Chapter 5 – Chief Judges

General Information

The security of voting materials and equipment is very important. You must follow the chain of custody procedures when picking up and returning voting materials and equipment. This includes, memory sticks, compact flash cards, passcodes, keys, ballot activation cards, and paper ballots. It is also important to maintain security control over the voting equipment.

> ⚠️ All reports and forms **MUST** be completed and signed appropriately.

All election judges are expected to work together as a team to be **sure that the polling place opens on time as required by law and when closing the polls.**

Election Day Preparation

Election supplies must be picked up between 7:30 a.m. and 5:00 p.m. the day before Election Day. Further instructions about pick up will be provided at training.

Chief Judges are responsible for contacting the polling place to establish a time to partially set-up the polling place the night before Election Day and to establish a time of arrival on Election Day. The Chief Judges must also contact the other election judges (including election field support) assigned to the polling place, and volunteers ASAP after contact has been made with the polling place to provide times of arrival and other specific details of what is needed for Election Day. It is recommended that all judges, especially election field support, assist with set-up the night before, but it is not mandatory.

General Responsibilities of Chief Judges

In addition to the manual, a checklist is provided for judges to follow to assist with required job duties. Please use the checklists provided.

1. Manage tasks and activities in the polling place. Call the local board of elections for any assistance.

2. Supervise election judges.

    - Confirm that all election judges have arrived and are working to open the polling place on time.

    - Verify that all election judges have signed the payroll sheet.

    - Assign duties and break times, especially for meals. Chief judges may fill in for election judges to allow for breaks.

3. Be sure that all rules and procedures in this manual, in training, and stated by the local board of elections are followed.

4. Be sure that the polling place operates in a peaceful, orderly manner and in accordance with all applicable policies and procedures.

5. Monitor the line of voters waiting to check-in and to be issued ballots. Also, monitor the line of voters waiting for an open voting booth or provisional ballot. Alert the elections office if lines are unexpectedly long (e.g., voters are waiting 30 minutes or longer in line to vote).

6. Be sure that **only** voters who are required to present ID are asked to do so.

7. Be sure that the following policy regarding the use of the ballot marking device is being followed:

    - Any voter may ask to use the ballot marking device. **Do not** ask why the voter needs or wants to use it or ask for proof that the voter needs to use it.

- If a voter wants to use the ballot marking device, offer to explain the accessibility features of the ballot marking device.
- Make sure that at least 2 voters use the ballot marking device during the day. If the minimum number of voters have not used the ballot marking device by 6:00 p.m., direct voters to use the ballot marking device until 2 voters have used it.

8. Assist voters as needed.

9. Answer questions and provide instructions to voters, election judges, the media, and challengers and watchers. Serve as a liaison between people in their polling place and the local board of elections.

10. Record any problems, issues, or unusual situations in the *Election Day Log* including:
    - Any alleged malfunction of the voting equipment (scanning unit and ballot marking device), electronic pollbooks, or other equipment;
    - Issues that may require further investigation; and
    - Issues regarding the conduct of challengers and watchers, election judges, media, electioneers, and voters.

> ⚠ Be specific and include the voting equipment number and the names of all people involved. Be sure to write the voter's complete name, voter identification number and the specific issue that occurred.

11. Report any potential issues with voting equipment to the Help Desk at the local board of elections office by calling 410-386-2960 or 410-386-2955.

12. Be sure that voters do not leave the polling place with voting equipment, supplies, voter authority cards, ballot activation cards, or ballots.

13. Periodically check the power supply and the charging status of all voting equipment.

14. Be sure that tamper tape is properly attached to the voting equipment, transfer bins, and carts, and is not voided.

15. Be sure that all rules and procedures for polling place security and voting equipment security are followed. See *Chapter 2 – Security Rules and Awareness* for more information.

16. **Be sure that voting equipment, including any that are shut down, are not removed from the polling place without authorization from the local board of elections.**

17. Be sure that all election day forms are completed and signed as required.

Absent Election Judges

If an election judge does not arrive at the polling place by the time designated by the local board of elections, notify the local board of elections **immediately**. The local board of elections will send a replacement election judge as soon as possible or instruct you to appoint replacement election judges in accordance with State law.

