

**New York State
Board of Elections**

**Non-Technical Guide
Describing Standards for
Poll Site Accessibility**

NON-TECHNICAL GUIDE DESCRIBING STANDARDS FOR POLL SITE ACCESSIBILITY

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GENERAL GUIDELINES ON POLLWORKER TRAINING AND VOTER EDUCATION

The State Board of Elections has developed these general guidelines on pollworker training and voter education for use by County Boards to implement education programs on the proper use of new voting systems, including ballot marking devices.

- Pollworker training and voter education programs will be conducted by County Boards, in consultation with and with the assistance of State Board staff.
- The State Board will work to ensure that programs continue as necessary to ensure the smooth functioning of the election process.
- In developing these guidelines, the State Board considered, among other things, pollworker recruitment and training, voter education classes, the use of direct mail, public service announcements on television and radio, print media – daily and weekly papers, and local community public appearances and events.

A web-based **Training and Voter Outreach Resource Library** for county produced materials will be established by the State Board which will be accessible to County Boards. This library will serve as a tool for county boards to disseminate or research best practices in poll worker training, voter outreach services and other related activities.

These guidelines present tips, reminders and practical recommendations and are intended to help bolster public confidence in the election process by providing guidance to election administrators on methods for keeping the process secure while ensuring that every eligible voter can cast a vote and have that vote counted.

I. Issues and Shared Practices in Developing Education Programsⁱ

A. Pre-Election Management

- Ten Election Tips
- Introducing New Voting Systems

1. Ten Election Tips

1.1 Develop Strategic Plans and Checklists

As you deal with the daily challenges that come in an election year, it's easy to lose track of what needs to happen in order to meet key pre-election deadlines. Develop a "pre-election checklist" and operations calendar, as well as task-specific checklists. Meet regularly with staff to go through checklists. Conduct a pre-election strategy session with staff, vendor and selected pollworkers, and hold weekly status meetings.

Examples

The Election Center has developed a series of checklists on a variety of election topics. Completed checklists include a “Voting Systems Checklist” and an “Accessibility Preparations Checklist”. By going to the following link, <http://www.electioncenter.org/electionresources.html>, you may review copies for use in your county programs or use these samples to develop your own checklists.

1.2 Build Partnerships with Stakeholders

Strengthening relationships with elected officials, the community and voters will make the election run more smoothly and may help gain you public support. Solicit support from local government leaders and establishing an elections steering committee to create channels of communication. Conduct pre-election briefings with media, candidates, political leaders and community organizations. Conduct training programs for the media, candidates, political leaders, pollwatchers, community organizations, and the public. Prepare, update and disseminate regular status reports.

1.3 Focus Early on Pollworker Recruitment and Training

Recruiting, managing, training and retaining pollworkers is difficult enough without the additional challenges posed by implementing new requirements. Many jurisdictions are working to recruit more pollworkers for the upcoming elections. Develop a recruitment plan and timeline for public service announcements, interagency solicitations, and, if money allows, paid media advertising.

Consider hiring professional recruiters and trainers. Develop a training schedule and system for managing new and experienced pollworkers. Some new components to include in pollworker training programs are: awareness training for serving voters with disabilities, ensuring poll workers know how to assist voters with the ballot marking device, security and contingency plans in the event of voting system failures.

Example

Create a ‘Making Voting Popular’ program to help recruit Election Day workers through a number of objectives:

- To educate the voting public about the voting process.
- To create opportunities for individuals and organizations to commit to and meet civic responsibilities of inspectors.
- To create channels of communication that can be used for other election related outreach programs.

1.4 Identify and Recruit Accessible, Reliable, Well-equipped Polling Places

Develop a strategy and timeline for reaching out to most likely polling place hosts such as public schools, churches, and community centers. Involve community

organizations and interest groups representing voters with disabilities in the search for new polling places. Using the guide starting on page 25 created by the Catskill Center for Independence (CCFI) and the Center for Independence of the Disabled, NY (CIDNY), along with the DOJ checklist, complete a written survey for each potential site you visit. Ensure commitment in writing from each polling place host. After you conduct your polling place location survey, produce sample layouts, dimensions, and equipment/materials placement for your pollworkers. This site specific template should also include instructions for the placement of signage and for making sure pathways remain free of obstructions throughout the day.

As you conduct the survey, keep in mind that polling places should be accessible, comfortable, sizable, visible, technology-friendly, and reliable.

1.5 Develop Communication Plans

Educating all stakeholders – and most importantly, the voters – on the Election process will help strengthen your relationships with key constituencies.

Obtain Professional Support: County Boards may consider obtaining the services of a professional advertisement firm to create an advertisement campaign to educate the public on new voting systems. Some areas of consideration include:

- Advertisement available in multiple languages.
- Publicity efforts using: Television; Radio; Video(s); CDs and other electronic transmission systems like MP3 or digitized videos.

Outreach to Voters. Train outreach organizers to assist voters in the proper use of new voting systems to ensure that their vote is counted and to thoroughly understand new voting procedures. Update your website to include information that voters need to participate effectively in the voting process, including voting system-specific instruction materials, instructions on casting votes using your new voting system, sample ballots, polling place look-up, and accessibility status of polling places. Also, provide information on absentee voting procedures in your county.

Outreach/Education of Media. Educate media on what to expect during the election process including Election Night. Give them a timeline for results on Election Night, plans for supplemental counts of absentee ballots and affidavit ballots, as well as final certification of results. Explain the significance of each component, for example, who casts affidavit ballots and the process of verifying the eligibility of those voters. Make sure the media understand the difference between unofficial and official results.

Outreach/education of community organizations. Actively solicit engagement in the election process from stakeholders, including political parties, candidates and public interest and advocacy organizations.

Example

Invite community leaders, community-based organizations (CBO's), disabled community advocates, political party representatives, and other interested individuals to attend Community Voter Outreach Committee (CVOC) meetings that you establish. Such committees have been effective in creating a partnership between the County and CBO's, toward maximizing voter outreach and education efforts, providing better services to all voters, and providing feedback on important election issues such as affidavit ballot design, and voting system and legislative changes and challenges.

1.6 Prepare Back-up and Emergency Plans

Conduct an analysis of the election process and points in the process where things are most likely to go wrong – a risk analysis – and develop a plan for dealing with worst-case scenarios. For example, could you conduct the election if you were denied access to your central office? Prepare contingency plans for disaster, which might come in the form of, for example, technology failure, delay in election returns, natural disasters impacting polling place set up, voting or return of results, security/back-up of all computer systems, pollworker shortages, among others.

Example

Develop checklists on who to notify of an emergency, what constitutes an emergency, recovery plans for pollworkers and guidelines for rescheduling an election, etc.

1.7 Develop a Budget and Procurement Plan

With new requirements and new voting equipment, come new and sometimes unexpected costs. Establish budget priorities. Work well in advance with your local budget officers and local legislative leadership so that they understand trends and needs. Make sure the procurement process is open to public scrutiny and abides by state and county or municipal guidelines. Build in plenty of time for procurement – and have back-up plans in the event that certain deadlines for printing, mailing, equipment or supply delivery are not met.

Review and submit training, voter education and poll site accessibility funding plans to the State Board to access funding sources for services and expenses related to: poll worker training; voter education; and, to improve access to polling places, improving voter outreach to voters with disabilities, training of election officials and volunteers on accessibility issues.

1.8 Hire a Usability Consultant

Creating more legible polling place signs, reader-friendly voter guides, clear voting instructions, and user-friendly, accessible websites will make it easier for voters to participate, reduce voter errors and build good will on the part of the voting public. Usability consultants can help identify where such improvements can be made. Usability consultants are professionals who specialize in making forms and

computer interfaces easier to use; they can help to make instructions more voter-friendly.

The Election Assistance Commission provides access to multiple resources regarding accessibility throughout all aspects of the voting process. These can be found and downloaded at the Commission's web site, <http://www.eac.gov>, and include

- Election Management Guidelines: Accessibility
- Quick Start Guide: Accessibility

1.9 Review the Legal Environment

Review the laws as they pertain to that particular election. Ensure that all stakeholders have been educated about the applicable rules and laws prior to the election. Update your county contact sheets with the appropriate judicial duty assignments and make sure that appropriate staff can route calls appropriately.

1.10 Review Documentation to Ensure Accountability/Transparency of Election Processes

In every election, sound documentation of all election processes – from voter registration list maintenance to ballot definition to the compiling of results on Election Night -- can help reassure the public that the election was conducted fairly and accurately. Remember that the objective of documenting election processes is, in part at least, to be able to recreate events after the Election in the event that questions arise.

- Keep copies of everything, good and bad: all documentation from tests, all copies of proofs from vendors, all submissions from candidates, etc. Review all materials in bipartisan teams, initialing and dating materials and completed milestones. You can determine after the election what can be thrown out and what should be retained according to legal retention standards and your own common sense.
- Documentation could include information about the experiences of users with disabilities; the operation of voting systems, the effectiveness of polling places accommodations; the reaction by voters, community leaders and media to outreach efforts and the effectiveness of strategic planning that was inclusive of the needs of all stakeholders, including those with disabilities.

2. Introducing New Voting Systems

Develop a plan to analyze, select, purchase, use and maintain electronic voting equipment, with a particular focus on new requirements with voting procedures including the security issues related to electronic voting equipment.

1. Communicate and consult with colleagues who have made this transition recently or who are using the same system. If your budget and time allows, travel to a jurisdiction served by your vendor or voting system to observe an election, borrow training materials, and consult with staff on lessons learned.

Example

Obtain valuable information on rating and selecting a vendor; on key warehouse storage, layout and electrical needs; sample acceptance testing procedures; sample voting machine diagnostics; suggested guidelines for logic and accuracy testing; tips for Election Day troubleshooting and a sample audit tracking mechanism.

2. Conduct voter and media outreach. Develop brochures and provide them in alternative formats such as large print, Braille and audio. Set up self-help voting areas or kiosks at city and town halls, libraries, etc. Prepare demonstrations for community organizations, with an emphasis on outreach to organizations serving senior citizens and people with disabilities. Educate everyone about the BMD because people without obvious disabilities may benefit from the BMD. Make sure that senior citizens know how to use the feature of the BMD that enlarges the font size. Prepare materials for media outreach and conduct pre-election briefings.

Example

A successful implementation of a new voting system with a myriad of voter outreach and education services included: conducting over 600 speaking/demonstration events in one year, demonstrating the system at large community venues, a mall tour of the voting system performed by a community-based organization, full color display features in the local print media and numerous smaller events throughout the community. Work with any local Speaker's Bureau programs to conduct outreach. Require that such speakers participate in the County's training program, which covers information on the basic operations of elections as well as the setup and use of the new voting system.

3. Develop a change management plan. Election officials who have made the transition to electronic voting systems advise quadrupling the amount of time allotted to test every piece of new equipment before it is deployed. Assess the new polling place requirements and ensure all polling places meet them. Some polling places may have to be reconfigured – make sure poll workers understand the reason for changing polling place layout. Consider how the new equipment will affect supply delivery schedules. Consider how you will secure voting equipment after it is delivered.
4. Provide extensive hands-on training for pollworkers. Train pollworkers on the appropriate approach in assisting voters who will not be familiar with the equipment, particularly those voters with disabilities. Make sure every poll

worker practices marking ballots using the BMD accessories so they will be confident assisting a variety of voters with disabilities on the BMD.

Example

“Practice Makes Perfect” Hands-On Voting Machine Training for Election Workers, where pollworkers can drop by your training sites by appointment or at their convenience to practice opening and closing the voting machines, clearing paper jams, and get additional hands-on experience with voting equipment.

5. Establish a clear understanding between you and your vendor(s) regarding the level of support you expect. For example, specify the number of vendor staff who will be available to you before the election, on Election Day and in the post-election period. Specify who will be responsible for training staff on programming the equipment and pollworkers on setting up and operating the new systems.
6. Review records retention policy to determine if policy or records will change because of new technology.
7. Keep track of all costs, especially hidden or unanticipated costs, such as upgrading storage facilities to accommodate new voting systems or whether there will be any additional delivery systems.
8. Conduct a post-election debriefing with your pollworkers and stakeholders.
9. Recycle used voting supplies, booths, and provide election supply containers. Many are readily available and in good condition from counties that have changed to other systems. Consider election publications such as Election Administration Reports to announce that you are seeking supplies or have supplies for sale.

3. Voting System Vendor Management and Contract Issues

3.1 Timing

Vendors should provide training materials to election officials at an early stage so that you can adequately train internal staff and prepare pollworker training materials. Vendors should highlight accessibility features in the machines. Establish timelines for equipment delivery, ballot printing, delivery and testing, etc. Develop a plan or schedule that is contingent on deliverables and milestones.

3.2 Communication and Security Checks

Start or join a users group that is user-driven. Election officials should share post-election summary of issues with each other for mutual education, and to help identify solution to problems.

3.3 Vendor Responsibility

Ask your vendor to supply you with the qualifications, experience and number of personnel you will have available pre-election, on Election Day and post-election? You may wish to get the names of the project staff and especially the name and background of the project manager.

How can you become more independent from your vendor?

Develop other resources such as colleagues, user groups, independent technology consultants, and technology professionals working for local or state government agencies, technology professionals teaching at universities. You will want to develop in-house programming and technology expertise.

B. Voter Outreach

- Five Tips on Reducing Voter Error
- Five Considerations for Accommodating Voters with Disabilities
- Five Considerations for Accommodating Voters with Limited English Proficiency

1. Five Tips on Reducing Voter Error

1.1 Provide a Demonstration Unit or Video

Provide a demonstration unit (preferably one that is fully accessible) or, as an alternative, a continuous-running demonstration video, at every voting site and encourage every voter to try it. If possible, use video that is also accessible to deaf and blind voters. A resource for making the video accessible is National Center for Accessible Media (NCAM) website at <http://ncam.wgbh.org/>.

1.2 Illustrations Will Make Voting Instructions Much More Effective

Illustrations will make voting instructions much more effective. Remember that most people are visual. Keep instructional wording short, simple and focused on avoiding common voter errors.

Example

The Cook County, Illinois, Clerk's office has redesigned its ballot pages, polling place signs and instructions, election judge manual, and envelopes and forms to make them easier to read and more intuitive for voters and pollworkers. Cook County employs recent graduates of the University of Illinois-Chicago to provide more graphics and step-by-step diagrams to help polling places run more smoothly. Information about this program, can be found at the Design for Democracy link: <http://www.designfordemocracy.org/>

1.3 Conduct Focus Groups

Conduct focus groups to test how clear and effective your voting instructions are. These focus groups need not be sophisticated – ask college classes, family

members, members of the public or community, city or county employees, disability and advocacy organizations, etc. to read and follow the instructions. Focus groups may be as simple as requesting verbal feedback or asking participants to fill out a survey or a more extensive approach such as providing varying layouts of voting instructions to dozens of participants and asking participants to attempt to implement the instructions.

1.4 Survey Voters on their Polling Place Experience

Survey voters on their polling place experience. Work with disability organizations to survey voters with disabilities.

