

2016 Idaho Procedures

Hart Verity 1.0 Voting System

Office of the Secretary of State

March, 2016

This document provides procedures, including early voting procedures, for the operation of the Hart Verity 1.0 election system. The central count system includes Verity Build, Verity Central and Verity Count ballot production, scanning, ballot resolution and tabulation software. The precinct count systems includes the Verity Scan precinct tabulator and the TouchWriter accessible device.

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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 Verity Key authentication devices, Verity vDrive USB devices, ballot boxes, Verity Scan precinct voting devices and all aspects of the election system shall be secured at all times.

Access to ballots, election computers, security devices and all tabulation 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 manufacture's recommended logs and follow the procedures for securing the system recommended in the vendor's documentation.

Certified System, Software Versions and Equipment

Certification Test Report
Report Number HRT-3026-CTR-01
Template Rev 05-09, Doc Rev 02

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*Hart InterCivic
Verity 1.0
Certification Test Report*

Table 4 – Hart Verity 1.0 Software and Firmware

Manufacturer	Application(s)	Version
Verity Build	EMS software	1.0.3
Verity Central	High speed digital scanner software	1.0.3
Verity Count	Central count location accumulation and tallying software	1.0.3
Verity Scan	Digital scanner firmware	1.0.3
Verity Touch Writer	BMD firmware	1.0.3
Verity Device Microcontroller	Firmware for Verity Devices	V17

Table 5 – COTS Software for Workstations

Manufacturer	Application	Version	Verity Voting 1.0 Component
Operating system			
Microsoft	<i>Windows Embedded Standard with Service Pack 1, 64-bit</i> Configured for Verity Kiosk Operations	6.1.7601	Build, Central, Count
Supporting Software			
McAfee	Application Control Configured for Verity Kiosk	6.1.2	Build, Central, Count
Microsoft	.NET 4.x Framework Unmodified	4.0.30319 4.5.50709	Build, Central, Count
Microsoft	<i>SQL Server 2012</i> Unmodified	11.0.2100	Build, Central, Count
Microsoft	Visual Studio C++ 2005 redistributables Unmodified	8.0.56336	Build, Central, Count
Microsoft	Visual Studio C++ 2010 redistributables/runtime/shell Unmodified	10.0.40219	Build, Central, Count

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, resolving flagged ballots and reporting as specified and certified by the state.

Acceptance testing must include functionality testing of all equipment. Logic and accuracy testing of tabulators must also be performed and expected results verified. Make arrangements with your vendor in advance to provide an election definition, vDrives, test decks and additional ballots to perform acceptance testing before signing any acceptance documents and taking possession of the system.

Use the Manufacturer’s Procedure for Acceptance Testing in the [Service and Maintenance Operations Technical Reference Manual](#), page 81, as a guideline for specific county testing that assures all equipment and software are performing as specified before accepting the system.

Planning

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

Make a **data management plan** that details the movement of data through the entire process; from ballot creation, vDrive preparation, testing of all scanners and reporting unofficial election results on the county public website.

Make a **ballot management plan** and track the flow of paper ballots through the entire process; from design, printing and testing of all devices with actual election ballots, to absentee and polling place delivery, through the precinct and/or central count scanners to final secure storage.

Make a **tabulation plan** that includes testing and secure storage of vDrives required for logic and accuracy testing. Plan for transport and reading of vDrives for mail-in absentee and from early voting scanners. Design a roadmap of how Election Day vDrives securely move from the Verity Scan precinct tabulators to the Verity Count computer for ballot resolution and tabulation and finally to secure storage. Use the manufacturer's [vDrive Worksheet](#) as a template. Detail ballot resolution procedures and staff assignments.

Make a **documentation plan** that includes all required security logs, ballot transfer logs, vDrive logs and computer file logs. Retain all documentation as specified in Idaho Code [Idaho Code 34-217](#).

