

Connecticut Post-Election Audit Observation, November 2008

1. Identification, Location, Start

Note: Please answer each question, answering N/A or 'unobserved' if appropriate. On paper forms it is OK to write outside of or beyond the lines. NOTE: Observation problems or questions: Call L. Weeks at (860) 918-2115.

1. Identification

First Name	<input type="text"/>
Last Name	<input type="text"/>
Best Phone Number	<input type="text"/>
Observation Date	<input type="text"/>
Other Coalition Observers	<input type="text"/>
Town Observed	<input type="text"/>
On-Site Audit Supervisor	<input type="text"/>

2. Start Times

	HH	MM	AM/PM
Scheduled Start of Today's Audit	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time You Arrived	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual Start of Today's Audit	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. # Non-Coalition observers present: If known, who did they represent? (Parties? Candidates?)

4. Total number of Individuals On-site

Town Elections Officials	<input type="text"/>
Public (Including Observers)	<input type="text"/>
Media	<input type="text"/>
Others	<input type="text"/>

5. What was Audited?

List races audited	<input type="text"/>
List districts audited	<input type="text"/>

6. Transparency (Part I)

	Yes	No	Unsure
Was there enough room for everyone to observe everything?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Were any observers turned away?	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments or notes

Connecticut Post-Election Audit Observation, November 2008

2. Opening, Orientation, Additinal Comments

Note: Ballot containers should be secured with numbered seals, and the seals should be recorded each time they are removed or replaced. Record seal numbers for the ballot containers handled during the audit below.

7. Opening Chain of Custody & Ballot Transport

	Yes	No	Unobserved
Were the ballots delivered to the site by at least two individuals?	jn	jn	jn
Were the ballots under the observation of at least two individuals at all times during the observation?	jn	jn	jn
Were you permitted to observe that ballot container seals were not tampered with?	jn	jn	jn
Were the ballot container seals intact?	jn	jn	jn
Were you able to see the seals and the seal numbers on the Moderator's Return?	jn	jn	jn

Please explain any No answers above:

8. Ballot Container Seal Numbers:

List seal numbers on Moderator's Return

List seal numbers broken today to open containers

9. Training and Orientation

	Yes	No	Unobserved
Did the supervisor clarify procedures for everyone before beginning to count ballots?	jn	jn	jn
Did the supervisor review the state audit procedures with the counting team?	jn	jn	jn
Did supervisor review counting procedures and methods to use with the counting team?	jn	jn	jn

Use this space if further explanation is needed

10. Please describe the room layout and counting team arrangements

Connecticut Post-Election Audit Observation, November 2008

3. Observing And Verifying The Counting

NOTE: Please answer questions #10 through #15 based on what could have been observed even if you were not able to actually observe everything yourself.

11. Observing Hash Mark Counting Method

Yes No Unobserved N/A

Did a second official observe that each vote was read accurately? jn jn jn jn

Did a second official observe that each hash mark was recorded accurately? jn jn jn jn

Were you permitted and able to see that each vote was read accurately? jn jn jn jn

Were you permitted and able to see that each hash mark was recorded accurately? jn jn jn jn

Please explain any No answers:

12. Observing Stacks/Piles Counting Method

Yes No Unobserved N/A

Was the vote counting process such that two election officials did verify each vote was counted as marked? jn jn jn jn

Were the stacks of ballots counted such that two election officials verified that each stack was counted accurately? jn jn jn jn

Were you permitted and able to see that each vote was placed in a correct stack? jn jn jn jn

Were you permitted and able to see that the count of ballots in piles was accurate? jn jn jn jn

Please explain any No answers:

13. Counting Procedures

Yes No Unobserved N/A

Did elections officials count ballots prior to and separately from counting the votes for races? jn jn jn jn

Did elections officials find a match between machine counts and manual counts the first time they tried? jn jn jn jn

Did elections officials resolve mismatched counts by simply counting again? jn jn jn jn

Did elections officials resolve mismatched counts by changing counting teams? jn jn jn jn

Did elections officials resolve mismatched counts by reviewing and comparing with machine tape or Moderator's Return counts? jn jn jn jn

Did elections officials resolve mismatched counts by the end of the audit? jn jn jn jn

Did elections officials record counts, including unresolved discrepancies if any, on official forms by the end of the audit? jn jn jn jn

Were you able to observe counting and totaling procedures closely enough to observe numbers and confirm counts reported? jn jn jn jn

Use this space if further explanation is needed

Connecticut Post-Election Audit Observation, November 2008

14. "Questionable" Ballots That Might Not Have Been Read Correctly By The Machine

	Yes	No	Unobserved
Were ballots identified as ballots that might not have been read correctly by the machine reviewed and officially ruled upon during or before the counting process (and not selected based on results of the vote counts for each race)?	jn	jn	jn
Were such ballots ruled upon race by race for reporting as questionable in the Audit Report?	jn	jn	jn
Were votes on such ballots ruled upon prior to the counting of votes for each race? And counts not adjusted based on results of the total count for each race?	jn	jn	jn

Please explain any No answers:

15. Blind Counting

	Yes	No	Unobserved	N/A
Were counting teams kept unaware of (blind to) official results and tabulator tape counts until the end of the audit?	jn	jn	jn	jn
If machine counts and manual counts did not match, were counting teams kept unaware of (blind to) official results, tabulator tape counts, and the difference between machine counts and manual counts, as they performed additional work to reconcile the differences?	jn	jn	jn	jn