1.5 Encourage Community Organizations to Assist in Spot-checking

Encourage community organizations to assist in spot-checking aspects of the elections that occur off-site, such as voter outreach and materials and polling place operations, the availability and clarity of voting instructions. Provide representatives with checklists and request that they provide specific feedback so that you can follow up as necessary.

2. Considerations for Accommodating Voters with Disabilities

2.1 Design an Accessible Website

The federal Access Board has developed accessibility standards for various technologies. For more information on standards and assistive technologies, visit the Access Board website at www.access-board.gov.

The following sites have information on building and testing accessible websites:

<http://webaim.org/>

<http://www.accessible.org/>

<http://www.mardiros.net/bobby-accessibility-tool.html>

<http://userite.com/>

<http://www.w3.org/WAI/RC/tools/complete>

2.2 Accessible Voting Materials

Provide voter material in accessible formats such as large print (18 point font, sans serif), audio and Braille. Create ASL videos of voter information. Publicize that alternative formats are available and inform the public how to obtain them. Each time new voter materials are developed, ask disability organizations to review content and layout.

Additionally, any posted materials such as sample ballots, instructions, applicable Federal and State laws, should be located at both 48" and 60" from the finished floor. Posting materials at both heights provides everyone, including persons of short stature or anyone who uses a wheelchair, adequate and comfortable viewing.

2.3 Accessible Polling Places

Conduct surveys of polling places to assess them for compliance with ADA and NYS requirements.

Use the guide created by the Catskill Center for Independence (CCFI) and the Center for Independence of the Disabled, NY (CIDNY), along with the DOJ checklist. Both CCFI and CIDNY are organizations that can train County Board employees on how to conduct a physical assessment of a polling site. CIDNY provides training and technical assistance to counties in the downstate area including, NYC, Putnam, Westchester, Rockland, Nassau and Suffolk. CCFI services all the other counties in New York State. Contact CIDNY's Voting Rights Coordinator at (212) 674-2300. Contact CCFI's PAVA Coordinator at (607) 432-8000.

Implement a policy that makes the accessible entrance the only entrance used by voters on Election Day.

Distribute an Election Day checklist for poll workers to ensure that temporary accessibility elements are properly placed and that pathways remain free of obstacles.

Example

The Election Center's Accessibility Task Force has developed an [Accessibility Preparations Checklist](#), using federal and state standards, which can be used as a survey tool.

2.4 Disability Awareness Training for Pollworkers

The New York State Board of Elections in collaboration with the Commission on Quality of Care and Advocacy for Persons with Disabilities (CQCAPD) has developed a training program to offer instruction on meeting the needs of voters with disabilities. CQCAPD conducted six training sessions through the Election Commissioners' Association of the State of New York – Regional structure. The State Board will provide ongoing training and support, as needed for new County Board staff and to refresh current worker knowledge.

In addition, Disability Awareness Trainings for County Board employees are also provided by CCFI and CIDNY. County Boards should work to incorporate disability awareness training in their education programs and ongoing office procedures.

2.5 Voter Outreach and Education

Invite disability organizations to drop-in centers in order for individuals to practice and become comfortable using the BMD. Offer to bring the voting system to disability organizations when they have outreach events.

Develop an outreach campaign to encourage voters with disabilities to become poll workers. Establish procedures for soliciting and providing accommodations for people with disabilities to be able to participate in poll worker trainings and work on Election Day. Making half day shift options available to poll workers will increase the numbers of people with disabilities who will be able to work as poll workers.

Establish a procedure for voters to request ASL interpreters at their poll site and for the County Board to provide them. Provide a communications board at every check-in table or at least one per polling site. A communication board is a simple tool affording a means of non-vocal interactions and can be designed with voter/poll worker communication needs in mind. Communication boards can be easily achieved by creating a computer-generated word document containing what is pertinent to the voting process. These boards usually contain the alphabet and numbers 0-9 around the margins and should include pictures (BMD, scanner, ballot, pen) as well as words and phrases (Yes, No, Do you have a voter card? What is your district number? Please, Thank you! etc.) . Print the board on regular paper. Laminating or placing it in a plastic sleeve will enhance its longevity.

2.6 Feedback from Voters with Disabilities

Encourage organizations representing voters with disabilities to provide feedback, especially through on-site evaluations and review of materials utilized by voters with specific needs.

2.7 Public Debriefing with Disability Organizations

Conduct a debriefing with your community organizations and pollworkers to review Election Day concerns and to solicit with recommendations for future improvements. Issue a public report on barriers identified and action plans to remedy them.

2.8 ADA Compliance Plan

Create an ADA compliance plan for all polling sites, with input from the disability community, that is public and prominently displayed on the County Board website and reviewed annually. Distribute the plan to all polling site supervisors and deputies. Monitor compliance with the ADA plan and report publicly all poll sites and procedures that do not meet the plan's standards after each election. The ADA compliance plan should include notifying the public on how to request and receive voter materials in alternative formats such as large print, audio, and Braille.

3. Five Considerations for Accommodating Voters with Limited-English Proficiency

The Voting Rights Act, passed in 1975, requires that language assistance must be provided to voters who indicate a need for assistance in a targeted language or who reside in an area with a high concentration of multilingual citizens. The Act has the

objective of enabling members of applicable language minority groups to participate effectively in the electoral process. The language minority provisions are contained in Sections 203 and 4(f)(4) of the Voting Rights Act. Section 203 is codified at [42 U.S.C. 1973aa-1a](#); Section 4(f)(4) is codified at [42 U.S.C. 1973b\(f\)\(4\)](#).

Where you are required by law to provide written and oral assistance to limited-English proficiency voters in your community, it is a good idea to work with community advocates to target populations and recruit bilingual pollworkers for oral assistance at polling places. If possible, involve sign language experts to develop your voter service and voter outreach programs.

3.1 Bilingual Pollworkers and Interpreters.

Issue identification badges to bilingual pollworkers and interpreters so they can be readily identified by voters. Train bilingual pollworkers and interpreters to assist voters with limited-English proficiency and help them feel more comfortable in a polling place. Demonstrate the voting system and translate election terms such as “affidavit ballot” or “roster”. It is a good idea to translate and post basic signs. As described under section 2.2, provide communication boards in languages other than English.

3.2 Alternative Language Website

Provide translated materials on your website.

3.3 Hire Bilingual Staff for Your Election Operations for Key Election Periods

Recruit temporary and permanent staff by working in partnership with community organizations.

3.4 Pollworker Sensitivity Training

Provide sensitivity training to pollworkers on how to assist voters with limited-English proficiency. Make sure your pollworkers are aware that in many jurisdictions services for voters with limited-English proficiency are required by federal law. Provide pollworkers with simple talking points to explain why it is important to provide these services. (For example, complex ballot propositions and measures are difficult to read in English. Even translating titles of offices will enable voters to cast an informed vote.)

Pollworker training should make clear the importance of assisting these voters throughout the voting process – not just by providing alternative language ballots.

3.5 Outreach to Minority Language Communities

Work with your community organizations and language-specific community media in preparing limited-English voters for the voting experience. The organizations can help develop and proof your absentee voting instructions, polling place voting

instructions, etc. They can help ensure that the translation is accurate and sensitive to local usage.

C. Pollworkers and Polling Places

- Pollworker Recruitment and Retention
- Pollworker Testing and Training
- Five Methods for Directing Voters to the Correct Election district

1. Poll Worker Recruitment and Retention: “Partners in Democracy”

Pollworker recruiting and retention have become increasingly challenging. The pollworker work force is aging; volunteerism is declining.

Further, with the introduction of new voting systems, some pollworkers may be reluctant to continue to serve because of increasingly complicated procedures. The following examples illustrate some solutions that election officials have devised to overcome these challenges through expanding their bases and retaining the best workers from the pool of veteran volunteer pollworkers.

1.1 College Pollworker Program

Recruit college or university students to serve as pollworkers. It is recommended that students and sponsoring college administrators/professors coordinate with all the professors with whom the student is usually in class on Election Day. Some jurisdictions have established programs where students may receive class credit and the pollworker stipend.

1.2 Student Pollworker Program

Student Pollworker Programs typically encourage 18-year-old high school seniors or college students, who are likely to be tech-savvy, to serve as pollworkers. Students receive class credit or volunteer service hours and, the pollworker stipend. Students are also motivated to serve because the service looks good on college applications.

To ensure that school administrators and parents are aware of the students’ plans and where-about, those with experience implementing the program have found that the nominating form should include parental/custodial permission.

Examples and Samples from Colorado schools can be found at:

<http://www.elections.colorado.gov/DDefault.aspx?tid=568>

Examples of College poll worker recruitment programs can be found at:

http://www.eac.gov/coll_poll.asp

1.3 County/City Pollworker Program

Work with local officials to arrange for county or city employees to work at the polls. Local government employees may be given an “alternate work assignment” at the County Board of Elections on Election Day. County/City pollworker applications should include approval by their immediate supervisor. The advantage of such programs is that municipal employees are community-service oriented, often tech-savvy and may be bilingual.

1.4 Corporate Pollworker Program

Program goals include increasing the number of election workers available to election authorities, expanding public knowledge of the voting process and creating opportunities for individuals to commit to serving as an election worker. Approach corporate leaders to encourage staff to serve as pollworkers as a commitment to community service.

Sample Program: Johnson County, Kansas, has a well-developed corporate pollworker program, called *Making Voting Popular* Program to promote civic pride by loaning employees to work in the elections. More information can be found at: <http://www.jocoelection.org/workers/MVP-Program.htm>

1.5 Bilingual Pollworker Program

Bilingual pollworkers can play a critical role in assisting voters with limited-English proficiency to understand how to navigate the process of voting. (See “Top 5 Considerations Regarding Access for Voters with Limited-English Proficiency”) Bilingual pollworkers can be recruited through community organizations, by placing news stories and ads in community newspapers and by dispatching recruiters to community events. Supplemental training classes can be offered to assist bilingual pollworkers in fully understanding voting procedures and terminology.

1.6 Interpreter Program

Some jurisdictions that are required to recruit bilingual pollworkers have resorted to hiring bilingual interpreters. Interpreters can play a critical role in assisting limited-English proficiency voters.

1.7 Adopt-a-Poll

Some jurisdictions have successfully encouraged community organizations to “adopt a poll” as a fundraiser. Adopting a poll may encompass the organization’s recruiting members to serve as pollworkers and possibly providing a polling place such as a church or club headquarters.

Example

Ventura County, CA, pioneered an Adopt-a-Poll Program in 1996 with 23 organizations participating. To date, 44 organizations are participating to show their

civic pride and support democracy. Visit Ventura’s website for more information at: <http://recorder.countyofventura.org/apoll.htm>

1.8 Incentive Programs

Ideas that focus on recognizing pollworker service include: election-specific lapel pins, pollworker newsletters, legislative proclamations for Inspector Service Day, and other similar community recognition events or activities.

1.9 Creative Ideas for Pollworker Retention

Pollworker retention is also a challenge for election officials. To the extent that you can retain pollworkers by easing the labor involved and by creating incentives for them to continue serving, you reduce your recruitment needs. The EAC has published.

Example

Los Angeles County, California, communicates with its 22,000 pollworkers via a pollworker newsletter, “The Poll Cat.”

This newsletter serves at least 3 purposes:

- educates pollworkers on the county’s strategic initiatives such as new voting systems, Neighborhood Voting Centers and the Inspector Supply Pick Up Program,
- briefs pollworkers on key procedures for that particular election such as changes in the roster of voters,
- highlights interesting pollworkers such as long-time pollworkers, pollworkers who went above and beyond the call of duty, student pollworkers, etc. and;
- repeatedly seeks input from and gives thanks to the pollworkers.

1.10 Additional Resources for Pollworker Retention

The Election Assistance Commission also developed a *Guidebook on Successful Practices for Poll Worker Recruitment, Training, and Retention*, and the chapter specifically related to pollworker retention is accessible at: <http://www.eac.gov/assets/1/Page/Section%203%20-%20Retention.pdf>

2. Pre-Election Poll Worker Testing and Training

In addition to the challenge of recruiting and retaining a sufficient number of pollworkers, election officials face the difficult task of training an army of pollworkers to conduct the election. This task will be even more challenging in a time when new requirements go into effect for the first time. The following suggestions aim to ensure pollworkers are adequately prepared on Election Day.

2.1 Hands-on training

Give pollworkers an opportunity for extensive hands-on training close to the election. This training can be offered outside the normal curriculum and training schedule in the form of “pollworker clinics.” Observing pollworkers in this context may help you identify who is willing and able to take on more sophisticated assignments.

Make sure every poll worker practices clearing paper jams and marking ballots using the BMD accessories and using privacy sleeves when scanning the ballots so they will be confident assisting a variety of voters with disabilities on the BMD.

2.2 Training Content

The State Board has updated the Poll Worker Training Curriculum for distribution to County Boards in April, 2011. Also, training sessions will be scheduled and conducted throughout 2011 by way of the Election Commissioners Association Regions to instruct and train individuals in the proper surveying of poll sites for accessibility and the training of others to perform these surveys properly.

- Remember: It’s not about **YOU**; it’s about **THEM**. Training presentations need to be developed and conducted from the pollworkers’ perspective. As you develop the program, put yourself in the pollworkers’ position and provide the information and tools they will need to do the best job possible. In addition to the focus on their responsibilities, provide details about meals, pay, responsibilities, how they should communicate with you, and *how much you appreciate them*.
- Include training on Help American Vote Act (HAVA) requirements such as affidavit ballots, assisting voters with the voting process to prevent over-voting, and/or handling new identification requirements for first-time voters who need to present identification before voting on the voting system.
- Include training on polling place accessibility and sensitivity to persons with disabilities. Emphasize to pollworkers the importance of setting up the voting booths in accessible areas of the voting space. (For instance, encourage pollworkers to be careful not to move the voting area from the floor of a high school auditorium up to an inaccessible stage.) Emphasize hands-on knowledge of the BMD. Include training on eliminating commonly found but easy to fix barriers on Election Day, such as inadequate signage and pathway obstructions.

2.3 Training Methods

- Develop training programs based adult learning models which prescribe three repetitions of the content:

- 1) Review all components of the training.
 - 2) Review again and focus on the most important procedures and concepts.
 - 3) Review the most important procedures and concepts again using hands-on practice and feedback sessions.
- Provide training manuals that are user-friendly and contain explanatory graphics.
 - Hands-on training is key to a successful polling place on Election Day. Pollworkers should practice each important component of the election process, especially using the voting equipment.
 - Provide checklists and train pollworkers on how to use them.
 - Provide training videos to vary the format and, ensure consistency in training on key information and practices. Reinforce the videos by providing copies of the videos in the election supplies and/or work with your cable access channels to show the videos.
 - Training the trainer. Consider partnering with or employing local continuing education professionals.
 - Coordinate with a local university in developing your training materials. For example, a local university may be able to work with you to establish a certification program or to develop training videos.
 - Remember the “WHY”: Pollworkers will better retain and properly implement procedures if you help them understand WHY they are being asked to follow the many steps and follow the checklists. In training class, interactively practice filling out all documents that the pollworkers will be required to read, comprehend and complete such as use of the poll book, affidavit ballot envelopes, etc.

