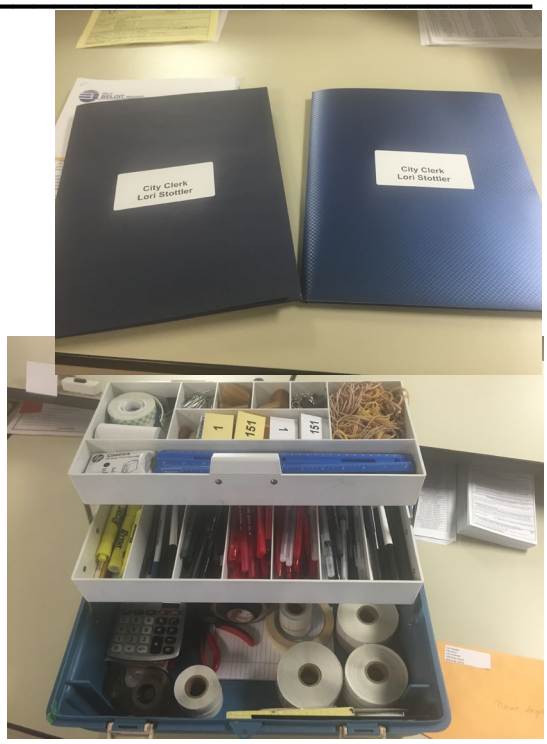
for Opening the Polls

Recommended Activities before Election Day

- ☐ Check the contents of the City Clerk totes. If anything is missing, contact the Clerk's Office at (608)755-3073.
- ☐ Contact the polling place in advance to confirm voting location. Visit the polling place to familiarize yourself with the location. Review parking and building accessibility, and identify an Election Day facility contact person. Remember that the facility is offering the use of this location as a polling place for free! It is important to maintain a polite and respectful relationship with facility staff.
- ☐ Identify one election official scheduled to work until close and designate that person as the *End of Line Officer*, should one be necessary when closing the poll. Record the name of the election official on the incident log.
- ☐ 4 weeks before the Election: Contact the election officials scheduled to work at your polling place so they know what to expect, e.g., where to park, which entrance to use, whether to pack a lunch or prepare a dish to share, etc. Confirm the workers' assigned hours/shift(s).
- ☐ 2 weeks before the Election: Confirm with Clerk's Office who you have working – people not dedicated may be re-assigned to other polling places. Give Clerk's Office a contact number to reach you at the polling place on Election Day.
- ☐ Weekend before the Election: Locate and review the various task sheets to be handed to the election officials as they are assigned to specific set up activities at the start of the day.

Election Morning Set-Up

- ☐ Meet your team of election officials on site at 6 a.m. All election officials should participate in setting up the polling place.
- ☐ Assign one election official to give each election official an inspector badge and lanyard.
- ☐ If necessary (paper poll books only), assign one or more election officials to (1) apply the alphabet tabs to the poll lists and (2) highlight the poll list where ABSENTEE ISSUED/RETURNED is notated.
- ☐ Assign one or more election officials to set up the voting booths if needed. (use opening task sheet A – *Voting Booth Set Up*).



- ☐ Assign one election official to empty the tabulator cart of voting supplies. (use opening task sheet B – *Tabulator Cart*).
- ☐ Assign one election official to set up the ballot table. (use opening task sheet C – *Ballot Table*).
- ☐ Assign one election official to setup the electronic poll book tables. (use opening task sheet D – *Poll Book Table*).
- ☐ Assign one election official to set up the greeter station. (use opening task sheet E – *Greeter Station*).
- ☐ Assign one election official to set up the provisional ballot area (use opening task sheet F – *Provisional Ballot Table*).
- ☐ Assign one election official to post signs and sample ballots (use opening task sheet G – *Post Signs and Sample Ballots*) *Hint: Assign this to an election official who will also be present at closing and can more quickly locate the signs to take them down.*
- ☐ Assign one or two election officials to set up the ExpressVote Voter Assist Terminal. (use opening task sheet H – *ExpressVote Voter Assist Terminal*)
- ☐ Oversee the DS-200 tabulator preparation/opening process (use opening task sheet I – *Prepare Tabulator for Counting*)
- ☐ Perform an accessibility review of the polling location. (use opening task sheet J – *Election Day Accessibility Checklist)*
- ☐ Review polling place accessibility procedures with **all** election officials, including the following:
  - ✓ Multiple ballot styles, if polling place has more than one ballot
  - ✓ To be aware of the special needs of voters with disabilities and the need for election officials to provide reasonable accommodations when requested.
  - ✓ The location of the following items:
    - a. Pen/paper to communicate with voters who are deaf or hard of hearing,
    - b. Magnifying glass for voters with sight impairment.
    - c. Extra seating to allow voters who have trouble standing or walking to wait to vote and maintain their place in line.
    - e. How to use the accessible voting equipment and how to explain the accessible voting equipment to voters.
  - ✓ Procedures to identify when a voter wants to vote curbside, and the curbside voting process.

- ☐ Assign each election official to their polling place work station.
- ☐ Review any recent changes to voter law and election place procedures with all election officials.
- ☐ Review emergency procedures including medical emergency, shelter in place and evacuation.
- ☐ Determine which clock or watch will be used for the official time and document on the incident log.
- ☐ Take a deep breath with your team of election officials.
- ☐ Open the polls promptly at 7 a.m. by making the following proclamation:

"Hear ye! Hear ye! The polls of the election are now open, and will continue to be open until 8 o'clock this evening!"

Assigned to: _____

Election Official Opening Task *A*

Voting Booth Set Up

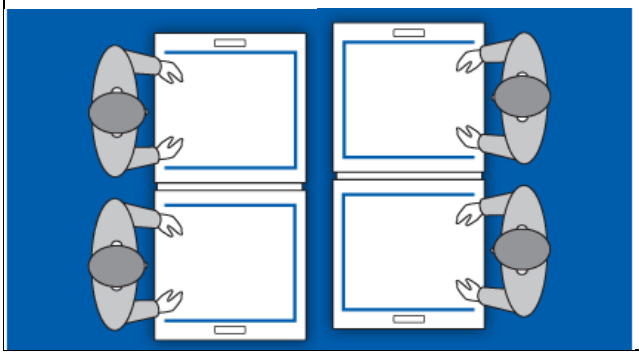
★★★★★★★★★★★★★★★★★★★★★

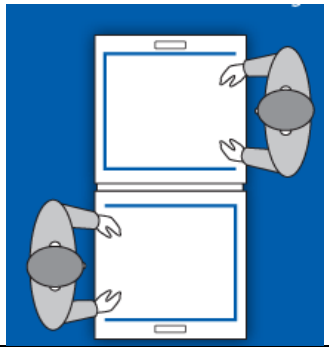
All voting booths must be set up. State law requires that your polling place have at least one voting booth set up per every 200 voters in your ward or wards for the last November election.

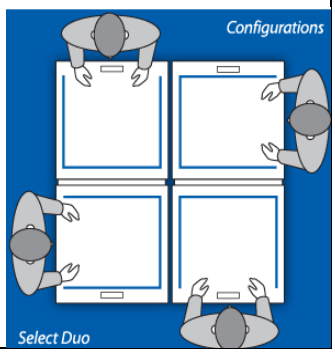
Place booths in the same vicinity but separate from other activities such as checking in and registering. The accessibility booth **must** be setup, with a clear 36" wide path. As directed by the chief inspector, set up a booth or table for use by provisional voters.

- Unlatch and open the voting booth case.
- Remove all 4 legs from inside the voting booth, the legs are folded in half with a cord (inside) to connect the two tubes into one.
- Insert the legs into the sockets located on the underside of the voting booth case. It may be easier for 2 officials to help one another, as the legs tend to fall out.
- Place booth in its place and adjust its stance. Unfold and adhere the privacy screens at the Velcro tabs.
- If possible, plug in to outlets so the fluorescent light is in working order.
- Post any signs such as instructions for voting as included with the Ballot Table supplies.
- Using the supplies sanitary wipes, wipe off the pen marks and clean as good as possible each use.
- Report any broken booths to the Chief and mark CLEARLY for return to City Hall for repair.

