






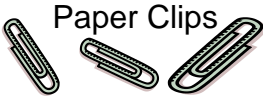


# Chief Inspector Check List for Opening the Polls

## Before Election Day \_\_\_\_\_

- ☐ Check contents of the City Clerk tote. If anything is missing, contact Clerk's Office.
- ☐ 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. 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.
- ☐ Choose one poll worker scheduled to work until close to be the End of Line Officer. Record their name on the incident log.
- ☐ 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 whether to pack a lunch. Confirm the workers' assigned hours/shift(s).
- ☐ Review the task sheets in this binder. Decide which tasks you will assign to each poll worker at the start of the day.

## Supply Tackle Box

### Top Tray

 Binder Clips	Adapter	Padlock 	Fingertips	 Staples
Hablo Español Badge	 Paper Clips	Rubber Bands 	SortKwik	Keys 
Magnifying Sheet ▪ Calculator ▪ Index Tabs ▪ Signature Guides ▪ Poll Worker Name Badges Sharpie ▪ Dry Erase Marker ▪ Orange & Pink Highlighters ▪ Highlighters for School District Splits				

### Bottom Bin

Letter Openers ▪ Post-Its ▪ Stapler ▪ Staple Remover ▪ Flashlight ▪ Scissors Stopwatch ▪ Scotch Tape ▪ Tape Measure ▪ Bandages ▪ Sanitizing Wipes ▪ Blue Painter's Tape Ballot Marking Pens
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## Loose in Supply Tote

- ☐ "I Voted" stickers
- ☐ "Future Voter" stickers
- ☐ Ballot Security Bags (3)
- ☐ City Return Envelope (white)
- ☐ County Return Envelope (white)
- ☐ Rejected Absentee Envelope (manila)
- ☐ Used Certificate Absentee Envelope (white)
- ☐ Duplicated Ballot Envelope (manila)
- ☐ Discarded Ballot Envelope (manila)
- ☐ Dane County security bag with seals
- ☐ Resource Binder (red)
- ☐ Poll Worker Guide Binder (white)
- ☐ Chief Inspector Binder (yellow)
- ☐ Absentee Binder (black)
- ☐ Voter Slip Pads

## **Greeter Table Folder – Orange Dot**

- ☐ Ward-Specific Street Directory
- ☐ Map of each Ward at Polling Place
- ☐ Citywide Street Directory
- ☐ Determining Where a Person Votes
- ☐ Forward Directory (November)
- ☐ Start Here Sign
- ☐ List of Polling Places
- ☐ Pad of scratch paper

## **Poll Book Table Folder – Green**

- ☐ Quick Guide for Poll Book Table
- ☐ Checking ID Quick Guide
- ☐ Acceptable Photo IDs (2)
- ☐ 2 Poll Books for every Ward
- ☐ Reverse Directory
- ☐ Voter Check-In Sign
- ☐ Call with Turnout (yellow)
- ☐ Pad of scratch paper

## **Registration Table Folder – Black Dot**

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

- ☐ Register Here sign
- ☐ Proof of Address Cards
- ☐ Driver License/State ID Lookup
- ☐ What – Who – Four – Two reminder
- ☐ Register to Vote Here
- ☐ Quick Guide for Registration
- ☐ Acceptable Proof of Residence w/ pictures
- ☐ Quick Guide for Second Official
- ☐ Quick Guide for Checking ID
- ☐ Acceptable Photo IDs w/ pictures
- ☐ Examples of Proof of Address
- ☐ WEC – Proof of Residence
- ☐ 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
- ☐ Reminder to post sample ballots
- ☐ Legal Notices for this Election
- ☐ ID Reminder
- ☐ How to Mark Your Ballot
- ☐ ID Petition Process Sign
- ☐ Get Your Ballot Here sign
- ☐ Ballots Counted Here sign
- ☐ Accessible Entrance sign
- ☐ No Firearms or Weapons
- ☐ No Political Discussions sign
- ☐ Accessible Entrance sign
- ☐ No Firearms or Weapons
- ☐ Voting arrow signs
- ☐ 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
- ☐ Provisional Log
- ☐ Provisional Envelopes
- ☐ Provisional Stamp
- ☐ ID Petition Process Handouts
- ☐ Large Inspector's Certificate of PV ballots

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

- ☐ Meet your team onsite at 6 a.m. All poll workers should help set up the polling place.
- ☐ Assign someone to hand out name tags. Encourage poll workers to list pronouns on nametags if they're comfortable doing so.
- ☐ Assign each opening task sheet to one or two poll workers.