2.4 Follow Up

To evaluate your training and make improvements, and also to help retain pollworkers, keep in contact with pollworkers and follow up on problems related to the pollworker program after the elections.

- Pollworker Testing and Certification. Some jurisdictions have teamed with local colleges to train election officials and pollworkers in accreditation programs.
- Evaluate pollworker performance via analysis and tracking of errors to a specific election district. Use the analysis to constantly improve your training approach and materials...and to help select the best pollworker teams.

Example

Solano County, CA, provides bonus incentives for excellent implementation of pollworker procedures. The program pays for itself over time as canvass staffs spend less time researching pollworker errors.

- Provide the name of a reliable, single point of contact for pollworkers at the county board of elections.

Example

Los Angeles County, California, recently began an “Ask Wanda” program. Trainers distributed business cards after training classes for pollworkers to call staff member Wanda with questions. The program has been enormously popular and valuable for identifying and tracking those areas that needed to be strengthened in training.

- Conduct a pollworker debriefing following the election to get the pollworkers’ perspective and evaluate training. Solicit information about accessibility issues that arose and follow up with actions to address them.

3. Five Methods for Directing Voters to the Correct Polling Place

3.1 Polling Place Look Up

Many jurisdictions have added a “polling place look up” function to their websites. Special consideration could be provided to blind voters using this function.

Example

The State Board of Elections offers a polling place look up tool on its website:
<https://voterlookup.elections.state.ny.us/votersearch.aspx>

3.2 Pre-election Notices to the Voters

The Annual Notice to Voters post card advises voters about the name, location and accessibility of their polling place and how to get other information through the County Board of elections web site, etc.

3.3 Employ a Phone Bank and/or Automated Voice System

Employ a phone bank and/or automated voice system to serve those voters who may not have access to the Internet that provides information on polling place location and accessibility. The automated voice system may also direct voters to the website or to other governmental or community entities that can advise voters of their correct polling place.

3.4 Provide Street Finders or Election district Maps to Polling Places

In the polling place, provide street finders or election district maps (showing adjacent election districts or countywide) which helps identify polling places.

Utilize the services of automated systems that can locate correct voter polling places and to provide access to other election day instruction materials.

3.5 Train One of Your Workers to Serve as a “Greeter” at Each Polling Place

Use a polling place coordinator in sites serving more than one election district. Train the coordinator to serve as a “greeter” to ensure voters are directed to the correct polling place. The greeter may be stationed outside the election district to assist voters before they waste time standing in line at the wrong location.

D. Election Operations/Technology and Equipment

- Before the Election: Challenges and Solutions
- Election Day/Election Night: Challenges and Solutions
- Post-Election Period: Challenges and Solutions

1. Before the Election: Challenges and Solutions

1.1 Ensuring System Integrity

In light of increased public and media scrutiny of elections and heightened concerns regarding the security of the election process, consider the following actions to protect the integrity of your voting system. In doing so, County Boards will help make the election go more smoothly and may help gain you public support.

- Obtain documentation from the State Board and your voting system vendor regarding the testing and certification that the system (hardware and software) has been through (for example, state certification requirements) to substantiate that your system as installed has been certified.
- Verify that you are using the correct, certified version of the software.
- Test every piece of voting equipment prior to deployment, using the ballot styles for that election. Accommodate the public and media to view the pre-election test of the system at which you may include other information that they will need to know.

1.2 Ensuring Transparency

To bolster public confidence, take steps to make every component of administering your voting system as transparent as possible.

- Invite the public and media to view all aspects of testing.

1.3 Establish Chains of Custody

A chain of custody allows you to track who has handled the systems -- including paper ballots, optical scanners and DRE's -- and who performed what functions. In the event of any malfunction or irregularity, you will be able to trace the problem back to the cause. In addition, a chain of custody will promote stricter accountability on the part of both county board staff and pollworkers.

- Separate staff duties for each test you conduct and require staff signatures to ensure each procedure has been completed and appropriately documented.
- Draft and implement well-organized procedures that identify the chain of custody for every instance when the ballots and/or voting equipment changes hands.

2. Election Day/Election Night: Challenges and Solution

2.1 Ensuring Trouble-free Polling Place Opening and Closing

- Prior to Election Day, double-check that the proper equipment and supplies have been delivered to the correct polling places. Many jurisdictions are using a bar code system to ensure accurate delivery of voting systems, ballots and supplies.
- Be sure to provide the pollworkers extension cords of sufficient length to lay out the polling place properly and adequate table space and chairs for pollworkers and voters, including voters who use wheelchairs, walkers, canes and other mobility equipment. Be sure to tape down any cords and mats to avoid accidents.
- Require each chief polling place official to contact other team members to confirm they will serve on Election Day.
- Provide alternate contact or emergency numbers in case polling place is locked or inaccessible.
- Check that the ballot box is empty.
- After the polls have closed, have pollworkers verify the number of voted ballots, unused ballots, affidavit ballots, emergency ballots, if any, absentee ballots (if the jurisdiction allows voters to drop absentee ballots at the polling place) and spoiled ballots to make sure the number of ballots corresponds with the number of ballots issued by the supervisor of elections. If there is a difference, the pollworkers should report such differences in

writing to the county election officials, with an explanation, if known, so that any discrepancy can be evaluated during the canvass period.

2.2 Troubleshooting Strategies

- Develop a Troubleshooter Program.

Example

The Monroe County, Election Inspector Coordinator Handbook is located at: <http://www.monroecounty.gov/p/boe-05CoordinatorHandbook.pdf>

- Provide fully documented procedures for dealing with Election Day problems, such as equipment failures, supply delivery snafus and voter complaints. These procedures should be covered in troubleshooter pollworker training and be available in writing at the polling place. Have pollworkers keep a log documenting problems with equipment.
- Enlist support from community partners to assist in reviewing polling place operations.

Example

Montgomery County, Maryland, has instituted a “Polling Place Support Program” in partnership with the local League of Women Voters. LWV members are provided a stipend for intensive training and Election Day duties.

The League surveys five to seven polling places for a minimum of 30 minutes each, to observe and fill out a checklist. Results are shared with the chief pollworker. A post-election debriefing helps the election office to develop its training methods and provides feedback on pollworker performance.

- Develop an effective communication plan to handle calls from voters, pollworkers and stakeholders on Election Day.
- Require staff and pollworkers to keep an Election Day “problem log” for all problems that are reported and how they were handled.
- To help provide privacy to the voter and maintain order in the polling site, instruct pollworkers not to allow a voter to sign the roster/register until a voting booth is available.

While experts may disagree over technological security, election officials can take some effective steps to protect the integrity of the election process by ensuring the physical security of voting systems and election materials.

- If you must deliver election equipment or supplies to the polling place prior to Election Day, seal equipment, supply boxes, and each sensitive item in the equipments container so you will know if tampering has occurred.
- Restrict access to your County Board office both before and after election. At the polling place, provide badges to pollworkers, poll clerks, coordinators, machine inspectors and custodians. Require staff and visitors to sign-in, sign-out and wear badges. Consider placing a video camera in the ballot room or other sensitive areas at your Board of Elections office.

Example

Some jurisdictions use “swipe cards,” which are coded to log who entered and exited the election office.

- Provide well-marked supplies with thorough instructions and a check-off sheet.
- Establish a chain of custody to protect all ballots in the polling place (including affidavit ballots, emergency ballots and absentee ballots dropped off at polls).
- Provide well-marked containers for issuance and return of ballots.
- Create reconciliation checklists to account for all ballots.
- Include chain of custody instructions in pollworker training.

Example

San Bernardino, California, uses large, zip-lock baggies with pre- and post-processing checklists affixed to side of bag.

3. Protecting Voter Privacy/Voting Accessibility

- Instruct pollworkers on how to configure polling place to maximize voter privacy.
- Instruct pollworkers on how to configure polling place to ensure routes to voting units are safe and accessible. Use the Poll Worker Election Day Checklist to ensure accessibility throughout the day.

4. Preventing Problems at Polling Places that Contain More Than One Election District (“Multiples”)

Some jurisdictions are required to house several election districts in one polling place. Such multiple-election district polling places present a special set of

requirements for election officials, including directing voters to the correct line and ensuring voters either receive the proper ballot, or vote on the proper machine.

- Provide pollworker instructions that include information on model polling place configuration to avoid voter confusion.
- Provide color-coded supplies and well-marked voter rosters/registers.
- Provide election district maps, if possible.
- Recruit a polling place coordinator.

5. Election Night

- Test the equipment and services prior to Election Day to ensure that it is correctly operating for Election Night.
- Educate media and candidates regarding the difference between unofficial Election Night results and official results at the legal deadline. Explain that additional ballots are likely to be included in the official certified results such as absentee and affidavit ballots, which can impact the results of close elections.
- Reconcile that the number of votes cast matches the number of voters who signed each election district's roster.
- Check the voting system's public counter to verify that the number of voters who signed in matches the number of the public counter. Account for any discrepancies.
- Use "Ballot Reconciliation Statements" or "Ballot Supply Record" as an audit to reconcile various types of ballots issued/ballots returned and votes cast as well as keys issued and check-in of critical supplies.
- Develop administrative procedures (or implement those procedures developed by state officials) to audit the accuracy of your election results.
- Designate a particular space for pollwatchers where they can see, hear and observe the process but not disrupt the flow of voters or the work of election inspectors.

E. Post-Election: Challenges and Solutions

1. Post-Election Audits

- Conduct the New York State Election Law § 9-211 Audit. Additional instruction material will be provided to you by the State Board.

ⁱ These guidelines include sections from the Election Assistance Commission’s “Best Practices Tool Kit”. The link for the EAC Tool Kit is: <http://www.eac.gov/bp>

GUIDE TO FEDERAL AND STATE REQUIREMENTS FOR POLL SITE ACCESSIBILITY

I. Introduction

This document provides guidance on the federal and state requirements for physically accessible polling sites. It is intended to be a road map for election officials as they ensure accessibility for voters with disabilities.

Polling places designated by New York county boards of elections must meet the guidelines of the Americans with Disabilities Act of 1990. The DOJ's ADA Check List for Polling Places is provided in the Appendix for your use as you determine if polling places meet minimum accessibility standards of New York State Election Law, Chapter 505 and other relevant laws and regulations.*

Minimum standards for accessible polling places include requirements for:

- Parking Areas
- Paths of Travel to the Polling Place
- Doorways, Hallways and Entrances
- Voting Areas
- Signage
- Ramps, Curb-Ramps and Slopes
- Elevators and Lifts

This guide will not only help you determine whether a polling place has the accessible features needed by most voters with disabilities, but also whether temporary or permanent modifications can be made to create an accessible polling site. You will find information about possible modifications that can be used to meet accessibility standards throughout this guide. If modifications are made, county elections officials may consider having modification equipment evaluated by the PAVA Agencies** prior to primary or election day to determine whether it is appropriate for its intended purpose.

Records of each polling place's on-site inspection must be kept on file and available for public inspection.

*Illustrations appearing in this guide are taken from the February 2004 Americans with Disabilities Act (ADA) Checklist for Polling Places, prepared by the United States Department of Justice. Additional sources for materials and photos are the Catskill Center for Independence, the Center for Independence of the Disabled, NY, the California Secretary of State and the Maine Secretary of State.

** Protection and Advocacy for Voter Access (PAVA) is a voting-related program established within the New York State Commission on Quality of Care and Advocacy for Persons with Disabilities that seeks to ensure the full participation of individuals with disabilities in the electoral process and is funded under the federal Help America Vote Act. The Catskill Center for Independence (CCFI) in Oneonta, NY and the Center for Independence of the Disabled, NY (CIDNY) in Manhattan are the PAVA contract agencies for New York State. Both organizations have expertise in the Americans with Disabilities Act, voter rights and education, polling site access, training for polling workers and polling site surveyors, and voting technology. Both organizations are available to county boards of elections for technical assistance.

Nothing in these guidelines prevent county election officials from enacting additional programs, procedures, or features to promote greater accessibility than the minimum standards provided in the guidelines.

II. Taking Measurements

This section is designed to help surveyors become familiar with what to measure and how to take measurements. Although one person can complete a survey, it is often quicker and easier if two people work together. With a team of two, one person can take the measurements and the other can record the information on the DOJ's ADA Checklist for Polling Places, see Appendix.

Tools

- A rigid metal tape measure at least 20-feet long
- A digital or bubble level at least twenty-four inches long
- A clipboard or a hard surface for writing
- A copy of the PPAC (one copy per polling place)
- Pens or pencils
- Digital camera with which to document areas that may need to be reviewed later
- A standard push/pull force gauge to measure the force required to open a door
- Distance measure (for measuring long distances)

Sloped Surfaces

Ramps: The maximum slope allowed for any ramp that provides access for elderly voters and voters with disabilities is 8.33 percent. The percent of slope is determined by dividing the number of inches of vertical rise (height) for each 12 inches of horizontal run (length). For example, a slope with 1 inch of vertical rise for every 12 inches of horizontal run is the maximum slope of 8.33 percent ($1/12 = 8.33$ percent).

Cross Slopes: A cross-slope is the incline from side to side across the path of travel. The maximum cross-slope allowable is 2 percent. Cross slopes can cause considerable difficulty in propelling a wheelchair in a straight line. Severe cross slopes make it difficult for wheelchair users and other pedestrians to maintain their balance because they must work against the force of gravity. People using crutches or canes may be forced to turn sideways in order to keep their base of support. Cross slopes can also cause wheelchairs to veer to the side, which increases their risk of rolling into the street. The impacts of cross slopes are compounded when combined with steep grades and uneven surfaces. For more information, go to <http://www.fhwa.dot.gov/environment/sidewalk2/sidewalks214.htm>.

Taking Measurements of Sloped Surfaces with a bubble level

One way to measure slope is to use a 24-inch level with leveling bubble and a tape measure.

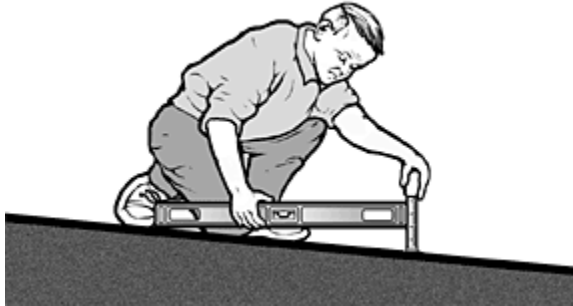


Figure 1

- Rest one end of the level at the highest point of the sloped surface and lift the lower end (as shown in the Figure 1) until the bubble is in the middle of the tube. This is the “level” position.
- While the level is in this position, measure the distance between the bottom edge of the level and the sloped surface below.
- If the distance is 2 inches or less, then the slope is 1:12 or less. When the distance is greater than 2 inches, record the distance on the checklist so the exact slope can be calculated later.
- For cross-slopes, if the distance is $\frac{1}{2}$ ” or less, then the slope is 2 percent or less, which is the maximum slope allowed.

