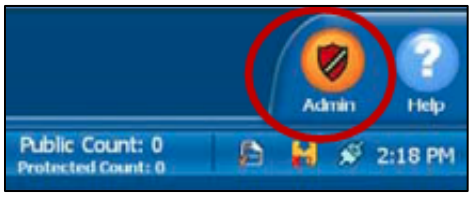
Tabulator Troubleshooting, continued

Unplugged power icon



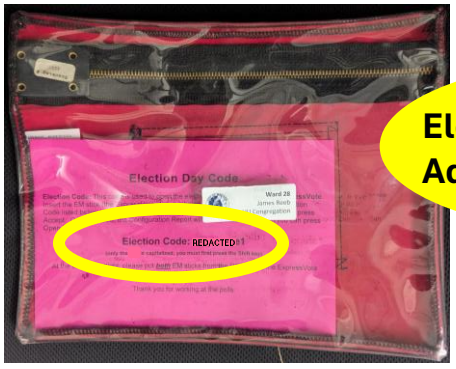
The unplugged icon in the upper right corner of the screen indicates that the tabulator is not getting power from the wall outlet. Try another outlet, or find out whether power to the outlet is controlled by a wall switch nearby. Make sure the power cord is completely plugged into the power port in the back of the tabulator.

Time is wrong

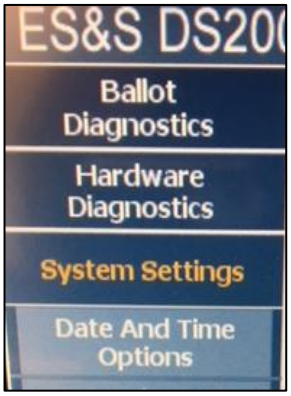


a. Press the Admin button on the upper right corner of the screen.

b. Press "Log In" and enter the Administration Code. This is the same as the Election Code listed on the pink sheet in the small, red security pouch but it ends in **a1** instead of **e1**. Press Accept.



Election Code: [REDACTED]e1
Admin Code: [REDACTED]a1



c. From the Admin menu, press "System Settings."

d. Press **Date and Time Options** under System Settings.

e. Press **Change Time** to proceed with updating the time.

f. Select the field to update (hour, minute, or AM/PM) by pressing on the corresponding box.

g. Correct time by using the arrows to make adjustments.

h. Press **Apply** to save the changes.

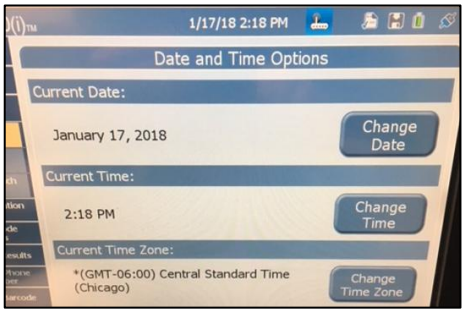
i. Press **Back** to return to previous screen.

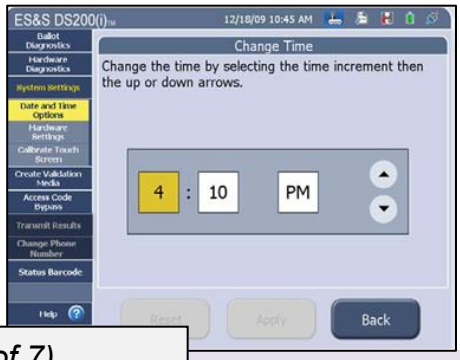
j. On the next screen, press **Apply** again.

k. Press **OK**.

l. Press **Logout** and, finally, **Exit** (bottom left).

m. Press **Open Poll**



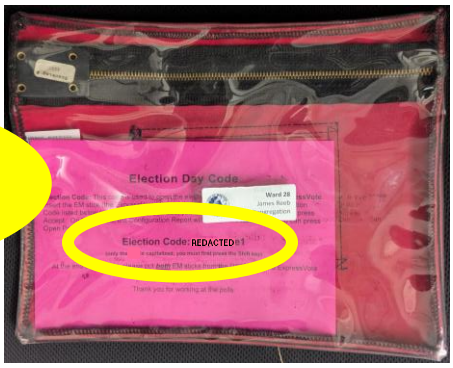


Public Count Does Not Read 0000 for Opening the Polls

If public count does not read 0000, document on incident log and do this:

- ☐ Call the Clerk's Office to notify them of the situation.
- ☐ If the blue sticker seal says "void open," the Clerk's Office will set up and test a new tabulator at your polling place.
- ☐ If the blue sticker seal does not say "void open," tear the blue sticker seal off the top of the scanner. Affix the blue sticker seal to the City Clerk envelope.
- ☐ Use the barrel key to unlock the small access door from which you have just removed the sticker seal on top of the scanner. Pressing the key into the keyhole, turn the key to the left (counter-clockwise) a quarter of a turn. Lift the panel up.
- ☐ Press the Close Polls button for approximately 5 seconds. The touch screen will ask whether you want to close the polls. From this menu, choose Reopen Polls.
- ☐ Using the keypad, enter the Override Code. This is the same as the Election Code listed on the pink sheet in the small, red security pouch but it ends in **o1** instead of **e1**. (That is the lower-case letter "o" not the number "0".) Press Accept.