<b><i>Opening Task</i></b>	<b><i>Assigned to</i></b>
<i>A – Voting Booth Set Up</i>	
<i>B – Tabulator Cart</i>	
<i>C – Ballot Table</i>	
<i>D – Poll Book Table</i>	
<i>E – Registration Table</i>	
<i>F – Greeter Station</i>	
<i>G – Provisional Ballot Station</i>	
<i>H – Signs and Sample Ballots</i>	
<i>I – ExpressVote</i>	
<i>J – Prepare Tabulator for Counting</i>	
<i>K – Election Day Accessibility Checklist</i>	

## **Team Meeting Before Opening Polls**

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Review the following with all poll workers:

- ☐ Our goal is that each eligible voter will be able to cast a ballot and have that ballot counted.
- ☐ Ballot styles (see chart on back page of the Inspectors' Statement).
- ☐ Be aware of the special needs of voters with disabilities. Provide reasonable accommodations when requested.
- ☐ Procedures to identify when a voter wants to vote curbside.
- ☐ Curbside voting process.
- ☐ Location of the following items:
  - a. Pen/paper to communicate with voters with hearing impairment.
  - b. Magnifying sheet for voters with sight impairment (top tray of supply box).
  - c. Signature guide for voters with sight impairment (top tray of supply box).
  - c. Seating for 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.
- ☐ Give each poll worker their initial assignment. Rotate task assignments throughout the day so nobody burns out on a single task.
- ☐ Instruct poll workers to review the Quick Guide at each station as they begin each task. Quick Guides are found in the accordion folder for that station. The absentee quick guide is in the black binder.
- ☐ Review recent changes to voter law and election procedures with all poll workers. These would have been covered in training.
- ☐ Review emergency procedures including medical emergency, shelter in polling place and evacuation.
- ☐ Determine which clock or watch will be used for the official time. Document this on the incident log.
- ☐ Take a deep breath with your team of election officials.

## **Open the Polls Promptly at 7 a.m.**

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- ☐ 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

### Voting Booth Set Up

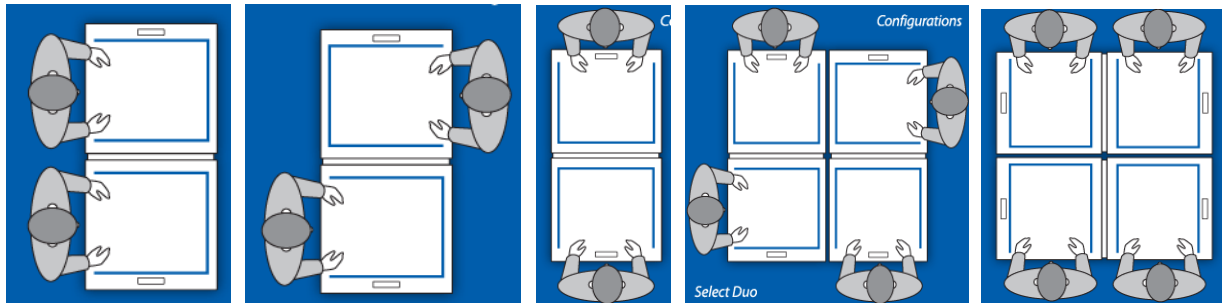


**All voting booths must be set up.** The Clerk's Office delivered the number of booths you need to set up. State law requires one voting booth for every 200 voters your polling place had for the last November election.

