CHIEF JUDGE CHECKLIST
TUESDAY MORNING OPENING (Green)

Chief Judges:

☐ 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 Vote Center signage (inside/outside) is posted and secured.

- No Electioneering signs posted at 100' from polling place entrance.
- Voter traffic 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 Certificate* (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 Tuesday morning.

Provisional Setup:

☐ Open Provisional ballot bags with large brass/orange key on red lanyard, remove contents and relock bag.

☐ Verify *Provisional Ballot Opening & Closing Certificate* has been completed and signed by Provisional Judge. Sign certificate.

☐ Make sure provisional tables are setup with the necessary supplies and PPE.

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

☐ Verify lock number(s) on ballot cart(s) using *Ballot Security Opening/Closing Certificate.*

☐ Verify styles and quantities including ballot activation cards (BACs) using the *Integrity Report*. Any ballots stored in white divider boxes (if provided) will be included in the *Integrity Report's* quantities. These ballots would be the less likely voted ballots for that Vote Center.

NOTE: Each Vote Center will have ALL of Ho. Co.'s 118 ballot styles for this Election.

☐ 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 Opening/Closing Certificate* has been completed and 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 form back.

☐ 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**.

☐ 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*.

- ☐ 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 is connected to designated pollbook 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.

Absentee Ballot Bag Preparation – Voters DO NOT sign-in to drop off ballot

Note: Only Vote Centers without outside drop boxes will have Absentee Ballot Bags.
- ☐ Verify and remove seal using *Absentee Ballot Bag Opening and Closing Certificate.*
- ☐ Bag ready to receive dropped off absentee ballots.

Floor Monitors, Line Control and Communications

- ☐ Familiarize yourselves with the Vote Center'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.

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☐ 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.

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 Vote Center 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. One Chief Judge opens provisional ballot bags to allow judges to perform opening provisional activities.

3. Other Chief Judge opens side compartment of BMD and flips power switch to "On" position.

4. Give *Ballot Security Opening/Closing Certificate* to Voting Judges to complete.

5. Chief Judge then opens the main and emergency ballot compartments of scanning units for inspection.

6. Chief Judges can then perform opening procedures on scanning units using *Scanning Unit Integrity Opening Report.*

7. One Chief Judge can then enter Election code to open BMD.

8. Lock and apply new tamper tape to BMD side compartment. Install privacy screen and make sure the applicable signage is posted for BMD use.

10. Ensure pollbooks are networked to modem, show synchronization, polls are open and are ready to check-in voters at "Find Voters" screen.

11. Ensure scanning unit(s) and BMD(s) are at screen for accepting ballots and BACs.

12. Make sure Floor Monitor Judges are strategically located throughout building to facilitate traffic/line control and to monitor space limitation requirements.

13. Make sure your lines of communication (walkie-talkies and cellphone) are in order.

13. 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.