

SITE MANAGER CHECKLIST



BEFORE POLLS OPEN — USE AT 5:15 AM

Room Set Up

- Check-In Table in view as enter? Ballot Issue Table positioned in view (perpendicular or opposite) of Check-In?
- Booths in common area allowing voter privacy? Ballot Issue Table has view of booths?
- Voter Services Table and separate provisional booth for ADA access set up?
- HAVA signage and specimen ballots inside room entrance?
- “Vote Here” sign and electioneering zone cone placed outside?
- Provisional ballot transfer case at Voter Services Table?
- Power cords and cables secured so to be out of the path of voters?
- General survey of room for potential obstacles for voters?

Ballot Box

- Zero Totals Report* run and ballot counter ready?
- Zero Totals Report* signed and folded next to ballot counter (not cut or torn)?

Check-In Table

- ePollbook zippered cases opened? ePollbook and printer plugged in and powered on? Judge is logged on and can look up voters?
- One Check-In Judge verified and signed ballot counter tape with Ballot Box Judge?
- “Check-In Here” sign posted and materials in place?

Ballot Issue Table

- Ballot packets inventoried by precinct, style, quantity (party in primary)? Receipts signed and in Site Manager green binder?
- Specimen ballots content compared to official ballots (front and back)?
- Second transfer case with extra ballots stored in secure location until needed? Specimen ballots returned to Ballot Issue Table envelope?
- Statement of Ballots* form and manila spoiled ballot envelope filed at rear of precinct file?
- Judges using white ballot transfer case as files? Ballots with “file” dividers set up correctly?
- One packet of ballots per style opened and counted? Labels on back of correct *Statement of Ballots* form?
- “Less than 10 Voters” (yellow labels) ballots not opened?
- “Ballot Issue Table” sign posted and materials in place?

Voter Services Table

- jetpack plugged in and powered on?
- ePollbook and printer plugged in and powered on? Judge logged on and can lookup voters?
- ADA equipment set up and turned on? Other equipment (ramps, Big Bell) delivered? Assembly steps in blue provisional ballot case.
- Provisional booth set up next to Voter Services Table?
- Blue provisional ballot case U-shaped zipper closed and secured with one red security lock? Ballot slot open?
- “Voter Services Table - Register Here” sign posted and materials in place?
- Cell phone unpacked, plugged in, and turned on?

BEFORE POLLS OPEN — CONTINUED

Site Manager

- Oath administered?
- Timecards completed and returned to Site Manager's green binder? If Voter Services Judge is Site Manager, this can occur after 6 AM. Completed *Time Card Worksheet* in Site Manager green binder?
- Located Spanish language assistance sheets in Site Manager green binder?

PROCESSING VOTERS

Check-In Table

- Confirming voter address (not stating address for voters), verifying signature with second judge?
- Explaining precinct number on application and directing voter to correct precinct box at Ballot Issue Table?
- Selecting "Record Check-in" on ePollbook when finished processing voter?

Ballot Issue Table

- Confirming voter at correct precinct and circling ballot style on application?
- Second judge verifying precinct and style (party in primary) on ballot with application before issuing ballot?
- Initialing ballots with correct colored pens assigned to each precinct?
- Explaining information on both sides, confirming initialed, issuing privacy sleeve, pen, and directing to booth?
- Applying ballot labels to correct *Statement of Ballots* form? *Statement of Ballots* form at rear of precinct box?
- Using spoiled ballot security envelope as appropriate?

Ballot Box

- Standing approximately four feet in front of ballot bins?
- Verifying ballots are initialed?
- Approaching bin only at voter's request?

Voter Services Table

- Requesting and verifying identification before completing *Grace Registration Form*?
- Completing *Provisional Ballot Inventory* form?
- Assisting at Check-In or Ballot Issue Tables when not busy?

CLOSING POLLS — USE AFTER 7 PM

When the polls close at 7 PM, all voters in line are allowed to vote. One election judge stands behind the last voter marking the end of the line.

All judges remain in the voting site and assist with closing procedures.

