



ALLEN COUNTY INDIANA INSPECTOR CHECKLIST

BEFORE ELECTION DAY

- All Inspectors ***must*** complete training **per Indiana law**. In Allen County, this includes online training and an instructional meeting. If you cannot fulfill these requirements, please notify Republican Headquarters as soon as possible (422-1554)
- Receive an oath, Inspector cart and 2 Poll Pad Cases after instructional meeting
- Review the list of contents in the Inspector cart and verify all supplies are inside. If anything is missing, contact the Election Board at 449-7329
- When assigned contact polling location to arrange access for Monday Night Set Up and for Election Day
- When you receive your list of workers contact the Republican Judge and the Democratic Judge to meet at polling location for Monday Night Set Up. If a Judge cannot attend, you can replace them with an Assistant Judge or Clerk from that same party. **Both political parties must be represented**
- You may have additional bipartisan assistance for Monday Night Set Up depending on the number of machines at your polling location. The assistance must be from your list of assigned pollworkers. See chart below to determine how many judges you are allowed to have assist:

2-4 Voting Machines	2 judges
5-7 Voting Machines	3 judges
8-9 Voting Machines	4 judges
- Contact all poll workers reminding them to plan for their own meals and to **arrive by 5:00 AM** on Election Day and strongly suggest to complete online/in-person instructional training
- Review the Polling Location Set Up Guide to make a plan for Monday Night Set Up

MONDAY NIGHT SET UP

Technical support is available between 4:30 PM and 7:30 PM at 449-4095

- Meet with bipartisan Judges at polling location at agreed time - **administer the Oath** (PRE-1). **Both political parties must be represented!!** Call Political Party if Judge is a no show
- Locate the following supplies from your Inspector cart: large red envelope, 3 small red envelopes, Polling Location Set Up Guide, Voter Entrance sign, white sample ballots envelope, blue envelope and Inspector Manual
- If allowed, set up polling location for Election Day. Set up tables for Clerks, Inspector and Voter information table to display sample ballots. Display/hang all signs/posters from supply tub and Inspector cart
- If your location requires ADA materials, there will be another tub labeled "Accessibility". Set up these materials for Election Day
- Place paper "Voter Entrance" sign on the voter entrance door to the polling location
- With assistance from Democratic Judge, cut green seal off Poll Pad case. Locate Poll Pad Seal and Count Log inside case and record if seal matches, missing or broken in the Monday Night section of the log. Place cut seal inside small red seals envelope
- Connect CradlePoint and Poll Pads in the order below to download supplemental updates (Use Monday Night Preparation Guide in Poll Pad section of Inspector Manual)



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****Do NOT plug in the Poll Pad printers on Monday Night!****

TURN ON POLL PADS ONE AT A TIME TO DOWNLOAD

(Do not plug or turn on 2nd Poll Pad until the 1st one has completely downloaded)

Step 1 – Plug in CradlePoint (make sure blue signal lights are lit on side of CradlePoint)

Step 2 – Plug in and turn on Poll Pad (Check for Green Cloud)

Step 3 – Download Supplemental files (Tap Green Cloud then tap Synchronize Now)

Step 4 – Repeat steps with other Poll Pad

- If you have trouble with Steps 1-4, use troubleshooting guide in the Poll Pad section in the Inspector Manual or call the Election Board
- With assistance of Democratic Judge, complete the Poll Pad Seal and Count Log to verify Poll Pad count is zero. **NOTE: On Monday Night this count should be zero. If not, contact Election Board immediately!**
- After Poll Pad download is complete, power off Poll Pad and return to case. Retrieve a green seal from the red seals envelope. Record the seal number on the Poll Pad Seal and Count Log. Verify Poll Pads will not be left in polling location overnight. Initial all boxes in Monday Night section and place log inside the case and seal. Repeat with other Poll Pad
- Assist Judges with setting up machines if needed. Refer to the Infinity Technical Manual or Judges Checklist for detailed instructions
- After each voting machine has been set up, ballots reviewed and Zero Tapes run, close and **SEAL** all machines. Place zero tapes in small tapes envelope and put in Inspector cart. Complete Certificate of Ballot Agreement (blue PRE-1 Oath book)
- Retrieve Voting Machine Seal Log from Judges. Review the log to ensure seal status has been recorded. Place Voting Machine Seal Log in large red envelope
- Place CradlePoint, large red envelope, 3 small red envelopes, white sample ballots envelope, blue envelope and Inspector Manual back in the Inspector cart
- TAKE INSPECTOR CART AND SEALED POLL PAD CASES HOME!**
- Charge the cellphone you will use tomorrow for Election Day. Consider packing your charger to bring to the polling place on Tuesday in case your battery runs low during the day