Election Code: [REDACTED]e1
Override Code: [REDACTED]o1

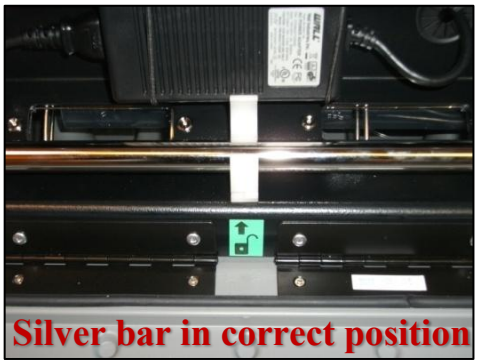


- ☐ From the Reopen Polls menu, chose Clear Counts & Continue.

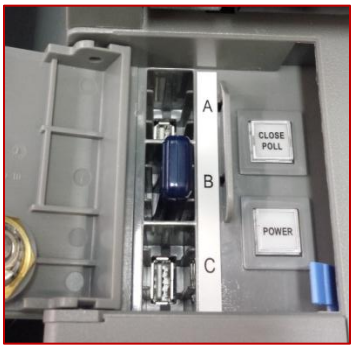
Ballots counted but not released to the bin (after polls have opened)

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.


Silver bar in wrong position

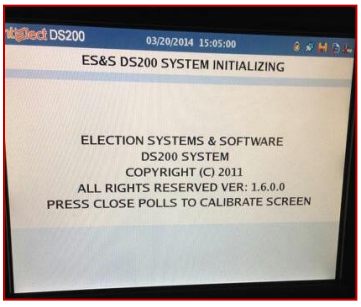

Silver bar in correct position

Tabulator Troubleshooting, continued

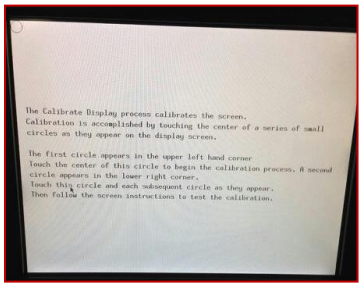


Tabulator screen is frozen

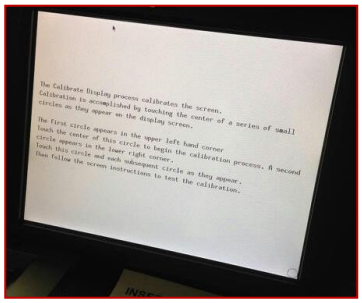
Tear the blue sticker seal off the top of the scanner. Affix sticker seal to County Clerk envelope. Use the barrel key to unlock the compartment from which you just removed the seal. Lift access door open**. Press and hold** the power button until the sreen goes blank.



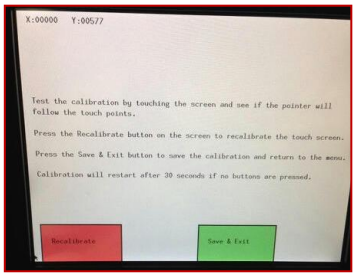
When the screen goes blank, the tabulator has begun a hard reboot. Once you get a white screen with five lines of text, **immediately press the close poll button.** The final sentence on the white screen is asking you to press the close poll button to calibrate the screen.



You will next be prompted to touch a circle on the upper left corner of the screen. Press firmly: 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 in your Inspectors' Statement.

Assigned to: _____

Opening Task M
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 at the entrance with information about 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 (such as drinking fountains) 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.

(continued on next page…)

☐ 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
- ☐ All Election Officials know to offer the ExpressVote ballots and how to operate the equipment.

☐ The polling location has the following:

- ✓ **Signature guide** to assist someone to sign their name in the box or on a specific 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 Key Things to be Aware of Checklist (page 5/5).

☐ 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.

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

Wisconsin Elections Commission

Elections.wi.gov/assisting-voters-disabilities

Disability Vote Coalition

Disabilityvote.org

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

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).

Key things to be aware of

- ★ 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 Deaf or has difficulty hearing. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear unless requested. If full understanding is doubtful, try writing a note to the person.
- ★ A notepad should be available to assist communication.
- ★ 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.
- ★ <u>Animals that assist people with disabilities must be admitted into all buildings.</u> The City of Madison offers stronger protections for service animals and emotional support animals than Federal law requires. Please do not question the presence of any non-disruptive animal. If issues arise, contact the City Clerk.