> ⚠️ Election judges must continue to set up the polling place and open the polls on time, even if only one political party is represented among the election judges.

Pre-Election Day Setup

⚠️ Some chief judges may have authorized access to the polling place the night before election day. If so, some tasks listed below may be done the night before election day. **Do not open the voting equipment or run opening reports from the scanning units or electronic pollbooks until election morning.**

IF THERE IS A PROBLEM THE NIGHT BEFORE, CALL 410-386-2958. ALL SUPPLIES AND VOTING EQUIPMENT WERE VERIFIED PRIOR TO DELIVERY.

1. Review the diagram for your polling place. Be sure that the polling place is properly set up. The polling room layout is located in the precinct binder.

   - Plan for voter lines at check-in tables and waiting for voting equipment.

   - Plan for line management, challengers and watchers, electioneers, and media.

   - Check the locations of the doors, accessible entrances and electrical outlets.

   - Verify that all carts, voting equipment, electronic pollbooks, provisional ballot bags, supplies and ballot transfer bins have been delivered and are properly sealed. Check for damage, make note of anything you find in the *Election Day Log,* and immediately report it to the local board of elections.

   - Complete *Transfer Cart Report*.

   - Arrange your tables, voting booths, and equipment for maximum voter privacy. In most precincts, volunteers will be available to assist in booth set up.

   - Ballots should NOT be removed from locked transfer bins until election morning.

- Electronic pollbooks and printers can be set up and plugged into electrical outlet by Election Field Support or Check-In Judges. **DO NOT CONNECT THE POLLBOOKS TO A HUB OR TO EACH OTHER.** Further information will be provided at training.
- All Election Day signs can be posted.

Election Morning Set-up

All tasks are supervised by chief judges.

Arrive at 6:00 a.m.

Make sure you sign the *Payroll Sheet* found in the precinct binder.

1. Check the power to the voting equipment and pollbooks.

2. Verify that the polling place entrance, <u>including the accessible entrance</u>, will be open for:
- Election judges that arrive at the polling place on election morning; and
- Voters when voting hours begin and will remain open until closing time.

3. Verify that the proper amounts of ballots, ballot styles, and Ballot Activation Cards have been delivered.

4. Check that all supplies have been delivered and that the supplies are in good working order. If there is a problem on election morning, call 410-386-2250.

5. If not done the night before, verify that all carts, voting equipment, electronic pollbooks, provisional ballot bags, and ballot transfer bins have been delivered and are properly sealed.

6. Check for damage, make note of anything you find in the *Election Day Log*, and immediately report it to the local board of elections.

Check-in Area – Election Morning

Be sure that:

1. Check-in judges have received and read the *Check-in Judge's Checklist.*

2. Electronic pollbooks and printers are set up.

3. The *Ballot Counts Report* and the *Voter Counts Report* have been printed from the electronic pollbooks and have been attached to the *Electronic Pollbook Integrity Report.*

4. The "Opening" section of the *Electronic Pollbook Integrity Report* has been completed and signed.

5. All power cords and cables are plugged in and are properly secured or out of the way.

6. Check-in supplies are set up.

Ballot Issue Area – Election Morning

A separate ballot issuing area will be used in the polling place. Voting judges will be responsible for issuing ballots AFTER the voter is checked in by the check-in judges. Check-in judges will NO longer issue ballots.

After the check-in judge and voter sign the voter authority card at the check-in station, the check-in judge will direct the voter to the ballot issue area to receive their ballot. Voting judges issuing ballots will follow the procedures in *Chapter 7 – Issuing Ballots.*

Be sure that:

1. The correct amounts of ballots, ballot styles, and ballot activation cards have been delivered.

2. The *Ballot Opening Certificate* has been completed and signed.

Voting Area – Election Morning

Be sure that:

1. Voting judges have received and read the *Voting Judge's Checklist*.

2. All voting equipment and voting booths are set up.

3. All power cords are plugged in properly.

4. All voting equipment supplies are checked and set-up.

5. Opening procedures are completed.

6. A *Configuration Report* and two *Zero Reports* have printed from each scanning unit and should be completed by a bipartisan team of Chief Judges.

