# PRECINCT MANAGEMENT PLAN: MONDAY NIGHT SET-UP

| Person(s) Assigned<br>Write Judges Names | Task |
|---|---|
| ***Chiefs*** | Verify correct equipment and transfer cart were delivered to the precinct<br>Open **Red** Chief's Bag<br>▪ verify contents with checklist – return checklist to bag<br>▪ at end of Monday night set-up, repack, secure and close bag with red seal<br>▪ place in precinct cart |
| ***All Judges*** | Sign the *Monday Night Roster or Future Vote Student Roster*<br>When assigned task is completed, help others with their tasks |
| | Set-Up Room<br>▪ use the polling place layout provided in the Chief's Precinct Packet<br>▪ tables needed: Check-In, Voter Assistance/Chiefs, Voter Information, Ballot Issuing, Seated Voting, Provisional Application, Provisional Voting, Exit<br>▪ set up chairs, including chairs for waiting<br>▪ use tape to make arrows and lines on the floor to direct voters waiting in line<br>▪ set-up telephone – ensure ringer is turned on and the telephone is working<br>▪ distribute job guides |
| | Open **Green** Supply Bag<br>▪ verify contents with checklist – return checklist to bag<br>▪ distribute supplies to proper tables<br>▪ prepare name tags – leave name tags at polling place, distribute Tuesday AM |
| | Open **Blue** Sign Bag<br>▪ verify contents with checklist – return checklist to bag<br>▪ put up inside signs and prepare outside signs for Tuesday AM – determine locations |
| | Open **Orange** Provisional Supply Bag<br>▪ verify contents with checklist – return checklist to bag<br>▪ do not remove seal from ballot transfer bag<br>▪ obtain *Provisional Ballot Certificate – Opening* from Chief Judge<br>▪ verify data in the *Provisional Ballot Certificate -- Opening*<br>▪ set up Provisional Application Table<br>▪ set up Provisional Voting tables<br>▪ return the *Ballot Certificate – Opening* to the Chief Judge<br>▪ place ballots, ballot transfer bag and applications in **orange** bag; secure and close bag with red seal<br>▪ return **orange** bag to precinct cart |
| | Voting Booths<br>▪ set Voting Booths on legs<br>▪ arrange booths for maximum voter privacy |
| | Scanning Unit<br>▪ remove from cart, put in place, and connect to power<br>▪ do not open<br>▪ obtain *Scanning Unit Integrity Report -- Opening* from Chief Judge<br>▪ begin to complete *Scanning Unit Integrity Report – Opening* |
| | Ballot Marking Device<br>▪ remove from cart, place on ADA table using its stand, and connect to power<br>▪ do not open<br>▪ obtain *Ballot Marking Device Integrity Report* from Chief Judge<br>▪ begin to complete *Ballot Marking Device Integrity Report* |

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| | Ballots<br>▪ retrieve ballots from blue ballot transfer bins in precinct cart<br>▪ obtain *Ballot Certificate – Opening and Closing* from Chief Judge<br>▪ verify data on the *Ballot Certificate – Opening and Closing*<br>▪ retrieve ballot table template from the Blue bag and place on Ballot Issuing table<br>▪ replace ballots in the ballot transfer bins, seal with tamper tape, return to precinct cart |
| | Pollbooks<br>▪ complete *Electronic Pollbook Integrity Report – Opening* section (report will be located in the printer case)<br>▪ do not remove inner seal (seal that covers memory card)<br>▪ set-up, connect and power on Pollbooks and printers (do not network yet)<br>▪ verify correct precinct<br>▪ verify that all statistics on "*Manage Polls"* screen are zero on each Pollbook<br>▪ network Pollbooks<br>▪ turn Pollbooks and printers off (leave power strips on) |
| ***Chiefs*** | ▪ do not remove any election materials except keys and cell phone (if provided)<br>▪ using precinct telephone, call Board of Elections – 240-777-8543 to report Precinct is set up and to confirm telephone number is correct<br>▪ notify building manager you are leaving<br>▪ ensure precinct cart and polling room are locked and secure |

# PRECINCT MANAGEMENT PLAN: TUESDAY MORNING - OPENING

| **Person(s) Assigned**<br>**Write Judges Names** | **Task** |
|---|---|
| ***All Judges & Students*** | Arrive by 6:00 AM<br>▪ get your name tag<br>▪ sign *Election Judge Payroll Sheet or Future Vote Student Roster* |
| ***Chiefs*** | **Red** Chief's Bag<br>▪ break red seal on bag<br>▪ give the *Electronic Pollbook Integrity Report* to the Check In Judges<br>▪ complete applicable sections of the *Key Concerns Checklist*<br>▪ begin *Chief Judge Election Day Log* |
| | Scanning Unit<br>▪ perform opening procedures<br>▪ complete *Scanning Unit Integrity Report -- Opening*<br>▪ post *Zero Report(s)* |
| | Ballot Marking Device<br>▪ perform opening procedures<br>▪ complete *Ballot Marking Device Integrity Report* |
| | Signs<br>▪ place outdoor signs<br>▪ place "Vote Here" sign on road near driveway entrance to polling place |
| | Ballot Issuing Table<br>▪ verify needed supplies are at the Ballot Issuing table (ballot table template, pens, magnifiers, privacy sleeves, ballots) |
| | Check In Judge(s)<br>▪ turn on Pollbooks and printers<br>▪ print the *Consolidated Ballot Counts Report* and the *Consolidated Voter Counts Report from each Pollbook*<br>▪ attach reports to the *Electronic Pollbook Integrity Report* and return to the Chief Judges<br>▪ at the direction of the Chief Judges push the "**OPEN THE POLLS**" button by 6:50 AM ***(do not process any voters until 7:00 AM)***<br>▪ verify needed supplies are at the Check In tables |
| | Provisional Table Judge(s)<br>▪ break the red seal on the **Orange** Provisional Ballot transfer bag to allow ballots to be inserted, and **Orange** supply bag<br>▪ verify needed supplies are at the Provisional table |
| **Chiefs** | Confirm Handicapped Accessible Door is unlocked and available for use<br>Call BOE to Report Polling Place is Open – 240-777-8543 -- as soon as ready<br>Give ***Wait Time Card*** to last voter in line at 7 AM |