Taking Measurements of Sloped Surfaces with a digital level

- A digital display replaces the bubble in a standard level and gives a reading shown as a digital bubble, in degrees, or as a percent.
- If the digital display can be set to percent or degrees, set it for the maximum slope allowed: 8.33% or 4.76 degrees for a 1:12 slope. Always keep a record of the measurements.
- When measuring cross-slopes, the maximum cross-slope allowed is 2% or 1.1458 degrees for a 1:50 slope.
- It is recommended that digital levels be calibrated each time they are used. Before using a digital level, make sure to read the directions.

Level Changes

A stable, regular surface is necessary for people who have difficulty walking, restricted gaits, balance difficulty or those who use wheelchairs, crutches, canes, or walkers. Surface changes such as cracks or bumps in concrete or asphalt or other surface disruptions can create slipping and tripping hazards. Irregular surfaces such as cobblestones can significantly impede those with vision, walking or balance difficulties and those who use wheelchairs.

- Walkways must be free of abrupt level changes that are over $\frac{1}{2}$ ".
- Level changes between $\frac{1}{4}$ " and $\frac{1}{2}$ " must be beveled (see Figure 3).
- Any level changes greater than $\frac{1}{2}$ " must be ramped.

Door Thresholds

Thresholds and surface height changes in doorways are difficult for people who use wheelchairs or walkers because complex maneuvering is required to get over the level change while operating the door. The change in level from the ground or floor to the threshold at any accessible door must be less than $\frac{1}{2}$ ". A level change can be up to $\frac{3}{4}$ " if it is beveled on both sides.



Figure 2

This is a photo of an inaccessible doorway because the threshold is higher than $\frac{1}{2}$ " and is not beveled.

Beveled Threshold: Figure 3 is a beveled threshold. It fits over a doorway threshold and creates an accessible slope. The sloped sides make the doorway accessible for someone using a wheelchair.

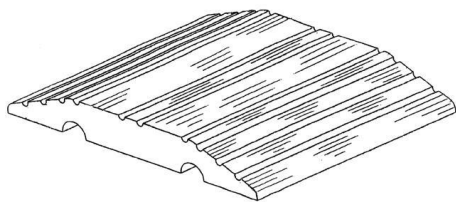


Figure 3

Door Openings

Any door opening must be 32 inches or wider at its narrowest point. Take door measurements of the clear open width of the door, not from doorframe to doorframe. To measure the clear opening of an accessible door:

- Open the door to 90 degrees.
- Place the end of the tape measure on the side of the door frame next to the clear (unhinged) opening (as shown on the women's left hand in the drawing).
- Measure the door opening from the inside face of the door at the hinged side to the inside of the doorframe on the opposite side. This measurement is the clear open width of the door (typically less than the width measured from doorframe to doorframe).

Figure 4



Parking Spaces

When measuring the width of a parking space, measure from the center of the painted line to the center of the painted line on the opposite side of the space. For example, if the painted line is two inches wide, measure one inch from the side to the center-line of the opposite painted line.

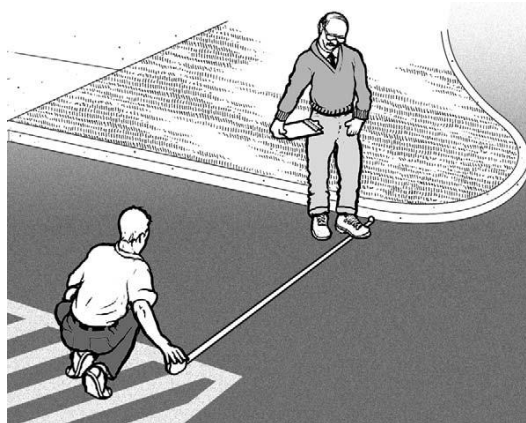


Figure 5

Cane Detectable Objects

Objects along the walkway, like drinking fountains, fire extinguishers, etc., that protrude too far from the side or hang too low from above the path of travel may be a hazard for people who are blind or have impaired vision. These are the types of things that cannot be detected by the sweep of a cane.



Figure 6

Objects that are lower than 27 inches above the floor are cane detectable. Objects, such as a wall mounted display case, are hazards when they are located more than 27 inches off the ground and protrude from the side more than 4 inches into the path of travel.

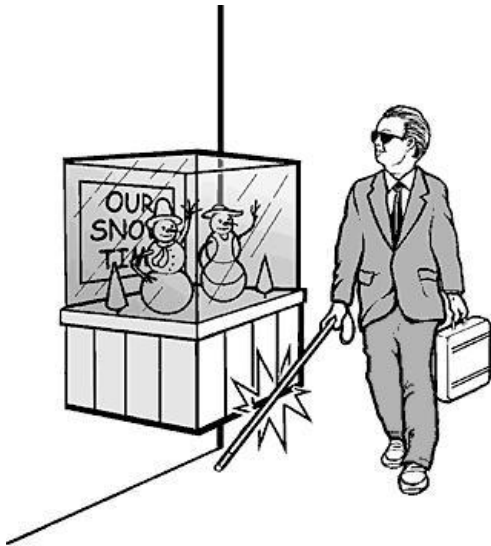


Figure 7

Placing a cane detectable object or barrier (such as a traffic cone) on the floor directly below the protruding or low hanging object (see Figure 8) should allow people who are blind and use canes to avoid a hazard.



Figure 8

Check low-hanging tree branches to ensure they are at least 80" above the ground and prune when necessary. Objects that hang over a walkway must be higher than 80" at their bottom edges.

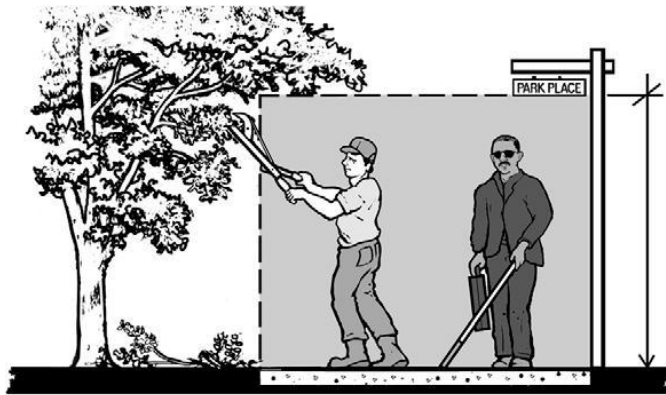


Figure 9

The undersides of exterior stairs must be enclosed or protected with a cane detectable barrier, like traffic cones or railings (see Figure 10).



Figure 10

III. The Parking Area

If there is a parking lot at the polling place, accessible parking must be provided. The number of accessible spaces depends on the total number of spaces in the lot. Please refer to Table 1 for the number of accessible spaces required.

TABLE 1 -The required number of accessible parking spaces

Total Spaces in Parking Lot	Required Minimum Number of Accessible Spaces
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1,000	2% of total
1,001 AND OVER	20 plus 1 for each 100 spaces over 1000

The distance from the designated accessible parking area to the voting area must be on the shortest accessible route possible to the accessible voting area entrance. The shorter the distance, the easier it is for voters with heart and lung conditions or mobility disabilities to vote on Election Day.



Figure 11

Requirements at a Glance: Parking Spaces

- Each accessible parking space and access aisle must be 8' or 96" wide

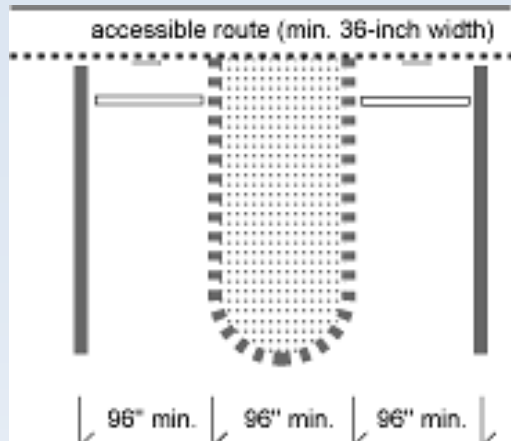


Figure 12

- Two accessible parking spaces may share one access aisle

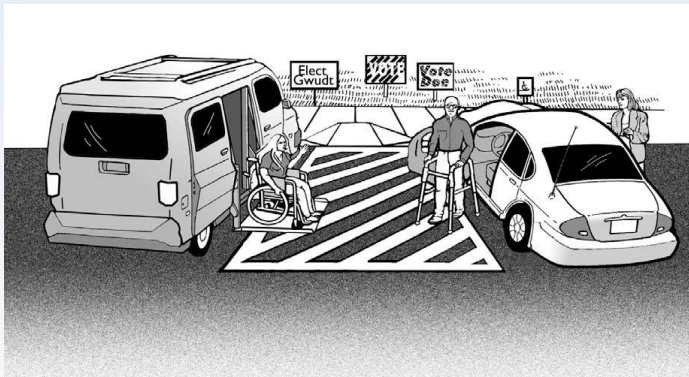


Figure 13

- Surface of parking area shall be stable, firm, slip resistant, and free from abrupt level changes over $\frac{1}{2}$ " (level changes between $\frac{1}{4}$ " and $\frac{1}{2}$ " should be beveled). People who have difficulty walking or maintaining balance or who use crutches, canes, or walkers, and those with restricted gaits are sensitive to slipping and tripping hazards. A stable and regular surface is necessary for safe walking. People using wheelchairs can navigate most easily on hard surfaces that are stable and regular. Soft loose surfaces such as loose sand or gravel, or wet clay, and irregular surfaces such as grass or cobblestones can be a significant barrier for a wheelchair user. To eliminate these hazards, provide an asphalt or concrete parking area, access aisle, and walkway to the building.
- Parking area must be level (not exceeding 1:50 or 2% maximum slope in any direction). A sloped surface on an access aisle may cause a wheelchair to roll away from a car or van. A transfer from vehicle to wheelchair on this kind of slope would not be safe for the wheelchair user and also prevents a van-mounted wheelchair lift from being fully lowered to the access aisle surface.
- To provide an accessible path of travel that is also a safe path of travel, the accessible parking spaces must be arranged so a voter using an accessible space is not required to enter the vehicular path of travel.

Requirements at a Glance: Parking Signage

- Signage is required for each accessible parking space AND each access aisle
- Signage must be permanently mounted 5' to 7' above grade
- Parking space and/or parking space sign MUST display the International Symbol of Accessibility (ISA).



Figure 14

- Access aisle sign MUST read “No Parking Any Time” and must not obstruct accessible route from the access aisle

Temporary Parking Created on Election Day

When temporary parking is created, whether in a parking lot or on-street, it must comply with all accessible parking requirements.

Parking lot

If no accessible parking is designated in the parking area, temporary accessible spaces and access aisles can be created with temporary equipment, such as traffic cones and portable curb ramps.

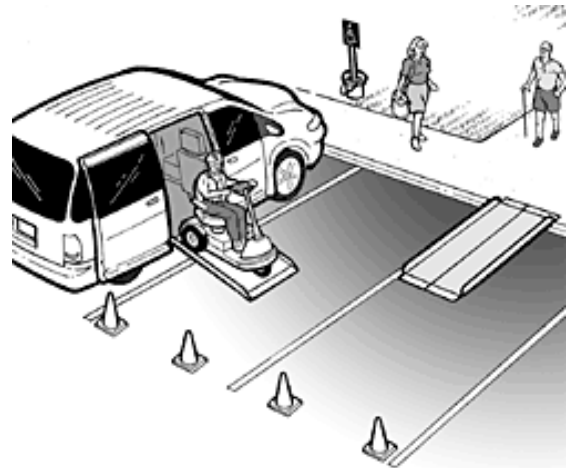


Figure 15

On-street parking

If no parking exists for a building housing a polling place, temporary accessible parking can be created on the street for primary and election day. Choose a curbside space that is level and free of crumbling pavement, which is closest to a curb cut and the accessible route to the accessible entrance. Provide temporary signage (between 5' and 7') denoting accessible parking and place cones on sidewalk at front end and back end of parking space.

Tips and Solutions for Parking Areas

1. ***Parking is available, but no accessible parking is provided or there are not enough accessible parking spaces.***

Suggestion: Find a relatively level parking area nearest to the accessible entrance and then designate the area for accessible parking spaces and adjacent access aisles. Use three parking spaces to make two accessible parking spaces with an access aisle. Traffic cones or other temporary elements may be used to mark the spaces and access aisles (see picture above). Provide a sign designating each accessible parking space(s) and access aisle and make sure the access aisle of each space is connected to the accessible route leading to the accessible entrance.

2. ***Accessible parking is provided, but it does not have a marked access aisle next to each accessible space.***

Suggestion: Restripe the accessible parking spaces to provide an access aisle. As a temporary solution for Election Day, use traffic cones to mark off the access aisle and curb ramp area. Be sure each space or access aisle created is 96 inches wide.

3. ***Accessible parking spaces or access aisles are on a sloped surface.***

Suggestion: Find a parking area that is closest to the accessible entrance and more level. Provide accessible parking spaces and access aisles in that area. Make sure the accessible parking spaces connect to an accessible route leading to the accessible entrance. Provide a sign designating each accessible parking space and access aisle.

4. ***Accessible parking spaces or access aisles are irregular, unstable or have cracks in the asphalt.***

Suggestion: Filler can be purchased to repair damaged areas where surfaces are not stable and create abrupt level changes (e.g., cracks in asphalt) that can be hazardous. You may also purchase surface-smoothing mats which can be placed on grass or gravel to allow easy passage for wheelchairs.

5. ***There is no curb ramp between the vehicle area and the sidewalk leading to the accessible polling place entrance.***

Suggestion: Provide a portable curb ramp with edge protection in an area where the vehicle area and the sidewalk are level. The curb ramp must connect to an accessible route leading to the accessible polling place entrance.

6. ***No sign with the international symbol of accessibility is installed at each accessible parking space.***

Suggestion: Provide a temporary sign in front of each accessible parking space making sure it meets the height requirement for parking signage between 5' and 7' (Figure 16).



Figure 16

IV. Path of Travel to the Polling Place

Many people with mobility impairments can move only at very slow speeds, even on level ground. On pathways over 100 feet, people with disabilities are apt to rest frequently, which substantially increases their trip times. In inclement weather, slow progress and resting can greatly increase a disabled person's exposure to the elements.

The accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to the accessible entrance of the polling place. The accessible route should, to the fullest extent possible, coincide with the route for the general public.

If the direct route is not accessible, check to see if there is another less direct route that can serve as the accessible route. Routes that are indirect but level or those with running slopes less than 1:20 (1-inch of vertical rise for every 20 inches of horizontal run) can sometimes provide more ease than direct routes with maximum allowable slopes.

Where an accessible route is different from the route used by most voters, signs will be needed at key decision points to direct voters with disabilities to the accessible building entrance. (Figure 17)



Figure 17

Filler can be purchased to repair damaged areas where surfaces are not stable and/or create abrupt level changes (e.g., cracks in asphalt) that can be hazardous.

Objects along the walkway that protrude too far from the side or hang too low from above the path of travel may be a hazard for people who are blind or have impaired vision when they cannot detect an object by using the sweep of their cane. Placing a cane detectable object or barrier below the protruding or low hanging object (see Figures 8 & 9) should allow identification of these hazards. Check low-hanging tree branches to ensure they are at least 80” above the ground and prune when necessary.