Possible configurations:







Assigned to: _____

Election Official Opening Task *B*

Tabulator Cart

★★★★★★★★★★★★★★★★★★★★

- ☐ Locate your DS200 and move it to the correct location in your polling place.
- ☐ Using the Inspectors' Statement (in possession of Chief Inspector), verify the tamper-evident seal numbers on the front of the tabulator cart to confirm that nobody has accessed the ballot box contents since the box was sealed by the Clerk's Office.

- ☐ Initial Inspectors' Statement to indicate that you verified the tamper-evident seal numbers on the tabulator cart.
- ☐ Use a wire-cutter or scissors to break *only the seals on the front doors* of the tabulator cart if they have seals on them. Place the used seals in the clear plastic baggie of seals and store in blue canvass bag.
- ☐ Request the DS-200 keys for the tabulator cart in from the Chief Inspector and unlock the two doors in the front of the cart.
- ☐ Remove all of the ballots and other supplies from the tabulator cart.
- ☐ Take the ALL Blank Ballots to the Ballot Table (keep unopened packs of ballots inside box under the ballot table and secure at all times).
- ☐ Set aside the Poll Books (Tote/Box) in case of Electronic poll book failure if you use E-books, otherwise take poll books to poll book table.
- ☐ Take one Street Listing to the greeter table and the Ineligible Lists to Badger Book Table.
- ☐ If paper poll books are used take a street listing and ineligible list to the Registration table.
- ☐ Lock both compartments after they have been emptied, making sure the emergency bin flap is closed. Return the key to the chief inspector.

There is a separate instruction sheet for starting the machine and running the zero tape

Assigned to: _____

Election Official Opening Task *C*

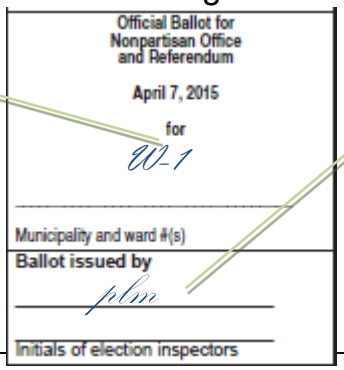
Ballot Table

★★★★★★★★★★★★★★★★★★★★★

Place the following items on Ballot Table:

- ☐ Make certain there are pens available in every booth. If a voter wants their own pen for sanitary reasons, have a box available to offer one.
- ☐ Place any necessary signs in voting booths ("how to mark your ballot"). Affix ballot signs to front of table or use acrylic stand if provided.
- ☐ Set out plastic bins by ward for voter slips by ward.
- ☐ Secrecy Sleeves for transporting ballots from booth the tabulator (Ballot Table Folder).
- ☐ Spoiled Ballot and Defective Ballot envelopes (Ballot Table Folder)
- ☐ Ballots (from tabulator cart) Review and confirm total ballot numbers to the Ballot Order Listing by style and separate them by ward and place 1 pack/Ward in ballot rack. You should also have a supply of blank ballot stock for the Express Votes at the table.
- ☐ Count 50 ballots from the bottom of the pile and use a post-it note or other obvious indicator to remind the election official who reaches that ballot to call the Clerk's Office for more ballots.
- ☐ Fan ballots as they come out of the package to reduce the likelihood they will stick together. Open only one pack at a time!
- ☐ 25 ballots (100 per pack) may be pre-initialed by **one** election official, with the ward indicated via circling. NOTE: if you initialed, you must issue so don't initial too many or they will need spoiled.
- ☐ The election official assigned to the ballot table should apply the second set of initials to each ballot ***only after receiving the voter slip*** from the voter. Initial ballots on the two lines under "Ballot issued by" (initials of inspectors). Ballots with two sets of initials are *live ballots*.
- ☐ The Chief will give you an incident log to record any incidents – be complete and return to the Chief at the end of the night.

Ward number may be circled in advance.


Official Ballot for
Nonpartisan Office
and Referendum

April 7, 2015

for

W-1

Municipality and ward #(s)

Ballot issued by

plm

Initials of election inspectors

One set of initials may be applied in advance. The second set of initials should be added just prior to handing the ballot to the voter. Once the 2nd initial is added, it is a LIVE ballot!

Assigned to: _____

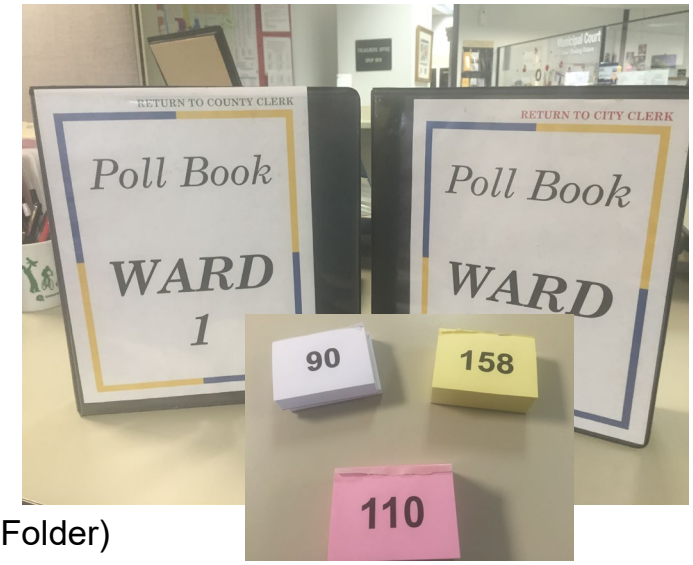
Poll Book Table

Non-E-book or E-book failure only

★★★★★★★★★★★★★★★★★★★★

The Poll Book Table(s) should be placed so that voters waiting to check in **do not** cross lines with those waiting to receive a ballot. (see layout sketch)

Most materials for this table can be found in a **folder labeled "Poll Book Table"**. The following should be placed on the poll book table:



- ☐ Voter Slip Pads to match ballot stripe color 150 at a time please
- ☐ Scratch Paper
- ☐ Pens
- ☐ Poll Lists, two for each ward (from Tabulator Cart)
- ☐ "Ward X" sign(s) and the "State It, Show It, Sign It" signs on table (City Clerk Totes)
- ☐ *Quick Guide* and *Voter Flow Chart* for Photo ID and *Complete Labels like this* (City Clerk Totes-Poll Book Table Folder)
- ☐ Counting Tool for poll book reconciliation (Poll Book Table Folder)
- ☐ Voter Number Reconciliation and Registry Form Sheet (Poll Book Table Folder)
- ☐ Extra Supplemental Poll List sheets (Poll Book Table Folder)
- ☐ Supplemental Poll List, if anyone in your ward registered late in the Clerk's Office (Poll Book Table Folder)
- ☐ Envelope labeled "Election Day Registration Reconciliation "Voter Registrations" (Poll Book Table Folder)
- ☐ The Chief will give you an incident log to record any incidents – be complete and return to the Chief at the end of the night.
- ☐ *If necessary*, apply the alphabet Tabs to the poll lists and familiarize yourself with the ballot styles, ward notations, absentee notations etc.
- ☐ **A list of voters whose absentee ballot RETURNED on Saturday, Monday & Tuesday before the election will be reported on election day (late-morning).**

Assigned to: _____

Registration Table

★★★★★★★★★★★★★★★★★★★★★

The registration table should be placed where it is visible for voters to register or update their registration. Most materials for this table can be found in the accordion folder labeled **"Registration Table"**.

The following items should be placed on the registration table:

- ☐ Place the sign "VOTER REGISTRATION" sign with POR reference on backside on the registration table. (Registration Table Folder)
- ☐ 4-6 Clipboards pre-loaded with New EL-131's
- ☐ 300 Voter Registration Forms in English, 25 Spanish and 10 Hmong (Registration Table Folder)
- ☐ Pens
- ☐ Label rolls for poll books – Complete 2 labels per new registration
- ☐ Instructions for Registering Voters (Registration Table Folder)
- ☐ Proof of Residence Quick Reference Card (Registration Table Folder)
- ☐ Ineligible Voter List and information letter (City Clerk Tote- Registration Table Folder)
- ☐ Street Directories – **WATCH Odd/Even and North/South Streets**! (Binder)
- ☐ The Chief will give you an incident log to record any incidents – be complete and return to the Chief at the end of the night.