Keep booths separate from other activities such as checking in and registering. Ask the chief inspector if they want you to set up a booth or table for 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 that connects 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 two 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:*



### Accessible Voting Booth

The accessible booth must be setup with a clear path. There should be a five-foot turning radius for mobility devices. Make sure the front legs are wider than the booth itself.





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

## Opening Task B Tabulator Cart



- ☐ Locate your tabulator cart and move it to the correct location in your polling place.
- ☐ Compare the seal numbers on the Inspectors' Statement to the seals on the tabulator cart. You are verifying that nobody broke into 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 bag (found in clerk tote).
- ☐ Find the silver key for the tabulator cart in the supply kit. Unlock the two doors in the front of the cart.
- ☐ Remove 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.** The strip of metal should be in the upright position. Return the key to the chief inspector.
- ☐ Place plastic containers and secrecy sleeves on the ballot table.
- ☐ Give the clipboards to whoever is setting up the voter registration table.







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

## Opening Task C

### Ballot Table



Place the following items on ballot table. Most items can be found in the tabulator cart.

- ☐ Ballot marking pens (supply kit) – place in voting booths.
- ☐ How to Mark Your Ballot signs (signage folder).
- ☐ Secrecy sleeves (tabulator cart).
- ☐ Discarded ballot envelope (City Clerk tote).
- ☐ Second ballot log (green, Chief Inspector's binder)
- ☐ 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. Use a post-it note to remind the official who reaches that ballot to call the Clerk's Office for more ballots.
- ☐ The last page of the Inspectors' Statement tells you how many ballots you have for each style. Check that you have received the correct ballots. It is not necessary to count the ballots.
- ☐ Fan the ballots as they come out of the package. This reduces the likelihood they will stick together.
- ☐ You may indicate the ward on the ballots in advance.
- ☐ Initials are applied to each ballot only after receiving the voter slip from the voter.



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

## Opening Task D

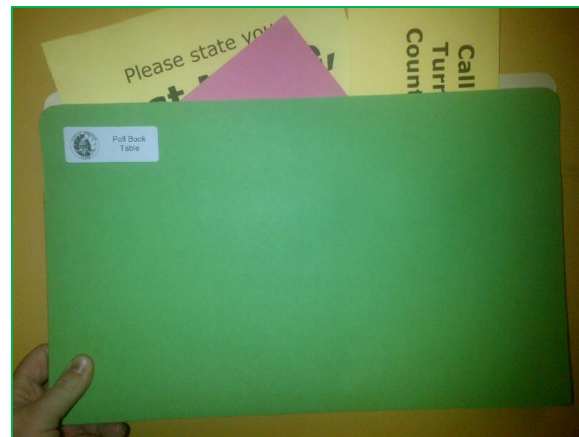
### Poll Book Table



Set up the poll book table 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 the green accordion folder. Place the following 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)
- ☐ 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)
- ☐ Tally sheet for voters lacking an acceptable form of voter ID (blue, in Chief Inspector's binder)
- ☐ Take the A-Z index tabs from the supply kit, and affix them to the relevant pages of the poll book.
- ☐ Highlight the names of voters on the poll book who are listed on the Absentee Log. This log is in the black absentee binder. The absentee watermarks on the poll book do not include all absentee voters.
- ☐ Establish the 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 working at the poll book table.**



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

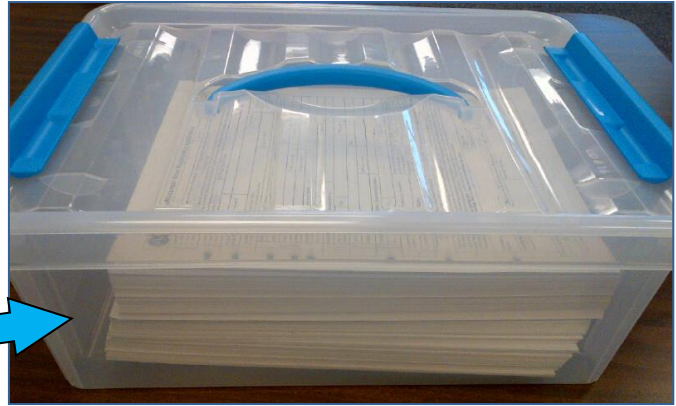
## Opening Task E

### Registration Table



Set up the registration table where it is visible to those who need to register.

