

CHIEF JUDGE CHECKLIST

Early Voting Opening Days 1 to 8 (Green)

Chief Judges:

- Complete *Early Vote Center Opening/Closing Certificate*. Verify ALL tamper tape #'s on exit/entry doors in Check-In and Voting areas. Only remove the tapes on doors for voter exit and entry in check-in and voting areas. Place removed tapes on back of Integrity Report.

Important Note: All Early Voting sites will have Absentee/Mail-In Ballot Drop Boxes. Be familiar with the location of drop box for directing voters with mail-in ballots in hand.

- Verify all assigned judges have signed payroll sheet located in the blue Integrity Report and Payroll Binder (DO NOT REMOVE FROM BINDER).
- Make sure all judges are wearing name tag and "Need Assistance" stickers.
- Report absent judges to HCBOE Judge Dept. by 6:15 am.
- Make sure all Early Voting site signage (inside/outside) is posted and secured.
 - No Electioneering signs posted at 100' from Early Voting site entrance.
 - Voter traffic/arrow signs posted throughout the building.
- Open green and then yellow zipper bags. Remove red lanyard keys, seals, tamper tape and passcode envelope.
- Complete and sign all applicable reports: *Absentee Ballot Bag Opening/Closing Cert. (if provided)*, *Provisional Ballot Opening & Closing Certificate*, *Scanning Unit Opening Integrity Report*, *Electronic Pollbook Integrity Report*, *Ballot Marking Device (BMD) Integrity Report*, *Ballot Security Opening/Closing Cert.* (provide form for voting judges to complete/sign).
- Refer to page 4 of this checklist for the recommended flow of opening procedures.
- Make sure judges are using the green color checklist for "Opening Days 1 to 8".

Provisional Setup:

- Make sure provisional ballot bags are ready to receive ballots. Unlike Election day, orange bags will be empty with all supplies located in a black roller case.
- Verify *Provisional Ballot Opening & Closing Certificate* has been completed and signed by Provisional Judge. Sign certificate.
- Make sure provisional tables is setup with the necessary supplies and PPE.

Ballot Preparation and Setup (voting judges should assist in this process):

- Verify lock numbers on ballot carts using *Ballot Security Opening/Closing Certificate*.
- For EV Day 1 verify styles and quantities including ballot activation cards (BACs) using the *Integrity Report*. Note: Each Early Voting site will have 2 ballot carts and ALL of Ho. Co.'s 118 ballot styles. **On EV Days 2-8 ballot style quantity verification and counting will not be necessary at opening and closing, in addition to closing on EV Day 1.**
- Securely store BACs at Chief Judges' table.

- ❑ Make sure ballot issuance area is setup with all the necessary supplies; i.e. PPE, privacy sleeves, judge pens, spoiled ballot envelope and tally sheet (voting judges' folder) etc.
- ❑ Verify *Ballot Security Certificate* has been completed/signed by the appropriate judges.
- ❑ If necessary, any extra ballots can be stored on a locked transfer cart.

Ballot Marking Device (BMDs) Setup (refer to manual chapter 12):

- ❑ Verify the tamper tape seal (left side compartment) using *Ballot Marking Device (BMD) Integrity Report*. Remove seal and attach to back of form.
- ❑ Open side compartment lock using round barrel key on red lanyard.
- ❑ Make sure "Mode" switch is set to "Voter" and memory stick is installed.
- ❑ Flip power switch to the "On" position and allow BMD to boot up.
- ❑ Carefully close and lock side compartment door making sure keypad cord is positioned through opening. Apply a new tamper tape and record number on *Integrity Report*.
- ❑ Enter Election Code (located in yellow zipper bag) when prompted and hit "Accept". Verify precinct information and touch OK. Install privacy screen and headphones.
- ❑ Verify BMDs are ready for voting. Screen will display "To begin voting insert your card".

Scanning Units Setup (refer to manual chapter 11 - voting judges can assist):

- ❑ Unlock padlock and main ballot box lock on scanning units using red and solid silver keys on red lanyard. Verify ALL lock #'s and seal #'s on *SU Opening Integrity Rpt*.
- ❑ Make sure ballot bins are set for receiving ballots (Are lids open?)
- ❑ Unlock padlock and case lid lock using red and solid silver keys on red lanyard. Open case lid latches and allow lid to rise by itself. Reattach padlock to scanning unit.
- ❑ Verify tamper tape numbers on top front/rear access doors of scanning unit with the *Scanning Unit Opening Integrity Report*. **DO NOT REMOVE TAMPER TAPE.**

On Early Voting Day 1

- ❑ Unlock touchscreen on scanning unit with round barrel key and carefully raise to power on. When prompted, enter Election Code (located in yellow zipper bag). Confirm correct precinct ("Vote Center") and Press "Open Polls".
- ❑ A configuration report and two zero reports will automatically print. Verify all zeros on voting positions of both zero reports. Sign both zero reports and separate.
- ❑ Attach one zero/configuration report to integrity report and post the other zero report on a wall adjacent to scanning units for public viewing. Press "Go to Voting Mode".
- ❑ Verify "Public" (equals "0") and "Protected" Counts on *Scanning Unit Opening Integrity Report*.

