Polling Place Setup Coding Form

Ward: _____ Precinct: _____

Researcher: _______________

Personnel

How many poll workers, total, were working the precinct? ______

Were there people from political campaigns near/outside the polling place? Yes No

Were there polling place observers in the polling place? Yes No

About the polling place

What kind of building is the polling place in?

Are there signs identifying the polling place outside the building?

What is the path from the street to the polling place?

Is the accessible entrance easy to find or clearly marked? Yes No

(If there is more than one precinct at a polling place) Is there someone at the entrance helping to
direct people to the correct precinct? Yes No

When there is a problem at the check-in table (e.g., registration not found on the voter list), is it
resolved by the voter getting out of line to resolve it, thus allowing other people to check-in, or
does the voter stay in line, causing the line to be held up?

Out of line Stays in line Didn’t observe
Specific for Voting Technology Class

1. Make notes about the following questions:
   a. How do voters identify themselves?
   b. Are voters offered privacy sleeves? Do they take them or ask for them?
   c. Do voters feed their ballots into the scanner, or do the poll workers?
   d. What happens when a voter has a problem feeding in a ballot?
   e. What happens when a voter has a problem with registration?
   f. How well do the poll workers function as a team?
   g. How certain are poll workers when an exception comes up?
   h. Who are the poll workers (as best you can tell)?
   i. What do the poll workers do when there aren’t voters around?
   j. Is there a social hierarchy, or other structure, that is obvious?
   k. If there is more than one precinct in a polling place, what is the relationship between the two precincts?
   l. Did anything unexpected happen?
   m. Were there any problems with the scanners (e.g., jams)? When problems arose, how were they handled?
   n. Did the poll workers make reference to manuals or checklists while doing their jobs?
   o. How are the ballots handled and secured?
   p.

2. If you do have an opportunity to talk with poll workers, ask them …
   a. How did they decide to work the polls?
   b. How often have they worked?
   c. What sort of training does it take to do the job?
   d. Is there anything new about this election (asked of experienced workers).
   e. Did anything unusual or different happen during the day before you arrived?
Use this space to sketch the layout of this precinct. If there are multiple precincts in the polling place, not the location of the other precincts, but don’t sketch them out in detail.

Use the following symbols to note the following:

- **C**: Location of the poll book where people check-in
- **V**: Location of each place where a voter can mark a ballot
- **S**: Location of the scanner
- **X**: Location of the poll book where people check-out
- **O**: Location of each poll worker at the end of the observation period.