Ballot Box

- Opened emergency ballot slot to confirm no ballots inside?
- Running results tape? Opened bin, removed ballots while result tape runs? Two copies automatically print.
- Results transmitted?
- Memory stick(s) removed from each ballot counter, placed in security materials pouch, and returned to red bag?
- Ballot Box Judge supplied total ballots cast by precinct to Ballot Issue Table (for *Statement Of Ballots* form)?
- Five judges at Check-In Table signed results tape? And placed in security materials pouch?
- Unsigned copy of results tape secured to the exterior door?
- Interior and exterior signs taken down?
- Ballot Box Judge envelope packed with items listed on front and placed in ballot bin?
- Red bag packed with items listed on front and brought to the Transfer Site?
- All items listed on ballot bin's front access door packed inside?
- All ballot bin doors and flaps secured and locked?

CLOSING POLLS — CONTINUED

Check-In Table

- Sorted ballots by precinct/colored pen initials?
- Checked for valid write-in candidates?
- Completed *Certification of Write-in* forms for each precinct?
- Counted voted ballots? Quantity matches number of processed voters from Voter Services Judge?
- Returned voted ballots to correct precinct box at Ballot Issue Table?
- Repacked contents of Check-In Table envelope per list on envelope?
- ePollbook and printer properly powered down and packed? Zipper tabs secured with security tie? Placed next to ballot bin?
- Black rolling case (including items from Voter Services Judge), Check-In Table envelope and Site Manager green binder packed with items listed on case's top?
- Supply box packed? Placed inside ballot bin with flag? Chrome stand next to bin?
- Assisted taking down of booths and signs?

Ballot Issue Table

- Counted spoiled ballots in spoiled manila envelope? Added total on envelope and Line C of *Statement of Ballots*?
- Completed *Statement of Ballots* forms for each precinct?
 - Totaled labels from back of *Statement of Ballots* form and added to Line A?
 - Removed unopened ballot packets from transfer case and totaled label quantities? Added to Line B?
 - Recorded number of processed voters from Voter Services Judge on Line D?
 - Recorded number of ballots cast from Ballot Box Judge on Line E?
 - Signed and dated form before placing in red binder?
- Signed and sealed manila spoiled ballot envelope? Placed in Ballot Issue red binder?
- Repacked ballot dividers in ballot divider envelope?
- Packed ballots by precinct (if 2 boxes, voted in one box and unvoted in the second box). Attached "Voted Ballots" labels to ballot transfer cases containing voted ballots? Sealing white ballot transfer cases? Given to Ballot Box Judge?
- Repacked contents of Ballot Issue Table envelopes per list on envelope? Packed in rolling case?
- Repacked red rolling case with items listed on case? Zipper has security tie? Given to Ballot Box Judge?
- Supply box packed? Placed inside ballot bin with flag? Chrome stand next to bin?

Voter Services Table

- Provisional ballot packets inventoried?
- Completed *Provisional Ballot Inventory Control* form? Tallied total voters?
- Recorded number of issued provisional ballots on tag of blue provisional ballot case?
- Rolled blue binder and manila spoiled ballot envelope placed in blue provisional ballot case?
- Secured blue provisional ballot case with second red security lock?
- Grace Registration binder and completed forms packed in Check-in Table black rolling case?
- Supply box packed? Placed inside ballot bin with flag? Chrome stand next to bin?
- Unused provisional ballots sealed in provisional ballot transfer case?
- Number of processed voters given to Check-in Judges?
- Packed ExpressVote, stand, and privacy shield? Placed next to ballot bins?
- Voter Services envelope with contents placed in ballot bin?
- ePollbook checked for pending voters before powering down? Printer powered down? Power cord returned to pocket? Zipper tabs secured with security tie? Placed next to ballot bins?
- Jetpack turned off? Returned to security pouch? Placed in Ballot Box Judge red bag?
- Phone turned off? Packed in original box? Placed in black rolling case?
- All items listed on ballot bin's front access door and black rolling case packed inside?

ITEMS RETURNED ELECTION NIGHT

Check contents during packing; reference list on each bag/box/envelope.

- Check-in Table black rolling case
- Ballot Issue Table red rolling case
- Ballot Box Judge red bag containing memory stick from each ballot counter
- All ballot transfer cases containing voted and un-voted ballots
- Voter Services provisional ballot transfer case
- Voter Services blue provisional ballot case

ITEMS LEFT AT VOTING SITE

- Ballot bin packed with items listed on inside of front access door?
- All doors locked?

Items left next to ballot bin

- ePollbooks with attached security ties
- ExpressVote and stand
- "No Electioneering Zone" cone
- Chrome stands
- Voting booths in boxes
- Big Bell or additional ADA equipment (if applicable)
- "Vote Here" sign