

## VOTING EQUIPMENT INCIDENT REPORT

Date/time of occurrence: \_\_\_\_\_ Incident #: \_\_\_\_\_

Polling place (or other location) \_\_\_\_\_ Precinct # \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Equipment involved (including Serial Number): \_\_\_\_\_

Report Completed by (name and telephone): \_\_\_\_\_

Field Inspector/Rover     Voter     Poll worker     Other: \_\_\_\_\_

Voter name & telephone (if applicable): \_\_\_\_\_

Name/telephone of others who observed incident: \_\_\_\_\_

### Incident Description

1. Type of problem:

- Loss of power due to any cause
- Equipment frozen or otherwise non-operational (*describe below*)
- Ballot jammed (not including misfeeds easily corrected by reinsertion of ballot)
- Printer jammed
- Printer out of paper
- Incorrect ballot or contests displayed
- Vote not recorded properly
- Audio not functioning
- Physical access issue
- One or more security seals compromised (*identify seal numbers below*)
- Other (*describe in detail below*)

2. Detailed description of problem/symptom: \_\_\_\_\_

3. Describe actions leading up to the incident (*e.g., voter inserted activation card to start voting, voter inserted ballot into scanner upside down, poll worker hit key to issue activation card, etc*)

4. Error message or code displayed (in any): \_\_\_\_\_

5. Ballot number displayed on equipment public counter (if applicable): \_\_\_\_\_

**Action Taken**

6. Was problem observed/confirmed? Yes No By Whom: \_\_\_\_\_

7. Was elections office Notified? Yes No

If yes, date/time: \_\_\_\_\_ Who was contacted: \_\_\_\_\_

Instructions they provided: \_\_\_\_\_

\_\_\_\_\_

8. Identify actions taken to resolve the problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Was equipment removed from service immediately? Yes No

10. Was equipment replaced? Yes No If yes, complete below:

Time	Failed Unit Serial #	New Unit replacement Serial #

**RECORD OF SECURITY SEALS**

<i>Device/Location</i>	<i>Failed Equipment</i>	<i>Replacement Equipment</i>

11. Other information about incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_