   - Separate the *Zero Reports* at the signature section;

   - Sign both reports;

   - The first *Zero Report* (with *Configuration Report* still attached) is attached to the *Scanning Unit Opening Integrity Report*; and

   - The second *Zero Report* is printed and is posted for public viewing.

7. The ballot marking device is set up, turned on and headphones and keypad are ready to use.

8. All compartments on the scanning unit and ballot marking device are locked and tamper tape or seals have been applied, as required.

Provisional Voting Area – Election Morning

Be sure that:

1. The provisional ballot judge has received and read the *Provisional Ballot Judge's Checklist*.

2. All provisional supplies have been checked.

3. The opening section of the *Provisional Opening & Closing Certificate* has been completed.

Other Areas – Election Morning
Be sure that:

1. All Election Day signs have been posted.

2. The "No Electioneering Zone" has been marked.

3. Handicap parking spaces are marked and open to voters.

4. Any other items sent to improve accessibility have been set up.

5. There are no obstacles and hazards inside the polling place that could cause injury.

   - Fasten floor mats, rugs, and power cords securely or move them out of the way; and

   - Keep floors as dry as possible.

During Voting Hours Responsibilities

Check-in Area

1. Verify that all electronic pollbooks are synchronizing and charging.

2. Verify that check-in judges are efficiently processing voters.

3. Send voters qualified for a provisional ballot to the provisional/check-in judge as needed.

4. Verify challengers and watchers have a signed *Challenger and Watcher Certificate.* See the *Instructions and Information for Challengers, Watchers and Other Election Observers* for more information located in the precinct binder.

5. Process challenged voters and complete the *Affidavit for Challenger and Challenged Voter* as needed. See *Chapter 4 - People and Activities in the Polling Place* for more information.

6. Verify that check-in judges are completing the *Voter Update Form* and *Voter Assistance Form* as necessary.

7. If necessary, complete the "During Voting Hours" section of the *Electronic Pollbook Integrity Report.*

8. Provide assistance to voters as requested.

9. Verify that all voters in line at 8:00 p.m. when the polls close are allowed to check-in.

Ballot Issue Area

1. Verify that voting judges are confirming that the voter is not a provisional voter.

2. Verify that the election judges are initialing voter authority cards.

3. Verify that there are sufficient ballots at the ballot issue area.

4. Verify that the torn ballots are being secured at the ballot issue area. Ballots not torn should be secured inside a transportation cart or other method as determined by precinct layout or in empty ballot transfer bin.

5. Verify that the election judges are issuing the correct ballot styles to the voters.

⚠️ Be sure that the following policy regarding the use of the ballot marking device is being followed:

- Any voter may ask to use the ballot marking device. Do not ask why the voter needs or wants to use it or ask for proof that the voter needs to use it.
- If a voter wants to use the ballot marking device, offer to explain the accessibility features of the ballot marking device.
- Make sure that at least 2 voters use the ballot marking device during the day. If 2 voters haven't used the ballot marking device by 6:00 p.m., direct 2 randomly chosen voters to use the ballot marking device until 2 voters have used it.

Voting Area

1. Verify that all voting equipment is plugged-in and charging.

2. Verify that all tamper tape and security seals are properly applied and are intact or not voided.

3. Verify that the number of voter authority cards collected matches the public count indicated on the scanning unit.

4. As directed by the local board of elections, periodically check the "Public Count" on the scanning unit to prevent exceeding the capacity of the ballot transfer bin located inside the scanning unit.

5. Verify that all voters in line when the polls are scheduled to close are allowed to vote.

Provisional Voting Area

1. Verify that provisional judges are correctly processing voters.

2. Monitor the supply of provisional ballot applications and ballots. Contact the local board of elections immediately if the supply of applications is low.