MORNING OF ELECTION DAY

Starting at 5:00 AM until 6:00 AM

- At 5:00 AM**, meet with all workers at polling location **per Indiana law**
- Turn on your cell phone** and be prepared to take phone calls from downtown
- Both political parties must be represented!!** Call Republican (422-1554) or Democratic (478-8239) Headquarters if workers do not show up so they may replace the worker
- Call the Election Board if the party is not able to send out an immediate replacement



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- Locate the blue PRE-1 Oath book and administer oaths to all poll workers who did not receive oath Monday Night
- Give Poll Pad cases to the Clerks. You and Democratic Judge observe as Clerks cut seals on Poll Pad cases
- Compare Poll Pad Seal numbers with completed Poll Pad Seal and Count Log to verify seal numbers match from Monday Night. Complete blue PRE-1 Oath book, Step 4 (Electronic Poll Book Certification) with Democratic Judge
- Assist Clerks to set up and start the CradlePoint, printers and Poll Pads. Assist with completing Poll Pad Seal and Count Log and return log to Poll Pad case. Refer to Set Up Guides, training and troubleshooting guides for help with this process (Inspector Manual)
- Ensure Poll Pads and printers are connected and Clerks have completed print test by 5:30 AM. If not, refer to the Poll Pad Troubleshooting Checklist in the Poll Pad section of Inspector Manual. Call the Election Board immediately for assistance
- Finish setting up polling location (if not able to do so on Monday Night - see Monday Night Set Up). It is very important to set up ALL signs/ramps outside as indicated by the map located in the Polling Location Set Up Guide in the Inspector cart. A Clerk may assist you with this process if the Poll Pad is ready for voters
- Prepare your Inspector table. Locate Inspector Manual, voter forms and other job aides from Inspector cart and place them on the table for easy access throughout the day
- Retrieve the Voting Machine Seal Logs from red envelope and ensure all seal numbers match from Monday Night. Return logs to large red envelope
- Assist Judges if needed to open, **print a zero proof tape and start election** on all voting machines to be ready by 6:00 AM for voting. Judges can use Judges Checklist or Infinity Technical Manual in the Inspector Manual to assist with these duties

☆ **The screen on the voting machines should read MODE: VOTING ENABLED** ☆

- Establish a voter chute (an area or pathway that extends 50 feet in length, measured from the **entrance** of-the building)
- If CradlePoint does not work, you can still check in voters at 6:00AM. Call the Election Board later to fix the connection
- Call the Election Board **immediately** if unable to open by 6:00AM
- Count the number of voters waiting in line at 5:59AM
- Loudly** announce the opening of the polls at 6:00 AM by using Poll Pad time as official time



ALLEN COUNTY INDIANA INSPECTOR CHECKLIST ELECTION DAY

6:00 AM to 6:00 PM

- Record "Record of Poll Opening" on blue PRE-1 Oath book, Step 5 and Record of Individuals Waiting to Vote at the opening of polls on blue PRE-1, Step 6
- Start out the day by observing Clerks and Judges to make sure they are processing voters correctly. Do Clerks understand how to review IDs? Are Clerks able to scan ID's and manually search for voters in the Poll Pad? Do Judges know how to select the correct precinct on the machines?
- Are Judges advising the voters to press the red cast vote button to complete their vote? Are Judges placing Poll Pad tickets in Election Day ziploc bag?
- Set an alarm to remind you to record the number of voters waiting in line at 12:30PM on the blue PRE-1, Oath book Step 6
- Check the voting area and chute to be sure no campaign literature or other materials have been left throughout the day. Check for any marks on the sample ballots and try to remove the marks if any
- Ask any voter or person authorized to be in the polling location practicing electioneering to remove or cover up materials such as candidate or public question campaign buttons, badges or shirts while in the voting area or chute. If person will not cooperate, complete the Allen County Election Board Electioneering Review in the back pocket of the Inspector Manual
- Check credentials of poll watchers, challengers and members of media
- If voter CANNOT be located in the Poll Pad, contact the Election Board for assistance
- Assist voters who need to vote a provisional ballot. Locate the provisional ballot folder and call the Election Board at 449-4095
- If a voter walks away from voting machine without pushing red cast button, Judges from opposite parties will complete the casting of the voter's ballot and complete the PRE-9 form with you
- Be ready to assist and give breaks to Clerks and Judges as needed throughout the day
- Count the number of voters in line at 5:59PM

