

# 2014 IDAHO PROCEDURES

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## ES&S DS200 PRECINCT TABULATOR

**Office of the Secretary of State**

**February, 2014**

This document provides procedures including early voting procedures for the operation of the Election Systems and Software (ES&S) DS200 precinct tabulator.

**2014 IDAHO PROCEDURES  
ES&S DS200 PRECINCT TABULATOR**

**Table of Contents**

**OVERVIEW.....2**

- Security and Chain of Custody Plan
- Current Certified ES&S Hardware, Firmware and Software versions
- Acceptance Testing
- Ballot Management Plan
- Tabulation Plan
- Documentation Plan
- Staff Training
- Poll Worker Training
- Voter Information Campaign

**PRE-ELECTION PROCEDURES.....6**

- Preventative Maintenance and Calibration
- Maintenance Documentation
- Initial State Report and Certification/Zero Report
- Election Definition Programming
- Logic and Accuracy Test with Actual Election Ballot
- Marking Devices
- County Procedure Training Manual

**TABULATION.....9**

- Initial State Report and Certification/Zero Report
- Blank Ballots
- Over-voted Ballots
- System Messages and Errors
- Tabulating Write-in Ballots at the Polls
- Ballot Inspection Process – What Constitutes a Vote?
- Posting and Returning Results Tapes
- Returning Ballots and USB memory devices
- Returning the DS200 and Ballot Box
- Results Accumulation and Reporting

**EARLY VOTING PROCEDURES.....12**

**POST-TABULATION.....18**

- Retain Ballots and Documentation
- Incident Contingency Plans

**BEST PRACTICES .....19**

- Clerk’s Resource Web Site
- ES&S Pre-Election Day Manual and Election Day Manual
- ES&S Portal Web Site
- The U.S. Election Assistance Commission
- Detailed Plans and Procedures Check List

**Clerk’s Resource Website:** [Idaho County Clerk information](#)

# 2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR

## **OVERVIEW**

- Security and Chain of Custody Plan
- Certified System Software Version
- Acceptance Testing
- Ballot Management Plan
- Tabulation Plan
- Documentation Plan
- Staff Training
- Poll Worker Training
- Voter Information Campaign

### **Security and Chain of Custody Plan**

“The integrity of elections comes down to a series of processes and procedures administered by each county, combined with the technology and its established procedures.” *From the Election Technology Center, an industry group representing voting equipment manufactures.*

Election computers, pdf ballot files, ballots, tabulator(s), security codes and USB memory devices with election definition and results must be secured at all times. Disable wireless connectivity on election laptops if applicable.

Counties must develop written security procedures available for training and review. Detail physical security of buildings, tabulators, USB memory devices with the election definition and results, election computers, ballot files and ballots. Include security measures for subcontractors, printers, secure transportation of ballots from printers to the county, and to and from the polls.

Chain of custody procedures and sign off forms must be developed and implemented. County election personnel should operate in teams so that no one person is ever left alone with ballots, the tabulator(s) and the USB memory devices with election definition and results.

Track access to all ballots, from printer(s) as well as to and from the polls, security codes and USB memory devices with election definition and results, election computers and tabulator(s).

### **Current Certified ES&S Hardware, Firmware and Software versions**

The vendor, ES&S, will upgrade hardware and firmware versions during regular maintenance. Before each election verify and document certified hardware and firmware and versions on each unit with date, ES&S technician, and responsible county observer(s). Document all repairs and upgrades made by the vendor. Copy and retain any

**2014 IDAHO PROCEDURES  
ES&S DS200 PRECINCT TABULATOR**

vendor documentation of maintenance or upgrades to all equipment including AutoMARK ballot marking devices.

Software versions are important for counties that program their own elections with Unity 3.4.0.0. ES&S will program elections for the certified hardware and firmware versions below in Unity 3400:

**Table 1-2 Unity 3.4.0.0 System Hardware Components**

Component	Hardware Version	Firmware Version
Model 100	1.3	5.4.4.5
→ DS200	1.2	1.6.1.0
Model 650	1.1, 1.2	2.2.2.0
→ AutoMARK	1.0, 1.1, 1.3	1.3.2907
DS850	1.0	2.2.0.0