3. Check-In judges will direct ALL provisional voters to the provisional judge.

4. Check that the orange provisional ballot bag is not full.

5. Check that the orange provisional ballot bag remains locked and is in a secure location.

Other Areas

1. Periodically check that the accessible parking and the path from the parking lot are not obstructed and are clearly marked.

2. Periodically check that the accessible entrance is unlocked and the path to the voting room is clearly marked.

3. Periodically check the line of voters waiting to vote. Use the line management strategies listed in *Chapter 1 – General Information*.

4. Post and call-in voter turnout numbers to the local board of elections office at 11:00 a.m. and 4:00 p.m. The local board of elections is required to report the totals to the state, so please remember to call in 410-386-2975 or 410-386-2097. For instructions refer to "Voter Turnout Reports" in this chapter. Procedure found on 5.19.

5. Check activity outside in the "No Electioneering Zone."

6. Complete the *Election Day Log* as needed.

Fleeing Voters

⚠ If a voter who was issued a ballot has walked away without casting the ballot, election judges should attempt to find the voter so he or she can finish casting the ballot.

1. When a ballot or ballot activation card <u>and</u> the voter authority card are found, a chief judge, in the presence of an election judge from a different party, must spoil the ballot as follows:

   - <u>For regular paper ballots</u>: Fill in all of the ovals for each contest (overvote all contests) and write "spoiled" on the ballot.

- For ballot activation cards: Use a sharpie marker to cover up all selections and write "spoiled" on the ballot activation card.

⚠️ Printed ballot activation cards will only show the voter's selections. Therefore, all selections must be covered. Cover all printed barcodes appearing on the ballot activation card.

- Place the ballot in the "Spoiled Ballot Envelope."
- Spoil the voter authority card by writing "fleeing voter" across the voter authority card.
- Put the voter authority card in the "Spoiled VAC Envelope."
- Reset the voter's "Ballot Issue Status" in the electronic pollbook. See "Resetting a Voter's Ballot Issue Status (Chief Judge Only)" in this chapter.
- Record the incident in the *Election Day Log*.

⚠️ These voters are permitted to check-in to vote if they return later.

2. If the voter's voter authority card is not found, spoil the ballot as follows:
   - For regular paper ballots: Fill in all of the ovals for each contest (overvote all contests) and write "spoiled" on the ballot.
   - For ballot activation cards: Use a sharpie marker to cover up all selections and write "spoiled" on the ballot activation card.

⚠️ Printed ballot activation cards will only show the voter's selections. Therefore, all selections must be covered. Cover all printed barcodes appearing on the ballot activation card.

- Put the ballot in the "Spoiled Ballot Envelope."
- Record the incident in the *Election Day Log*.

⚠ If these voters return to vote, the "Ballot Issued" status in the electronic pollbook will indicate that a ballot has already been issued to the voter. These voters may only be issued a provisional ballot.

Resetting a Voter's "Ballot Issued" Status

This is a function of the chief judge only. Resetting the "Ballot Issued" status on the electronic pollbook by a chief judge allows check-in judges to properly check-in voters who were previously checked-in under the following circumstances.

In all cases, it must be confirmed by the election judges that the voter did not cast their previously issued ballot.

⚠ A voter who claims that the ballot was not cast, and it cannot be confirmed that the ballot was not cast, must be issued a provisional ballot.

This applies to the following voters:

- Voters who were mistakenly checked-in under another voter's name ("misidentified voters").
- Voters who alert election judges that they must leave the polling place before marking or casting their ballot. If this voter returns later in the day, the voter may be checked-in to vote.

To reset the voter's ballot issued status in the electronic pollbook, perform the following steps:

1. Get the ballot or ballot activation card from the voter. Use the information on the voter authority card to search for the voter's name in the electronic pollbook.

2. Tap on the row of the voter whose "Issued" field is to be changed.

3. On the "Voter Record" screen, confirm that this is the voter whose "Issued" field must be changed. Then tap on the "Identification" tab.