Quick Review

- ☐ Note the 28**-day residency date for this election** (found in registration table folder)
- ☐ The new EL-131 allows you to circle the POR Type. You still need to complete the WHO and "*4 or 2"* part of the POR. When the account number is longer than 6 digits, record the **last 4**. When the account number is 6 digits or less, record the **last 2**.

Assigned to: _____

Election Official Opening Task D

BADGER BOOKS Electronic Poll Book tables

★★★★★★★★★★★★★★★★★★★★★

The following items should be placed on the Badger Book/E Poll Book tables:

- ☐ Each table has one Client, Keyboard, Mouse, Scanner and stand-alone printer – they are numbered to match the terminal and may not work properly if not matched up.
- ☐ Pens (Workers please use RED when able)
- ☐ Spare roll of printer paper for voter tickets
- ☐ Badger Book User Manual (Badger Book Folder)
- ☐ Quick Guide for Proof of Residence (Badger Book Folder)
- ☐ Quick Guide for Registering Voters (Badger Book Folder)
- ☐ Quick Guide for Proof of Residence (Badger Book Folder)
- ☐ Ineligible Voter List loaded as a PDF on each client on home-screen and physical information letter (Binder)
- ☐ The Chief will give you an incident log to record any incidents – be complete and return to the Chief at the end of the night.
- ☐ If you are working the E Poll Book, get your log ins and passwords from the Chief.

Quick Review

- ☐ Note the **28-day residency date** (found in registration table folder)

Assigned to: _____

Election Official Opening Task *E*

Greeter Station

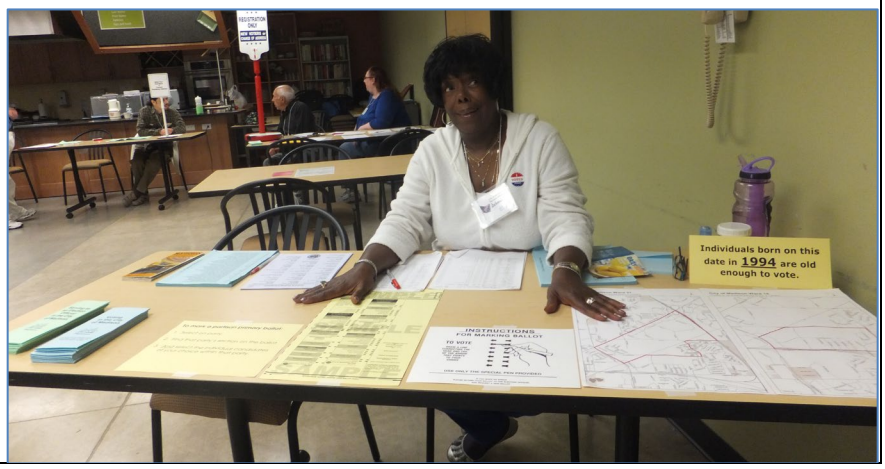
★★★★★★★★★★★★★★★★★★★★★

Place a table near the entrance to the voting room. One or more election officials will be stationed to greet the arriving electors at this table. The greeter confirms the elector is at the correct polling place and directs the elector to the voting line, or if necessary, to the registration table or provisional ballot table. The greeter reminds voters to have their photo ID ready to show at the poll book table.

- ***Greeters should NOT be checking the Photo ID – that is only done at the Poll Book Table.***
- ***Nor should you check in EVERY voter-many know the process***

The following items can be found in the **"Greeter Table"** folder, and should be placed on the Greeter Table:

- ☐ Pens (Tacklebox)
- ☐ Citywide Street Directory - WATCH Odd/Even Streets! *If the elector's address belongs to another polling place, direct the elector to the correct polling place using the Citywide Street Directory –* ***ALWAYS have another poll worker double check you before sending the voter away!*** **(Binder)**
- ☐ Folded City of Janesville Ward Map – you may elect to hang your map on a wall for viewing but if not your table should include enough space to keep it open on display. (Greeter Table Folder)
- ☐ "Start Here" Greeter Sign (Greeter Table Folder)
- ☐ Blue SAMPLE Ballots (Greeter Table Folder)
- ☐ 5-10 Election Worker Application Packets (Greeter Table Folder)
- ☐ The Chief will give you an incident log to record any incidents – be complete and return to the Chief at the end of the night.



Assigned to: _____

Election Official Opening Task *F*

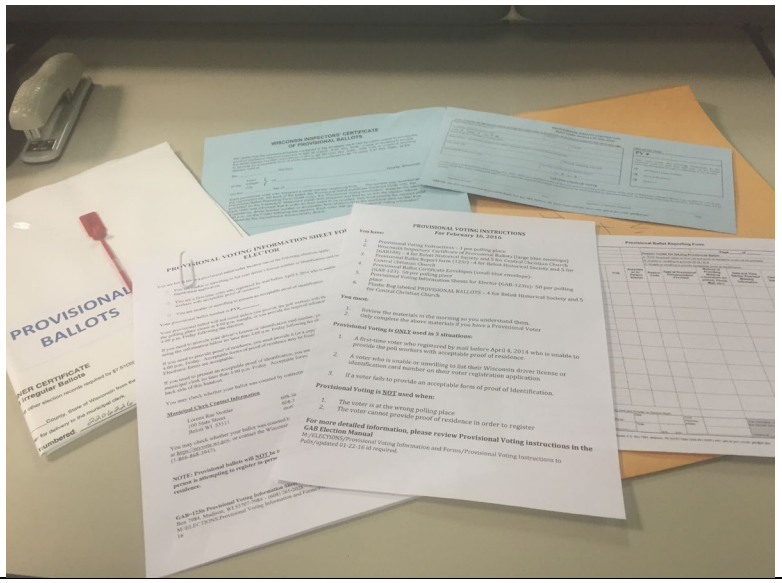
Provisional Ballot Folder

★★★★★★★★★★★★★★★★★★★★★

Place the following items in the provisional ballot folder. If a separate space is not available, the chief inspector can designate a joint area such as a portion of the Registration Table. One detail oriented election official helps voters with their provisional ballots. **Take measures to assure these ballots do not go into the tabulator**, e.g., set up a separate voting booth or table near the provisional ballot table.

Most materials can be found in the **"Provisional Ballot"** folder, and should be placed on the provisional ballot table:

- ☐ Instructions for processing Provisional Ballots (Provisional Ballot Folder)
- ☐ Pens
- ☐ Provisional Ballot Certificate Envelopes (Provisional Ballot Folder)
- ☐ Provisional Voting Information Sheet for electors (Provisional Ballot Folder)
- ☐ Provisional Ballot Reporting Form (Provisional Ballot Folder)
- ☐ Inspectors' Certificate for Provisional Ballots (Provisional Ballot Folder)
- ☐ Envelope for Provisional Ballots (Provisional Ballot Folder)



Assigned to: _____

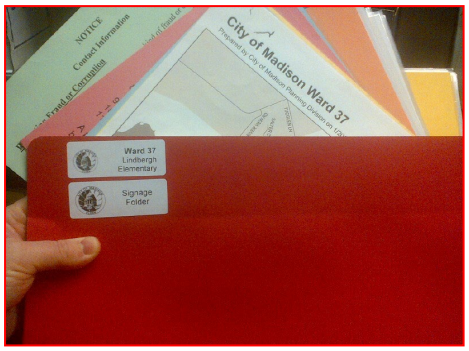
Election Official Opening Task *G*

Post Signs and Sample Ballots

★★★★★★★★★★★★★★★★★★★★

Post everything in the "Sign" folder using painters/masking tape, EXCEPT the signs in the "Emergency" folder (only to be used if Contingency Plan is deployed).

Each polling place will receive a sign pre-loaded with signs on large format paper to be hung on wall.



Inside the Round Tube are the following signs:

- 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
- **(Blue)** sample ballot for each ballot style used at polling location
- Notice of Election

Other signs might include:

☐ Instructions for Marking Ballot – post in voting booth lids below the light (leave affixed at end of election)

☐ Map of each ward at polling place (ok to have at greeter table if space allows)

☐ The table top or front edge of table signs (Ward #s, Registration, Greeter, etc.)