**Table 1-3 Unity 3.4.0.0 System Software Components**

Component	Version
Audit Manager (AM)	7.5.2.0
Election Data Manager (EDM)	7.8.1.0
ES&S Ballot Image Manager (ESSIM)	7.7.1.0
Hardware Programming Manager (HPM)	5.8.0.0
Election Reporting Manager (ERM)	7.8.0.0
LogMonitor Service	1.0.0.0
AIMS	1.3.257
VAT Previewer	1.3.2907

Counties that utilize the ExpressVote and the EVS 5200 voting system will program or have the vendor program their elections with ElectionWare. ES&S will program elections for the certified hardware and firmware versions below:

System Component	Software or Firmware Version	Hardware Version
ExpressVote	1.4.0.0	1.0
DS200	2.12.0.0	1.2.1, 1.2.3, 1.3
AutoMARK A100	1.8.6.0	1.0
AutoMARK A200	1.8.6.0	1.1, 1.3
AutoMARK A300	1.8.6.0	1.3
DS850	2.10.0.0	1.0
Election Ware	4.6.0.0	
Election Reporting Manager (ERM)	8.11.0.0	
ES&S Event Log Service	1.5.5.0	
VAT Previewer	1.8.6.0	
Removable Media Service	1.4.5.0	

## **2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR**

### **Acceptance Testing**

Security begins when equipment arrives for acceptance testing.

Validate the performance of the complete system before signing off on acceptance documentation from the vendor.

Before a county may accept any new tabulation equipment the county must perform detailed acceptance testing. The purpose of acceptance testing is to ensure that the tabulator(s) is reading, tabulating and reporting as specified.

Acceptance testing must include functionality testing of all features and controls on all units. Logic and accuracy testing must be performed and verified with a complete test deck developed by the county in addition to the vendor's test deck. Load testing with a significant number of ballots must be performed to assure the tabulator(s) are operating as specified in the contract with the vendor. Make arrangements with your vendor in advance to provide a test deck and additional ballots to perform a load test.

If the county is accumulating results with the Election Reporting Manager (ERM) software, the acceptance test must include transfer of data from the tabulator(s) to the Election Reporting Manager (ERM) to ensure accurate transmission and accumulation of results. If the county is using vendor software to post unofficial election results on the internet, the acceptance test should include a demonstration of this feature.

### **Ballot Management Plan**

Diagram the ballot flow for your county. All ballot management procedures must be included. The security of the ballot and all files must be maintained.

Detail each step including ballot layout, proofing and acceptance of the PDF version of the ballot, proofing and acceptance of the printed version, transportation from the printer, transport to and from the polls, tabulation procedures including duplication, write-in hand count procedures, and secure storage of the ballots, testing reports, election definition and USB memory devices with the election definition and results.

Every step of the tabulation process must be planned to assure security and that procedures are correct and personnel are prepared. A mock election is highly recommended.

### **Tabulation Plan**

Develop a tabulation plan. Detail procedures and training documentation for each phase of the process for absentee ballots, absentee in person, early voting and Election Day ballots.

## 2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR

Include receiving ballots at the election central, ballot preparation of folded absentee ballots returned to the polls, duplication of damaged ballots, and a storage plan that allows access to duplications, originals and write-ins in case of a recount.

If your county is using Election Reporting Manager (ERM) software to accumulate data, develop a plan for transferring election data from each USB memory device to the election computer. Include machine reports for verification of election data after transfer into the Election Reporting Manager (ERM) and secure storage of the machine tapes and USB memory devices.

If your county is not using Election Reporting Manager (ERM) software, develop a plan for reporting election data on a spread sheet. Data must be entered from the DS200 machine tapes by hand and verified. Proof carefully.

The tabulation plan should also include election night reporting for both the public and the Secretary of State. Printed public reports, internet reports, computer displays and video displays should be prominently labeled “Unofficial Election Results”. **Do not include undervotes or overvotes** on public reports of “Unofficial Election Results.” For public reporting use the Short Form Summary Report, if using Election Reporting Manager (ERM) software, that does not report overvotes and undervotes.

If you are using a spread sheet to accumulate results and build reports, do not include overvotes and undervotes and label all public reports “Unofficial Election Results”.

### **Documentation Plan**

Insure that all security procedures, test data, tabulator reports, public reports and results are verified, documented, archived and accessible for review. Retain election documentation for 22 months.