Training

Staff and poll worker training provided by the county are necessary before each election. Assemble county procedural manuals for staff and poll workers and document training. Keep these manuals available for review and updating as necessary.

It is the responsibility of the county to see 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 demonstration of proper marking of a ballot. 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.

See Vendor's [Secure Ballot Stock Specification](#).

Ballots and Ballot Stubs

At no time should a ballot number be recorded in the poll book or associated with an individual voter.

Hart Verity ballots must be produced with the vendor recommended security features, including a unique identifier, to prevent tabulation of duplicated ballots, unless the county prints a security watermark on the ballots that would identify and prevent tabulation of a duplicated ballot.

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.

Tracking vDrives

Print vDrive labels as recommended by the vendor. Plan to systematically library all vDrives used for testing and all Election Day vDrives. Use vendor logs as a guideline for tracking vDrives to and from all precinct units as well as absentee and early voting stations. Document both testing and Election Day vDrives as they progress from initial programming, through testing in precinct devices, to polling place assignment and transport, return to the Verity Count computer for tabulation, and finally to secure storage for required retention for 1 year.

See the [Vendor's vDrive Work Sheet](#).

Tracking Paper Ballots

Ballots sent to and returning from the polls shall be documented using tracking logs and poll book accounting procedures. All ballots must be accounted for after the polls close before return to the county on election night.

Ballots should be stored in labeled containers or ballot boxes by precinct to facilitate a re-count if required. In the event that ballots must be removed from the Verity Scan ballot box at the polls, the transfer must be in a secured container and documented with transfer forms.

Equipment Preparation

Follow the vendor's recommendations to prepare the Scan and TouchWriter for voting. See the Vendor's Election Preparation checklist in the [Support Procedures Guide](#), page 96.

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 with a marking pattern spreadsheet showing expected testing results.

Use the state marking pattern spreadsheet to generate a county spreadsheet which shows expected results for all positions for all races in all precincts.

Mark a "County Test Deck" for all precincts from actual election ballots following the marking pattern on the spreadsheet. Allocate time to prepare this deck as it can require a large number of ballots especially in a primary election with multiple party ballots.

Mix in ballots generated from ballot marking devices and ballot of demand printers (BOD) to ensure scanners are reading all types of ballots that will be used in the election.

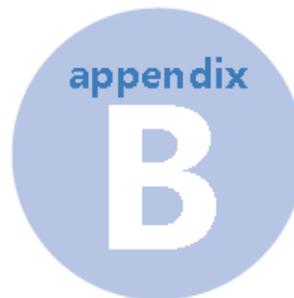
The County Test Deck is then used for logic and accuracy testing of all ballots, including write-ins, blank ballots and over voted ballots, all races and all possible marking positions. Document testing and store test vDrives and ballots securely.

Candidates and political parties and press, as well the general public, should be invited to attend public testing before all elections. The State Test Deck for one precinct may be used for public demonstrations.

Logic and Accuracy Testing

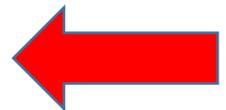
The vendor's [Administrator's Guide](#), Appendix B, page 372, details the manufacturer's recommended Logic and Accuracy procedure. Follow these recommendations for testing all components of the Hart Verity 1.0 system.

The Manufacturer's Recommended Logic and Accuracy Procedure:



The Logic and Accuracy Test

A Logic and Accuracy test (LAT or L&A) is a test of the tabulation software of a voting system. The LAT is designed to verify that, for the election being tested, a vote for any ballot option will tabulate as expected for that ballot option. A Logic and Accuracy test is not a test of device functionality or an acceptance test. State and local guidelines dictate the time frame for performing Logic and Accuracy Tests; however, Hart InterCivic recommends that a Logic and Accuracy Test is performed, at a minimum, before any ballot, in any form, goes to any voter, and that a Logic and Accuracy Test include votes cast on every type of device that will be used to capture cast vote records in the upcoming election (e.g., Verity Scan, Verity Central).



logic and accuracy testing: an overview

! IMPORTANT: All LAT recommendations and procedures presented here are superseded by your State election law, rule, and code.