Most materials for this table are in the large brown accordion folder. Place these items on the registration table:



- ☐ Voter registration forms (tabulator cart)
- ☐ Voter registration forms in Spanish and Hmong (accordion folder)
- ☐ Clipboards (tabulator cart)
- ☐ Pens (supply kit)
- ☐ Proof of address abbreviation cards (accordion folder)
- ☐ Driver license/state ID sign (accordion folder)
- ☐ Ineligible Voter List if felons are known to live in ward (file folder in accordion folder)
- ☐ Ward-specific street directory (accordion folder)
- ☐ Tally sheet for voters lacking proof of address (salmon, Chief Inspector's binder)

Place these items at the new registration poll list (often at poll book table):

- ☐ Voter registration transparency sheet (accordion folder)
  - ☐ Quick Guide for Checking ID (accordion folder)
  - ☐ Poll List for New Registration/Change of Address
  - ☐ Yellow accordion folder for completed registrations (accordion folder)
- ☐ 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 (found in accordion folder) before working at this station.**



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

## Opening Task F

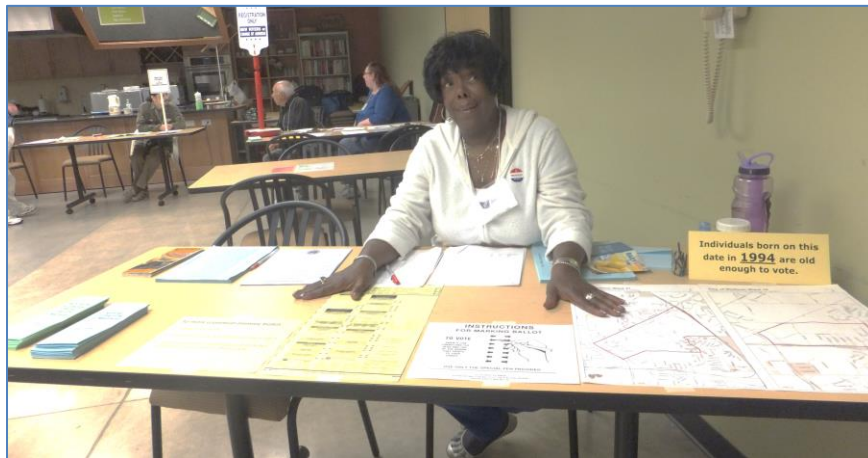
### Greeter Station



Place a table near the entrance to the voting room. A poll worker will greet voters at this table. The greeter confirms that voters are at the correct polling place. They direct each voter to the poll book table or, if necessary, the registration table.

Find these items in the small “Greeter Table” folder. Place them on the greeter table:

- ☐ Ward-Specific Street Directory
- ☐ Citywide Street Directory - used to direct voters to the correct polling place
- ☐ Ward map







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

## Opening Task G

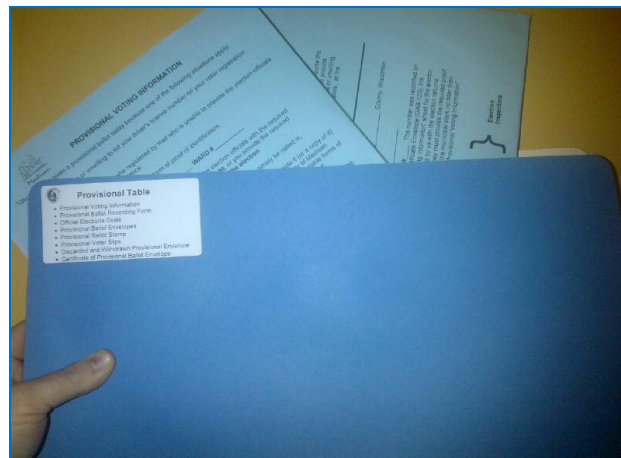
### Provisional Ballot Station



Place these items at the provisional ballot station. 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)
- ☐ 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*

