

2014 Idaho Procedures

Hart Voting System

Office of the Secretary of State

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This document provides procedures for the operation of the Hart Voting System 6.2.1 as certified. The system includes the Ballot Origination Software Suite (BOSS), Ballot Now software, Tally software, and SERVO software. The system uses centrally scanned paper ballots, the eScan precinct tabulator, and the eSlate DRE Disabled Accessible Device (DAU) with the Judge's Booth Controller (JBC) and the Visible Ballot Option (VBO).

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Clerk’s Resource Website: http://www.sos.idaho.gov/elect/Clerk/clerkinfo.htm .	

Overview

Security and Chain of Custody

Ballot files, test ballots, official election ballots, election computers, election databases, all MBBs (Mobil Ballot Boxes), encrypted security devices (eCMs), transfer containers, ballot boxes, voting machines and all aspects of the election system shall be secured at all times.

Access to ballots, election computers, MBBs and voting machines shall be managed with logs and two person access rules. One person should never be alone with election computers, ballots or voting machines. Hierarchical passwords shall be used for access to election computers by county employees. Passwords shall be changed for each election.

Transfer cases and ballot boxes and voting machines shall be secured with appropriate seals. Seal numbers shall be documented in a log.

Use the manufactures recommended logs and follow the procedures for securing the system recommended in the vendor's documentation.

Certified System, Software Versions and Equipment

System	Software	Equipment
Hart InterCivic Voting System 6.2.1	Boss 4.3.13, Ballot Now 3.3.11, Servo, 4.2.10, Tally 4.3.10, eCM Manager 1.1.7, Rally 2.3.7,	eSlate, eSlate/DAU 4.2.1.3, eScan 1.3.14 (precinct count tabulator), JBC 4.3.1, VBO 1.8.3, Canon DR-X10C Scanner (central count scanner)

Acceptance Testing

Security begins with acceptance testing. Validate the performance of the system before acceptance. The purpose of acceptance testing is to ensure that the entire system is producing ballots, tabulating and reporting as specified and certified.

Acceptance testing must include functionality testing. Logic and accuracy testing must be performed and expected results verified. Make arrangements with your vendor in advance to provide an election definition, a test deck and ballots to perform acceptance testing before signing any acceptance documents.

Planning

Read the vendor's documentation carefully and make detailed plans.

Make a data management plan that details the movement of data throughout the process.

Make a ballot management plan and track the flow and storage of paper ballots throughout the process. Avoid crossing un-scanned ballots with scanned ballots. Draw a diagram for incoming ballot boxes, ballots to scanner and ballots to storage. Include un-scanned ballots to triage/duplication station, return to scanners, then to storage area.

Diagram how Mobile Ballot Boxes (MBBs) travel from the eSlate and the eScan to Tally computer for sort, resolution and tabulation. Diagram how MBBs move from the Ballot Now computer to the Tally computer and to library storage.

Make a tabulation plan that accounts for precinct paper ballots, precinct MBBs with cast vote records, and paper ballots that will be counted centrally.

Make a documentation plan that includes all required security logs, ballot transfer logs, duplication logs, and computer file logs. Plan to document the election as specified by the vendor in the SERVVO software and save all files to CD-ROM. Retain all documentation as specified in 34-217 Idaho Code.

Training

Staff and poll worker training provided by the county and the vendor are necessary before each election. Document training and assemble a county procedural manual for staff and poll workers. Keep this manual(s) available for review.

It is the responsibility of the county to insure that each voter receives a demonstration from a poll worker on how to properly mark a ballot that will be 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, 11th Circuit, December 6, 2000, Touchston and Sheppard vs. Michael McDermott.

Include in your poll worker training a required voter demonstration of proper marking of a ballot with square marking areas. Include in the demonstration:

1. How to properly mark a ballot by completely filling in the square.
2. How to request a new ballot if the voter makes any mistake.
3. Not to erase or use “Xs” or check marks.
4. To vote a write-in, mark the square and write the name on the line.
5. To carefully check their own ballot for stray marks.

Instruct poll workers to make it clear to all voters that an improperly marked ballot or a ballot with unintentional stray marks may not be readable by the tabulation equipment.