Re-establish chain of custody if any component of the system does not pass acceptance testing and is returned to the manufacturer. When the equipment is returned to the county a new acceptance test and chain of custody procedures are required. Chain of custody must be re-established on any equipment sent out of county for repair. A new acceptance test must be performed.

Track performance of each unit to facilitate repair and replacement of units if necessary. Document in detail any and all performed maintenance and/or upgrades before signing off on vendor documentation. Retain maintenance and performance records on all units for the life of the unit.

### **Staff Training**

Election staff must receive detailed machine training from the vendor and the county. Election staff must also receive county training on security and chain of custody

## **2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR**

procedures. Election staff must receive ballot management training detailing county procedures for securing, transporting, tabulating, duplicating and storing ballots. Training and procedures must be documented in a manual for review and future use as personnel may change.

### **Poll Worker Training**

It is the responsibility of the county to ensure that each voter receives a ballot marking demonstration and understands how to properly cast a ballot that will be successfully tabulated by machine.

“If a vote is properly cast according to the instructions given to the voter, the machine will count it.” U.S. Court of Appeals, 11<sup>th</sup> Circuit, December 6, 2000, Touchstone and Sheppard vs. Michael McDermott.

Instruct poll workers to make it clear to all voters that an improperly marked ballot or a ballot with unintentional stray marks may cause the DS200 to reject the ballot.

Include in your poll worker training the required voter demonstration of proper ballot marking of an oval optical scan ballot which includes:

1. How to properly mark an optical scan ballot by completely filling in the oval.
2. How to properly vote for a write-in candidate by filling in the oval next to the write-in line and writing the name on the line.
3. Not to erase mistakes, use an “X” or check marks.
4. How to request a new ballot if they make any mistake.
5. To carefully check their own ballot for stray marks.

Poll worker training should include procedures for ballot security, opening and closing the polls, printing and verifying reports, dealing with blank ballots, over-voted ballots, System Messages and Errors and potential machine failure or a power outage.

### **Voter Information Campaign**

Plan to develop a voter education campaign that instructs voters on how to properly mark an optical scan ballot and use the DS200.

## **PRE-ELECTION PROCEDURES**

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## **2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR**

- County Procedure Training Manual

### **Preventative Maintenance and Calibration**

All DS200 tabulators must be calibrated by the vendor during preventive maintenance. Make sure calibration is set as these procedures can only be performed by an ES&S technician. Counties can clean the “read heads” in the DS200 if they become smudged or dusty. Refer to the vendor’s maintenance manual for instructions.

### **Maintenance Documentation**

Document all maintenance. Track dates and performance issues. Document the name of all county and vendor personnel with access to the tabulator(s) and USB memory devices. Detail all services, repairs and upgrades performed on each tabulator. Be specific. Do not sign off on vendor documentation until repairs or upgrades are verified.

### **Initial State Report and Certification/Zero Report**

The Initial State Report and Certification/Zero Report are necessary to assure that the election definition is correctly programmed and that no totals remain in the tabulator memory from a previous election or from logic and accuracy testing. Review and print these reports if they are not automatically generated when the DS200 is powered on.

### **Election Definition Programming**

Order a backup USB memory device with the election definition for all precincts from the vendor in addition to USB memory device necessary for each machine. Store the backup USB memory device in your vault.

At all times USB memory devices are to be treated as ballots and stored securely with chain of custody documentation showing all personnel with access to the cards.

Develop a timeline and sign-off procedures with the vendor to document and ensure the timely delivery and testing of ballots and election programming for the tabulators. Allow adequate time for possible changes and pre-election logic and accuracy testing.

If you plan to leave the DS200 units at the polls for pick up after election night, instruct poll workers to remove the USB memory device after closing the polls and printing reports. Return the USB memory device with the voted ballots in a sealed, waterproof, static free bag from the vendor. See the “Closing the Polls” procedure below or the “Operator’s Guide”, Chapter 5, Election Day tasks from the vendor.

### **Logic and Accuracy Test with Actual Election Ballots**

## **2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR**

Perform the logic and accuracy test with actual election ballots to confirm the USB memory devices with the election definition coding is correct and that the machine is properly reading, tabulating and reporting the actual ballots for the election.

This test should be done as soon as you receive ballots from your printer and the election definition from ES&S to allow time for corrections to coding or ballots.

The vendor will send you a test deck to document their election definition programming. Do not use this test deck for logic and accuracy testing as it does not use actual election ballots from your printer. However you may run a quick check of your programming with this test deck.

