



# INSPECTOR REPORT

**Political Subdivision Inspected:** \_\_\_\_\_  
*(Name of City, School, County, or other)*

**Date of Election:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_

**Instructions:** Fill in Precinct No. and Location for each polling place observed.  
Answer all questions Y = Yes, N = No, N/O = Not Observed, or N/A = Not Applicable, unless otherwise indicated.

	Location									
Pct. No.										
POLLING PLACE ACCESSIBILITY										
1.	Do all doorways allowing entrance to and exit from the polling place appear to be wide enough (32-inches wide) to accommodate a wheelchair or walker? <i>(Y or N)</i>									
2.	Is the polling place free of any barrier (uneven surfaces, steps, obstacles, etc.) that would impede the path of a person using a wheelchair or walker to the voting area? <i>(Y or N) (If N, describe the nature of the barrier in the comment section.)</i>									
3.	Is there at least one accessible parking space large enough for a van designated for individuals with disabilities near the entrance? <i>(Y, N or N/A if there is not a parking area.)</i>									
4.	Does the pathway leading from the parking area to the polling place appear to be at least 36 inches wide? <i>(Y, N or N/A if there is not a parking area.)</i>									
5.	Does the pathway leading from the parking area to the polling place appear to be free of obstructions? <i>(Y, N or N/A if there is not a parking area) (If N, describe the obstructions in comment section.)</i>									
6.	Does the pathway leading from the parking area to the polling place appear to be paved and/or slip resistant? <i>(Y, N or N/A if there is not a parking area) (If N, describe in the comment section.)</i>									
7.	If there are stairs necessary for entering or leaving the polling place, is there a non-slip ramp with handrails on both sides that appears to be 36" wide and not too steep? <i>(Y, N or N/A if there are no stairs.)</i>									

8.	Do all sidewalk curbs adjacent to the accessible entrance of the polling place have curb cuts or non-slip ramps? <i>(Y, N or N/A if there are no curbs.)</i>								
9.	If the polling place is not on ground level, is it accessible by an elevator with doors wide enough to accommodate a wheelchair/walker (32 inches wide)? <i>(Y, N or N/A if polling place is on ground level.)</i>								
10.	What type of accessible voting device is in use at the polling place? <i>(See list below, and indicate letter, or N/A if there is not an accessible voting device.)</i> a. HART eSlate b. HART Verity Touch w/Access c. ES&S iVotronic d. ES&S ExpressVote e. ES&S AutoMARK f. Diebold AccuVote TS R6 or TSX								
11.	If a disabled voter used the accessible voting device, was the voter able to cast his or her ballot on the device without assistance (beyond setting the machine up for the voter)? <i>(Y, N or N/A if no disabled voter voted on the device.)</i>								
<b>ELECTIONEERING AND LOITERING</b>									
12.	Are 100-foot distance markers established? <i>(Y or N)</i>								
13.	Did you observe electioneering inside distance markers by: <i>(Y, N or N/O if electioneering was not observed) (If Y, indicate letter.)</i> a. Candidates? b. News / Media? c. Campaign Workers? d. Voters after Voting? e. Other? (Describe in comment section.)								
14.	Did you observe loitering inside distance markers by: <i>(Y, N, or N/O if loitering was not observed) (If Y, indicate letter.)</i> a. Candidates? b. News / Media? c. Campaign Workers? d. Voters after Voting? e. Other? (Describe in comment section.)								

PAPERWORK									
15.	Is the official list of registered voters maintained on paper or electronically (such as an e-pollbook)? ( <i>“P” for paper or “E” for electronic.</i> )								
16.	Is the poll list used by the election official (either the physical list of registered voters or an e-pollbook) notated to show which voters voted early by personal appearance or by applying to vote by mail? ( <i>Y or N</i> )								
17.	Is there a Combination Form or Poll List used by the election workers to add the names of the voters after they checked-in to vote? ( <i>The Combination Form/Poll List may be maintained in electronic format.</i> ) ( <i>Y or N</i> )								
18.	Is there a Combination Form or Signature Roster for the voter to sign after being qualified by the election worker? ( <i>The Combination Form/Signature Roster may be maintained in electronic format, and voter will sign electronically.</i> ) ( <i>Y or N</i> )								
19.	Are the Voter Information Poster and the Sample Ballot posted in prominent locations in the voting area? ( <i>Y or N</i> )								
20.	Is the List of Declared Write-In Candidates (if applicable) posted in each voting booth? ( <i>Y, N or N/A if no list of write-in candidates required.</i> )								
POLLING PLACE PROCEDURES									
21.	Did the presiding judge print or produce a report (such as a “zero tape”) to indicate that zero votes has been cast <u>before</u> opening the polling place? ( <i>Y, N or N/O</i> )								
22.	Are the voting booths positioned in a manner that preserves voters’ privacy? ( <i>Y or N</i> )								
23.	Are all election officials wearing a nametag or badge showing their name and position? ( <i>Y or N</i> )								
24.	Is each voter asked if he/she has moved from the address shown on the official list of registered voters? ( <i>Note: The exact form of the question is not important; some workers ask if the address shown is a good address, etc.</i> ) ( <i>Y or N</i> )								