4. Tap the "Remove Ballot Issued" button.
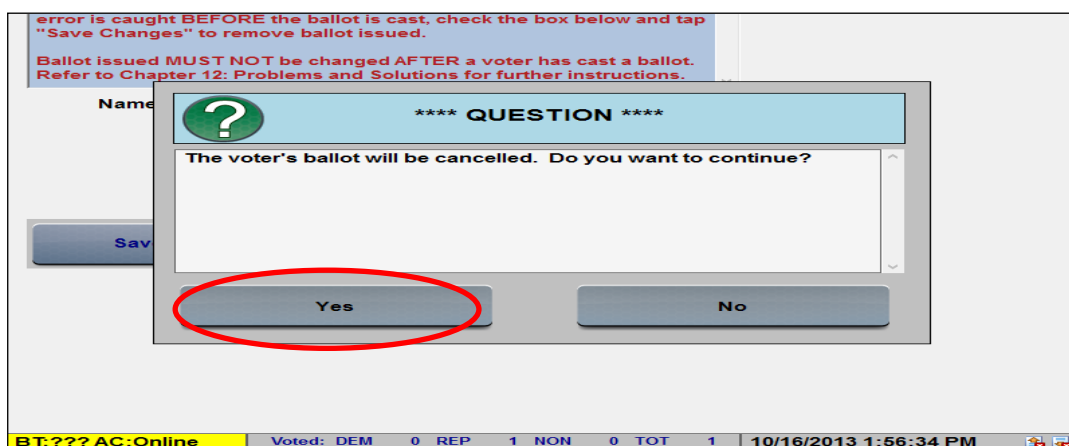

5. Enter the password and Tap "OK – Perform Supervisor Function."

6. Tap the "Remove Ballot Issued" box in the middle of the screen.
   Make sure that there is a check in the box.

7. Tap the "Save Changes" button.
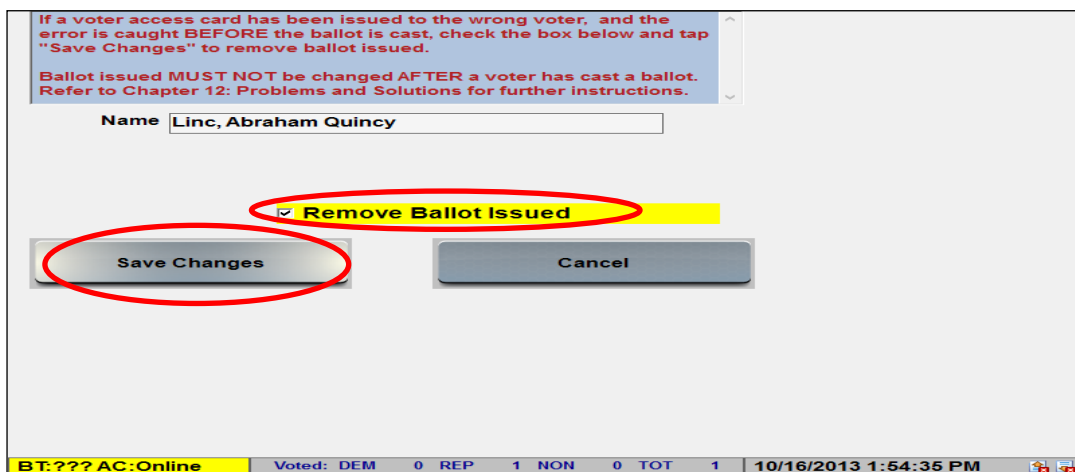
8. Tap "Yes" when the message box appears.

9. A *Cancelled Ballot Confirmation Stub for Voter Authority Card* will print to confirm the cancelled ballot.

   • Initial the confirmation stub and attach it to the cancelled voter authority card and/or ballot or ballot activation card.

   • Place the cancelled voter authority card in the "Cancelled VAC Envelope."

10. The electronic pollbook will return to the "Identification" tab on the "Voter Record" screen.

11. Tap the "Go Back" button to return to the "Find Voters" screen.

12. Confirm the voter's "Issued" status is "None."

- Proceed with the check-in process.

- Document the incident in the *Election Day Log*.

Voter Turnout Reports

The *Voter Counts Report* must be printed from one of the electronic pollbooks at 11:00 a.m. and 4:00 p.m.