When ballots are available, send one precinct for each Legislative District, if you have more than one Legislative District, to the Secretary of State's Office. A test deck for each precinct received will be marked and returned to the county to use for testing and as an example for creating your other county test decks.

Make a complete county test deck for all precincts and rotations. All ballot positions and rotations must be verified. The state test deck may be used for public demonstrations after the all DS200s have been tested with the complete county test deck.

Zero all tabulators before testing. Print a Certification/Zero report and verify that no votes remain in the machine before testing. Test all machines with the county test deck. After processing the county test deck(s) print a Poll Report to confirm expected results of the logic and accuracy test.

After successful testing, zero the tabulator and print a Certification/Zero report to confirm no votes are left in the memory. Save all testing documentation with ballots for 22 months.

### **Marking Devices**

ES&S recommends and supplies the Bic Grip (Black) medium point roller ball pen for voters to mark ballots. Counties should provide voters at the polls with blue or black ink pens. Absentee voters are to be instructed to use a #2 pencil or Blue or Black ink pen.

### **County Procedure Training Manual**

Develop written procedures to train county personnel in:

- Security and Chain of Custody procedures and documentation.
- Pre-tabulation ballot preparation procedures, logging and container labeling.
- Logic and Accuracy testing and county test deck preparation.

## **2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR**

- Folded absentee ballot preparation, flattening ballots for tabulation, logging and container labeling for incoming ballots, ballots ready for tabulation and tabulated ballots.
- Election Day ballot management, closing the election and printing of election reports, poll worker signatures and verification of reports, posting reports at the polls, labeling procedures and secure transport of results tape and the USB memory device to the election office for accumulation of results.
- Poll worker training to respond to voters when “Ballot Exceptions” occur at the polls including blank ballots, over-voted ballots, and system messages and errors.
- Poll Worker training for write-in procedures, including ballot box procedures for sorted write-in ballots, hand counting ballots at the polls and documentation of results.
- DS200 machine failure procedure and replacement or backup at the polls.
- Accumulation of results procedure to county spreadsheet from DS200 printed reports or electronically if using the Election Report Manager (ERM) software.
- Verification and presentation of all public “Unofficial Election Results” reports. Be sure to label all public reports “Unofficial Election Results”. Plan for election night public reports and reporting to the Secretary of State on election night.
- Election computer failure procedure. Your county should have another computer prepared to back up the election computer.
- Backup and secure storage of all election data including printed reports from the DS200 and USB memory devices containing results. Secure storage and container labeling procedures for absentee ballots, Election Day ballots, write-in ballots, testing reports, and election night unofficial reports.

### **TABULATION**

- Initial State Report and Certification/Zero Report
- Program for Blank Ballots
- Program for Over-voted Ballots
- System Messages and Errors
- Tabulating Write-in Ballots at the Polls
- Ballot Inspection Process – What Constitutes a Vote?
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## 2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR

### **Initial State Report and Certification/Zero Report**

The Initial State Report confirming the correct election definition programming will print automatically when the DS200 is powered up. Verify the information on the report is accurate. Poll worker signatures on the Initial State report are required to verify the DS200 is programmed correctly and working properly at the polls. Print a Zero Report to confirm that no votes are left in the machine from logic and accuracy testing. Save the Initial State Report with ballots.

### **Program for Blank Ballots**

The DS200 should be programmed to detect and notify the voter when it encounters a completely blank ballot. An audio alert will sound and the display will indicate that a blank ballot was detected and offer the voter two choices: **Correct Your ballot** or **Cast Blank Ballot**.

If the voter selects **Correct Your Ballot**, they may take their ballot back to a voting booth and mark their choices. If the voter selects **Cast Blank Ballot**, the ballot is cast as is.

**NOTE:** No alert should be programmed for ballots with undervotes. The DS200 should be programmed to only alert the voter of an over voted or completely blank ballot. The ballot must be completely blank for the alert to sound.

### **Program for Over-voted Ballots**

The DS200 is coded to detect and notify the voter when it encounters an over-voted race on a ballot. An audio alert will sound and the display will indicate that an over-voted race or issue was detected and offers the voter two choices, **Correct Your ballot** or **Cast Your Ballot with Mistakes**.

If the voter selects **Correct Your ballot**, spoil the ballot and issue the voter a new ballot. If the voter selects **Cast Your Ballot with Mistakes**, the ballot will be counted and the over-voted race(s) will receive an over-vote and no vote will be recorded for that race.