25.	If a voter indicated that their residence address was different than their address on the list of registered voters and/or the voter was in “suspense” status, did the election official ask the voter to complete a Statement of Residence? <i>(Y, N or N/A if the situation did not occur.)</i>								
26.	Were the completed Statements of Residence placed in envelope designated for the county voter registrar? <i>(Y, N or N/A if situation did not occur.)</i>								
27.	Are voters required to provide an acceptable form of identification? <i>(Y or N)</i>								
28.	If a voter’s name is not an exact match but is substantially similar, is the voter asked to acknowledge the similar name affidavit? <i>(Y, N or N/A if situation did not occur.)</i>								
29.	If a voter did not appear on the official list of registered voters, but presented an acceptable form of identification and a current voter registration certificate indicating the voter is registered in <i>this</i> precinct, was the voter allowed to cast a regular ballot? <i>(Y, N or N/A if situation did not occur.)</i>								
30.	If a voter did not appear on the official list of registered voters, but presented an acceptable form of ID and a current voter registration certificate indicating the voter is registered in <i>another</i> precinct, was the voter required to verify that they are a resident of the precinct at which they are voting by acknowledging the voter’s affidavit? <i>(Y, N or N/A if situation did not occur) (If N/A, proceed to question 32.)</i>								
31.	If a voter cast a ballot under the situation described in Question 30, were they allowed to vote a regular ballot? <i>(Y or N)</i>								
32.	Did election workers leave ballots and/or voting equipment unattended while the polls were open? <i>(Y or N) (If Y, please describe in comment section.)</i>								
33.	Did the election judge periodically check for discarded election related materials left by previous voters in the polling place properly discard it? <i>(Y or N)</i>								
34.	In a primary election, are the clerks stamping party affiliation on the voter registration certificate or giving the voter a Certificate of Affiliation? <i>(Y, N or N/A if this is not a primary election.)</i>								
35.	Were people in line at the closing of polls (by 7 p.m.)? <i>(Y, N, or N/A if you were not at the polling place at the time the polls closed) (If N, please proceed to question 37.)</i>								

36. If yes to Question 35, were they allowed to vote? <i>(Y or N)</i>									
37. Did the judge print out and sign the precinct totals after the polls closed? <i>(Y, N or N/O if you were not at the polling place for the closing of the polls) (Note: You are required to be at one of the polling locations at closing time.)</i>									
<b>ELECTRONIC VOTING SYSTEMS</b> <i>(If the polling place is using Optical or hand counted paper ballots, proceed to Question 42.)</i>									
38. Was the flash memory card secured with a lock and numbered seal? <i>(Y, N or N/O)</i>									
39. Did you witness any illegal tampering of the electronic voting devices? <i>(Y or N)</i>									
40. Did the equipment operate properly? <i>(Y or N) (If N, detail problem and actions taken by the election officials in the comment area.)</i>									
41. If a voter walked away from a DRE without pressing the “CAST” button, did the poll workers CANCEL the ballot? <i>(Y, N or N/A if DREs were not used or no voter walked away.)</i>									
<b>ASSISTANCE TO VOTER</b> <i>(If you did not observe voter assistance move to the Bilingual Assistance, proceed to Question 46.)</i>									
42. When assisted by election officials, did two officials perform assistance to the voter? <i>(Y or N)</i>									
43. Were poll watchers allowed to observe assistance if being assisted by two election officials? <i>(Y, N or N/A if no poll watchers were present.)</i>									
44. When a voter brought in their <u>own</u> assistant, did the person assisting take the Oath of Assistance? <i>(Y, N or N/A, if voter did not bring their own assistant.)</i>									
45. When a voter brought in their <u>own</u> assistant, was the name and address of the assistant recorded next to the voter’s name on the poll list? <i>(Y, N or N/A, if voter did not bring their own assistant.)</i>									
<b>BILINGUAL ASSISTANCE</b>									
46. Are there bilingual written instructions for voters? <i>(Y or N)</i>									