Please explain any No answers:

16. Transparency

	Yes	No	Unobserved	N/A
Were you able to confirm that the number of ballots was counted accurately?	jn	jn	jn	jn
Were you able to confirm that the number of votes on the ballots was counted correctly?	jn	jn	jn	jn
Were you able to confirm the counts from multiple teams were correctly totaled?	jn	jn	jn	jn
Did officials maintain good order and prevent interference during the audit process?	jn	jn	jn	jn

Please explain any No answers:

17. Election Officials and Counting Teams

Number of Counting Teams	<input type="text"/>
Number of Individuals on Smallest Counting Team	<input type="text"/>
Total Number of Counting Team Personnel	<input type="text"/>
Total Number of Supervising Personnel	<input type="text"/>

Connecticut Post-Election Audit Observation, November 2008

4. Completing the Observation and Verification

18. Confirming Machine Counts Used in the Audit

	Yes	No	Unobserved
Could you confirm identifying information - such as serial number, date and time - on the signed optical scanner tape(s) printed at the end of election-day?	jn	jn	jn
Could you confirm vote counts of the race(s) being audited, from the signed optical scanner tape(s) printed at the end of election-day?	jn	jn	jn

Please explain any No answers:

19. Closing Chain of Custody

	Yes	No	Unobserved	N/A
Could you confirm that ballots were returned to their proper containers?	jn	jn	jn	jn
Were the ballot containers resealed?	jn	jn	jn	jn
Were seal numbers recorded correctly on forms?	jn	jn	jn	jn
Did all the seal numbers match?	jn	jn	jn	jn

Please explain any answers.

20. List Seal Numbers on Containers Resealed Today

REMEMBER: Please copy the completed Secretary of the State's report forms to your form, or ask for and obtain a copy from the Audit Supervisor before leaving the Audit.

21. Official Forms

	Yes	No	N/A
Could you see and copy the official forms?	jn	jn	jn
Were the vote counts from the tapes accurately recorded on the Secretary of the State's report forms?	jn	jn	jn
Were the hand counts determined by the counting teams in the audit accurately recorded on the Secretary of the State's report forms?	jn	jn	jn
Were copies of the Secretary of the State's report forms made available to the public immediately (within 15 minutes of the end of the audit)?	jn	jn	jn

Please explain No or N/A answers:

22. Completion

Time Today's Audit Ended: HH : MM AM/PM

5. Overall Observations

23. Overall Concerns

	Yes	No	Unobserved
Do you have any concerns over the way the room was laid out?	jn	jn	jn
Do you have any concerns that the auditing was not well-organized?	jn	jn	jn
Do you have any concerns with the integrity of the counting and totaling process?	jn	jn	jn
Do you have any concerns that the manual count was inaccurate?	jn	jn	jn
Do you have any concerns that the officially reported information is inaccurate?	jn	jn	jn
Do you have any concerns with the transparency/observability of the process?	jn	jn	jn
Do you have any concerns with the chain-of-custody?	jn	jn	jn

Please explain any Yes answers:

24. Additional Comments - Entire Survey - Where applicable, please reference question number.

Connecticut Post-Election Audit Observation, November 2008

6. Interview Of On-Site Supervisor(s)

Note: Ask to talk to/interview the on-site supervisor at a convenient time. Answering all the questions on this form is optional, however, it will help us understand the election officials views and challenges with the process. It is fine to share this form with them.

25. Notification and Ballot Storage

When and where were the counting session dates and times determined?

Was the Secretary of the State's Office notified, and if so, when?

How was the public notified of the date, time and place of the counting session?

Where were the ballots stored after the election?

Who has access to the ballot storage area?

How is the ballot storage area secured?

26. Security Protocol

	Yes	No	Not Answered
Is a 2-person protocol, where ballots are never in the custody of less than two responsible officials during transport, part of your security protocol?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Explain if answered No.

27. Election Events

	Yes	No	Not Answered
Were there any ballot related problems on election day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were there optical scanner related problems on election day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were there any memory card problems during pre-election testing or on election day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were there any other significant events, actions, or occurrences before during or after the election that could affect integrity or where procedures could not be or were not followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please explain any Yes answers:

28. Does the On Site Supervisor have any suggestions to improve the audit or observation processes or any other comments?

Connecticut Post-Election Audit Observation, November 2008

7. Observer Feedback To Coalition

OBSERVER FEEDBACK TO THE COALITION

29. Please indicate the extent you agree or disagree with each statement, where

SA = Strongly Agree, BA = Agree,

N = Neither Agree nor Disagree, D = Disagree, SD = Strongly Disagree

	SA	A	N	D	SD
Overall, the observation program will help improve the audit process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I believe that the observation program was effective in explaining what was required of me and other observers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The observation forms were easy to understand and complete. (Note: This refers to the Observer Report Forms not the Secretary of the State's procedures and forms.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

30. The best thing about this program is...

31. The one thing that would make the program better is...

PLEASE COMPLETE ANY NOTES AND SUBMIT TO THE COALITION
WITHIN 24 HOURS OF THE COMPLETION OF THE OBSERVATION:

Either:

1) Mail the Secretary of the State's report form copies and the Observer Report to:

Audit Coalition c/o L. Weeks

334 Hollister Way West

Glastonbury, CT 06033

Or better still:

2) Mail the Secretary of the State's report forms

and fill Observer Report online at the special link emailed to you.