### **System Messages and Errors**

If a ballot is unable to be processed due to damage, inappropriate marks or a DS200 problem, an error message will appear and an audio alert will sound. If the problem is a ballot issue, spoil the ballot and issue the voter a new ballot. If the display indicates a system message, instruct the poll worker to contact your election office for assistance.

If a DS200 fails at the polls, all ballots must be recounted. Contact the County Elections Office immediately if a failure occurs. Instruct poll workers in the use of the

## **2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR**

emergency/auxiliary ballot bin during training to secure and store uncounted ballots. Seal the auxiliary bin. Return the unit to the election office with all ballots. Use another DS200 and USB memory device programmed for the same precinct. Print a zero report to assure no totals are left in the tabulator memory. Recount all ballots.

### **Tabulating Write-in Ballots at the Polls**

If a ballot contains certified write-in entries, the DS200 will stamp a pink circle on the ballot. The stamp will appear on the side of the ballot you placed face down on the scanner, in the center, at the trailing edge of the ballot.

Instruct poll workers to remove write-in ballots from the ballot box, tabulate the write-ins manually and write results on the Poll Report. The paper ballot Tally Sheet and paper ballot counting procedures should be followed. See the "[Paper Ballot Manual](#)" on the Clerk's Resource Website for hand counting procedures.

Write-in totals are added to the precinct tape and to the ERM totals or spreadsheet totals, depending on the method the county uses to accumulate results. See the "[Paper Ballot Counting Manual](#)" on the [Clerk's Resource Website](#) for hand counting procedures.

### **Ballot Inspection Process – What Constitutes a Vote?**

Counties are to follow the Secretary of State's directive for optical scan ballots to determine in a fair and consistent manner what markings are to be counted as a Vote.

“An optical scan voting system requires that the elector place a mark in a pre-defined area on the ballot in order to cast a vote. The vote shall be considered valid when the vote tabulator recognizes a mark within the predefined area unless the ballot is rejected as being blank.

If the tabulation device rejects the ballot as being blank, and it appears that the reason is because the ballot was marked consistently, but in a manner that it could not be read by the device, the ballot is to be duplicated in a machine readable manner from the marks on the original ballot.

If the tabulation device rejects the ballot because of an “indeterminate read error”, the ballot is to be examined by the duplication board and, if the board can determine the intent of the voter, duplicated in a machine readable manner from the marks on the ballot. If the duplication board cannot determine the intent of the voter, or if the members of the board disagree on the intent of the voter, the ballot is to be duplicated with the race or races in question left blank so that no vote will be recorded for the race or races in question.

## **2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR**

An elector shall not place on the ballot a sticker bearing the name of a person, or use any other method or device, except writing, to vote for a person whose name is not printed on the ballot.”

See the [Idaho Election Handbook](#) and “[What Constitutes a Vote](#)” on the Clerk’s Resource website for guidelines for tabulating ballots with write-ins.

Also, as it may be necessary at times to hand count optical scan ballots, see the Paper Ballot Procedural Manual for approved procedures for hand counting ballots available on the [Clerk’s Resource website](#).

### **Posting and Returning Results Tapes**

Section 34-1203, Idaho Code, requires poll workers to post a copy of the election results at the polling place. Instruct poll workers to print 2 copies of the Poll Report after closing the polls, write the results of Write-Ins on the reports if appropriate and verify with the signature of the chief judge. Label the reports “Unofficial Election Results”. Post one at the poll and return the other to the County Clerk.

### **Returning Ballots and USB memory device**

Remove USB memory device after closing the polls and return to the County Clerk in a sealed, waterproof, static free container available from the vendor. Remove all ballots from the DS200 ballot box and return in a secure container as directed. Keep valid write-ins separate from other ballots for review.

### **Returning the DS200 and Ballot Box**

Return the DS200 and ballot box to the county as prescribed by the County Clerk.

### **Results Accumulation and Reporting**

Counties not utilizing the Election Reporting Manager (ERM) software will accumulate results from the printed Poll Reports from each precinct in a spreadsheet. Check data entry careful and verify accuracy before issuing any public or internet reports of “Unofficial Election Results.”

Counties using ERM, test the complete system during logic and accuracy testing including posting of “Unofficial Election Results” to the county website and the Secretary of State’s election night reporting website.