☐ Accessible Entrance, post this sign on the entrance accessible to voters with disabilities. May also be at the main entrance to the polling location.

☐ Polling Place signs specific to directing the flow of traffic if needed

☐ Polling Place signs specific to directing voters (cell phones, weapons, etc.)

☐ Polling Location, place outside the main entrance to the polling location – get as close to where passing traffic can view as possible. *Yellow Triangle on Map*

☐ Place a flag at polling entrance before the polls open.

Assigned to: _____

Election Official Opening Task *H*

Express Vote Voter Assist Terminal

★★★★★★★★★★★★★★★★★★★★★

The Express Vote should be set up to give the voter some privacy so that people standing nearby are not able to read the touch screen and see how the elector is casting his/her vote. Also provide adequate space including a turning radius of 5 feet by 5 feet for voters in mobility devices to access the machine.

The ExpressVote should be placed on a Black Handicap Voting Booth at least 30 inches wide, and 28 to 34 inches high with a knee clearance of 19 inches.

1. **Determine best location for the ExpresVote**

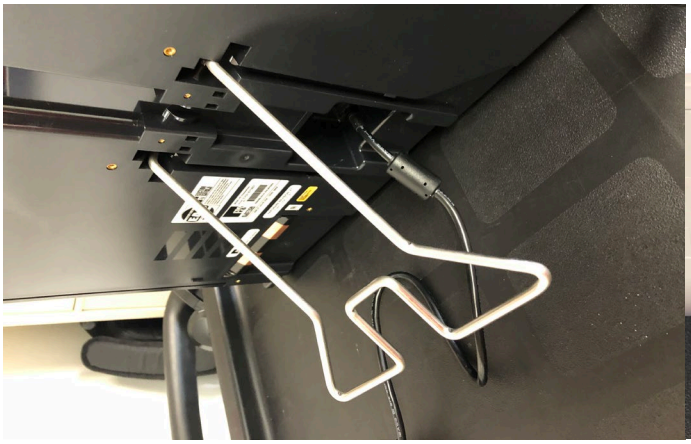
   Find a location for the ExpressVote that would be convenient for electors standing or using a wheelchair. Place another chair nearby for electors without wheelchairs who will use the machine and need to sit.

2. **Remove ExpressVote from Case**

   Remove ExpressVote, power cord, and headphones from the case. Place the machine on the voting booth surface and plug the cord into the back of the ExpressVote, and into an outlet. BE SURE THE BATTERY PACK CORD is tightly connected.

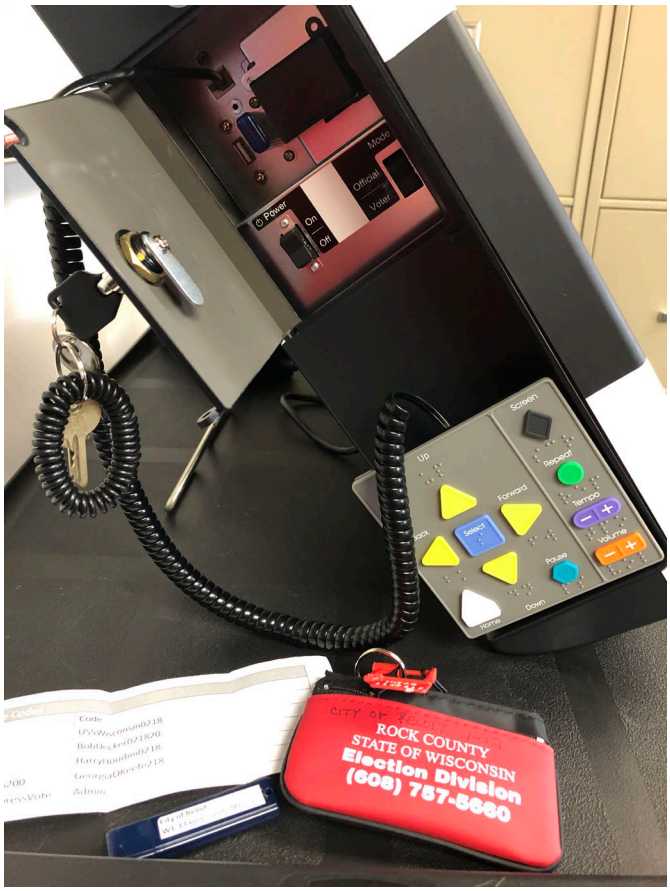
3. Position Touch Screen

The back of the ExpressVote has a “kickstand” – pull to first position so it stands in the most upright position. Plug in the headphones and take the paddle off the side and set on voting surface.



4. Turn on ExpressVote

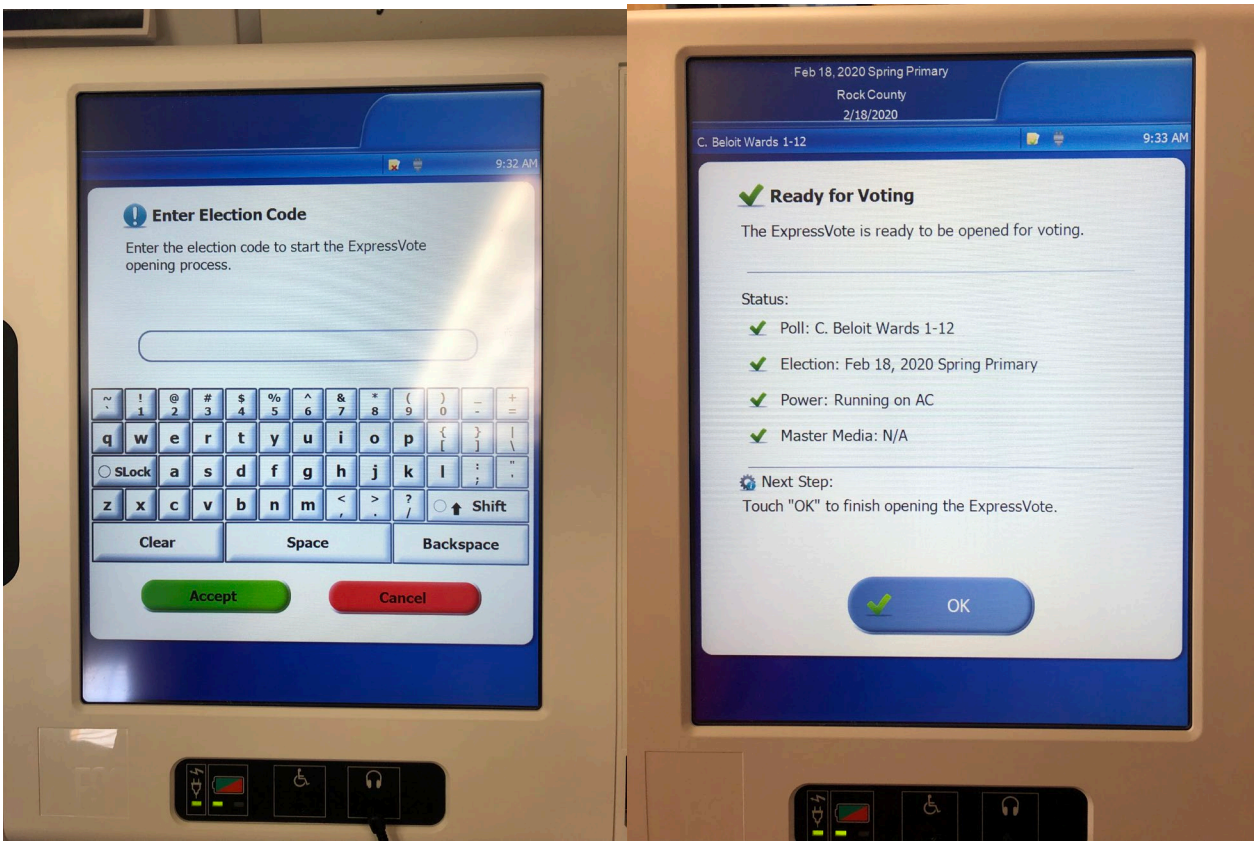
Remove keys from supply kit. Insert the barrel key in the side and turn to open the panel. Make sure the data USB has been secured in the machine and ask the chief for the passwords before startup. Turn switches to “On” and the other switch to “Official”.