Figure 8

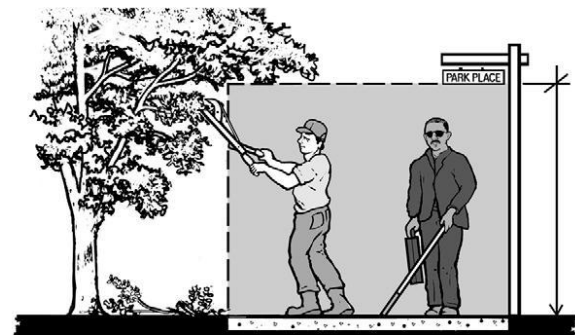


Figure 9

If any areas along the accessible pathway are used to store garbage, furniture or other material, or used as work spaces by janitorial services, make sure the site is notified that these areas must stay clear of any items throughout election day. If an accessible pathway is through a school yard or parking lot, make sure that there are no barriers such as locked gates or doors during polling hours.

Requirements at a Glance: Path of Travel

- If parking is provided for voters, an accessible route from the parking area to the building entrance must be provided.
- An accessible route must be provided from public sidewalks and public transportation stops (where public sidewalks and transit stops are evident) to the accessible entrance of the polling place.
- Post signage to indicate the accessible route to the building entrance.
- The minimum width for an accessible route is 36". It may narrow to 32 inches wide for a distance of 2' or less where utility poles, post-mounted signs, furniture, and doorways are located along an accessible route.
- Walkways must be free of abrupt level changes over ½" (level changes between ¼" and ½" should be beveled).
- If the route to the accessible entrance crosses a curb or stairs, a portable ramp with a slope no steeper than 1:12 (that is, one inch of vertical rise for every 12 inches of ramp length) and edge protections should be used.
- Any portion of a walkway with a slope greater than 1:20 is considered a ramp and must adhere to ADAAG requirements for ramps (<http://www.access-board.gov/ada-aba/ada-standards-doj.cfm#a405>).
- Objects located along a walkway must be cane detectable (with a bottom edge no higher than 27" and not protruding from wall more than 4").
- Objects that hang over a walkway must be placed with their bottom edges higher than 80".
- The undersides of exterior stairs must be enclosed or protected with a cane detectable barrier (see Figure 10).



Figure 10

Tips and Solutions for Path of Travel to the Polling Place

1. ***The sidewalk connecting parking to the polling place entrance is too steep to be accessible.***

Suggestion: Check to see if there is another sidewalk that provides an accessible route to the accessible entrance. Sometimes there is a less direct route that can serve as the accessible route.

2. ***The accessible route crosses a curb and no curb ramp is provided.***
Suggestion: Install a portable ramp with edge protection.
3. ***One or two steps are part of the walkway leading to the accessible entrance.***
Suggestion: Install a portable ramp no steeper than 1:12 slope with edge protection and handrails.
4. ***Branches or other objects over a walkway or pedestrian route are lower than 80 inches above the route.***
Suggestion: Prune the branches or remove the items that are hanging below 80 inches. Another approach is to install a detectable barrier (such as a traffic cone) under the item that is too low. The detectable barrier or object must be within the detectable range of 27 inches or less above the ground.
5. ***One or more objects protrude too far from the side into the path of travel causing a hazard for people who are blind or who have low vision.***
Suggestion: To make a protruding object detectable: 1) Place an object or a barrier (such as a traffic cone) below the protruding object in the cane-detectable area not more than 27 inches above the floor. 2) If the protruding object can be moved, lower the object so its bottom is within the cane detectable area (not more than 27 inches above the floor). 3) Prune or alter tree branches or shrubs object so they do not protrude over the path.

V. Doorways, Hallways and Entrances

All polling places must have at least one accessible entrance. If the accessible entrance is not the main entrance to the polling place, then signs must be located at inaccessible entrances to direct voters to the accessible entrance.



Figure 17

The accessible entrance must remain open when the polling place is open. The accessible door must provide maneuvering space, accessible door hardware, and enough clear width to allow people who use crutches, a cane, walker, scooter or wheelchair to use it. In addition, a stable, firm surface is necessary for safe walking.

If accessible entrances are normally locked during the day (this is often true at schools), make sure that the need for a door monitor is noted or that the site agrees to keep the door open during polling hours.

Requirements at a Glance: Doorways, Hallways and Entrances

- Post signs to indicate the accessible entrance using the International Symbol of Accessibility (ISA).
- All doors, including interior doors, along the accessible route must provide at least 32" clear passage width when the door is open at 90 degrees.
- Door handles on any accessible doors must have a shape that can be operated with a closed fist and does not require tight grasping, pinching, or twisting of the wrist to operate.

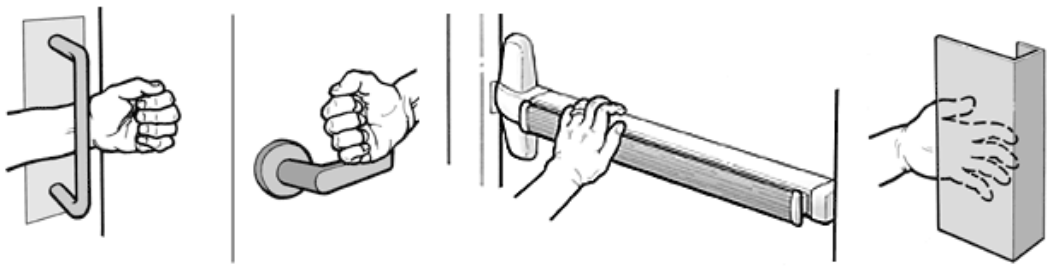


Figure 18

- Door handles must be mounted no higher than 48" above the floor.
- The allowable door opening force for an interior door is 5 pounds of pressure. An exterior door pull force should be between 5 and 10 lbs. of pressure. If you don't have a door pressure gauge, if you can open a door with your pinky, then it is within range.
- If the door is not automatic or power-operated, there must be at least 18" clearance provided on the pull side of the door for wheelchair users to be able to reach the door handle.

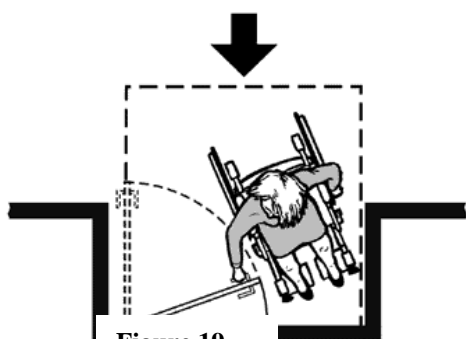


Figure 19

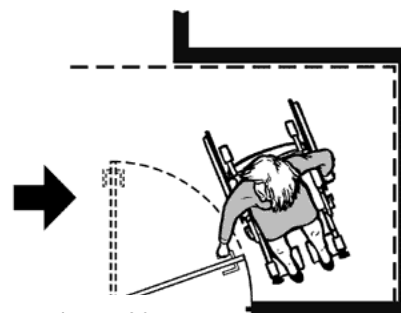
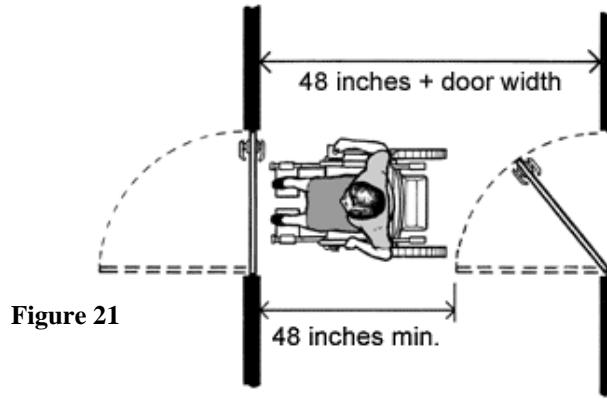


Figure 20

- The change in level from the ground or floor to the threshold at any accessible door must be less than $\frac{1}{2}$ ", or may be up to $\frac{3}{4}$ " if beveled on both sides.
- If the entryway at the accessible entrance includes a vestibule (area between 2 doors), then the clear floor space must be at least 30" x 48" beyond the swing of both doors. (Figure 21)



- Minimum width for an accessible route is 36".
- The accessible route must be free of abrupt level changes over $\frac{1}{2}$ "; changes in level between $\frac{1}{4}$ " and $\frac{1}{2}$ " must be beveled.
- If an accessible route has changes in level greater than $\frac{1}{2}$ ", or if the voting area is located on a different floor than the accessible building entrance, then a ramp, elevator, or lift must be provided.
- Objects located along hallways/corridors must be cane detectable (bottom edge may not be between 27" and 80" from the floor and protrude from the wall more than 4"). Objects that hang over a walkway must be placed with their bottom edges higher than 80".



Figure 22: (1) & (2) If higher than 27", may not protrude more than 4"; (3) Bottom edge must be higher than 80"

- The undersides of interior stairs must be enclosed or protected with a cane detectable barrier (see Figure 10).

Tips and Solutions for Doorways and Interior Path of Travel

Thresholds and surface height changes in doorways are particularly inconvenient for wheelchair users because complex maneuvering is required to get over the level change while operating the door. Threshold ramps, a helpful and affordable solution for removing threshold barriers, are designed to assist wheelchair or scooter users over small thresholds, such as those found in doorways. They can be purchased in various lengths and widths to fit your needs. There is a large selection of pre-built ramps available to fit almost any situation.

If an exterior door exceeds the allowable door opening force, a temporary door bell can be placed outside or a poll worker can be posted at the door.

Cones can be placed under potentially hazardous objects that are not cane detectable, such as wall-mounted display cases and fire extinguishers. This will alert a person to go around the hazardous object.

Swing-away hinges to modify doorways that are not wide enough

Replacing regular door hinges with swing-away hinges can provide an extra 1½” to 2” of clear passage width.



Figure 23

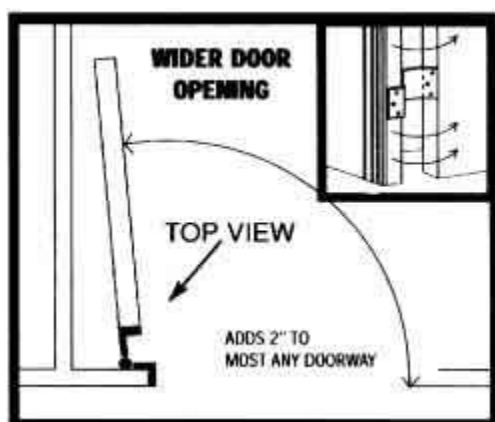


Figure 24

Door knob retro-fit levers to modify inaccessible door knobs

Retro-fit levers snap over a regular door knob making it easier to operate with a closed fist.



Figure 25

Velcro or double sided tape to secure mats or rugs

Use Velcro (Figures 26a &b) or double sided tape (Figures 27a &b) to securely attach weather mats or other small rugs at entry way or along the path of travel. Doing so will greatly decrease the potential tripping hazard unsecured mats or rugs present.



Figure 26a



Figure 26b

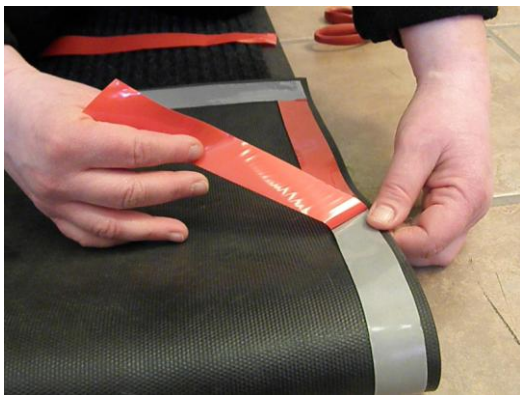


Figure 27a



Figure 27b

Tips and Solutions for Polling Place Entry

1. ***One or two steps at the entrance prevent access.***

Suggestion: If another entrance is accessible and on an accessible route, designate it as the accessible entrance and install a sign at the main entrance directing voters to the accessible entrance. Keep the accessible entrance unlocked during voting hours. If another accessible entrance is not available, install a temporary ramp with edge protection and handrails.

2. ***There is a small step at the entrance.***

Suggestion: Install a temporary ramp to provide a smooth transition.

3. ***Entrance door threshold has an abrupt change in level of more than 1/4 inch and no beveled sides.***

Suggestion: If the threshold is not more than 3/4 inch high, add beveled surfaces to both

sides of the threshold or replace with a new threshold that is no more than 1/2 inch high and has beveled sides.

4. ***Entrance door to the building is heavy and difficult to open.***

Suggestion: Keep the door propped open with a wedge or small object that does not create tripping hazards, install a latch mechanism to keep door open, station volunteers near the door to open it for voters or set up a wireless door bell system.

5. ***The door handle and/or latch at the entry door is not accessible.***

Suggestion: Add an accessible pull or handle to the outside of the door and leave the door unlatched, or install an accessible door handle and hardware. As an alternative, prop the door open with a wedge or small object that does not create tripping hazards, install a latch mechanism to keep door open, station volunteers near the door to open it for voters or set up a wireless door bell system.

Tips and Solutions for Hallways and Corridors

1. ***One or more steps in the hallway block access.***

Suggestion: Install a portable ramp with edge protection and handrails or relocate the voting area to an area that is on an accessible route.

2. ***The voting area is not on an accessible route and cannot be made accessible.***

Suggestion: Look for another area where accessible voting may be provided. For example, if a polling place in a private home has stairs, perhaps the garage may be accessible when entered from the driveway. If a church's basement is used as a polling place and it is not accessible, perhaps one of the ground floor rooms could be used as the accessible voting area.

3. ***A wall-mounted display case is a hazard because it projects more than 4 inches from the wall and the bottom of the case is more than 27 inches above the floor.***

Suggestion: Place a detectable object, such as a traffic cone on the floor below the case.

4. ***A ceiling- or wall-mounted television monitor has less than 80 inches of clearance between the floor and the bottom of the unit.***

Suggestion: Place a detectable object, such as a traffic cone, on the floor directly below the unit.

5. ***The bottom of a staircase is open, and voters who are blind or have low vision can hit their heads on the underside of the staircase.***

Suggestion: Provide a detectable fence or other object so voters cannot walk under the staircase.

VI. The Voting Area

The interior accessible path must connect the accessible entrance to the voting area. If the accessible path is different than the path generally traveled, then appropriate signage must properly designate the accessible path. Always inquire if there are other activities being held during voting such as luncheons, meetings, bake sales, etc. If so, you must determine if these activities infringe on the accessibility of the site.