## **EARLY VOTING PROCEDURE**

34-1012 I.C. details alternative procedures for alternate procedures for absentee voting, called early voting.

34-1013 I.C. requires a detailed security plan be submitted to the SOS before

## 2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR

approval for alternative procedures for early voting.  
34-1108 I.C. Access to the early voting polling place and accessible voting options are the same as voting at the polls. AutoMARKs are required for Federal elections.

**A detailed security plan approved by the office of the Secretary of State is required 30 days before early voting.** 24 hour security for voted ballots, access to un-voted ballots, ballot boxes and tabulators are essential during the early voting.

**Ballots may not be tabulated before Election Day.** Open the polls on the first day of early voting and close the polls **on Election Day** and tabulate results. Although early voting closes at 5 p.m. on the Friday before the election, do not select the “close the polls” option or print reports on the tabulator until Election Day.

Follow the manufacturer’s pre-election and Election Day checklists before beginning early voting. Perform a logic and accuracy test with a county test deck of all precincts and save results tapes. Clear all results and print and save zero results tapes after testing. Show the first elector all ballot bins and verify they are empty.

### Opening the Polls on the First Day of Early Voting

When using the ES&S DS200 tabulator, ES&S recommends opening the polls on the first day of early voting and closing the polls on Election Day. If you are using the DS200 over a period of days for early voting, follow the same “Open the Polls” procedures as those that are followed on Election Day. When you are prompted, select and print a **Totals Only** zero report. This report is a summary report that will only contain the grand totals. Do not select the **All Precincts** zero report. This report will print a summary of vote totals in a precinct-by-precinct format. Depending on the number of precincts in your county, it may take several hours to print an **All Precincts** zero report.)

1. Unlock the front of the DS200



2. Flip up the LCD screen (The units are programmed to power on automatically when the screen is raised. However, if it does not, follow steps 3&4 below).

**2014 IDAHO PROCEDURES  
ES&S DS200 PRECINCT TABULATOR**



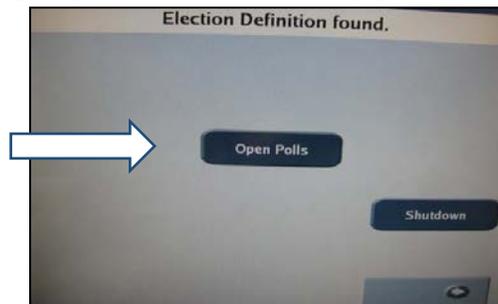
3. Unlock the access door covering the power button. Insert the USB device with the election definition.



4. Press the bottom button to turn on the DS200 if it doesn't turn on automatically when the screen is raised.



5. After you turn on the scanner, the system initializes and the following message appears "Election Definition Found", press the "Open Polls" button on screen. The DS200 will open polls and automatically print your "Zero Totals" report.



## 2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR

6. Close and lock the access door, the chief judge should secure the key, and the DS200 is ready to begin voting.

### Power Down at the End of Each Early Voting Day

1. Record the number of early Voting Ballots inserted in the DS200 from the on-screen display before powering down the unit at the close of each day of early voting.
2. Lift the access door on the front left of the scanner to access the USB flash drives to perform a shutdown of the tabulator.



3. Do not remove the USB device from the tabulator. Press and hold the power button down until it turns red. The DS200 will power down.



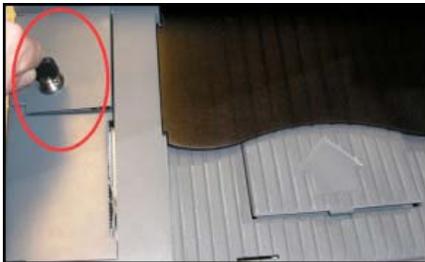
4. Close and lock the access door, remove the key and keep the key in a secure location as described in the county security plan for early voting.
5. Account for all voted ballots each day and retain documentation. Run an absentee ballot report for Early Voting each day from the ISVRS to compare to the number of signatures on the early voting poll book pages and the public counter on the

## 2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR

DS200 display. Reconciling each day will facilitate final ballot accounting on election day. The DS200 ballot box **cannot** be opened until Election Day.

### **Power up the DS200 at the start of each day to resume early voting:**

1. Unlock the access door to the DS200.



2. Flip up the LCD screen (The units are programmed to power on automatically when the screen is raised. However, if it does not, press the bottom button to turn on the DS200.)