47. Are the ballots bilingual? <i>(Y or N)</i>									
48. Are bilingual election clerks available on site? <i>(Y or N)</i>									
49. Were interpreters requested or needed by voters? <i>(Y or N) (If N go to question 52.)</i>									
50. Were voters told they could select an interpreter of their choice if needed? <i>(Y or N)</i>									
51. Did you see the interpreters when given the oath of interpreter? <i>(Y or N)</i>									
<b>PROVISIONAL VOTING</b> <i>(If you did not observe any persons voting provisionally, please proceed to Question 62.)</i>									
52. If a voter did not have an acceptable form of identification, were they notified that they could cast a provisional ballot? <i>(Y, N or N/A if there were not any voters that appeared without an acceptable ID.)</i>									
53. If a voter's name on their ID did not match or was not substantially similar to the name on the list of registered voters, were they notified that they can cast a provisional ballot? <i>(Y, N or N/A if no voter's name was found to be not identical or substantially similar.)</i>									
54. Does the polling place have provisional ballots and provisional ballot affidavit envelopes (the envelopes are usually green in color)? <i>(Note: If the polling place uses DREs, a provisional ballot may be cast on the electronic voting system.) (Y or N)</i>									
55. If optical scan paper ballots are used, is "Provisional Ballot" stamped or written on the back of the ballot, along with the judge's name? <i>(Y, N, or N/A if provisional optical scan paper ballots are not used.)</i>									
56. If optical scan paper ballots are used, are secret ballot envelopes (the envelopes are usually white in color) provided to the provisional voter? <i>(Y, N, or N/A if provisional optical scan paper ballots are not used.)</i>									
57. Were all provisional voters given a "Notice to Provisional Voter"? <i>(Y or N)</i>									
58. Were voters required to complete the provisional voter affidavit prior to casting their provisional ballot? <i>(Y or N)</i>									

59. After marking their provisional ballot, did the voter place their sealed provisional ballot affidavit envelope in a secure ballot box or other container? <i>(Y or N)</i>									
60. Were the names of voters who voted a provisional ballot recorded on the “List of Provisional Voters” and noted on the Combination Form? <i>(Y or N)</i>									
61. After the polls were closed, was the “List of Provisional Voters” placed in the designated envelope? <i>(Y, N or N/A if not at the polling place for closing of the polls.)</i>									
<b>GENERAL QUESTIONS</b>									
62. Were poll watchers in the polling place? <i>(Note: poll watchers are no longer required to be at the polling place prior to 7:00 a.m.). (Y or N) (If N, please proceed to question 66.)</i>									
63. Did the poll watcher(s) wear a badge identifying them as a poll watcher? <i>(Y or N)</i>									
64. Did you observe any problems/issues with poll watchers? <i>(Y or N) (If Y, explain in the comments section of this report or attach another page.)</i>									
65. Did any problems/issues develop between the judge(s) and the clerks? <i>(Y or N) (If Y, explain in the comments section of this report or attach another page while at the polling location.)</i>									
<b>PAPER BALLOTS</b> <i>(ONLY answer these questions if you are at a polling using hand counted paper ballots.)</i>									
66. Were there two rotating ballot boxes for receiving voted ballots and one ballot box for depositing counted ballots? <i>(Y or N)</i>									
67. Were ballots counted while the polls were open on Election Day? <i>(Y or N)</i>									
68. If ballots were counted during the day, was the count begun only after the polls had been open for one hour and there were at least 10 ballots in the ballot box? <i>(Y or N)</i>									
69. Were ballots counted by a set of counting officers consisting of at least one officer who removed the ballots from the box and read them aloud, and one or more officers who entered the votes cast on three original tally sheets? <i>(Y or N)</i>									

### COMMENT SECTION

Use this section to describe any noteworthy occurrence you observed while you were present at any of the polling places. Identify polling place by precinct number.

Provide County Central Counting Station irregularities if you were there at the end of election night for ballot delivery and counting.

This report is true and correct to the best of my knowledge and is an accurate report as observed.

Date: \_\_\_\_\_ Signature of Inspector: Rachael Sontag