Requirements at a Glance: Voting Area

- Any door leading into or out of the voting area shall be accessible as described in the Doorways, Hallways and Entrances Requirements section.
- The voting area should provide adequate space for check in tables, at least one accessible voting booth, and must have an accessible route (36" wide) throughout the voting area.
- Along the general path of traffic throughout the voting area, there should be no undetectable objects protruding into the walkway (more than 4" out from the wall if an object's bottom edge is higher than 27") or hanging too low into the walkway (lower than 80").
- The interior floor surface must be level, free from abrupt level changes over ¼" and must be stable, firm and slip resistant. When possible, ensure exposed floors stay as dry as possible in wet weather.
- If runners and mats are being used in entryways make sure they are secured with double-sided tape
- Keep 5' x 5' clear floor space in front of machines for turning, or provide a T-shape for more constrained spaces. (see Figures 28 & 29)

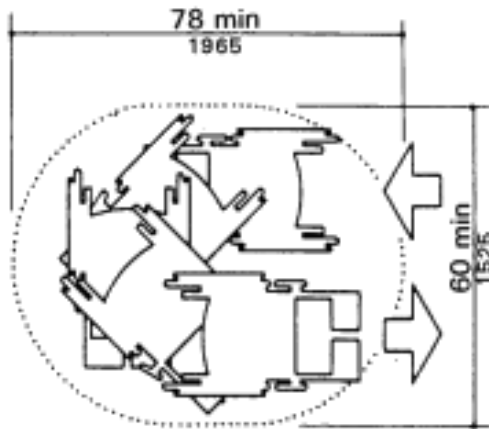


Figure 28

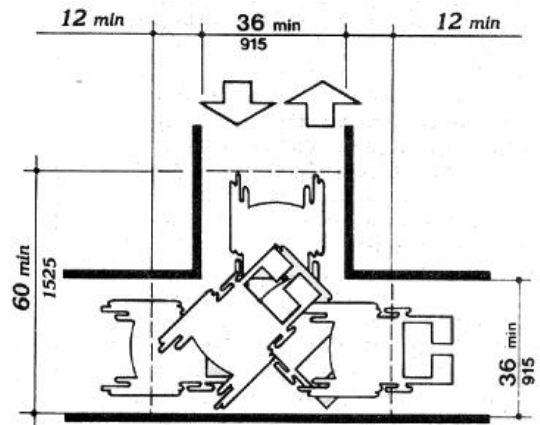


Figure 29

For Check-in Tables and Table Mounted Machines:

- Ensure 30" w x 48" l clear floor space in front of any table (approximate dimensions of a wheelchair)
- Table dimensions of 30" w x 19" d x 27" h are accessible for a wheelchair user. The bottom of the table should be no lower than 27", with a table height range between 28" and 34".
- When choosing a chair for the BMD, a sturdy, backed chair with seat height between 17" and 19" will make it easier to stand up from, especially for those with less flexibility in their hips and knees. Avoid folding chairs and chairs with wheels. Providing solid seating is a courtesy especially for senior voters.
- Ensure that the BMD screen does not face a window or the public area, and if there are no other options, cover the window to reduce glare.

VII. Signage

Signage is used extensively on Election Day to direct voters arriving at the polling place to the voting area. Additional directional signs shall be provided to guide voters toward and through the accessible path of travel to the voting area. The standard symbol used to identify facilities and features that are accessible to elderly voters and persons with disabilities is the International Symbol of Accessibility (ISA).

Accessible signage should have a non-glare finish. For signage that must be laminated to withstand exterior weather conditions, it is recommended that a matte or satin finish laminate be applied to reduce glare.

Requirements at a Glance: Signage

- Accessible signs must also have character and symbol colors that contrast with the background color. (Dark symbols on a light background or light symbols on a dark background.)



Figures 30a & 30b

- Characters must be conventional (not italic, oblique, script, highly decorative, or otherwise unusual) in form and selected from sans serif fonts, if computer-created. Example: Using Word document, choose Calibri font bold at 360 point size. This will provide 3” high letters. As only a few letters will appear on each page, overlapping pages or cutting to size will be necessary. Once a sign template is created, copies can be made and laminated or put into clear plastic sleeves. Signs can be handmade as long as the same guidelines are adhered to.
- All accessible building entrances must be identified with the ISA. Entrances which are not accessible on Election Day must have directional signage that indicates the location of and route to the nearest accessible entrance. Using the ISA, in conjunction with large bold arrows and/or other directional symbols guides voters along the accessible route. Directional signs shall have contrasting colors and non-glare finish.
- Height requirements - Directional signage shall be posted no lower than 40” from floor and no higher than 70” from floor. Size of letters shall be at least 3” high if being viewed from a distance of 20’. Be sure to place signs at intervals of 20’ from the accessible parking all the way to the accessible voting area. See 703.5.5, Visual Character Height, at <http://www.access-board.gov/ada-aba/ada-standards-doj.cfm#communication>

VII. Ramps, Curbs & Slopes

Any part of an accessible route, either along an outside sidewalk or an interior hallway, with a slope greater than 1:20 must meet the requirements for an access ramp. Level changes up to $\frac{1}{4}$ " along an accessible route are allowable. Level changes between $\frac{1}{4}$ " and $\frac{1}{2}$ " must be beveled.

Any level changes greater than $\frac{1}{2}$ " must be ramped. Keep in mind that all walkways and ground surfaces along an accessible route must be stable, firm and slip resistant.

A ramp landing that is not level causes individuals using wheelchairs to tip backward or bottom out when the ramp is approached. A cross slope on any walkway or floor surfaces can cause considerable difficulty in propelling a wheelchair in a straight line or cause difficulty for people with gait, balance or other mobility issues, especially on a ramp or otherwise sloped surface. The cross slope of ramp surfaces shall be no greater than 1:50.

There is a large selection of pre-built ramps available to fit almost any situation. Ramps may be used as either permanent or temporary solutions.

Requirements at a Glance: Ramps

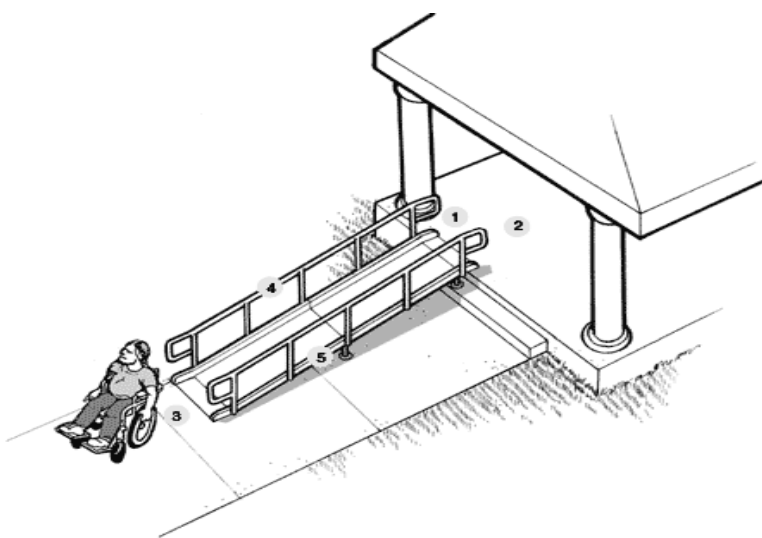


Figure 31

(1) At least 36" between handrails; (2) Top landing part of walk; (3) Bottom landing part of walk; (4) Handrail height 34 to 38 inches; and (5) Edge protection

- An accessible route does not include stairs, steps, or escalators. If an accessible route has changes in level greater than $\frac{1}{2}$ ", then a curb ramp, ramp, elevator, or platform lift shall be provided.

- The least possible slope shall be used for any ramp. The maximum slope of a ramp shall be 1:12. A slope of 1:12 is one inch of vertical rise for every 12 inches of ramp length.
- If a ramp run has a rise greater than 6" or is longer than 6 feet, then handrails must be provided on both sides of the ramp.
- The ramp surface must be at least 36" wide.
- The diameter or width of the gripping surfaces of a handrail or grab bar shall be 1¼" to 1½". Handrails cannot rotate within their fittings.
- The handrails must be mounted between 34 and 38 inches above the ramp surface, be continuous the full length of the ramp and continue at least 12 inches past the end of the ramp surface. The handrail extensions must be rounded or return to the ground, a wall, or post as shown in the image above. By extending the handrail 12 inches past the slope of the ramp, voters with balance difficulties will be on a level surface when they release their grip on the handrail.
- If a ramp is not adjacent to a wall, there must be a wheel guide curb or edge protection at least 2 inches high on both sides of the ramp to prevent wheelchair wheels from rolling off the edge of the ramp. A wheel guide on one side of the ramp is permitted when the other side adjoins a wall or other vertical surface.
- The maximum rise for any ramp section is 30 inches, or 30 feet maximum length.
- Level landings must be provided at the bottom and top of each ramp and at each ramp section of 30 feet.
- The landing must be at least as wide as the ramp run leading to it. The landing length must be a minimum of 60" (clear of any doors or other obstructions).
- If a ramp changes direction at the landing, the minimum landing size is 60" by 60". Ramps and landings with vertical drop-offs must have edge protection of at least 2" high in the form of curbs, walls, or railings.
- If handrails are mounted adjacent to a wall, the space between the wall and the handrail shall be 1 ½". People with disabilities often rely upon grab bars and handrails to maintain their balance and prevent serious falls. Many people brace their forearms between supports and walls to give them more leverage and stability in maintaining balance or for lifting. The 1½" clearance provides adequate gripping room while helping to prevent injuries that may result from arms slipping through a larger opening.

IX. Elevators and Lifts

An accessible route does not include stairs, steps, or escalators. If the building entrance and the voting area are located on different floors of the building, then a ramp, elevator, or platform lift must be provided.

If an elevator is the only accessible path of travel to the voting room, it must be accessible. Elevators that are adjacent to the voting area, but are not needed to enter the voting area, do not have to be surveyed.

Requirements at a Glance: Elevators and Lifts

- Both sides of the elevator hoist way entrance must have 2" long, slightly raised letters and Braille character floor designation signs. The characters shall be centered on the hoist way 60" above the floor.
- Call buttons in elevator lobbies and halls must be centered at 42" above the floor. People who are blind or visually impaired are trained to find tactile signs in a consistent location. They cannot find the sign if it is not mounted at the correct height.
- The elevator door must provide at least 36" clear passage.
- The floor area of the elevator must provide enough space for wheelchair users to enter, reach the controls, and exit the car. The minimum depth from the door entrance to the rear of the cab is 54". The width from side to side is 80" for a center door and 68" for a side door entrance.
- Raised letters and Braille characters must be used to identify each floor button and each control.
- Floor control buttons in the elevator cab should be mounted no higher than 54" for a side reach or 48" for a forward reach.
- The elevator must be equipped with audible tones or bells that announce each floor as it is passed.
- Elevator doors must stay open long enough to enter safely (minimum 5 seconds) and remain open for at least 3 seconds in response to a car call.
- The lift must allow a wheelchair user to enter, operate, and exit without assistance.
- The change in level from the floor to the lift surface must be less than $\frac{1}{4}$ ", or may be up to $\frac{1}{2}$ " if beveled.

- The clear floor space of the lift must be at least 30” by 48”.
- The lift controls or operating mechanisms must not be mounted more than 54” above the floor for a side reach or 48” for a forward reach.
- The lift controls or operating mechanisms must be usable with one hand without tight grasping, pinching, or twisting of the wrist.

X. Restrooms

The ADA does not require polling sites to have accessible bathrooms. However, selecting polling sites with accessible bathrooms enables people with disabilities to work as poll workers on primary or election day.

Appendix A

Glossary of Terms

A **Access** - a way or means of approach

Access Aisle – An 8 foot wide space adjoining an accessible parking space allowing for safe maneuvering into and out of a vehicle.

Accessibility – building features and informational materials arranged and presented in such a way for people with a range of disabilities to approach, enter, use, or understand

Accessibility Stick – measuring tool containing bubble level and retractable ruler

ADAAG – Americans with Disabilities Accessibility Guidelines, a complete listing of specifications and requirements for accessibility features
<http://www.access-board.gov/adaag/html/adaag.htm>

B **Barrier** – any obstacle to access that can be removed or overcome with temporary measures

Beveled Threshold - provides a smooth, gradual transition from the ground to a doorway threshold

Braille - a communication method that is widely used by blind people to read and write; the first digital form of writing. Each Braille character, or *cell*, is made up of six dot positions, arranged in a rectangle containing two columns of three dots each.

Bubble Level - an instrument designed to indicate whether a surface horizontal (level) or vertical (plumb).

C **Cane Detectable** –an object is cane detectable if it is within range of a cane sweep: up to 27 inches above the floor. If objects are lower than 80” and protrude more than 4” into the path of travel a cane detectable warning must be provided.

Checklist – refers to list of accessibility features for poll workers to review on Election Day.

Cross slope – slope that appears across the width of a path of travel.

Curb Cut –recessed pavement feature allowing smooth transition from street or parking area to sidewalk or walkway. Curb cuts must meet specific requirements for slope, width and detection by cane.

Curb Ramp – temporary feature placed at the edge of curb allowing access from street or parking area and must meet specific requirements for slope, width and edge protection.

D **Detectable Warning** – an item such as a cone, large planter or chair, placed below and in front of an object protruding more than 4” into the path of travel, but does not reach all the way to the floor, ex.: fire extinguisher, water fountain, wall hung cabinet. The detectable warning alerts people using canes to the objects’ existence.

Digital Level – See Smart Tool

Distance Measure - used for measuring long distances. To use, reset the counter to zero, place the wheel at the point you want to start measuring, and roll in a straight direction to the stopping point, then read the counter.

Door Hardware – refers to door opening features (handles , panic bars) and hinges (regular and swing-away).

Door Pressure Gauge – (DPG) a device to measure the force required to open a door

Door Threshold – the sill of a doorway

E **Edge Protection**- refers to the vertical slat adhered to the side of a ramp enabling detection by cane and preventing feet or wheels from going over the edge of ramp.

Elevator – refers to device enabling vertical mobility between floors of a building. In terms of accessible elevators, freight elevators are generally *not* an acceptable alternative.

Exterior – refers to any features on the outside of a building, i.e., exterior door, exterior path of travel

F **Finish Floor** – refers to the finished surface of a floor, includes any covering such as carpeting or tile

G **Grade** – surface from which height of an object is measured.

H **Handrail** – rail that is designed to be grasped by the hand so as to provide stability or support

Handrail Height - Handrails must be mounted between 34 and 38 inches above the ramp surface to be considered accessible

Height Requirement – a measurement standard for any item or feature placed or mounted in such a way as to make it accessible

I **International Symbol of Accessibility (ISA)** – a simple graphic depicting a figure in a wheelchair, most often shown in high contrast white/ and blue or white and black, used to indicate and accessible feature.

Interior – refers to any feature on the inside of a building, i.e., interior door, interior path of travel

J

K

L **Latch Side Clearance** – the space on the pull side of the door where the door’s locking mechanism is located. At least 18 of clear floor space is required for accessibility

Large Print – refers to 18 point sans serif style fonts.

Level Change – refers to changes in elevation along a path of travel. In terms of accessibility, a level change of up to ¼ inch is allowable, anything over that needs to be addressed by either permanent or temporary means.

Lift, Platform Lift – a device for bridging a gap in elevation, usually on the same floor of a building, generally spanning a few feet. Example: To overcome a barrier of a short stairway (3 – 4 steps) a lift can be installed next to the stairs when a ramp would be architecturally impractical or impossible.