A properly run LAT tests the logic of tabulation system-wide, and includes the following:

- Voting on devices that capture Cast Vote Records (e.g. Verity Scan), and scanning of paper ballots in Central (if applicable).

Note: *In accordance with Hart best practices, the Touch Writer is not a required component in an LAT, since it does not capture Cast Vote Records. Each jurisdiction must, of course, follow state and local guidelines.*

- Tabulating the votes in Count and comparing Count application reports to expected outcomes.

When conducting the LAT, consider the following:

- Perform the LAT with Test mode vDrives. Use the vDrive Planning Worksheet and remember to plan for an appropriate number of Test mode vDrives.
- Run the complete LAT from the same Verity Build database used for the Official election.
- In your election database software (e.g. Layout), create an Election Day Polling Place specifically for the LAT and assign all precincts to this polling place. Predefine your LAT device(s) with this Polling Place using Test Mode vDrive(s) created in Build.

appendix B: Logic and Accuracy Testing

Materials and supplies

- LAT Checklist
- LAT Log
- LAT labeled envelope
- Test mode vDrives created in Build (or provided by Hart)
 - 1 per Scan used in the LAT
 - 1 per Verity Central workstation used in the LAT
- Test deck of ballots printed from Verity Build (or provided by Hart) and marked according to State requirements
- Spare blank test ballots
- At least one Verity Scan (more as needed according to your LAT plan)
- Verity Central workstation and scanner (if applicable)
- Verity Count workstation

Hart recommended procedures for performing an LAT

Complete the following steps to perform an LAT. Follow state requirements governing the prior announcement and publication of the test date, time, and location.

Hand-count the Test Deck

Hand count the test deck of pre-voted paper ballots, taking overvotes and blanks into account. If you are a Hart Service Bureau customer, Hart will provide the pre-voted ballots. If creating your own test deck, you may wish to keep a spreadsheet or matrix of the votes marked in the test deck for each ballot option, according to your state requirements.

Prepare the Equipment

Note: *for instructions on predefining voting devices, see the Verity Support Procedures Guide.*

Predefine the Verity Scan. You must make sure each device being used in the LAT is predefined with your Election Day LAT Polling Place ID. You may use more than one Verity Scan in order to speed up the testing, but you do not need to test each Scan in an LAT. Each Scan *does* need to be tested if performing functionality testing (see the *Verity Support Procedures Guide* for functionality testing procedures). Again, all LAT procedures presented here are superseded by State election law, rule, and code.

appendix B: Logic and Accuracy Testing

Hart recommended procedures for performing an LAT, *continued*

Vote on the Scan using the test deck

Note: *for instructions on voting using the Verity Scan, see the Verity Polling Place Operations Guide.*

- 1 Print the Zero report on the Verity Scan.
- 2 Open polls on the Scan.
- 3 Scan the test deck using the Verity Scan.
- 4 Close polls on the Verity Scan.
- 5 (Optional) Print and save the Scan Tally report if you would like to check accuracy of the test against the expected results prior to tabulation in Count.

Note: *the Tally report will only be available if you have checked "Allow Tally" when configuring the election in Build (see page 111 of this guide).*

! IMPORTANT: In Build, if you set the device reporting detail for the Tally Report to "Summary", the report will contain only the totals for the device. If, however, you set reporting detail to "By precinct/split", a detailed report will print showing the results for all contests, by each precinct; this may take a very long time to print if you have many precincts. Therefore, if you chose "By precinct/split" in Build, you may wish to skip this step in the interest of time. See page 111 of this guide.

- 6 Remove the vDrive from Scan and take to the Count workstation for tabulation.

Hart recommended procedures for performing an LAT, *continued*

Process ballots in Verity Central

Note: For instructions on processing ballots using Verity Central, see page 143 of this guide.

