

2016 Election Judges' Manual



REVISED 2/16/16

Chapter 6

Check-in Judges

Pre Election Set-up.....	6.2
Election Morning.....	6.3
During Voting Hours.....	6.6
Voter Update Form	6.8
Issuing a Provisional Ballot	6.10
Voters Who Cannot Sign Any Form(s).....	6.12
Closing the Polls.....	6.13

Check-In Judges

Pre Election Set-up

On the Monday night before Election Day all judges will report to their assigned precinct to set up the polling place. The standard meeting time is 6:30 p.m., however Chief Judges will contact each judge at least one week prior to the election to confirm the exact time of the pre-election meeting.

Attendance at the pre-election meeting is MANDATORY. The meeting will last about 2 hours. All tasks are directed by and supervised by chief judges.

With the exception of the items picked up by the Chief Judges, all precinct supplies and equipment will be delivered to the precinct. The Equipment Transfer Cart will contain the Scanning Unit, one or more Ballot Transfer Bins (containing ballots), the Ballot Marking Device(s) and the supply bags. The BMD/ADA Table will be packed on the top of the cart. The voting booths will be delivered along with the cart, but not packed inside. The electronic pollbooks will be delivered separately.



Check-In Judges

It is recommended that three judges remove the Scanning Unit from the Equipment Transfer Cart, since the unit is top-heavy and might tip.



Electronic Pollbook Set-Up

All Election Judges should help during the pre-election meeting on the Monday night before Election Day. Voting Operations Judges will set-up the Electronic Pollbooks and printers. Follow the procedures outlined in *Appendix 1 – Opening and Closing the Electronic Pollbook*.

1. Using the *Electronic Pollbook Integrity Report* (located in the printer case), verify that the correct electronic pollbooks and printers have been sent to the correct precinct. Examine the luggage tag attached to each case. The printer case is unsealed and has a white tag.

Check-In Judges

- C. Printer for the electronic pollbook;
 - D. Extra roll of paper for the printer;
 - E. *Voter Update Forms*;
 - F. *Voter Assistance Forms*;
 - G. *Certificates of Participation*;
 - H. Pens;
 - I. Note pads; and
 - J. Paper clips and rubber bands.
4. When you have completed all the procedures and verified that all equipment is functioning properly, turn off the Pollbooks and the printers but leave the power strip on. Leave everything set up for election morning.

Election Morning

Arrive by 6:00 a.m.

Make sure you sign the Payroll Sheet.

1. Assist in setting up for the election as assigned by the chief judges, including:
 - A. Posting the outside signs; and
 - B. Completing and using the name badge provided. Do **NOT** indicate a party affiliation on the badge. Indicate any additional language proficiency.
2. Follow the *Setting Up and Opening the Electronic Pollbook* procedures in Appendix 1 to prepare the electronic pollbooks and printers for Election Day.

Check-In Judges

 Work together so that your polling place is ready to open by 7:00 a.m.

During Voting Hours

Following the procedures outlined in *Chapter 10 – Using the Electronic Pollbook*, Check-in Judges' responsibilities include:

1. Using the electronic pollbook to look up and verify voters' information;
2. Printing Voter Authority Cards (VAC) from the electronic pollbook;
3. Asking voters to verify the printed information on their VACs;
4. Instructing voters to sign their VACs;
5. Initialing VACs in the space provided;
6. Circling or highlighting the District/Precinct, party and ballot style printed on the VAC;

Check-In Judges

VOTER AUTHORITY CARD
Presidential General Election 2012

Linc. Abraham Quincy
Main St APT A, Anytown 12345
DOB: 5/2/1842
ID#: 3 Party: **Republican**
DIST/PREC: 001-001- CONG=03: LEGIS=32: COUNCIL=001
EPB Number: 018787
Ballot Style: 2
Issued: 12/10/2013 09:45:03 Issued By: ABIGAIL G
Reason: 0

IMPORTANT

If your address or other information has changed, please request the Voter Update Form from an election judge.

Please sign in the space below.

Voter Signature

Check-in Judge Initials: _____

Ballot Issuing Judge: _____ Voting Judge _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

7. Having voters complete the *Voter Update Form*, if necessary;
8. Directing voters to the provisional ballot voting area; and
9. Directing voters to the ballot issuing area;

Note: Arrange a single line leading to the check-in area. See the “Line Management” section in Chapter 1 for more information. If a voter requests assistance while at check in notify a chief judge.

⚠ Do not use the electronic pollbook (EPB) to look up any person who is not the person you are currently checking in to vote unless directed by a Chief Judge. Do not misuse the EPB or you may be removed and not paid.

Check-In Judges

IMPORTANT REMINDERS

1. **DO NOT** ask a voter to show ID **unless** the voter is marked as “Show ID” in the electronic pollbook.
2. If any voter offers their ID, **you may accept it but the voter must also state or write his or her name, address, and month and day of birth.**
3. If a voter’s identity is challenged, **summon a chief judge immediately.** **Do not process this voter any further.**
 - If the challenged voter presents an acceptable ID to the chief judge, continue to check in the voter.
 - If the challenged voter does not present an acceptable ID to the chief judge, the voter must vote by provisional ballot (use provisional code #8).