### 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 kiosk and shake it gently. Voters should be able to read the notices on both sides:

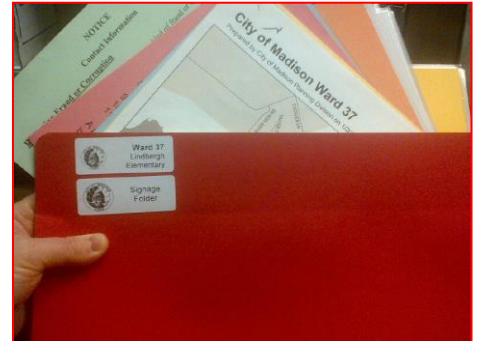
- ✓ Are you qualified to vote?
- ✓ Instructions for mail-in registrants and first-time voters
- ✓ General information on voting rights under federal laws
- ✓ Notice of election fraud
- ✓ Contact information – reporting fraud or corruption

The Election Official Resources page on the City Clerk's Office website has a video tutorial on how to set up the signage kiosk.

Additional signs need 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 (yellow, found in tabulator cart)
- ☐ Ballot counted here (purple) – post on tabulator
- ☐ No political discussions (orange)
- ☐ Accessible entrance (blue) – post on the entrance accessible to voters with disabilities. This might also be at the main entrance.
- ☐ Polling hours (salmon)
- ☐ No firearms or weapons (laminated) -- post on every external entrance to the polling place. Does not need to be posted if doors already have a sign prohibiting firearms.
- ☐ Polling place signs with arrows
- ☐ ID Petition Process Sign
- ☐ Place flag standard at polling entrance before the polls open
- ☐ Curbside voting sign – fill base of the sign with water so it does not blow over
- ☐ Feather flag next to curbside voting sign (found in long canvas tote)



Place Flag Standard by polling place entrance

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

☐ The person taking down signs tonight will need to know where to look. Locate Closing Task Sheet A in the Chief Inspector's yellow binder. Leave a note about where to locate signage.

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

## Opening Task I

### ExpressVote



**Federal law requires that the ExpressVote be set up at every polling place.** Set it up so that people standing in line cannot look at the touchscreen and see how someone is voting. Provide enough space (turning radius of 5 feet by 5 feet) for voters in mobility devices.

Place the ExpressVote on a table or voting booth at least 30 inches wide. Make sure the 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 will use the ExpressVote.

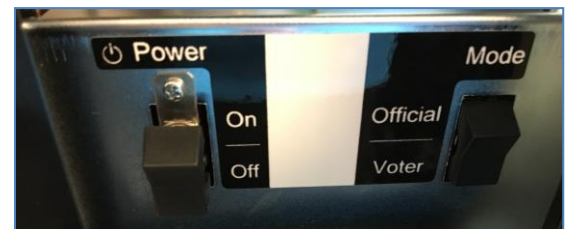


#### Remove from Case

Remove the ExpressVote from its black carrying case. Remove the power cord and headphones from the pocket on the outside of the carrying 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.

#### 2. Power Up

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



(continued on next page)

## *ExpressVote (continued)*

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

Use the touch screen to enter the case sensitive Election Code. Please note that you will need to touch the shift key on the touch screen before typing the code. 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**

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

### **5. 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 cut 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.

Upon completion, reinsert the ballot card in the **ExpressVote**. The ExpressVote will read the barcode and tell you 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**

Poll 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.

# ExpressVote Troubleshooting

## Calibration

At times, the ExpressVote will need to be recalibrated. This is because it travels across bumpy roads when delivered to the polling place. If the ExpressVote is not marking 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 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 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.

### 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."*

- a. Open the left security compartment and switch the Mode to Official. The card can then be ejected.





## 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 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. Make sure the word "void" does not appear across the seal. This proves that nobody accessed the memory device since the public test.

If seal does not match, or the word "void" appears, contact the Clerk's Office immediately at (608) 266-4220.