CLOSE OF POLLS

Beginning at 6:00 PM until completion of duties

Call the Election Board at 449-4095 if you will be unable to leave the polling location before 7:00 PM. We may be able to assist you with problems or delays.

- Loudly** announce the closing of the polls at 6:00 PM by using Poll Pad time as official time. If voters are still in the chute at 6:00 PM, place one Clerk at the end of line to indicate who arrived before 6:00 PM.
- Complete the Record of Individuals Waiting to Vote (blue PRE-1), Step 6
- Those who arrive **after** 6:00 PM are not eligible to vote. If they insist, allow them to vote on a provisional ballot and mark what time the voter arrived on the Affidavit of a Challenged Voter (PRE-4)
- After all eligible voters have cast their vote and left the polling location, begin the voting machine tallying process. Refer to the Infinity Technical Manual (p.15-16). Each machine has its own assigned tally card



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☆ **DO NOT TALLY ALL MACHINES ON ONE CARD!** ☆

- Complete the PRE-16 (Report of Total Number of Votes Cast) with Democratic Judge using the printed tally tapes and Final Check in Count number from Poll Pad Seal and Count Logs and return completed PRE-16 to large red envelope
- Complete Provisional Ballot Audit Report on the back of large red envelope. Record total number of provisional ballots cast by precincts. If there was zero, record the number as zero.
- Review and return all Voting Machine Seal Logs to large red envelope; all machine cards to small red cards envelope; all signed and folded tally tapes to small red tapes envelope. Place all three small red envelopes in Inspector cart
- Place returned mailed absentee ballots in the large red envelope and place in the Inspector Cart
- Ensure each Poll Pad and printer is returned to appropriate Poll Pad case. Verify Poll Pad Seal and Count Logs are completed, initialed, and placed inside correct Poll Pad case. Make sure each Poll Pad case is sealed with a green seal
- Place completed Provisional Ballot(s) in large Green Provisional Ballot folder and return to Inspector cart
- Place completed Gold forms in the Gold envelope and place in the Inspector cart
- Place ziploc bag containing Election Day Voter tickets in the Inspector cart
- Review all VRG-4/12 forms and ensure you have signed all of them.** Place completed yellow VRG-4/12 and white VRG-7 forms in large yellow envelope and place in Inspector cart
- Complete the payroll paperwork. Double check – **did you sign the Inspector payroll statement paperwork in two places** – payroll certification and individual payroll section? Did all the poll workers complete their payroll statements?
- Place completed oaths (PRE-1), payroll paperwork, PRE-7 and PRE-8 forms in blue envelope and place in Inspector cart
- Ensure all indoor and outdoor signs, posters and supplies are retrieved and placed in correct tub or Inspector cart
- Unplug CradlePoint, return to box and place in Inspector cart
- When all the voting machines have been tallied, closed, and sealed, and all the paperwork completed, dismiss all poll workers except the Democratic Judge
- Accompany the Democratic Judge **immediately** to return election results in Inspector cart and the two Poll Pad Cases to Election Board
- When arriving to Election Board, have the following removed from your Inspector cart:**
 - One large red envelope with contents:
 - PRE-16 – Completed – remove for review
 - Voting Machine Seal Logs – Completed
 - Voter Signature Record
 - Any returned Absentee Ballots or ABS-21 and ABS-21 Addendum
 - One small Cards red envelope with cards
 - One small Tapes red envelope with tapes
 - One small Seals red envelope with seals
 - CradlePoint with cords in box
 - Green Provisional Folder with voted Provisionals