Voter Information Campaign

It is highly recommended that the county produce a detailed voter information campaign. Consider newspaper, TV, radio and online media. Encourage other county departments to share voter information on their websites.

Pre-Election Procedures

Ballot Stock

County shall use certified ballot stock from the vendor or have non-vendor ballot stock certified as detailed in the vendor documentation.

Ballot Stub

The County may design and issue ballots without ballot stubs if the county develops a sequence card procedure that tracks issued ballots. It is recommended that ballots be packaged in pads of 50 or 100 sheets with a tracking sheet that records ballot numbers in each pad. At no time should a ballot number be recorded in the poll book or associated with an individual voter.

Tracking MBBs (Mobil Ballot Boxes)

Print MBB labels as recommended by the vendor. Plan to systematically library all testing MBBs and all Election Day MBBs after tabulation in the Tally computer. Use vendor tracking logs for MBBs from all precinct units. The log should follow the MBBs progress from initial programming, through predefinition of eSlate and eScan units and polling place assignment. On election night the MBBs should be tracked from the polling place to the Tally computer for tabulation and to final library storage. Account for all MBBs.

Tracking Paper Ballots

Ballots sent to and returning from the polls shall be documented using tracking logs and optical scan ballot accounting procedures. Ballots must be counted after the polls close. Ballot transfer forms and the optical scan poll book accounting forms shall be used. Ballots should be stored in labeled containers or ballot boxes by precinct. In the event that ballots must be removed from an eScan because of scanner failure, a tracking log is required for transfer to another eScan for tabulation.

The State Test Deck and the County Test Deck

The county will mail actual ballots from one precinct to the state for test deck marking. This deck is called the “State Test Deck” and will be returned to the county. Use the State Test Deck to generate a “County Test Deck” which covers all positions for all races in all precincts. Build a spreadsheet of expected results for each race. The County Test Deck will be used for logic and accuracy testing with actual election ballots. The shorter State Test Deck may be used for public demonstrations.

Test #1 – Actual Ballots and Equipment

Preparation:

Create “Actual Ballot Test” database in Tally in the Election Day mode.

Use actual Election Day Ballots.

Create a spreadsheet from the County Test Deck with the following sub-totals:

Test #1 – Actual Ballots and Equipment:

Expected results for the County Test Deck for scanned ballots.
+ Expected results for JBC/DAUs used in the polls.
+ <u>Expected results for eScans used in the polls.</u>
= Expected results for Election Day Ballots.

Step One: JBC/DAU Ballot Test

Test all JBC/DAU systems with the vote pattern from the county test deck for the specific precinct where the JBC/DAU will be used.

Repeat Audio ballot check and write-in test for each precinct.

Print JBC Tally reports and save.

Read JBC MBBs into Tally software and resolve write-ins.

Save results in the “Actual Ballot Test” database.

Verify:

Verify expected results for the JBC/DAU devices match Tally software Precinct and Summary reports and Tally reports printed from the JBCs.

Step Two: eScan Ballot Test

Test all eScans with precinct specific ballots for each precinct where the eScan will be used. If an eScan will be used to tabulate more than one precinct in a single polling place, test each precinct.

Print Tally reports and save.

Read the eScan MBBs into the Tally software and resolve write-ins.

Save results in the “Actual Ballot Test” database.

Verify:

Verify expected results for the eScans match Tally software Precinct and Summary reports and Tally reports printed from the eScans.

Step Three: Scanned Ballot Test

Scan the complete county test deck into the Ballot Now software.

Sort for blank ballots and resolve write-ins.

Read the Ballot Now MBB into the Tally software.

Save results in the “Actual Ballot Test” database.

Verify:

Verify expected results for the County Test Deck for scanned ballots match Tally software Precinct and Summary reports.

Verify expected results for Election Day Ballots (scanned ballots plus JBC/DAU ballots plus eScan ballots) match the Tally software Precinct and Summary reports.

TEST #2 Early Voting Actual Ballots and Equipment

Preparation:

Paper Ballots used with a ballot box and early voting security procedures do not require an early voting logic and accuracy test as these ballots will be scanned on Election Day and the scanned ballot process has been tested.