1. Tap "Return to Main."
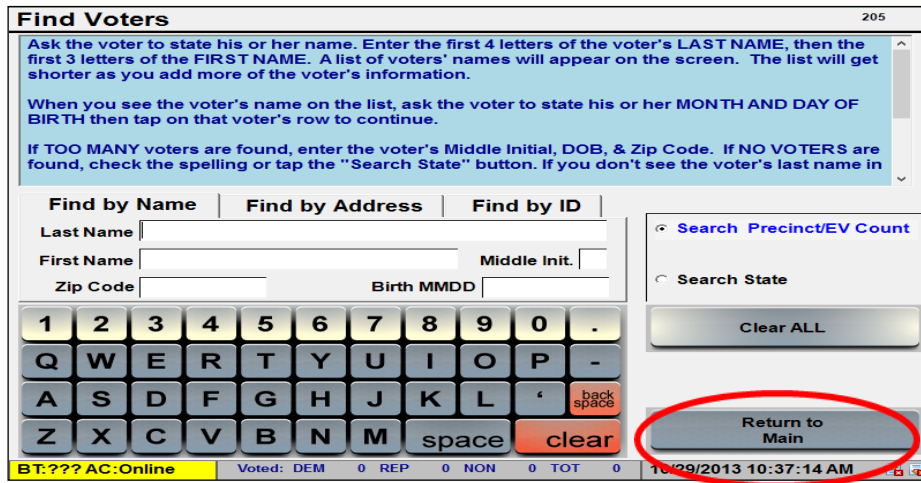
2. Tap the "Manage System" tab.

3. In the middle of the screen, tap the "Reports" tab.

4. Tap "Print Voter Counts."

5. Contact the local board of elections at 410-386-2975 or 410-386-2097.

6. Post the report in the polling place for public viewing.

Displaying Number of Ballots Scanned

A chief judge may display how many regular paper ballots or ballot activation card ballots have been scanned by the scanning unit when the unit is not being used.
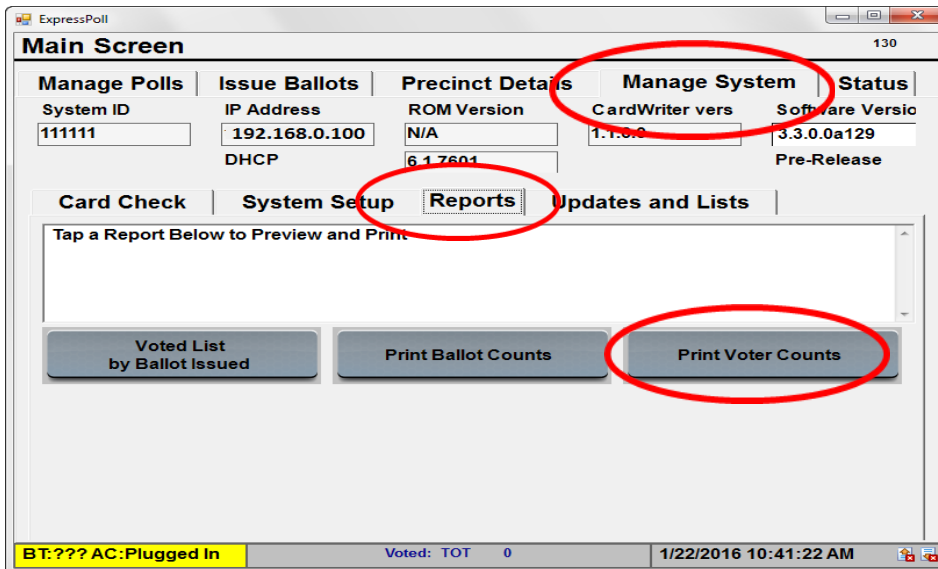
1. Touch the magnifying icon next to the Public Count on the scanning unit.
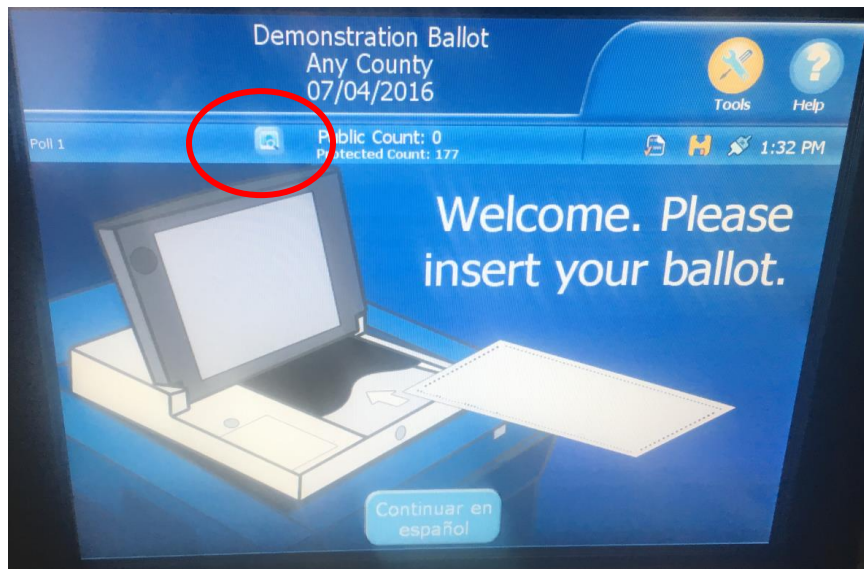
2. The "Public Count Information" box appears and shows the number of DS200 Ballots (regular paper ballots) and the number of ExpressVote Cards (ballot activation card ballots) that were scanned by the scanning unit.
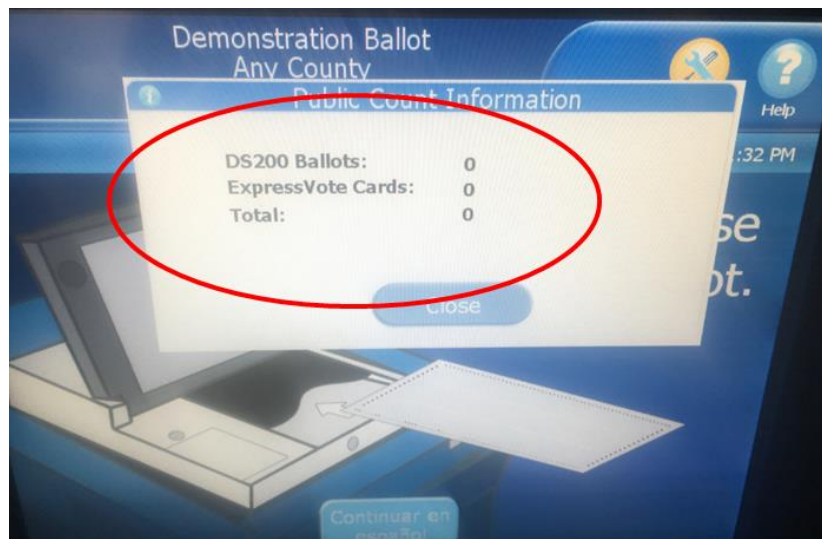
Equipment Issues (Incident Report)

If any voting equipment, electronic pollbook, or any other equipment malfunctions, investigate the incident. If necessary, alert the election field support personnel or call the help desk 410-386-2955 or 410-386-2960.

An *Incident Report Form* must be completed by the election field support to document specific information about the incident. A bipartisan team of chief judges must sign the *Incident Report Form*. Also, chief judges must record a description of all incidents in the *Election Day Log.* The original *Incident Report Form* is returned to the local board of elections.

After the Polls Close

Check-in Area

Verify that:

1. The final *Ballot Counts Report* and the *Voter Counts Report* have been printed from the electronic pollbooks and have been attached to the *Electronic Pollbook Integrity Report*.
2. Confirm compact flash cards (CF cards) have been removed from pollbooks and placed in the zipper pouch which is located in the precinct binder. Tamper tape inside the zipper pouch should be placed over the zipper. The pouch will be hand delivered by designated personnel to the local board of elections office.
3. All electronic pollbooks and printers are shut down and packed.
4. The "Closing" section of the *Electronic Pollbook Integrity Report* has been completed.
5. All power cords and cables have been packed.
6. All other check-in supplies have been packed.