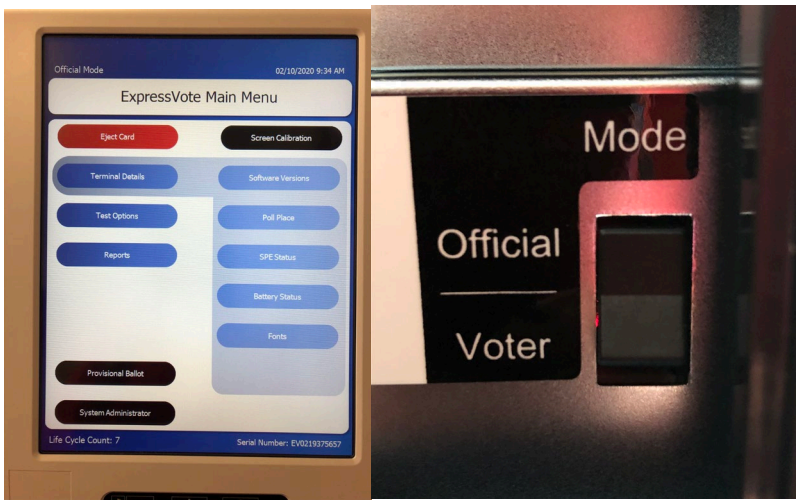
5. Machine Startup

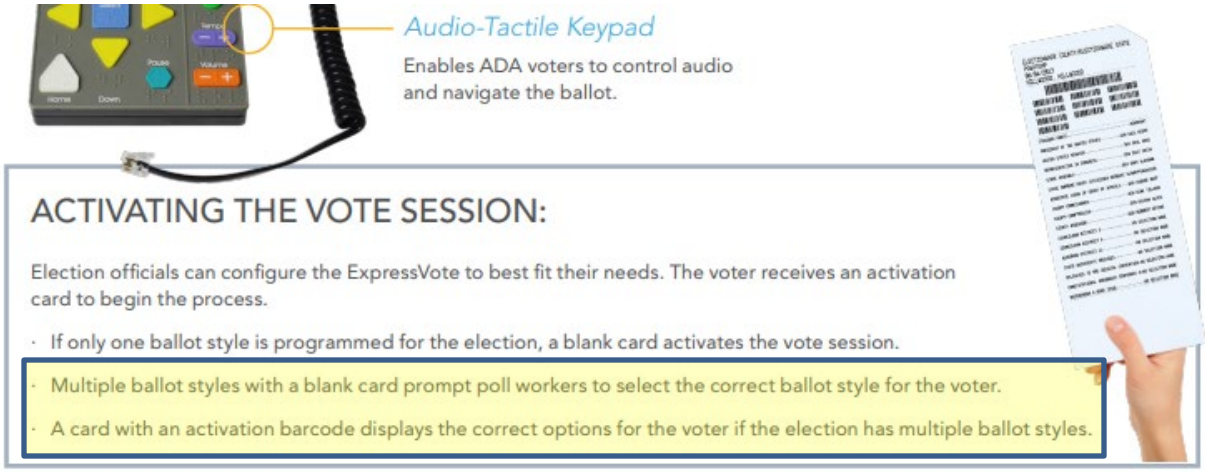
The Clerk will “clear and initialize” when testing the machine and leave the USB secured in the machine. When you start up the machine, it should ask you for the Election Code. This changes EVERY ELECTION. Ask the chief for the passwords and take great care to enter EXACTLY as printed. The machine will initialize and when ready will display a “ready for voting” screen.

DOUBLE CHECK you have the correct data stick programmed for your polling location before selecting “OK”



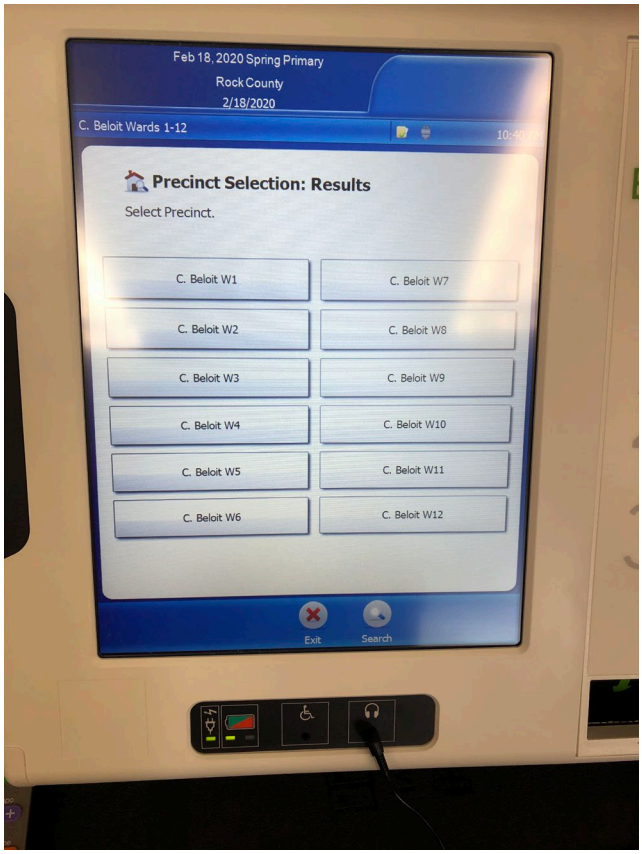
The Express Vote will open in “Official Mode” but if no other admin functions need performed, please switch from “Official” to “Voter.”





6. **Test the ExpressVote**

   Take a ballot and write "test" on the Ward Line. One election official should test the ExpressVote to make sure it is working and marking ballots correctly. Insert the ballot on the feed tray, in the ONE orientation with the cut in upper right corner. Use the touch screen to select candidates for office. You are verifying that the ExpressVote is marking the ballot for the candidates selected. Upon completion, spoil the test ballot(s) in the Spoiled Ballot envelope and indicate how many were spoiled by the test on the incident log.



1. Voter receives a voter slip and is issued a blank ballot stock
2. Voter is escorted to the ExpressVote
3. Election Official inserts the ballot stock AND selects the right voter ward.
4. Voter makes selections on screen IN PRIVATE.
5. Voter follows machine prompts to finish and mark ballot.
6. Voter removes ballot from machine and takes to DS-200 tabulator.
7. Voter inserts ballot in top ballot slot.
8. Election Official is prepared to answer questions and assist only when asked for assistance.

Election Officials Voting on ExpressVote

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

Federal Law

Federal law requires that the ExpressVote be set up at every polling place and be operable on election day – do not wait to set up until someone comes in as then it is usually too late.