- ☐ 5. Initial the third red line on front page of Inspectors' Statement. This says that you have verified the blue tamper-evident seal number.



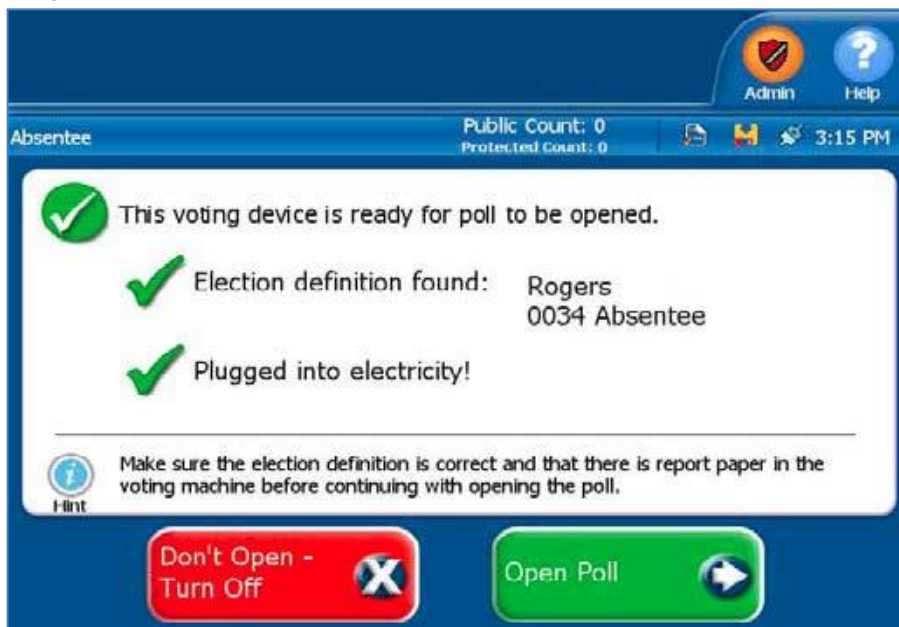
*(continued on next page)*

## *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 the code 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 the code. 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 you select 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. See troubleshooting on next page if zero tape does not print.
- ❑ 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)*

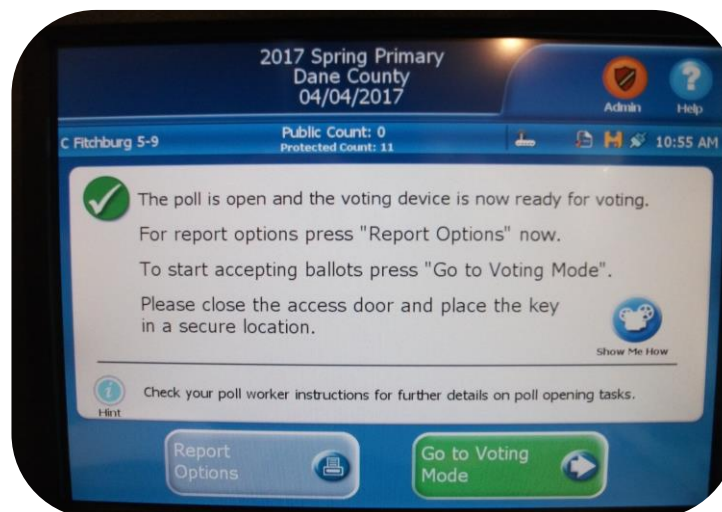
## *Prepare Tabulator for Counting (continued)*

- ☐ 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; see DS200 Troubleshooting on the following pages.