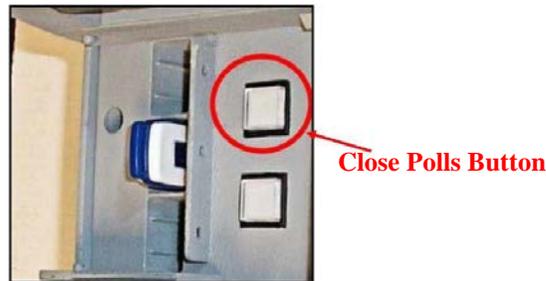


3. A screen appears indicating that the DS200 has an open election, press the “Continue” button on the screen to begin inserting ballot pages.

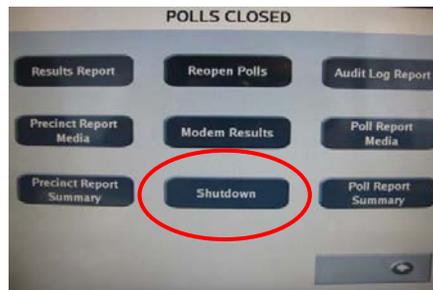
### **Closing the Early Voting Polling Place on Election Day:**

1. Unlock the power access door on top of the DS200.
2. Press and hold the “Close Polls” button (top button) for 2-3 seconds. The button will turn red when you first press it. Hold the button down until the red light turns off, then release the “Close Polls” button.

## 2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR



3. The DS200 will close the polls, tabulate the votes and automatically print the pre-programmed Voting Results report and any other reports programmed to print.
4. After printing the results report(s), press the “Shutdown” button on the screen.



5. After the unit has powered down completely the red power button will turn off. **Do not** remove the USB device from the DS200 until the red power button is off. When the power button light is off it is safe to remove the USB device for transfer to the election computer.
6. Verify the number of signatures in the Early Voting Poll Book match the number of ballots reported on the report printed by the DS200. Then reconcile the number of voter signatures in the Early Voting Poll Book to the ISVRS Absentee Report for Early Voting.
7. Remove the voted ballots from the ballot box (and the auxiliary bin if necessary). Sort any write-in ballots with the red circle mark on the ballot. Count votes for write-in candidates using the paper ballot Tally sheets and paper ballot counting procedures and write the totals on the results report from the tabulator.
8. Process the results from the USB device in Election Reporting Manager (ERM). Add the write-in totals to the ERM results report for the appropriate races and precincts. Follow the security plan procedure for storage of the USB device after tabulation.

**2014 IDAHO PROCEDURES  
ES&S DS200 PRECINCT TABULATOR**

**Optional Ballot Styles Report:**

The Ballot Styles Report is an optional report containing counts of each ballot style processed for each precinct during Early Voting. The date, time, and DS200 serial number is printed at the beginning and end of the report. The report is only available before closing the polls on the DS200. This report is cumulative. Track the number of ballots added to the report each day and compare to the total on the DS200 display and the number issued from the poll book.

```
*** BallotStyle Counts
Per Precinct *** 15:43:49
08/13/2009
Machine ID: 0000ES0107370024

PRECINCT 1
Ballots for code 00001-01-01      0

PRECINCT 2
Ballots for code 00002-01-01      0

PRECINCT 5
Ballots for code 00003-01-01      0

PRECINCT 18
Ballots for code 00004-01-01      0
Ballots for code 00004-01-02      0

15:43:49 08/13/2009
Machine ID: 0000ES0107370024
0005 Early Voting Poll
Election Date: September 07, 2010
```

For questions or problems with the operation of the DS200 refer to the ES&S Operator training manual and/or the ES&S troubleshooting manual. If you require additional assistance or encounter a processing problem or system error, contact the ES&S technical support staff at 1-877-377-8685. For procedural questions, contact the Secretary of State's election office.

**POST-TABULATION**

- Retain Ballots and Documentation
- Incident Contingency Plans

## **2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR**

### **Retain Ballots and Documentation**

All ballots, one USB memory device with the election definition for all precincts, results, test decks, logic and accuracy verification results tapes, Zero Totals Reports, and results spread sheets or ERM reports must be retained for 22 months. See I.C. 34-217 Retention of county election records.