Assigned to: _____

Election Official Opening Task *I*

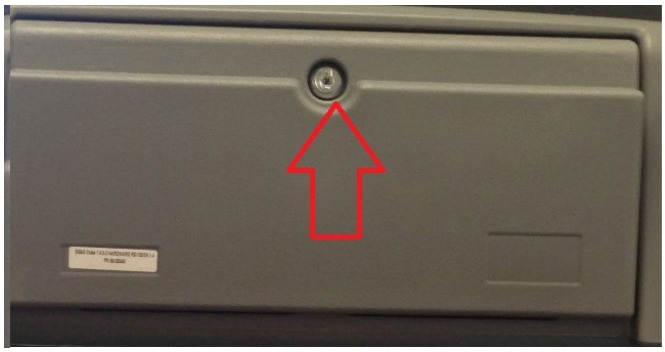
Prepare DS200 for Counting

★★★★★★★★★★★★★★★★★★★★★

City of Janesville
DS-200 Operating Instructions
Issued: April 5, 2022

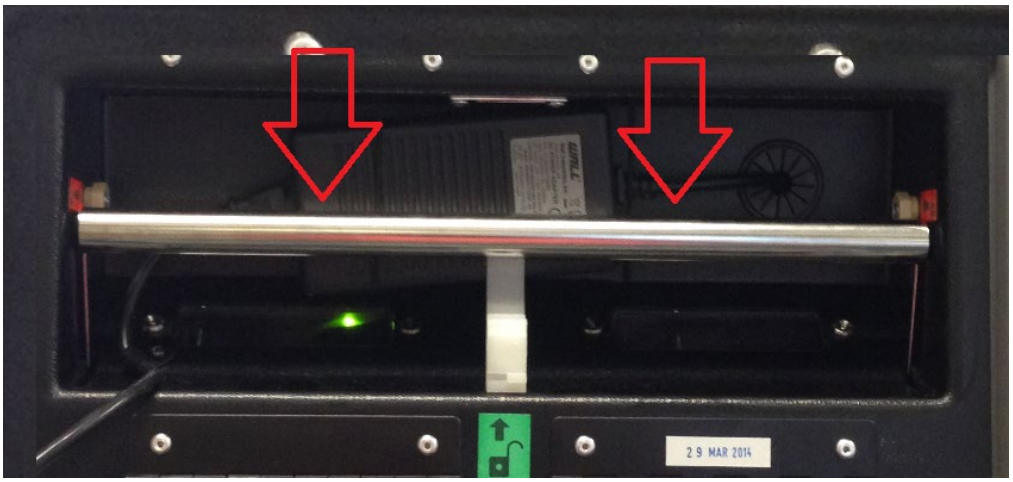
Opening the Polls

1. Open the back of the machine and remove the plug.

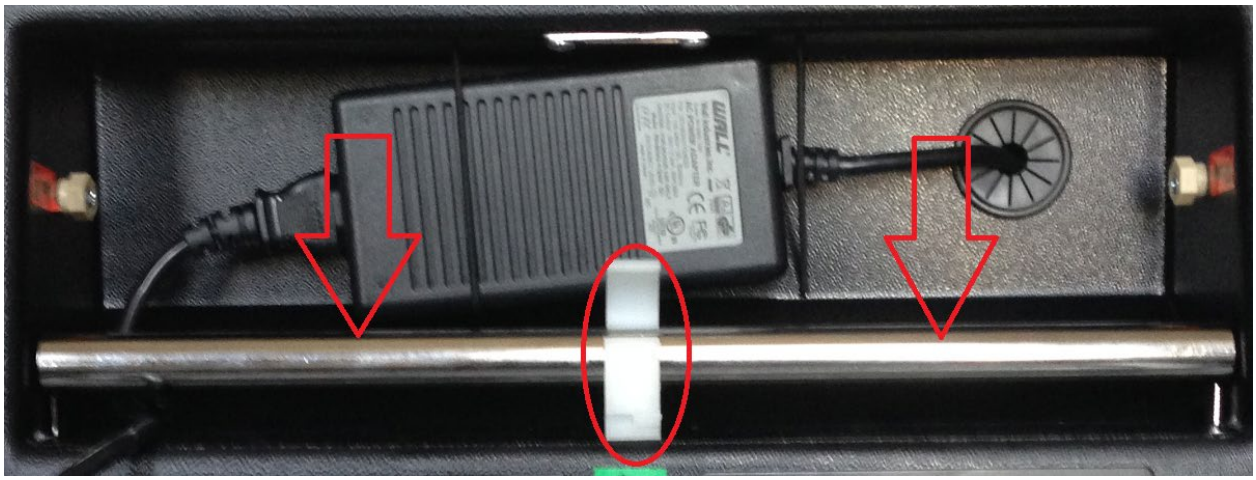


Use the surge protector provided . A single plug surge protector should be located in the back of the machine next to the power cord. Plug the machine in to an outlet (DO NOT DOUBLE UP THE SURGE PROTECTOR by plugging the small provided one into a power strip. If the above pictured is not available use a regular surge protector. The machine will beep when it senses power.

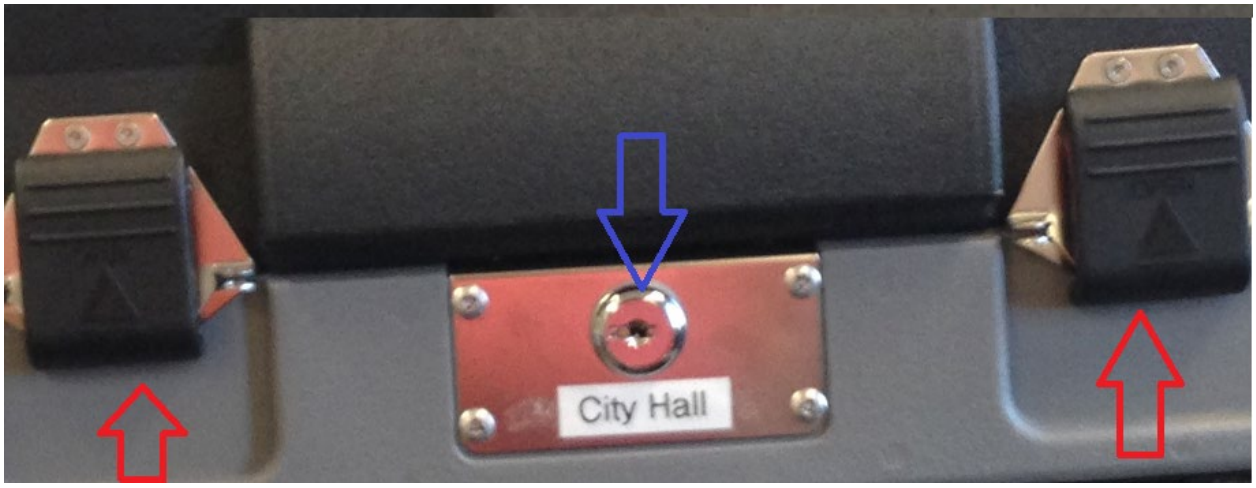
2. The silver bar needs to be locked in the down position. ***Failure to place the bar in the down position will result in ballots jamming and not processing***. Press hard and make sure you feel the bar "snap" into place.



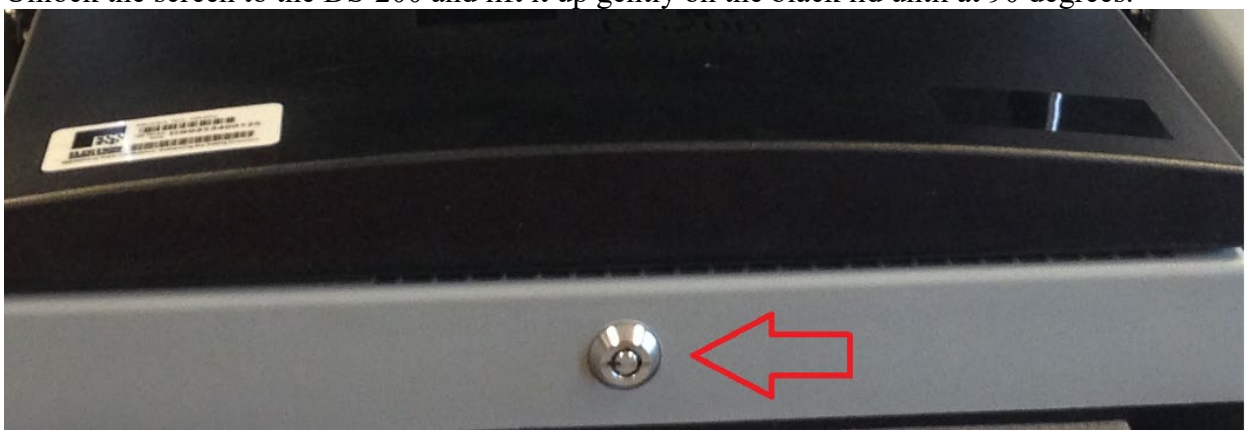
See below to see the bar in the down position. Note: **Do not close the white clamp (circled in red).**