Ignore the "protected count" shown on the screen. The protected count is like an odometer. It shows 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 says you have verified the tabulator serial number.
- ☐ 13. 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.
- ☐ 14. Three officials should sign the zero tape before the polls open. 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

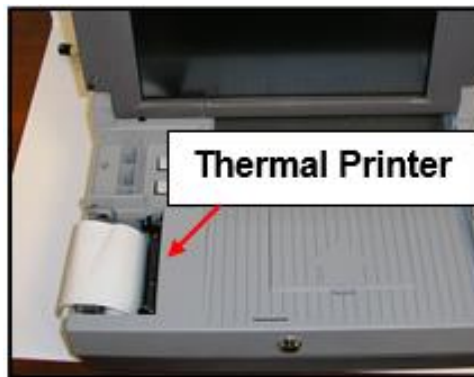
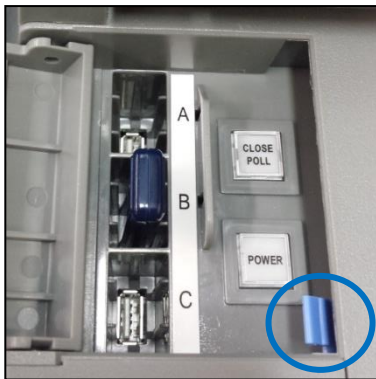
You may have opened the screen before plugging in the machine.

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

## Print doesn't show up on tape

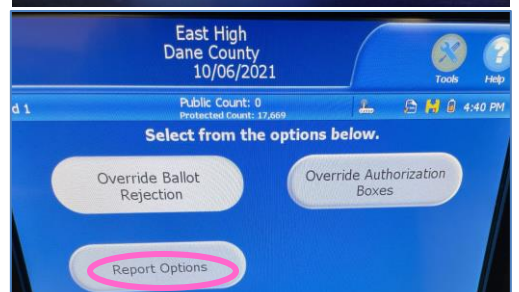
The Clerks' Office may have inserted the tape in the wrong direction.

- 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.



## Reprinting Zero Tape

- Press **Tools** in the upper right corner of the screen.
- Enter Election Code.
- Select **Report Options**.
- On the next screen, select
  - ✓ **Zero Totals**
  - ✓ Detailed report format
  - ✓ Precinct report level
  - ✓ Include Affidavit
- Document this on the incident log.

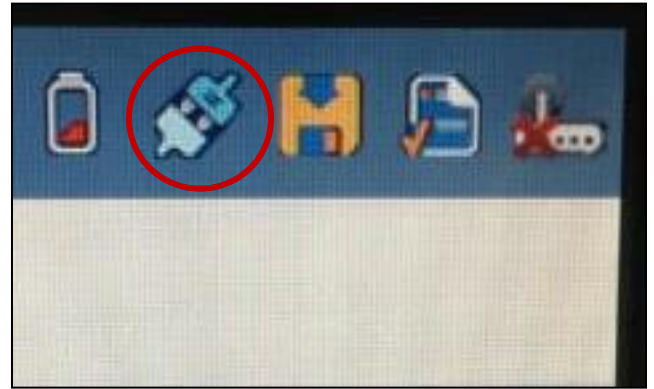




# DS200 Troubleshooting, continued

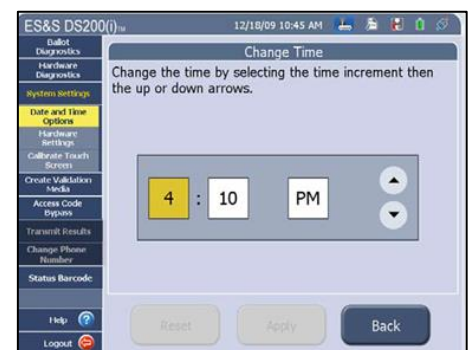
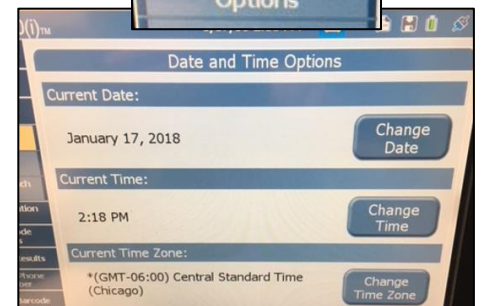
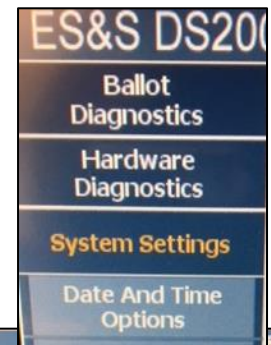
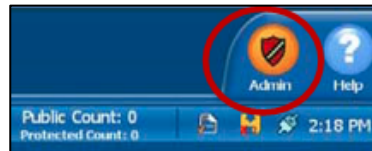
## Unplugged power icon

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. Make sure the power cord is completely plugged into the power port in the back of the tabulator.