- 1** On the Central workstation, insert a Test vDrive into the USB port.
- 2** Log into Verity and import the signed election from Build using the Manage application.
- 3** Log out of Manage and log in to Central.
- 4** Open the election in Central.
- 5** Create and open a task for LAT 1 (Task type: Test).
- 6** Scan the test deck in Central.
- 7** Resolve undervotes, overvotes, damaged contest and write-ins (if applicable), according to the test plan.
- 8** Write all ballots to vDrive.
- 9** Print and save a Configuration Report for later reference.
- 10** Remove vDrive and take to the Count workstation for tabulation.

appendix B: Logic and Accuracy Testing

Hart recommended procedures for performing an LAT, *continued*

Tabulate in Verity Count

Note: For instructions on tabulation using Verity Count, see page 239 of this guide.

- 1 On the Count workstation, import the signed election from Build using the Manage application, if you have not already done so.
- 2 Exit Manage and open Verity Central.
- 3 Open the election in Count.
- 4 Create and open a **Test** task for **LAT 1**.
- 5 Print and file a Zero Report.
- 6 Read in vDrives from the Verity Scan device(s) and Verity Central.
- 7 Tabulate the vDrives in Count.
- 8 Resolve write-ins in Count (if applicable).
- 9 Print and file a Cumulative Report, including overvotes, undervotes, and write-ins (if applicable).

Compare results

Compare the Cumulative Report from Count and the reports from Scan and Central against the expected results based on the test deck. The reports should match exactly the expected results from the test deck. If the results do not match, identify the discrepancy and reconcile or re-run the LAT.

The LAT Log

The LAT log includes a checklist of reports that should be printed and filed with the LAT materials and a place to record the pertinent LAT data and signatures of participants. Complete and file the LAT log and other paperwork in the LAT labeled envelope with the vDrives used for the LAT. In some states a second read of the LAT vDrives (sometimes referred to as the "LAT 2") is required before tabulating election results. If this is the case in your state, you will use the vDrives and reports you file from the first LAT to complete the LAT 2. For instructions on performing an LAT 2, see the next page.

End Manufacturer's Logic and Accuracy Procedure.

Early Voting

The county must submit a detailed security plan for approval for each election before offering the early voting option to voters. VDrives, ballots and ballot boxes must be secured at all times.

Early voting ballots are not to be tabulated until Election Day.

Verity Scan units should be programmed for "Early Voting" for all precincts. Suspend voting at the end of each day and only close the election on Election Day.

The Verity TouchWriter accessible precinct marking device should be programmed for "all precincts" and available for early voters that may have difficulty seeing or marking a ballot.

Follow the manufacturer's recommendations for suspending the polls each night and closing the polls and tabulating votes only on Election Day.

Manufacturer's Early Voting Procedure for Verity Scan:

See Verity [Polling Place Operations Guide](#), page 62, for screen shots and more detail.

Below are the Manufacturer's Procedure Charts from Verity [Polling Place Operations Technical Reference Manual](#), page 43.

4.3 Beginning of Day Procedures

4.3.1 Opening the Polls on the Scan

	Tasks
<input type="checkbox"/>	1. Press the green power button on the back of the Scan. Wait while the Scan powers up.
<input type="checkbox"/>	2. Tap in the Maintenance code using the keypad on the Enter Maintenance Code screen and tap Accept . Wait while the election loads.
<input type="checkbox"/>	3. Tap Print Zero Report . Check the Zero Report to verify the polling place and/or precincts. Leave the Zero Report on the Scan. It will be filed at the end of Opening Polls.
<input type="checkbox"/>	4. Write the Ballot Count total in the Reconciliation Log.
<input type="checkbox"/>	5. Verify that the time on the Scan is correct.
<input type="checkbox"/>	6. Tap Open the Polls .
<input type="checkbox"/>	7. Tap in the Open Polls code using the keypad and tap Accept . Wait while the Open Polls Report prints.
<input type="checkbox"/>	8. Tear off the reports and file in the appropriate envelope(s).
<input type="checkbox"/>	9. Scan displays the Insert Ballot screen. Scan is ready to scan ballots.