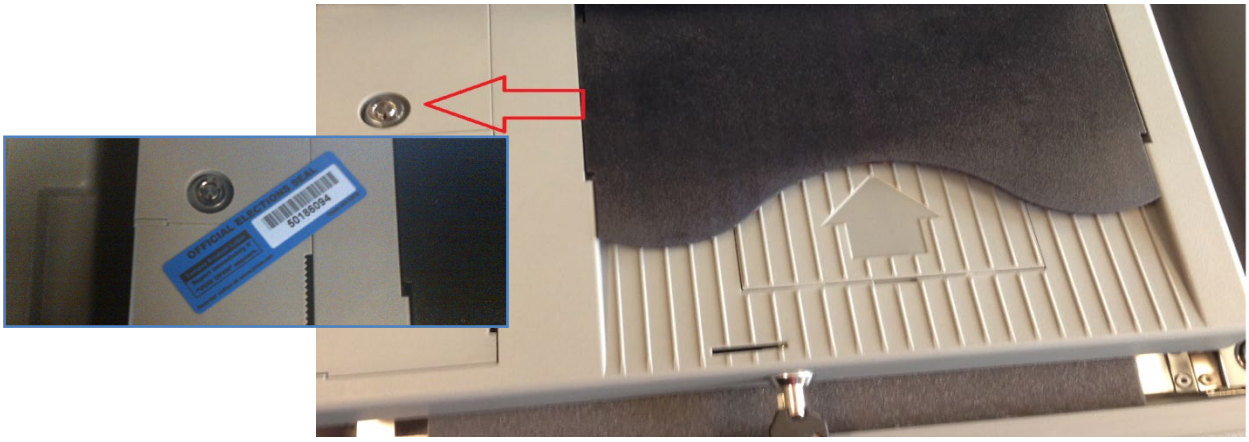
3. Open the outer case of the DS-200 by releasing the switches (red arrows) and unlocking the lock (blue arrow)



4. Unlock the screen to the DS-200 and lift it up gently on the black lid until at 90 degrees.

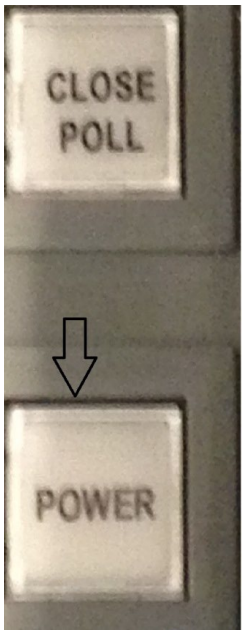


5. Unlock the door which houses the power button with the barrel key. **Verify that the tamper-evident sticker seal on top of the scanner matches the seal number listed on Inspectors' Statement, and that the word "void" does not appear across the seal.** This verifies that nobody has accessed the memory device since it was tested by the Clerk's Office. If seal does not match the Inspectors' Statement, or the word "void" appears, contact the Clerk's Office immediately at 608-755-3073. **Initial Inspectors' Statement to indicate that you have verified the blue or red tamper-evident seal number.**

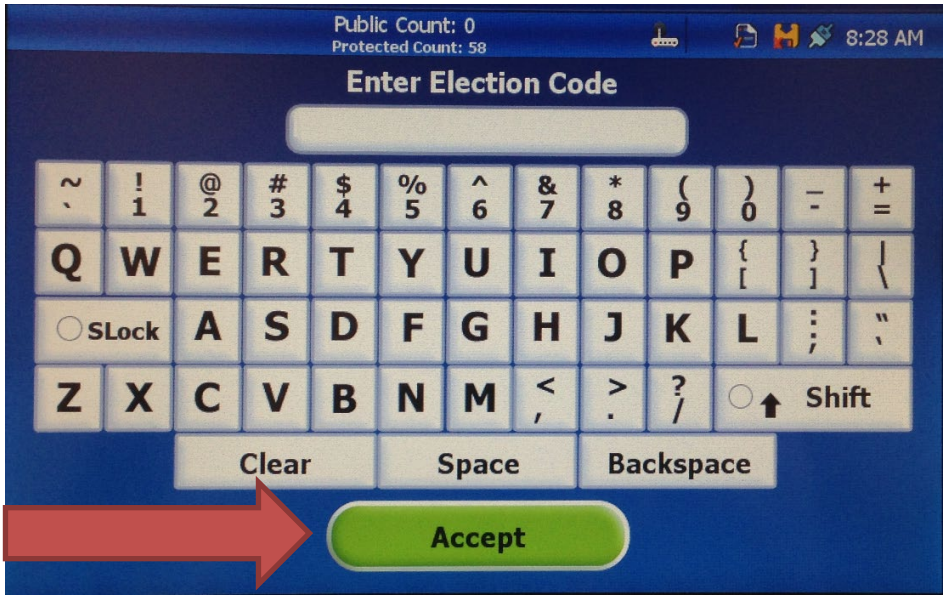


6. The DS200 will usually turn on automatically when the power is plugged in and lid is lifted. Once powered up and reading the data on the USB it will print an Initialization Report and Zero Tape. **DO NOT tear off the tape until the polls are closed and you have run a results tape.** The system will initialize, and "Open Polls" will appear on the screen. If this doesn't happen automatically, press the power button one time and wait a few minutes.

7. The DS-200 will go through its start-up process. This process will take 1 – 2 minutes.

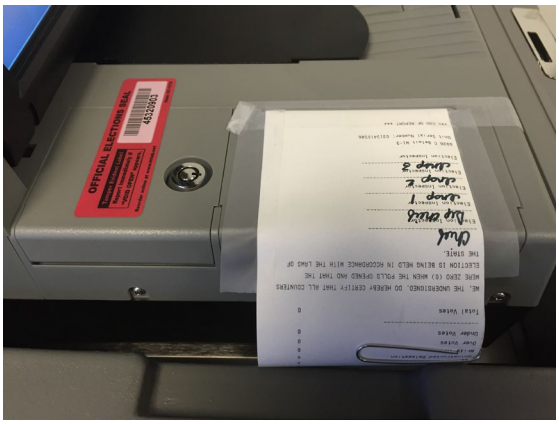


8. After going through the start-up process the DS-200 will ask for the Election Code.

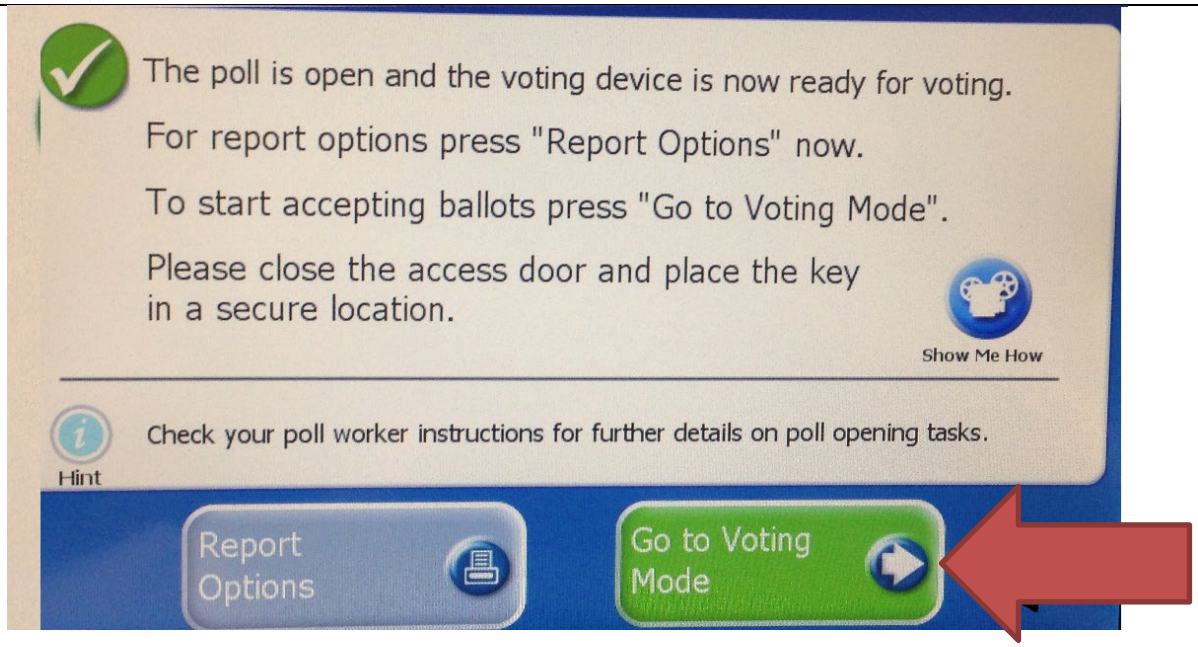


Using the touch screen keyboard, enter the election code to continue. The election code changes each election (see password sheet). You will need to press the SLock key for the E and then press the SLock key to turn it off for the rest of the password. Press the "Accept" button. Note: even though the screen shows all capital letters you must press the shift key to type a capital letter. As you enter the code make sure the letter you press is displayed before it turns to an *. **PATIENCE** is key at this step.