# TUESDAY NIGHT CLOSING

| Person(s) Assigned<br>Write Judges Names | Task |
|---|---|
| | Voting Booths<br>▪ disassemble and pack voting booths in their boxes (use jar openers provided to ease disassembly of voting booth legs) |
| **Chiefs** | Scanning Unit<br>▪ close Scanning Unit using *Scanning Unit Closing the Polls Procedure*<br>▪ complete *Scanning Unit Integrity Report – Closing*<br>▪ complete *Precinct Chain of Custody – VOP-D*<br>▪ ensure VOP-D leaves with Black Memory Stick Security Bag as soon as practicable<br>▪ seal all Blue Ballot Transfer Bins with red seals, even if empty to prepare for immediate pick-up<br>▪ prepare *Precinct Chain of Custody – Blue Ballot Transfer Bins*<br>▪ begin *Precinct Chain of Custody – Closers*<br>▪ post results tape<br>▪ return Scanning Unit to precinct cart |
| | Voter Authority Cards<br>▪ remove VAC envelope from Scanning Unit<br>▪ count VACs, complete sticker on *Voter Authority Card* box<br>▪ complete *Voter Authority Card Worksheet*<br>▪ record totals on the *Closing Summary Report* or give worksheet to Chief to record the totals<br>▪ place VAC box in **Red** Bag for return to BOE |
| | Check-In Area<br>▪ perform Pollbook Closing Procedures at all Pollbooks using the *Closing the Electronic Pollbook* Checklist<br>▪ print the *Consolidated Ballot Counts Report* and the *Consolidated Voter Counts Report* at one Pollbook<br>▪ complete *Electronic Pollbook Integrity Report*<br>▪ attach the consolidated ballot and voter counts reports to the Electronic *Pollbook Integrity Report* and return it to the Chief Judges<br>▪ pack Electronic Pollbooks, hubs, printers and all cables and cords<br>▪ pack electrical and extension cords<br>▪ pack **Green** Supply Bag |
| | Provisional Area<br>▪ complete the *Provisional Ballot Tally Sheet*<br>▪ complete the *Provisional Ballot Closing Certificate,* return to the Chief Judges<br>▪ return *Provisional VAC envelope* and *Tally Sheet* to Chief Judge<br>▪ lock with red seal and place **Orange** Ballot Transfer Bag with critical materials<br>▪ pack **Orange** Provisional Supply bag using checklist – lock with red seal – place with critical materials |
| | Ballot Marking Device<br>▪ close the Ballot Marking Device using the *Ballot Marking Device Closing Procedure*<br>▪ complete *Ballot Marking Device Integrity Report*<br>▪ pack Ballot Marking Device and return to precinct cart<br>▪ disassemble ADA Table and place on top of precinct cart |
| | Ballot Issuing Table<br>▪ complete *Ballot Certificate* (closing portion)<br>▪ give Ballot Certificate, Spoiled Ballot Log, and Spoiled Ballot Envelope to Chief Judge<br>▪ place unused ballots in precinct cart |

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| | Signs<br>▪ take down signs and posters<br>▪ pack **Blue** Bag using checklist<br>▪ retrieve outdoor signs, including "Vote Here" sign from roadside |
| | Bags<br>▪ pack according to checklists<br>▪ place **Red** and **Orange** supply bags and **Orange** Ballot Transfer Bag with critical materials<br>▪ place **Blue** and **Green** supply bags in precinct cart. |
| **Chiefs & Closing Judges** | Critical Materials<br>▪ if not already complete, complete and sign *Provisional Ballot Closing Certificate*<br>▪ sign *Integrity Reports* and *Ballot Certificate*<br>▪ complete *Closing Summary Report*<br>▪ if not already complete, complete *Key Concerns Checklist*<br>▪ inventory, pack and lock **Red** Bag<br>▪ complete the *Chain of Custody* form with Closing Judges. Retain Chief Judge copy.<br>▪ remind Closing Judge to keep BOE/Closing Judge copies of Chain of Custody form easily accessible in Closing Judge's car.<br>▪ complete *Precinct Chain of Custody, Blue Ballot Transfer Bins*<br>▪ pack election materials in Closing Judge's car<br>▪ ensure both Closing Judges ride together in one car to the BOE |
| | Miscellaneous<br>▪ pack and lock precinct cart, complete *Cart Integrity Report*<br>▪ discard trash in polling room and eating area<br>▪ reset the room |
| **Chiefs** | ▪ dismiss Judges when all tasks completed<br>▪ wait for Blue Ballot Bin Transfer Team to pick up **ALL** blue Ballot Bins (even if empty)<br>▪ notify building manager you are leaving |