 If you have checked-in the wrong voter and have already printed a voter authority card, notify a chief judge immediately.

Voter Update Form

The Voter Update Form is used to update information about the voter for future elections. The following information about the voter may be updated using the Voter Update Form:

1. **Address:** If the voter moved within 21 days of election day, complete a Voter Update Form. The voter can vote a regular ballot.

Note: If the voter moved more than 21 days before election day, the voter must be issued a provisional ballot. The provisional ballot application will serve to update the voter’s information and no Voter Update Form is needed.

Check-In Judges

“21 Day” Dates for 2016 Elections:

PRIMARY ELECTION: If the voter moved **prior** to April 5, 2016, the voter must be issued a provisional ballot.

GENERAL ELECTION: If the voter moved **prior** to October 18, 2016, the voter must be issued a provisional ballot.

2. Name: The voter’s name may have changed (e.g., marriage) or be different (e.g., misspelled) from the information in the electronic pollbook.
3. Date of Birth: The date of birth for the voter may be incorrect in the electronic pollbook. Review the information on the electronic pollbook to make sure you are checking in the correct voter before issuing a Voter Update Form to change a date of birth.
4. Party Affiliation: The voter’s party affiliation may be changed for the **next** election.
5. Identification Information: This section of the Voter Update Form is completed by an election judge only when the electronic pollbook indicates “ID Required” for the voter. Issue the voter a regular ballot if the voter presents acceptable ID. Refer to Chapter 10 for a list of acceptable ID.
6. Death Notice: A voter may report the death of another voter and request that the voter’s name be removed from voter registration records. This request will be investigated by the local board of elections before a change is made to voter registration records.

Check-In Judges

- During a primary election, voters claiming a different party affiliation than what is shown in the electronic pollbook.

Note: If a voter cannot be found in the electronic pollbook, the voter must vote by provisional ballot.

If the voter must vote a provisional ballot, it is very important to select the correct provisional ballot reason code number from the drop down menu in the electronic pollbook. **Refer to the chart on the next page:**

Check-In Judges

Reason Code	Provisional Ballot Reason
1	Not listed on the precinct register
2	Listed but indicated a change of address (not applicable during Early Voting)
3	Listed but claims a different party affiliation (primary election only)
4	Listed as “ABS Issued,” “Regular Issued,” “PROV”, or “Voted Early”
5	Listed as “Active” or “Inactive” and “Show ID” and unable to provide sufficient ID
6	Listed as “Pend1” (“Show ID” on Voter Details screen)
7	Listed as “Pend2” (“Need DL#/SSN#” on Voter Details screen)
8	Identity challenged and cannot provide acceptable form of ID
9	Other

Voters Who Cannot Sign Any Form(s)

1. Do not assume a voter cannot sign his or her own name.
 - A. Follow regular check-in procedures and inform the voter when a signature is required. Let the voter inform you if he or she cannot sign his or her name.
 - B. If the voter is blind or has low vision, the voter may ask you to guide his or her hand to the location on the paper in order for

Check-In Judges

the voter to sign. **Never grab the voter's hand or pen, or attempt to guide the voter's hand when not requested to do so by the voter.**

 **Always ask the voter before assisting.**

2. If a voter is unable to sign his or her voter authority card, *Voter Update Form*, or **any form(s)**, ask the voter to make an "X" or similar mark on the signature line. This mark is acceptable as that individual's signature.
3. When voters are unable to make a mark, write the following statements on the back of the forms the voters are to sign:
 - A. On the voter authority card: "This voter is qualified to vote but is unable to sign his or her name."
 - B. On all other forms except the voter authority card: "This voter is unable to sign his or her name."
 - C. Sign your name and write the date under the statement.

Closing the Polls

All voters who are in the check-in line by 8:00 p.m. are permitted to vote. At 8:00 p.m., give the last voter in line the "Last Voter" card located in the Document Jacket. After the last person who was in line by 8:00 p.m. has voted, the polls are officially closed. Close the exterior door to the polling room, if possible.

Extended voting hours may be ordered. When this occurs, all election judges must continue to work. All voters who are in the check-in line at the time extended voting hours end are permitted to vote. See Appendix 3 for additional information.

1. Print and sign the *Consolidated Ballot Counts Report* and *Consolidated Voter Counts Report* and attach them to the *Electronic Pollbook Integrity Report*.

Check-In Judges

2. Upon the chief judges' instructions, shut down and pack up the electronic pollbooks and printers.
3. Complete the *Electronic Pollbook Integrity Report* and give it to the chief judges.
4. Pack all other check-in supplies.
5. Assist in closing the polls according to the chief judges' instructions.