M **Measurement** – the process or result of determining the width, length, height of an building features. When surveying for accessibility, specific measurement requirements must be met in order to deem a location compliant.

N

O **Obstacles** – any barriers or impediments to safe and comfortable traversing of a path of travel or use of an architectural feature

P **Path of Travel** – refers to walkways, hallways, sidewalks or any swath of ground or floor area adjoining one location to another.

Permanent – refers to architectural or other features that are unlikely to change in status, condition, or place, or refers to a feature that can be made so.

Pull Force – pertains to the continuous application of force necessary to fully open a door, not the initial force needed to overcome the inertia of the door. Maximum pull force allowance for interior doors is 5 lbs. of pressure. There are no standards for exterior doors, however a pull force of between 5 and 10 lbs. of pressure

R **Ramp** – an architectural feature, permanent or temporary, allowing smooth and safe transition between level changes along a path of travel

S **Signage, Directional Signage** – refers to any kind of visual graphics created to display information and guide people to a particular destination

Slope - describes steepness, incline, or grade

1:12 – this ratio of height to length describes the maximum allowable slope for a ramped surface. For every 1 inch of vertical rise, 12 inches of ramp length is necessary to be considered accessible. Metrically a 1:12 slope is 8.33 %.

1:50 - this ratio of height to length describes the maximum allowable slope for a parking area, path of travel or cross-slope of a ramp. For every 1 inch of rise, 50 inches of length is needed to be considered accessible. Metrically a 1:50 slope is 2%.

Smart Tool - A digital tool that can be used as a level, plumb and clinometer. It digitally displays angles in degrees, percent slope and pitch (inches of rise or fall per linear foot) to an accuracy of 1/10 degree.

T **Tape Measure** – a tool for measuring distance in inches and feet. When surveying, it is best to use a tape measure that extends to 30 feet.

Temporary – an item or feature not permanently affixed or an item or feature that can be affixed for a short period of time

U

V

W **Warning, Detectable** - an item such as a cone, large planter or chair, placed below and in front of an object protruding more than 4” into the path of travel, but does not reach all the way to the floor, ex.: fire extinguisher, water fountain, wall hung cabinet. The detectable warning alerts people using canes to the objects’ existence.

X

Y

Z

Appendix B

ADA Checklist for Polling Places

Survey Tool

ADA Checklist for Polling Places Survey Form

2

Checklist Survey for Accessible Polling Places

County: _____ Election District(s): _____

Surveyed on: __/__/2006 Survey By: _____

Polling Place: _____

Address: _____ City: _____ State: _____ Zip: _____

City/Town: _____

Contact Person: _____

Telephone #: _____ TTY #: _____ Fax: _____

e-mail: _____

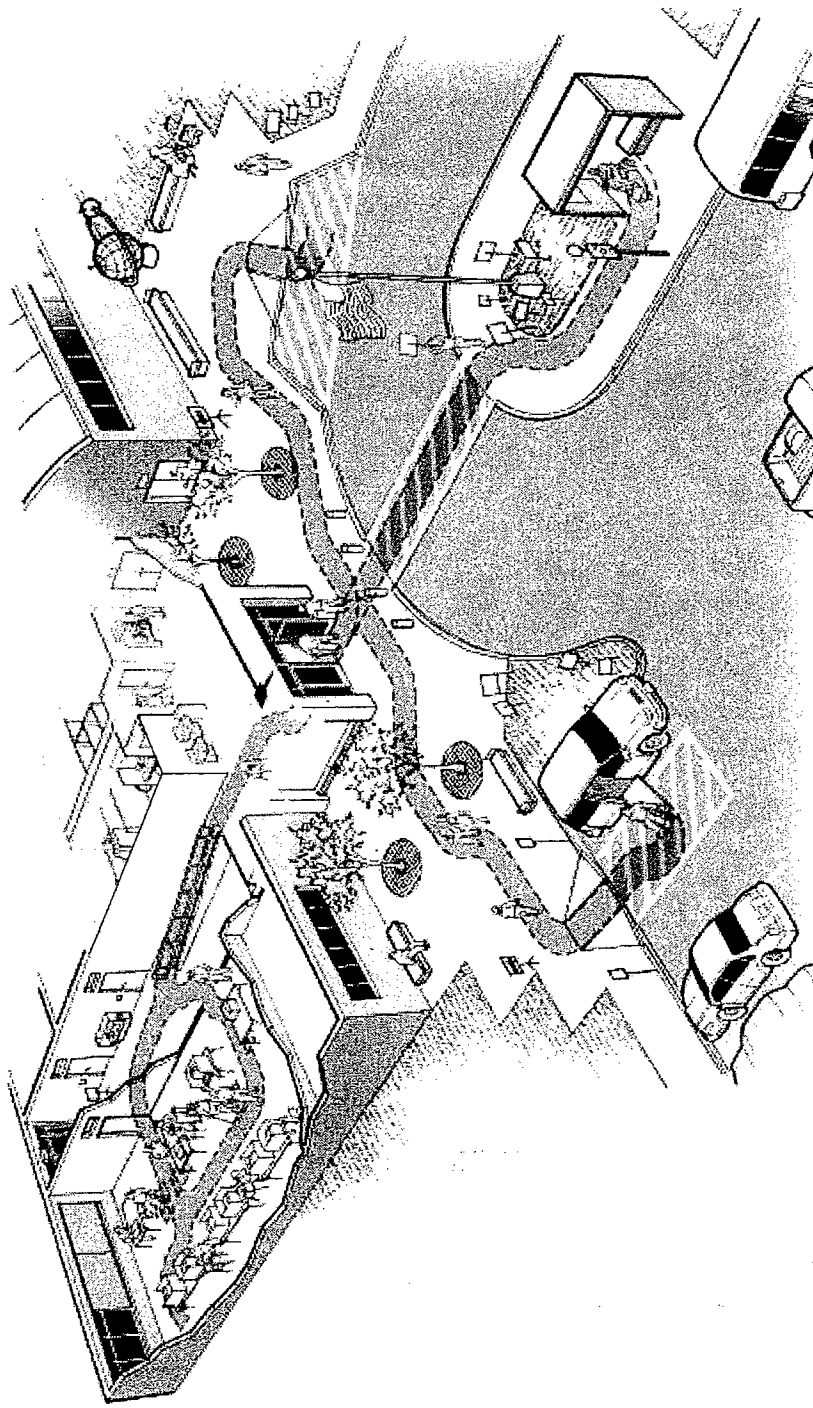
Information

Quality of Location: <input type="checkbox"/> excellent, <input type="checkbox"/> good, <input type="checkbox"/> fair, <input type="checkbox"/> poor		Location of Polling Entrance: <input type="checkbox"/> front, <input type="checkbox"/> back, <input type="checkbox"/> right side, <input type="checkbox"/> left side, <input type="checkbox"/> _____	
Location of Accessible Entrance:		Voting Space Location:	
Terrain around polling place: <input type="checkbox"/> Flat, <input type="checkbox"/> Hilly, <input type="checkbox"/> Grassy, <input type="checkbox"/> Gravel, <input type="checkbox"/> _____		Type of Building: <input type="checkbox"/> business, <input type="checkbox"/> school, <input type="checkbox"/> senior center, <input type="checkbox"/> government building, <input type="checkbox"/> church, <input type="checkbox"/> _____	
<input type="checkbox"/> Accessible tables available? How many: _____		# Electric Outlets Available in Voting Room: _____	
<input type="checkbox"/> Accessible chairs available? How many: _____		<input type="checkbox"/> A phone is provided for use on election day.	
Voting Space Size: ____ ft. x ____ ft.		Maximum number of voting booths: _____	



Americans with Disabilities Act

ADA Checklist for Polling Places



February 2004

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Additional copies of this publication may be obtained, viewed or downloaded from the Publications section of the ADA Website (www.ada.gov) or by calling the ADA Information Line at 800-514-0301 (voice), 800-514-0383 (TTY).

Disclaimer

The ADA authorizes the Department of Justice to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulation. However, this technical assistance does not constitute a legal interpretation of the statute.

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Evaluating the Physical Accessibility of Polling Places

When choosing a new site for a polling place, elections officials should select a facility that is accessible to voters who use wheelchairs or scooters or who have difficulty walking.

Planning for an upcoming election also gives elections officials the opportunity to improve existing polling places that are not accessible by using temporary elements, such as portable ramps, on election day or by working with building owners to make permanent alterations that improve the accessibility of the polling place.

The following checklist is designed to help voting officials determine whether a polling place has basic accessible features needed by most voters with disabilities. It may be used when evaluating the accessibility of potential new polling places and when identifying physical barriers in existing polling places before temporary or permanent modifications are made to improve accessibility for elections.

Individuals completing the checklist do not necessarily need to be experienced in evaluating buildings and facilities for accessibility. The checklist is designed to prompt the user to check key features by asking questions about sizes, sloped surfaces, and availability of accessible features, and in some areas it suggests alternatives if a physical barrier is identified. By following the directions provided for filling out the checklist, voting staff and volunteers can identify accessible polling places and develop information used for implementing temporary and permanent modifications.



A voter enters an accessible polling place.

Getting Started

An evaluation of polling place accessibility should focus on those areas of a facility that are important to voting. These often include parking for voters, a drop off or loading area, the entrance to the polling place, and the pedestrian routes (both exterior and interior) that voters use to get to the voter check-in and voting area.

Before a polling place is evaluated, it is useful for staff or volunteers to review the instructions for using the checklist and become familiar with the questions. It is also helpful to practice taking measurements and recording information before beginning the evaluation.

When staff arrive at a polling place, it is best to first determine the location of parking, including accessible parking (if any is provided), the entrance that will be used on election day, and the location of the voting area. If the survey is being done to determine the accessibility of a new location for a polling place, then the walk-through should look for areas that provide the best accessibility, where simple modifications may provide accessibility, or where it may be easiest to improve accessibility by adding temporary features.

Using the Polling Place Checklist

Tools and Documentation

A few simple tools may be used to measure the sizes and the slope of specific elements and spaces:

- A metal tape measure at least 15-foot long
- A level with a bubble measure or a digital measure at least twenty-four inches long for measuring slope, and
- A clipboard, copy of the checklist (one copy per polling place), and pens or pencils.

It is also a good idea to have a film or digital camera to document important areas that may need to be reviewed later. Any camera may be used to shoot photographs but one with a flash is most useful, particularly when indoor photos are needed.

Use the Checklist to Record Data

The checklist is designed to prompt the users on what to look at and where to measure. All answers and notes should be recorded on the checklist for use later in the planning process. When completed, the checklist should provide an indication of the level of accessibility at the polling place. If photographs are taken during the survey, it is helpful to note on the checklist that a photo was taken for later review of particular elements, spaces, or conditions.

Completing Measurements and Recording Information

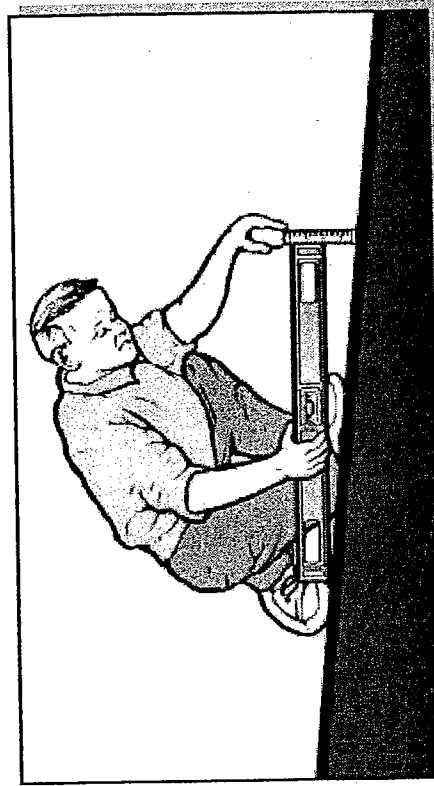
One person can complete a survey of a polling place but it is often quicker and easier for two people to work together. One can be responsible for taking the measurements and the other for recording the information and taking any photographs.

Taking Measurements

Sloped Surfaces

One way to measure slope is to use a 24-inch level with leveling bubble and a tape measure. Place the level on the incline in the direction you wish to measure. Rest one end of the level at the highest point of the sloped surface and lift the other end (as shown in the illustration) until the bubble is in the middle of the tube. This is the "level" position. While the level is in this position, measure the distance between the end of the level and the sloped surface below. If the distance is 2 inches or less, then the slope is 1:12 or less. When the distance is greater than 2 inches, record the distance on the checklist so the exact slope may be calculated later if needed.

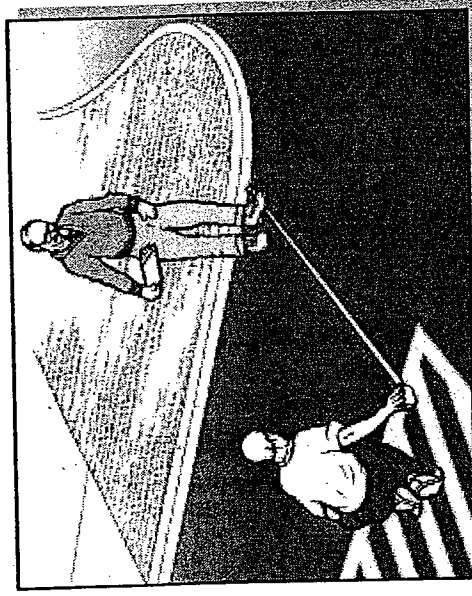
Slopes may also be measured using a digital level. The digital display replaces the bubble and typically gives a reading that may be shown as a digital bubble, degrees, or a percent. Before using a digital level make sure to familiarize yourself with the directions. Many digital levels need to be calibrated each time they are used. If you can set the digital display to percent or degrees, the maximum slope generally allowed is 8.33% or 4.76 degrees (for a 1:12 slope).



Measuring slope using a 24-inch level and tape measure

Using the Tape Measure

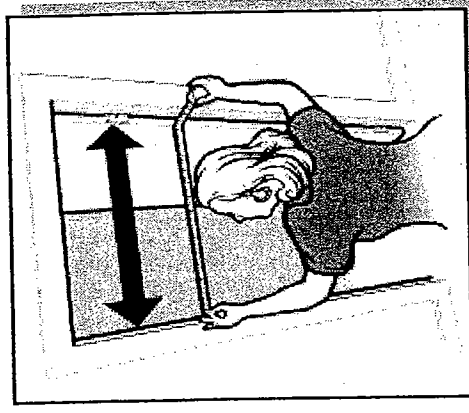
When measuring the width of a parking space or access aisle, the width of an accessible route or the height of an object above the floor, for example, try to keep the tape from sagging or bending. If the tape is not straight, try to support the tape in the middle or pull it tight and take the measurement again.



Using a tape measure to measure the width of a parking space

Measuring Door Openings

Measuring the clear opening of an accessible door requires special care. To measure the opening of a standard hinged door, open the door to 90 degrees. Place the end of the tape measure on the side of the door frame next to the clear opening (as shown in the drawing). Stretch the tape across the door opening to the face of the door. This measurement equals the clear open width of the door, which is typically less than the width of the door.