## 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 the code. 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** (bottom left).
- Press **Open Poll**.



# DS200 Troubleshooting, continued

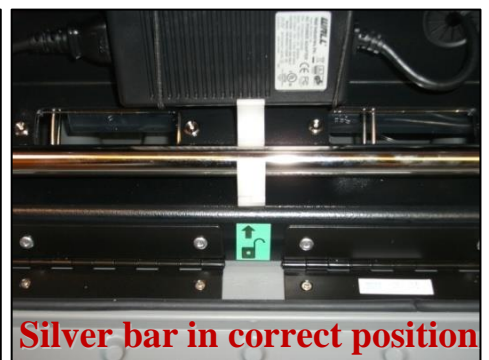
## Public Count Does Not Read 0000 for Opening the Polls

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

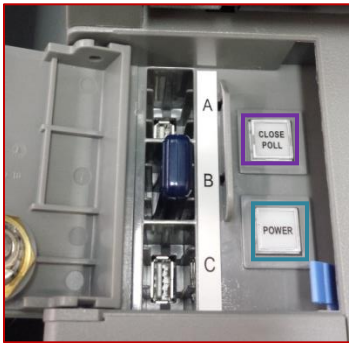
- ☐ Call the Clerk's Office to notify them of the situation.
- ☐ If the blue sticker seal says "void open," the Clerk's Office will set up and test a new tabulator at your polling place.
- ☐ If the blue sticker seal does not say "void open," tear the blue sticker seal off the top of the scanner. Affix 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.
- ☐ 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.

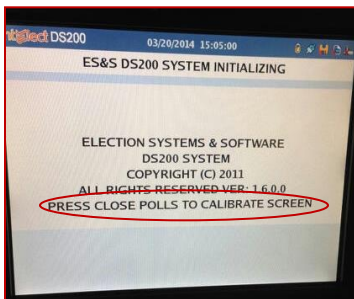


# DS200 Troubleshooting, continued

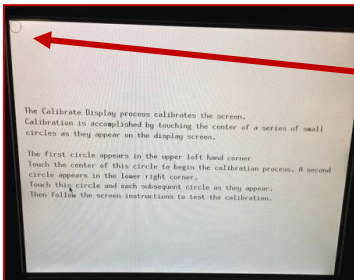


## Tabulator screen is frozen

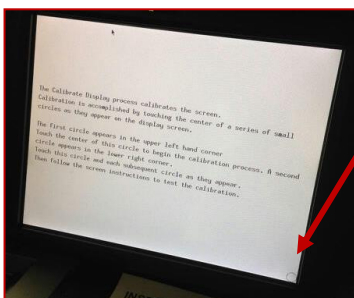
Tear the blue sticker seal off the top of the scanner. Affix sticker seal to County Clerk envelope. Use the barrel key to unlock the compartment from which you just removed the seal. Lift access door open. Press and hold the **power button** for as long as it would take for the UW band to play "Varsity."



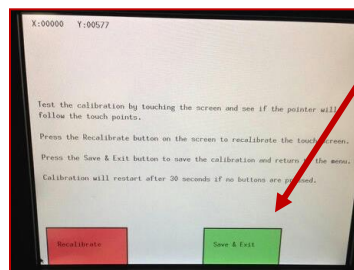
Watch the screen. The screen will go blank as the tabulator begins a hard reboot. Once you get a white screen with five lines of text, **immediately press the close poll button.** The final sentence on the white screen is asking you to press the close poll button to calibrate the screen.



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: \_\_\_\_\_

## 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.