Suspend voting each day and close the election only on Election Day.

See Verity [Polling Place Operations Technical Reference Manual](#), page 48.

4.5 End of Day Procedures

4.5.1 Suspending Polls for Early Voting

	Tasks
<input type="checkbox"/>	1. Wait for all voters in the polling place to finish voting.
<input type="checkbox"/>	2. While the Insert Ballot screen is displayed, press the green Poll Worker button on the back of the Scan.
<input type="checkbox"/>	3. Tap Suspend the Polls .
<input type="checkbox"/>	4. Tap in the Suspend Polls code using the keypad and tap Accept .
<input type="checkbox"/>	5. Tap Yes, suspend the polls on the Confirmation Required screen. The Suspend Polls report prints. Leave this on the Scan to be filed with other end-of-day reports.
<input type="checkbox"/>	6. Write the Ballot Count total in the Reconciliation Log.
<input type="checkbox"/>	7. Tap Print Ballot Count to print the Ballot Count Report. Additional copies of the Ballot Count report can be printed.
<input type="checkbox"/>	8. Remove both reports and file them in the appropriate envelope(s).
<input type="checkbox"/>	9. Tap Print Ballot Count again. Leave this copy of the Ballot Count report on the Scan.
<input type="checkbox"/>	10. Check that you have all Election Day reports: <ul style="list-style-type: none">▪ Polls Open reports filed▪ Polls Suspended reports filed▪ Ballot Count report left on the Scan
<input type="checkbox"/>	11. Press the blue power button on the back of the Scan.
<input type="checkbox"/>	12. If this is the last day of Early Voting, disconnect and pack up all equipment.

4.3.2 Re-Opening Polls for Early Voting

	Tasks
<input type="checkbox"/>	1. Insert the power cord into the AC power brick.
<input type="checkbox"/>	2. Insert the round end of the power cord into the power port on the back of the Scan.
<input type="checkbox"/>	3. Plug the power cord into a power outlet.
<input type="checkbox"/>	4. Press the green power button on the back of the Scan. Wait while Scan powers up.

	Tasks
<input type="checkbox"/>	5. Tap the Maintenance code using the keypad on the Enter Maintenance Code screen and tap Accept . Wait while the election loads.
<input type="checkbox"/>	6. Tap Open the Polls .
<input type="checkbox"/>	7. Tap in the Open Polls code using the keypad and tap Accept . Wait while the Open Polls Report prints.
<input type="checkbox"/>	8. Write the Ballot Count total in the Reconciliation Log.
<input type="checkbox"/>	9. Tear off the reports and file in the appropriate envelope(s).
<input type="checkbox"/>	10. The Scan displays the Insert Ballot screen. The Scan is ready to scan ballots.

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4.5.2 Closing the Polls on Election Day

4.5.2.1 Check Local Procedures

At the close of polls, your jurisdiction will print a report detailing the total number of paper ballots cast. ~~In addition, the option to print an Unofficial Tally Report may be available, depending on local procedures.~~

~~Check local procedures to confirm whether an Unofficial Tally Report is to be printed or not, and then follow the appropriate section of this desk reference.~~

4.5.2.2 Option 1: Closing the Polls with Ballot Count Report

The Ballot Count Report includes only a summary of the total number of ballots cast per precinct. The report includes no unofficial totals. The Ballot Count Report can be printed on each of the Scan devices in the polling place after the close of polls.