9. The machine will automatically print the "Ballot Status Accounting Report" and the "Zero Totals Report" (see below).
   a. Verify all contests, candidates and referenda appear on the zero tape with **zero votes cast.**
   b. Verify that your polling place wards appear on your zero tape.
   c. **Verify the public count (on touch screen) reads 0**. Touch screen should say, "Welcome. Please insert your ballot."
   d. If public counter does <u>not</u> read 0, document this on the incident log and immediately call the Clerk's Office. 608-755-3073 or my personal cell 608-201-1914.
   e. On the zero tape, document the number on the <u>tamper-evident sticker seal on top of the scanner</u>.
   f. **Three to Five election officials must sign the zero tape the polls open.** If left-handed, it may be easiest to sign your name upside-down.
   g. Protect zero tape by creating a "window." Roll up and place paperclip on side, tape down with scotch tape on three sides. (See photo on next page)

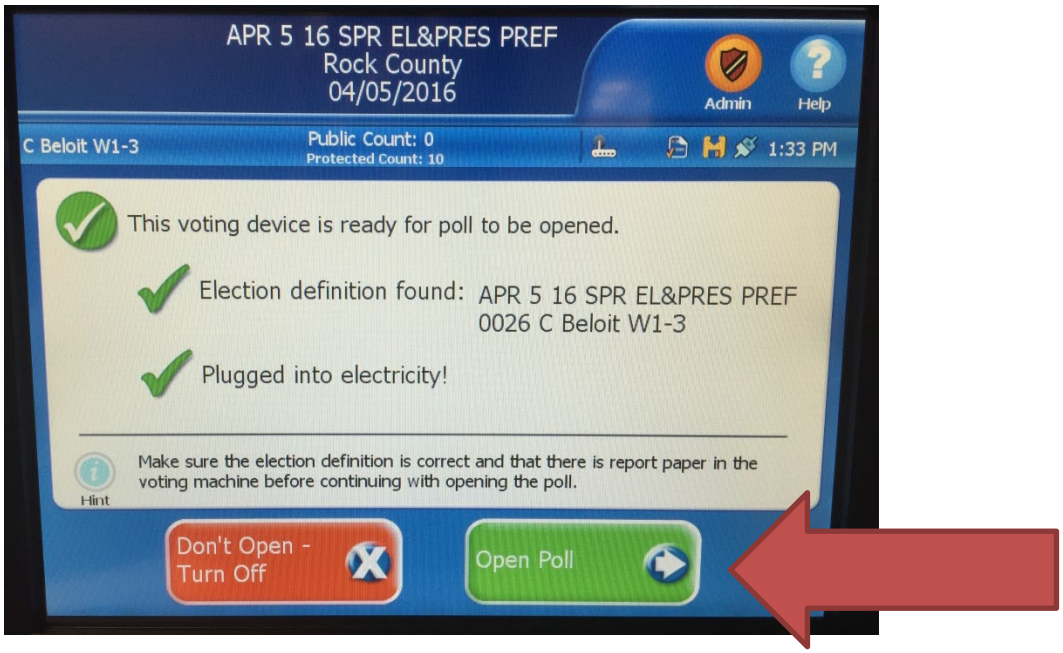


10. The Machine will then display the following screen:



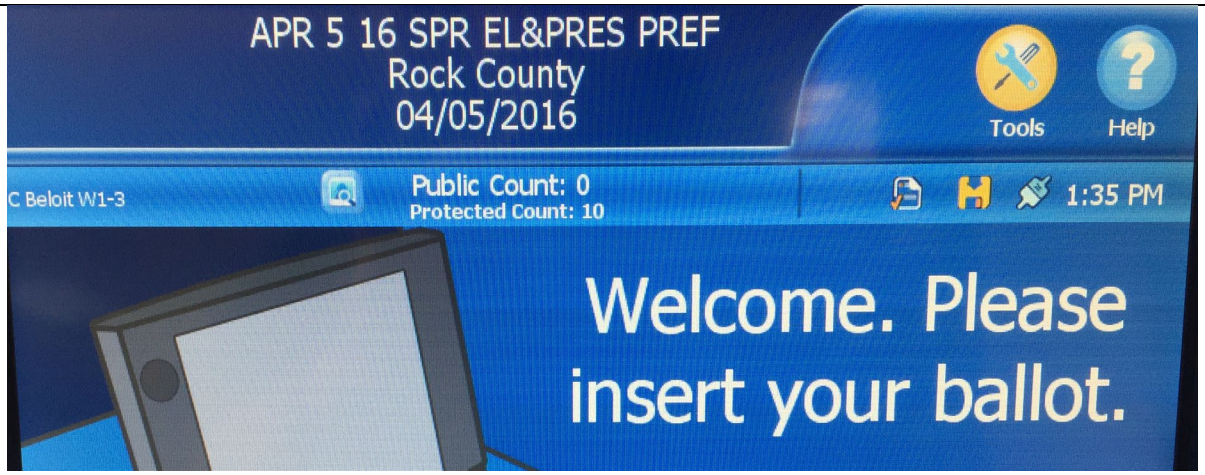
The machine will now allow you to open the polls and votes may be cast. First, press the green "Go to Voting Mode" button.

Next, press the "Open Poll" button.



The machine will now accept votes. **REMEMBER** – Votes may not be cast until 7 am.
Record on the Chief Inspector incident log "successful tabulator setup"

DAYLIGHT SAVINGS often ends the weekend before an election. These machines are supposed to auto adjust. If not, contact the City Clerk to adjust the time in the Tools icon or use the full manual to follow instructions on setting the proper time.


APR 5 16 SPR EL&PRES PREF
Rock County
04/05/2016
Tools
Help
C Beloit W1-3
Public Count: 0
Protected Count: 10
1:35 PM
Welcome. Please
insert your ballot.

Assigned to: _____

Election Official Opening Task *J*

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

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 firm, stable and slip-resistant.

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.
- ☐ 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 someone is assigned to watch entrance and assist those having trouble getting into the building.

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, have automatic doors or are propped open, or require less than five pounds of opening force.

☐ 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).

☐ There is a table, counter 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. Note: the ribbon in the supply kit is pre-measured to the proper height for this table.

☐ Poll workers are trained in using and explaining accessible equipment to voters.

☐ There is a plan in place to identify when a voter wants to vote curbside, and poll workers are aware of the curbside voting policy and procedures.

☐ Poll workers are aware of the special needs of voters with disabilities and are willing to provide reasonable accommodations when requested.

☐ The polling location has the following:

- √ Pen/paper to communicate with voters who are deaf or hard of hearing.
- √ Magnifying glass for voters with sight impairment.
- √ Extra seating to allow voters who have trouble standing or walking to wait to vote and maintain their place in line.

Your clerk will have more detailed information about accessibility rules and laws. Additional information that may be helpful:

- Wisconsin State Elections Board Polling Place Accessibility Survey Form: http://elections.state.wi.us/
- Department of Justice ADA Checklist for Polling Places: http://www.usdoj.gov/crt/ada/adahom1.htm

This checklist was created by Disability Rights Wisconsin (DRW). If you have questions about this checklist or about accessibility, you can contact DRW at 608/267-0214 or 888/758-6049 (TTY). People with disabilities can also contact DR if they have questions or concerns. Our toll free line for consumers and family is 800/928-8778.

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.

Insert USE OF WIRELESS DOORBELLS AT POLLING PLACES

Insert Common Sense and Common Courtesy document