Create a spreadsheet from the County Test Deck with the following sub-totals:

Test #2 – Early Voting Actual Ballots and Equipment:

Expected results for JBC/DAU used for Early Voting.
+ Expected results for eScans used for Early Voting.
= Expected results for Early Voting Ballots.

Expected results for total of Election Day Ballots.
+ Expected results for Early Voting Ballots.
= Expected results for All Test Ballots

Testing the required JBC/DAU system for Early Voting:

Enter the vote pattern from the County Test Deck for all precincts for each DAU used for Early Voting. Verify each DAU correctly records votes for all positions in all precincts on the screen and on the VBO printer tape.

Audio ballot check and write-in test should be repeated for each precinct.

Print the Tally report from the JBC(s) and save.

Read MBB(s) into Tally software. Verify the JBC records all cast vote records from all DAU(s).

Save results in the “Actual Ballot Test” database.

Verify:

Verify “Improperly Marked Ballot” function.

Verify expected results for the Early Voting JBC/DAU Test match Tally software Precinct and Summary reports and Tally reports printed from the JBCs.

Testing the eScan(s) for Early Voting:

Insert ballots from the County Test Deck for all precincts.

Print Tally reports from the eScan(s) and save.

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Read the eScan MBB(s) into the Tally software and resolve write-ins.

Save results in the “Actual Ballot Test” database.

Verify:

“Improperly Marked Ballot” function.

Verify expected results for the Early Voting eScan Test match Tally software Precinct and Summary reports and Tally reports printed from the eScan(s).

Verify expected results for All Test Ballots (Election Day Ballots (Test #1) plus Early Voting Ballots (Test#2)), match Tally software Precinct and Summary reports.

After successful testing:

Reset all devices to clear testing data.

Finalize “Actual Ballot Election Day” Election Day database in Tally.

Follow the vendor’s procedures to backup and save all test results.

Save the County Test Deck.

Save all printed Tally reports printed from the JBC/DAU and eScan.

Save the precinct and summary reports printed from the Tally software.

Back up all Test Results

After successful testing of actual ballots, finalize the Election Day Ballot Test databases. Save all Election Day Ballot Tests and back up for accountability and recovery purposes. Follow the vendor’s procedures to set up backup files in Tally and in SERVO.

Create the official Election Day Database and the LAT test databases for the public test and for the final required pre-election LAT. The State Test Deck and test ballots may be used for these tests as all precincts have been tested.

Early Voting

Early voting ballots are not to be tabulated until Election Day. The county must submit a detailed security plan for each election before offering the early voting option to voters.

The eScan and eSlate/DAU accessible precinct tabulator (required for Federal elections) should be programmed for “Early Voting”. The tabulators will suspend voting at the end of each day when powered down and are programmed to only close the election and save cast vote records to the MBB on Election Day. See the vendor’s “Early Voting Procedure”.

If paper ballots are used for early voting, ballots and ballot boxes must be secured at all times. Polling place procedures for ballot accounting should be followed. Ballots are scanned and tabulated on Election Day.

Election Day

Opening the Polls

For polling places using ballot boxes, show the first voter the ballot box is empty. Lock and seal the ballot box. Record the seal number in the log. The Chief Judge will securely store the key.

For the eScan precinct tabulator, follow the vendor's Election Day checklist to prepare the eScan for voting. See the [Election Day Quick Reference Guide](#). Show the first voter that both the emergency ballot drawer and ballot box are empty. Replace the emergency drawer and close the ballot box. Print the **Zero Tape Report** and verify the ballot is correct for the polling place. Enter and accept the poll worker password. Tear off the Polls Open/Zero Tape Report, sign it and store in the election envelop. Lock and seal the ballot box. Record the seal number in the log. The Chief Judge will securely store the key.

For the accessible DAU (eSlate) with JBC with VBO, follow the vendor's Election Day checklist to prepare the eSlate for voting. See the [Election Day Quick Reference Guide](#). Print the **ZERO TAPE** from the JBC. Do not detach the tape from the JBC at this time. Verify the JBC and DAU are in the correct predetermined polling place. Show the first voter the Zero Tape to confirm no votes have been cast. Press OPEN POLLS on JBC, enter password and ACCEPT. Now tear off the OPEN POLLS REPORT and store securely with other reports.