	Tasks
<input type="checkbox"/>	1. Wait for all voters in the polling place to finish voting.
<input type="checkbox"/>	2. While the Insert Ballot screen is displayed, press the blue Poll Worker button on the back of the Scan.
<input type="checkbox"/>	3. Tap Close the polls .
<input type="checkbox"/>	4. Tap in the Close Polls code using the keypad and tap Accept .
<input type="checkbox"/>	5. Tap Yes, close the polls on the Confirmation Required screen. The Close Polls report prints. Leave this on the Scan to be filed with other end of day reports.
<input type="checkbox"/>	6. Write the Ballot Count total in the Reconciliation Log.
<input type="checkbox"/>	7. Tap Print Ballot Count to print the Ballot Count Report. Additional copies of the Ballot Count Report can be printed.
<input type="checkbox"/>	8. Tap Write-in Report .
<input type="checkbox"/>	9. File the reports in the appropriate envelope(s).
<input type="checkbox"/>	10. Tap Print Ballot Count again. Leave this copy of the Ballot Count report on the Scan.

	Tasks
<input type="checkbox"/>	11. Check that you have all Election Day reports: <ul style="list-style-type: none"> ▪ Polls Open reports filed ▪ Polls Closed reports filed ▪ Ballot Count report left on the Scan
<input type="checkbox"/>	12. Press the power button on the back of the Scan.

End Manufacturer’s Verity Scan Early Voting Procedure.

Manufacturer’s TouchWriter Early Voting Procedure:

See Verity [Polling Place Operations Technical Reference Manual](#), page 23.

3.3 Beginning of Day Procedures

3.3.1 Opening the Polls on the Touch Writer

	Steps
<input type="checkbox"/>	1. Press the power button on the ballot printer. Wait while it powers up.
<input type="checkbox"/>	2. Press the green power button on the Touch Writer. Wait while it powers up. The Power-On Self Test Report prints.
<input type="checkbox"/>	3. Tap in the maintenance code using the keypad on the Enter Maintenance Code screen and tap Accept . Wait while the election loads. This may take several minutes.
<input type="checkbox"/>	4. Tap Print Zero Report . Check the Zero Report to verify the polling place and/or precincts. Leave the Zero Report on the Touch Writer; it will be filed at the end of Opening Polls.
<input type="checkbox"/>	5. Write the Ballot Count total in the Reconciliation Log.
<input type="checkbox"/>	6. Verify that the time on the Touch Writer is correct.
<input type="checkbox"/>	7. Tap Open the Polls .
<input type="checkbox"/>	8. Tap in the Open Polls code using the keypad and tap Accept . Wait while the Open Polls Report prints.
<input type="checkbox"/>	9. Tear off the reports and file in the appropriate envelope.
<input type="checkbox"/>	10. The Touch Writer displays the Start Your Ballot screen or the Choose Your Language screen if more than one language is available.



When re-opening the polls during early voting, use the same process except step four. Do not print a Zero Report when re-opening the polls during early voting.

See Verity [Polling Place Operations Technical Reference Manual](#), page 29.

3.6 End of Day Procedures

3.6.1 Suspending Polls for Early Voting

	Steps
<input type="checkbox"/>	1. Wait for all voters in the polling place to finish voting.
<input type="checkbox"/>	2. Press the blue Poll Worker button on the back of the Touch Writer.
<input type="checkbox"/>	3. Tap in the Maintenance code using the keypad and tap Accept .
<input type="checkbox"/>	4. Tap Suspend Polls .
<input type="checkbox"/>	5. Tap in the Suspend Polls code using the keypad and tap Accept .
<input type="checkbox"/>	6. Tap Yes, suspend the polls on the Confirmation Required screen. The Suspend Polls report prints. Leave this on the Touch Writer to be filed with other end-of-day reports.
<input type="checkbox"/>	7. Write the Ballot Count total in the Reconciliation Log.
<input type="checkbox"/>	8. Tap Print Ballot Count to print the Ballot Count Report. Additional copies of the Ballot Count report may be printed if necessary or desired.
<input type="checkbox"/>	9. File the reports in the appropriate envelope(s).
<input type="checkbox"/>	10. Tap Print Ballot Count again. Leave this copy of the Ballot Count report on the Touch Writer.
<input type="checkbox"/>	11. Check that you have all Election Day reports: <ul style="list-style-type: none"> ▪ Polls Open reports filed ▪ Polls Suspended reports filed ▪ Ballot Count report left on the Touch Writer
<input type="checkbox"/>	12. Press the green power button on the rear of the Touch Writer.
<input type="checkbox"/>	13. If this is the last day of Early Voting, disconnect and pack up all equipment.