### **Incident Contingency Plans**

It is essential that counties develop an incident contingency plan in case of a DS200 failure or an election computer failure if you are using the ERM Software. Consider power failures at polling places, machine failures, weather conditions and poll worker staffing issues.

### **Best Practices**

- Clerk's Resource Web Site
- ES&S Pre-Election Day Training Manual and Election Day Training Manual
- ES&S Portal Web Site
- The U.S. Election Assistance Commission (EAC)
- Prepare Detailed Plans and Procedures

**Clerk's Resource Web Site.** <http://www.sos.idaho.gov/elect/Clerk/clerkinfo.htm>.

Procedures are posted on the Clerk's information website along with the election calendar, ES&S manuals and documents, ballot samples, election forms and other resources. Check this site often for updates.

### **ES&S Pre-Election Day Training Manual and Election Day Training Manual**

Refer to these two manuals from the manufacturer as you develop your training for election workers and polls workers. Manuals are available on the Clerk's Resource website and the vendor's web site.

**ES&S Portal Web Site.** <http://www.essvote.com/portal>.

Check the ES&S Portal and sign up for technical bulletins and revisions to the manuals for your equipment. Download and print all appropriate technical bulletins.

### **The U.S. Election Assistance Commission**

The U.S. Election Assistance Commission, (EAC), has issued Quick Management Guide brochures which may be useful in your planning. Each brochure contains helpful

## 2014 IDAHO PROCEDURES ES&S DS200 PRECINCT TABULATOR

information about effectively administering an election. [The U.S. Election Assistance Commission \(EAC\)](#)

### **Detailed Plans and Procedures Check List**

- Evaluate and document security for ballots, tabulator(s), USB memory devices, computer files and election computers. Design and use chain of custody sign off forms for personnel.
- Diagram ballot flow from candidate lists through final storage. Detail each step from pdf proofing and ballot delivery to public reporting and archiving of all files, testing reports, results tapes and public reports.
- Diagram tabulation data flow from tabulation of uncounted precinct ballots, absentee ballots, and early voting ballots through unofficial results reports, public reporting and archiving of all files, testing reports, results tapes and reports and public reports.
- Design and write procedures and a tabulation plan for mail in absentee ballots, in person absentee ballots and early voting ballots.
- Document in procedural manuals all processes and forms for review and training.
- Ensure that all procedures, testing verifications, tabulator report tapes, public reports and results are verified, archived, and accessible for review.
- Develop a voter information campaign. Emphasize properly marking an optical scan ballot so that all ballots are machine readable.
- Design poll worker training to demonstrate and instruct proper marking, requesting a new ballot for any mistake, no erasures, “X”s, or checks marks. Voter should be instructed how to vote for a write-in and to carefully check their ballot for stray marks that may effect readability by the scanner.
- Develop detailed contingency plans for power failure, machine failure, election computer failure, weather and staffing issues.
- Master and duplicate election definition USB memory devices are to be treated like ballots and secured at all times. Use chain of custody sign-off forms.
- Make pre-printed labels for all USB devices, transfer containers and storage boxes. Label USB devices carefully with date, time, election title, and scanner number.
- Secure one copy of the election definition on the USB memory devices in vault.

**2014 IDAHO PROCEDURES  
ES&S DS200 PRECINCT TABULATOR**

- Before testing assign each DS200 an identifying number. Zero all tabulators before testing. Print and verify Poll Report and Zero Totals report. Perform logic and accuracy tests with actual county election ballots to confirm tabulation coding, ballot printing accuracy and report functions.
- During testing print the Voting Results report from the DS200 to confirm expected results. Set up and record results data in a spread sheet or through ERM. During testing print all reports, verify data, and practice reporting procedure and backup procedure.
- Zero the tabulator(s) to clear test results and produce a Zero Totals Report to verify scanner has no votes in memory after testing is complete.
- Check public reporting procedure and displays. Make sure all public reports and displays are stamped or labeled “Unofficial Election Results”. Plan election night reporting and the procedures.
- Verify and sign off on all reports and store for 22 months with ballots.
- Store counted ballots separately from duplications (if any) and write-ins (if any). Color code boxes, pre-print labels for each precinct with date, time, election title, and DS200 number.
- Develop a spread sheet for all DS200s to track county procedures for security, documentation, maintenance, testing and performance of each tabulator. Make sure the vendor, and the county, sign off on all maintenance procedures.