Ballot Issue Area
Verify that:

1. The judges have counted the number of:

    - remaining ballot packs;

    - Loose ballots;

    - Spoiled ballots;

    - Spoiled ballot activation cards.

2. Recorded totals on *Ballot Closing Certificate*.

3. Remaining ballots and loose ballots will be returned in the main ballot compartment of the scanning unit. If the ballot compartment of the scanning unit is too full, place the ballots loosely in the transfer cart.

Voting Area
Verify that:

1. As a bipartisan team of Chief Judges, end the election on each scanning unit. Follow the instructions in *Chapter 11 - Scanning Unit*.

2. All voter authority cards have been counted.

3. Two *Totals Reports* have been printed from each scanning unit.

    - Separate and sign the *Totals Reports*;

    - Attach the first copy of the Totals Report to the *Scanning Unit Closing Integrity Report*; and

    - Post the second *Totals Report* with the *Zero Report*.

4. Verify each scanning unit is powered off correctly and the display screen goes dark. See *Chapter 11 – Scanning Unit*.

5. Verify the memory stick(s) have been removed from each scanning unit and placed in the zipper pouch found in the precinct binder. The pouch will be hand delivered by designated

personnel to the local board of elections office. See complete instructions in *Chapter 11 Scanning Unit.*

6. The ballot transfer bin is removed from the main compartment of the scanning unit and is closed and sealed according to the instructions in *Chapter 11 -Scanning Unit*.

7. All compartments on the scanning unit and ballot marking device are locked and new tamper tapes and seals are applied, as appropriate.

8. All voting equipment is closed, sealed, and packed.

9. The *Scanning Unit Closing Integrity Report* is completed.

10. The "Closing" section of the *Ballot Marking Device Integrity Report* is completed.

11. All power cords are packed.

12. All other voting equipment supplies are packed.

Provisional Voting Area
Verify that:

1. The orange provisional ballot bag is locked and sealed.

2. All provisional voter authority cards are counted.

3. All provisional supplies have been packed.

4. The "Closing" section of the *Provisional Opening & Closing Certificate* has been completed and signed.

Other Areas
Verify that:

1. All signs have been taken down and packed.

2. "No Electioneering Zone" signs/tape have been taken down and packed.

3. Any other items sent to the polling place have been packed (traffic cones, ramps, accessibility equipment, entrance signs, etc…).

4. The polling place has been left in a clean condition, with all materials to be picked up later placed in a secure location (as instructed by the elections office).

Closing Summary Report

1. Complete the *Closing Summary Report*. Use the information from other reports as indicated on the *Closing Summary Report*.

Required Supplies to return election night

As a bipartisan team of two, chief judges MUST return the following to the local board of elections office:

- Voted ballots in secured ballot transfer bins;

- Orange provisional bag that contains voted provisional ballots;

- Envelopes that contain the voter authority card (VACs) from the scanning units;

- Precinct Binder that contains keys, passwords and completed election forms;

- Pollbooks and printers.

Election Field Support Personnel MUST return the following to the local board of elections office:

- Pouch that contains the compact flash cards (CF cards) from the pollbooks. Place tamper tape over the zipper of the pouch which can be found inside of the pouch;

- Pouch that contains memory sticks from the scanning unit(s). Place tamper tape found inside the zipper pouch over the zipper. Be sure to include the zero/totals reports in the pouch;

- Completed reports, supplies and all other items as instructed by the local board of elections office.

Extended Voting Hours

⚠ **Do NOT open the sealed *Extended Voting Hours* envelope unless instructed by the local board of elections. See *Appendix 1 – Extended Voting Hours* for more information.**

The local board of elections will notify you if an order extending voting hours is issued. The local board of elections will instruct you when to open the *Extended Voting Hours* envelope.