Election Day

Opening the Polls on the Scan

Show the first voter that both the emergency ballot drawer and ballot box are empty. Replace the Emergency Ballot Bag and close the ballot box. Lock and seal the ballot box. Record the seal numbers in the log. The Chief Judge will securely store the key. Print the **Zero Tape Report** and verify the ballot is correct for the polling place. Tear off the Polls Open/Zero Tape Report, sign it and store in the election envelop.

See [Verity Polling Place Operations Technical Reference Manual](#), page 43.

Opening the Polls on the TouchWriter

See [Verity Polling Place Operations Technical Reference Manual](#), page 23.

Closing the Polls on the Scan

Follow the state procedures for closing the polls and ballot accounting in the Election Record and Poll Book.

See [Verity Polling Place Operations Technical Reference Manual](#), page 49.

Do not remove the vDrive from the Scan. Close, lock and remove the Scan from the ballot box for transport to the county. Transport the Scan unit with the vDrive locked and sealed inside, to the county as directed by the county clerk for processing. The Scan will be unlocked, the seal will be removed from the vDrive compartment and the vDrive will be removed from the scan and logged in for tabulation.

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.

Closing the Polls on the TouchWriter

See Verity [Polling Place Operations Technical Reference Manual](#), page 29.

Transport the TouchWriter to the county as directed by the county clerk.

Tabulation

Resolution Procedure for Flagged Ballots

See the Review Tab, Chapter 4, in the Central software section of the [Manufacturer's Administrator's Guide](#), page 186.



review

the review tab



Under the **Review** tab, you will review ballot images, manage ballot filters, resolve ballots and contests, and review and manage write-in choices. You can also export ballot images singly or in bulk. The following menus are available in the Review tab:

- **Review Images:** filter scanned ballots by criteria, view ballots, and resolve ballots.
- **Write-in Candidates:** define certified write-in candidates for the election.

In order to resolve blank ballots and other marking issues, it is necessary to review ballots in the Central software. Scan absentee ballots, early voting ballots and Election Day ballots, if applicable, and read all vDrives into the Count software. Follow the manufacturer's procedure for resolving apparently blank ballots, over votes, undervotes, and ballots with stray marks.

Ballots with write-ins may be resolved at this stage or in the final tabulation stage in the Count software depending on county workflow and personnel. Consult with the manufacturer to determine the best practice for the county.

Four people should work at each resolution station and members of different parties and/or proponents/opponents of ballot measures should be included. If members of this resolution board cannot agree on the resolution of any race, no vote shall be counted for that race. Refer to the Secretary of State's "Definition of a Vote" for guidance below. After all ballots have been resolved, with the possible exception of write-ins at this stage, read the cast vote records into the Count computer for tabulation and reporting.

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 ballots, see the Paper Ballot Procedural Manual for approved procedures also available on the [Clerk's Resource Website](#).

Post-Tabulation

Archive each election following the manufacturer's recommended procedure in the [Verity Central Technical Reference Manual](#), page 53.

Store ballots by precinct in case of a re-count. Store vDrives for 1 year. Retain all election records as specified in [Idaho Code 34-271](#).

Verity 1.0 Online Resources

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

[Administrator's Guide](#)

[Operational Guide](#)

[Polling Place Operations Guide](#)

[Polling Place Operations Technical Reference Manual](#)

[Secure Ballot Stock Specification](#)

[Service and Maintenance Operations Technical Reference Manual](#)

[Support Procedures Guide](#)

[Troubleshooting Field Guide](#)

[Verity Central Technical Reference Manual](#)

[VDrive Worksheet](#)