Closing the Polls

Follow the optical scan ballot procedures for closing the polls and ballot accounting on the Election Record and Poll Book.

For paper ballots and eScan ballots, open the ballot boxes, count the ballots, reconcile using the ballot accounting page on the front of the poll book, enter the number of ballots on the transfer log and seal the ballot transfer container and log the seal number.

For the eScan, follow the vendor's procedure for closing the polls and print and save the **Polls Closed** report and print two (2) **Tally** reports. Tape one (1) **Tally Report** to the door of the precinct and return the other to the county as instructed. Remove the MBB from the eScan and log and seal the MBB in the appropriate container for transport to the county.

For the eSlate, record the number of eSlate voters and reconcile to the poll book and to the Access Code Report from the JBC. Follow the vendor's procedure and print and save the **Polls Closed** report and print two (2) **Tally** reports. Tape one (1) **Tally** Report to the door of the precinct and return the other to the county as instructed. Remove the MBB from the JBC and log and seal the MBB in the appropriate container for transport to the county.

Tabulation

Sort Procedure for Blanks and Write-ins

Paper ballots. Paper Ballots are scanned and cast vote records on MBBs are sorted in Ballot Now. The MBB is then moved to the Tally computer for tabulation.

1. Sort for blanks first.
2. Review and resolve blanks.
3. See "What Constitutes a Vote" in the Election Handbook.
4. Auto resolve undervotes and over votes.
5. Sort for certified write-ins.
6. Resolve certified write-in candidates.

eScan and eSlate. Blank ballots, undervotes, or overvotes are considered resolved by the voter since they are given the opportunity to correct mismarks on the eScans and eSlates. Write-ins from eScans and eSlates are resolved in Tally.

Ballot Inspection Process – What Constitutes a Vote?

Counties are to follow the Secretary of State's directive for optical scan ballots, revised July 1, 2013, 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.

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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.

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](#) in the Secretary of State’s Directives and [“What Constitutes a Vote”](#) on the Clerk’s Resource website for guidelines for resolving ballots with write-ins.

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 also available on the [Clerk’s Resource website](#).

Post-Tabulation

Backup Up Equipment and Audit Logs

Follow the vendor’s documentation in Part 15: Backing up Equipment in the Hart Voting System [Election Event User Guide](#) and backup Early Voting in Election mode and Election Day in Election mode.

Back up equipment as time allows on Election Night.

Backing up JBCs and eScans as they are delivered can be the most effective way to manage time. When backing up, the JBCs and eScan must not have MBBs inserted. Follow the vendor’s instructions in the [Election Event User Guide](#).

Backing up eSlates and DAUs you can use one JBC connected to the SERVO computer to back up all the eSlates and DAUs. The JBC must not have an MBB inserted

Backing Up Files and Databases

For accountability and data recovery purposes, the county must back up Tally and SERVO reports and databases frequently. Follow the vendor’s recommended

procedures in Part 16: Backing Up File and Databases in the [Election Event User Guide](#).

Copy all back up folders to a CD-ROM as instructed.

Finalize Tally Election Day Database

After all MBBs have been processed and the Tally database has been backed up, finalize the election in Tally. Before finalizing read un-voted MBBs that were created as backups for the election in order to account for all MBBs. Account for all MBBs in the recommended vendor log. After finalizing you cannot read any more MBBs into Tally.

Online Resources

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

[Election Event User Guild](#) [PDF]

[Precinct Early Voting Desk Reference - eScan and eSlate](#) [PDF]

[Precinct Election Day Desk Reference – eScan and eSlate](#) [PDF]

[Precinct Election Day Quick Reference](#) [PDF]

[Management and Task Training](#) [PDF]

[eSlate Early Voting Desk Reference](#) [PDF]

[eSlate Election Day Desk Reference](#) [PDF]

[Support Procedures Training Manual](#) [PDF]

[Hart Voting System Best Practices](#) [PDF]

[Boss Training Manual](#) [PDF]

[Ballot Now Training Manual](#) [PDF]

[Tally Training Manual](#) [PDF]

[Poll Worker Training Handbook](#) [PDF]