

# State of Maryland

## Polling Place Evaluation Form 2016

Under COMAR 33.07.03.04 and 33.17.06.03, members and staff of the local board of elections or other individuals approved by the State or a local board of elections must make unannounced visits to early voting centers and polling places to evaluate the election judges' compliance with procedures and their general performance.

Do not change the questions. Answer all questions. Do not indicate "NA" where not allowed. Use the comments section to explain answers when needed. Do not hinder or interfere with the voting process. If the chief judges are available, discuss any issues or procedures needing correction. Remember, chief judges are in charge of the operations of the polling place.

27001 JERUSALEM EV LUTHERAN CHURCH  
 4605 BELAIR RD  
 BALTIMORE MD 21206

<input checked="" type="checkbox"/> <b>Primary Election Day</b> <input type="checkbox"/> Early Voting
<input type="checkbox"/> <b>General Election Day</b> <input type="checkbox"/> Early Voting

Date: 4/26/2016      Arrival Time: 10:31      Departure Time: 10:42  
 Evaluator: Berill Dingle

**Note to evaluators:** Alert a chief judge immediately if you observe issues inside or outside the polling place that interferes with the voting process.

**I. Outside the Polling Place**

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Is the "no electioneering" zone clearly marked outside?              | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Is anyone electioneering <u>within</u> the "no electioneering" zone? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the <u>entrance</u> to the polling place clearly marked?          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**II. Polling Place Accessibility (Outside)**

- |   | Yes                                 | No                       |
|---|-------------------------------------|--------------------------|
| 1. Is the accessible entrance to the polling place clearly marked?<br><i>(If the accessible entrance is the same as the main entrance, the main entrance should also be clearly marked as the accessible entrance.)</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Is the accessible entrance to the polling place unlocked and free of obstacles?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Are handicapped parking spaces clearly marked and visible to voters  |                                     |                          |

looking for parking?

4. Are there any obstacles in the parking lot / drop-off area or on the path toward the polling place?

*(If yes, please explain in the comments section)*

**III. Polling Place Accessibility (Inside)**

**Yes No**

1. Is the Ballot Marking Device (BMD) easy for voters to get to?

2. Is the keypad and headphones of the BMD attached and ready to use?

3. Are all cables and power cords out of the way or secured?

**IV. Polling Place Signs**

**Yes N/A No**

1. Is the sample (specimen) ballot(s) posted or available for voters?

2. Are the following signs posted in view of the voters?

a. How to Mark a Ballot by Hand.....

b. How to Mark a Ballot on BMD.....

c. How to Navigate on the BMD Instructions.....

d. Voting Rights in Maryland.....

e. Identification Information.....

f. Provisional Voting.....

g. How to Cast a Ballot on Scanning Unit.....

h. No Cell Phones or other Electronic Devices.....

i. Warning: Tampering with Voting Unit .....

j. Need Help Voting? .....

k. Voting Times for 2016 Elections.....

l. How to Write-in on BMD (**general election only**).....

m. Write-In Candidates List (**general election only**) .....

**V. Reports**

**Yes No**

1. Are "Zero Reports" from all scanning units posted?

***If the polling place is not busy, ask the chief judges to answer the following questions:***

2. Has the *Scanning Unit Integrity Report* (Opening) been completed?

3. Has the *Provisional Ballot Certificate* (Opening) been completed?

4. Has the *Electronic Pollbook Integrity Report* (Opening) been completed?

5. Has the *Ballot Accounting Certificate* (Opening) been completed?

I could not ask the chief judges questions 2 through 5 because they were too busy.

**VI. Inside the Polling Place**

Names of chief judges: Francis

1. Is it clear where voters are to check-in?  Yes  No

2. Are voters being processed in an orderly manner?  Yes  No

3. Is a copy of the Election Judges' Manual in the polling place?  Yes  No

4. Are Challengers/Watchers present inside the polling place?  Yes  No

**If yes:** Ask a chief judge if the Challengers/Watchers are being disruptive or are otherwise interfering with the voting process?  
(If "yes," explain in the comments section)

Yes  No

5. Are members of the press inside the polling place?  Yes  No

**If yes:** Ask a chief judge if the members of the press received permission from chief judges to enter the voting area?