On Early Voting Days 2 to 8

- ❑ Unlock touchscreen on scanning unit with round barrel key and carefully raise to power on. When prompted, enter Election Code (located in yellow zipper bag) and press "Accept".

- ❑ At the next screen, press left hand button **Don't Close Keep Voting** on bottom of screen. **NEVER** press Close Polls.
- ❑ A configuration report will print. Tear off and staple to *SU Opening Integrity Report*.

Early Voting Days 1 to 8 continued

- ❑ Unlock padlock and lock on emergency ballot compartment using red and solid silver keys on red lanyard. Open and verify compartment is empty of ballots or any other items. Relock compartment and reattach padlock.
- ❑ Confirm **Ballot Preparation and Set Up** has been completed (see above section).
- ❑ Make sure scanning units are ready for voting:
 - "Welcome. Please insert your ballot." screen is visible.
 - VAC bag is attached to unit's side.
 - Empty colored tote is positioned to collect privacy sleeves.
 - Ballot compartments are all locked and padlocks with red tags securely attached.
 - Scanning unit white privacy boards are installed as demonstrated in training video.

Pollbook Setup (refer to manual – Chapter 10) Check-In Judges should assist:

- ❑ Power on to "Launch" screen and wait up to 30 seconds for time sync.
- ❑ "Launch" pollbooks after time sync. Enter encryption password at prompt.
- ❑ Pollbooks display correct Vote Center. Tap "OK. This is correct poll." button.
- ❑ Make sure all pollbooks are showing correct date and time.
- ❑ Verify all numbers to be zero on pollbooks (Statistics).
- ❑ Verify *Ballot Counts* and *Voter Counts* reports have been printed for each pollbook (verify for zeros). Sign and attach reports to *Electronic Pollbook Integrity Report*.
- ❑ Verify barcode scanner(s) is connected to designated pollbook(s) as shown on schematic.
- ❑ Make sure all pollbooks are networked and communicating with each other (blinking up and down arrows in bottom right corner of pollbook screens – No red "X").
- ❑ Make sure all pollbooks are communicating with the State server. Blue computer icons in bottom right corner of pollbook screens (successful connection with State server will take 2 – 4 minutes – No red "X").
- ❑ Make sure check-in judges' tables have all the necessary supplies; i.e. PPE, pens, voter update forms, extra printer rolls etc.
- ❑ Ensure the opening portion of *Electronic Pollbook Integrity Report* is completed/signed.

Floor Monitors, Line Control and Communications

- ❑ Familiarize yourselves with the Early Voting site's traffic flow as laid out by the HCBOE.
- ❑ Strategically station Floor Monitor Judges in key locations to facilitate traffic flow between the separate check-in and voting areas.
- ❑ Make sure ALL judges are aware of and enforce social distancing guidelines, space limitations as defined in polling schematics for check-in and voting areas and are continuously sanitizing high touch areas.

- ❑ Prepare/familiarize yourselves with the provided cell phones for communications between Vote Center and HCBOE remote support.
- ❑ Using provided walkie-talkies, have established lines of communications that are defined between the separate voting and check-in areas.

HCBOE Recommended Voting Equipment, Opening Process Flow

Have the following items:

- **Red lanyard keys (in yellow zipper bag)**
- **Integrity Report and Payroll Binder**
- **BMD/Scanning Unit tamper tape envelope (in yellow zipper bag)**
- **Election code envelope (in yellow zipper bag)**

Follow these steps to efficiently and quickly have the Early Voting site ready for opening at 7 AM:

- 1.** Instruct Check-In Judges to power on, make sure time sync then "Launch" pollbooks, enter encryption code and print zero reports.
- 2.** Other Chief Judge opens side compartment of BMD and flips power switch to "On" position.
- 3.** Give *Ballot Security Opening/Closing Certificate* to Voting Judges to complete.
- 4.** Chief Judge then opens the main and emergency ballot compartments of scanning units for inspection.
- 5.** Chief Judges can then perform opening procedures on scanning units using *Scanning Unit Integrity Opening Report*.
- 6.** One Chief Judge can then enter Election code to open BMD.
- 7.** Lock and apply new tamper tape to BMD side compartment. Install privacy screen and make sure the applicable signage is posted for BMD use.
- 8.** Ensure pollbooks are networked to modem, show synchronization, polls are open and are ready to check-in voters at "Find Voters" screen.
- 9.** Ensure scanning unit(s) and BMD(s) are at screen for accepting ballots and ballot activation cards.
- 10.** Make sure Floor Monitor Judges are strategically located throughout building to facilitate traffic/line control and to monitor space limitation requirements.
- 11.** Make sure your lines of communication (walkie-talkies and cellphone) are in order.
- 12.** Finally, ensure **ALL** Integrity Reports in blue binder are completed/signed as well as payroll sign-in sheet.

REMINDERS WHILE WORKING: Practice social distancing, wash hands frequently, sanitize surfaces often and be kind by wearing a mask.