Yes  No

6. Except for chief judges and tech support, is anyone using a cell phone or any electronic device inside the voting room?  
(If "yes," describe action taken by election judges in the comments section)

Yes  No

7. Are political campaign materials (e.g., signs, brochures, etc.) on display or lying around inside the polling place?  
(If "yes," describe action taken by election judges in the comments section)

Yes  No

8. Are passwords and keys in the custody of the chief judges?  Yes  No

9. Are all voting booths (including BMD) set up so voters have privacy while voting?

**VII. Election Judges**

**Yes** **No**

1. Are all election judges wearing name tags?

2. Are election judges being courteous?

2. Are election judges in need of supplies?  
(If "yes," explain in the comments section)

**A. Check-in Judges:**

Try to observe the check-in process of at least 4 voters.

**Note:** Check-in judges may accept ID's **if offered** by a voter but **must ask** for the voter's name, address, and month and day of birth.

**Did the check-in judges:**

**Yes** **No**

1. Ask for the voter's name?

2. Ask for the voter's address?

3. Ask for the voter's month and day of birth?

4. Ask for ID from **all** voters?

5. Ask the voter to review and sign the Voter Authority Card?

6. Initial the Voter Authority Card?

7. Secure the unvoted ballots, if necessary?

**B. Voting Judges:**

Try to observe each type of voting judge.

**Did the voting judge issuing ballots:**

**Yes** **No**

1. Ask the voter for the Voter Authority Card?

2. Write his or her initials on the Voter Authority Card?

3. Double check the correct ballot style is issued?

- 4. Issue a privacy sleeve?
- 5. Keep a tally of issued and spoiled ballots?
- 6. Secure unvoted ballots?

**Did the voting judge at the BMD:**

- 1. Ask the voter for the Voter Authority Card?
- 2. Give instructions on how to use the BMD?
- 3. Check the Voter Authority Card was signed by the voter and was initialed by the appropriate judges?
- 4. Choose the correct ballot style?
- 5. Give the voter sufficient space to ensure the voter's privacy?
- 6. Set up the BMD so voters have privacy while voting?
- 7. Ensure the tamper tape is intact?

**Did the voting judge at the booth:**

- 1. Direct the voter to an open voting booth?
- 2. Give the voter sufficient space to ensure the voter's privacy?
- 3. Answer any questions the voter may have had?
- 4. Direct the voter to the scanning unit?

**Did the voting judge at the Scanning Unit:**

- |   | <b>Yes</b>                          | <b>No</b>                |
|---|-------------------------------------|--------------------------|
| 1. Ask the voter for the Voter Authority Card?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Check that the Voter Authority Card was signed by the voter and initialed by the check-in judge? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Hold onto the Voter Authority Card until the voter's ballot was cast in the scanning unit?       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Give the voter sufficient space to ensure the voter's privacy?                                   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Insert the Voter Authority Card into the designated envelope or container?                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



6. Put the privacy sleeve into the designated container?

Yes

No

**VII. Provisional Voting**

1. Is a privacy booth set up for provisional voters?

2. Are the provisional ballots kept in a secure location?

3. Is the provisional ballot bag kept in a secure location?

4. Was a voter issued a provisional ballot during your visit?

**If yes to #4 above:**

**Did the Provisional Judge:**

**Yes**

**No**

a. Verify the provisional ballot application was completed and signed by the voter?

b. Make sure the voter sealed the ballot envelope?

c. Make sure the voter inserted the ballot envelope into the provisional ballot bag?

**VIII. Same Day Registration (SDR)/Address Change**

Try to observe the same day registration process at least 4 voters.

**Note:** Same Day Registration/Address Change only occurs during Early Voting and will not be evaluated on Election Day.

**Yes**

**No**

1. Is it clear where individuals can register or change their address?

2. Did the SDR staff person or judge:

a) Quietly ask the individual his or her political affiliation?

b) Ask the individual to show proof of residency?

c) Ask the individual to review and sign the oath document?

d) Place the signed oath document in the correct envelope?

e) Ask the voter to review and sign the Voter Authority Card?