Measuring the clear opening from the face of the doorstop on the frame to the face of the open door

Completing the Checklist

For each checklist item, check either "yes" or "no." If the measurement or number falls short of that required for accessibility, write the measurement or number to the right of the question in the area under "Comments." Add notes or comments as needed. For some questions when "no" is the answer, the checklist will include a prompt to check for an alternate solution. Information on alternate access can be used later as voting officials decide how to provide accessible voting.

When completing the survey, it is important to try to answer every question in each section, unless, of course, the element is not present at the particular site under review. For example, if there is no parking provided on-site at the polling place, or only on-street parking is provided, there is no need to try to measure the size of the parking spaces or to count the number of parking spaces.

The checklist is based on requirements from the ADA Standards for Accessible Design (Standards). Each item includes a reference to the technical requirements in the Standards from 28 C.F.R. Part 36, Appendix A. This reference is provided to assist users in looking up the requirement or related requirements when necessary. An electronic copy of the Standards is available on the ADA Website at www.ada.gov. Printed copies are also available from the ADA Information Line at 800-514-0301 (voice) or 800-514-0383 (TTY).

After Completing the Survey

Completed polling place surveys will provide the information needed to determine which sites are accessible and which may become accessible with permanent or temporary modifications. Checklists where most answers are "yes" will usually indicate an accessible polling place. Others, where some answers are "no," may become accessible if permanent or temporary modifications are done to remove barriers. Polling places in older buildings may have few accessible features but some of these voting facilities may be able to be made accessible with temporary modifications, such as portable ramps at the entrance and accessible parking spaces marked off by traffic cones. There may also be some sites that cannot be made accessible so plans will be needed to offer accessible voting in some other way.

For more information about temporary modifications, see **Temporary Solutions for Election Day** at the end of each section of this document.

Alterations

When State and local governments make permanent modifications or alterations to facilities that serve as polling places these alterations must comply with the ADA Standards. For more information visit the **ADA Website** to view or download the ADA Standards, technical assistance materials, and general ADA information.

www.ada.gov

For specific questions about the ADA, call the Department of Justice **ADA Information Line**.

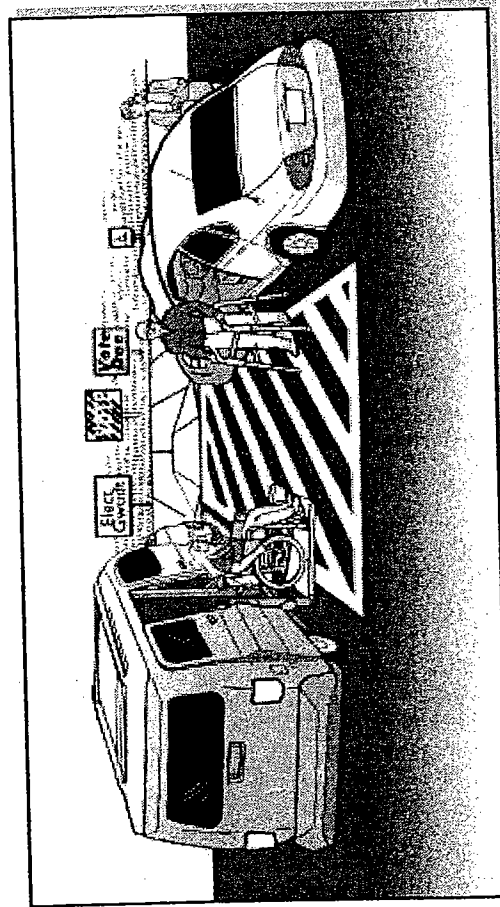
800-514-0301 (voice)
800-514-0383 (TTY)

Getting to the Polling Place

A. Parking

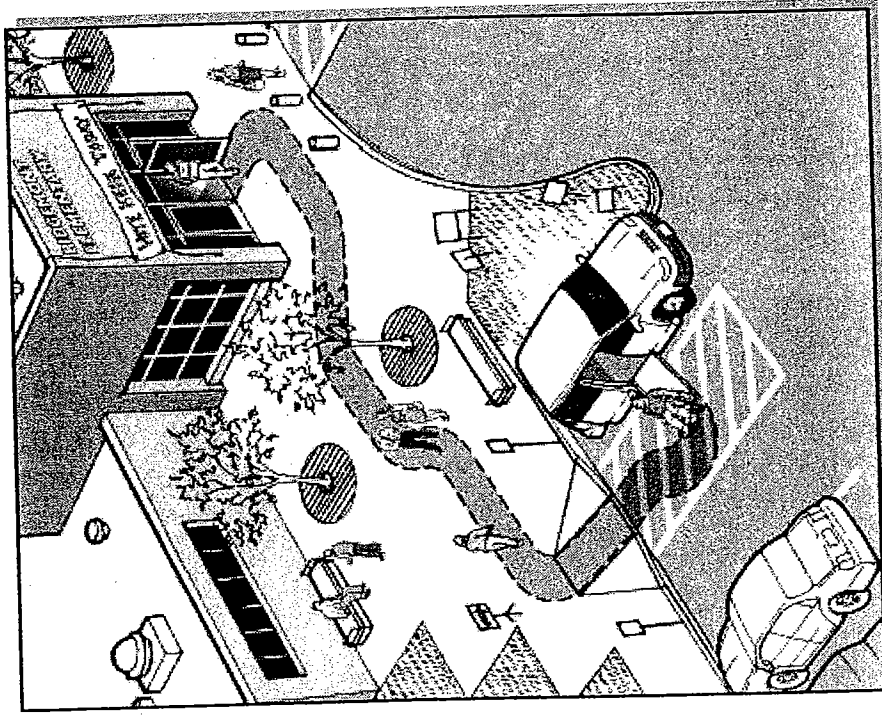
Typical Issues

When parking is provided for voters, staff and volunteers, accessible parking must be provided for people with disabilities. Voters with disabilities who arrive by car need a parking space close to an accessible entrance. The accessible parking space has an adjacent access aisle that provides needed room for a person to open the car door fully and then stand with the aid of a walker, to transfer to a wheelchair, or to lower a wheelchair lift. The access aisle connects directly to an accessible route that leads to an accessible building entrance. In order to be usable, the access aisle must be relatively level, clear of gravel or mud, and the surface must be in good condition without wide cracks or broken pavement.



Van-accessible parking spaces serve both cars and vans. A wide access aisle is needed so a wheelchair lift may be lowered from the van onto the level surface.

An accessible route connects the access aisle of each accessible parking space with the accessible entrance to the polling place. When an accessible route crosses a curb, a curb ramp must be provided. If the accessible route connects the access aisle to the accessible entrance using the parking lot surface, a marked crosswalk should be provided on the vehicular route.

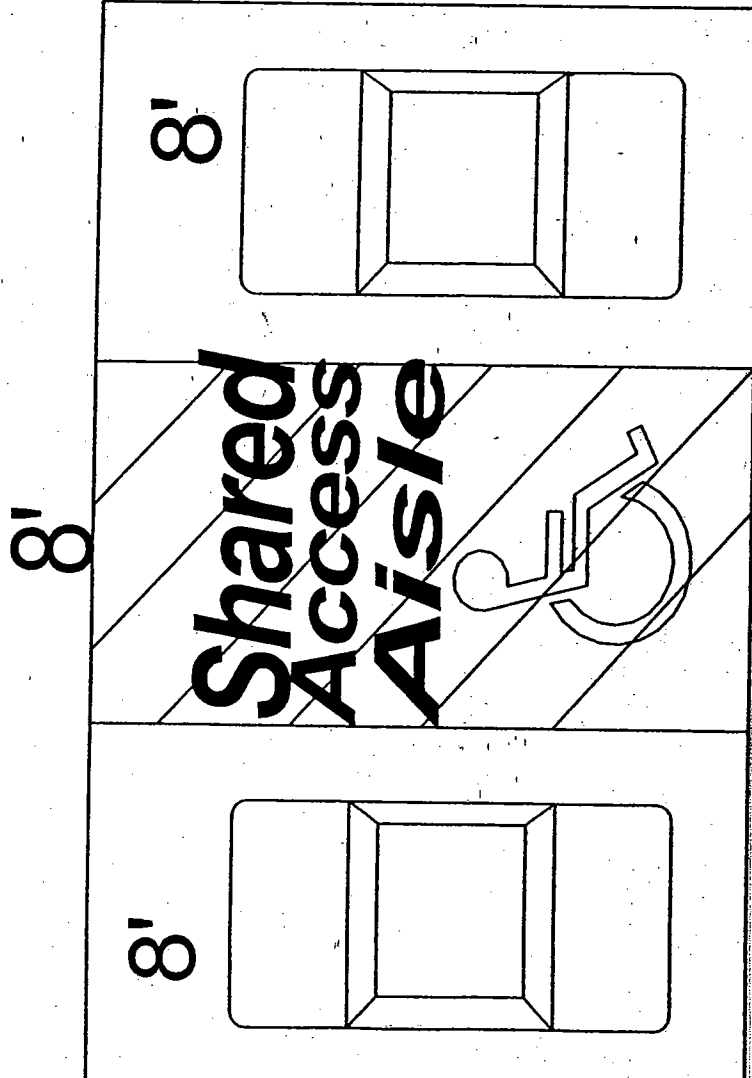


ACCESSIBLE PARKING SPACES

TOTAL PARKING SPACES PROVIDED	REQUIRED MINIMUM NUMBER OF ACCESSIBLE SPACES
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
More than 1,000	20 plus one for each 100 over 1,000

§1106.4 Signage. Each accessible parking space shall be provided with signage displaying the international symbol of accessibility. Each access aisle shall be provided with signage reading "No Parking Anytime." Signs shall be permanently installed at a clear height of between 60 inches (1525 mm) and 84 inches (2185 mm) above grade and shall not interfere with an accessible route from an access aisle.

§1106.5 Location. Accessible parking spaces shall be located on the shortest accessible route of travel from adjacent parking to an accessible building entrance. In parking facilities that do not serve a particular building, accessible parking spaces shall be located on the shortest route to an accessible pedestrian entrance to the parking facility. Where buildings have multiple accessible entrances with adjacent parking, accessible parking spaces shall be dispersed and located near the accessible entrances.



Yes _____ No _____

A5. Are all accessible parking spaces, including the access aisle, relatively level (1:50 or 2%) in all directions? [ADA Std 4.6.3]
If No: Look for a nearby area that is relatively level which could serve as an accessible parking space with an accessible route to the accessible entrance to voting.

Yes _____ No _____

A6. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space? [ADA Std 4.6.4]

Yes _____ No _____

A7. If there is a curb between the access aisle and the accessible route to the building, is there a curb ramp that meets the following requirements: [ADA Std 4.7]

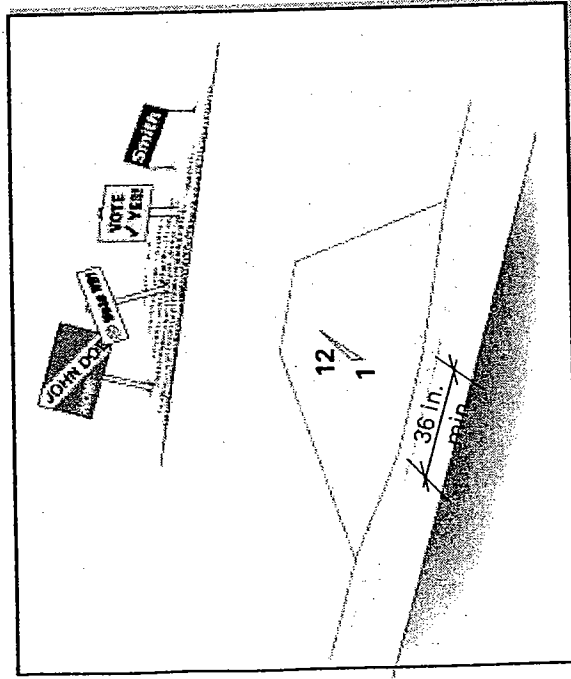
Yes _____ No _____

a. Is the ramp surface at least 36" wide, excluding flared sides? [ADA Std 4.7.3]

Yes _____ No _____

b. Is the slope (up or down the ramp) no more than 1:12? [ADA Std 4.7.2]

Note: 1:12 is one inch of vertical height for each 12 inches in length.



Curb ramp showing minimum 36 inch width for ramp section and 1:12 slope on ramp section.

Yes _____ No _____

A8. Are the accessible parking spaces serving the voting area on the shortest accessible route to the accessible entrance? [ADA Std 4.6.2]

Yes _____ No _____

A9. Does each access aisle connect to an accessible route from the parking area to the accessible building entrance? [ADA Std 4.6.2]

Temporary Solutions for Election Day

Parking

Problem One:

Parking is available, but no accessible parking is provided or there are not enough accessible parking or van-accessible spaces.

Suggestion: Find a relatively level parking area near the accessible entrance and then designate the area for accessible parking spaces and adjacent access aisles. Use three parking spaces to make two accessible parking spaces with an access aisle. Traffic cones or other temporary elements may be used to mark the spaces and access aisles. Provide a sign designating each accessible parking space and make sure the access aisle of each space is connected to the accessible route to the accessible entrance.

Problem Two:

Accessible parking is provided, but it does not have a marked access aisle next to each accessible space.

Suggestion: Restripe the accessible parking spaces to provide an access aisle. As a temporary solution for election day, use traffic cones to mark off the access aisle and curb ramp area. The first accessible parking space provided should be a van-accessible parking space with an access aisle that is at least 96 inches wide.

Problem Three:

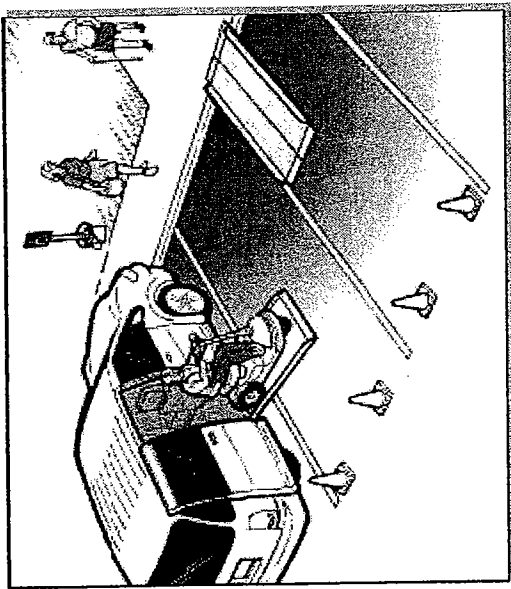
Accessible parking spaces or access aisles are on a sloped surface.

Suggestion: Find a parking area that is close to the accessible entrance and more level. Provide accessible parking spaces and access aisles in that area. Make sure the accessible parking spaces connect to an accessible route to the entrance. Provide a sign designating each accessible parking space.

Problem Four:

No sign with the international symbol of accessibility is installed at each accessible parking space.

Suggestion: Provide a temporary sign in front of each accessible parking space.

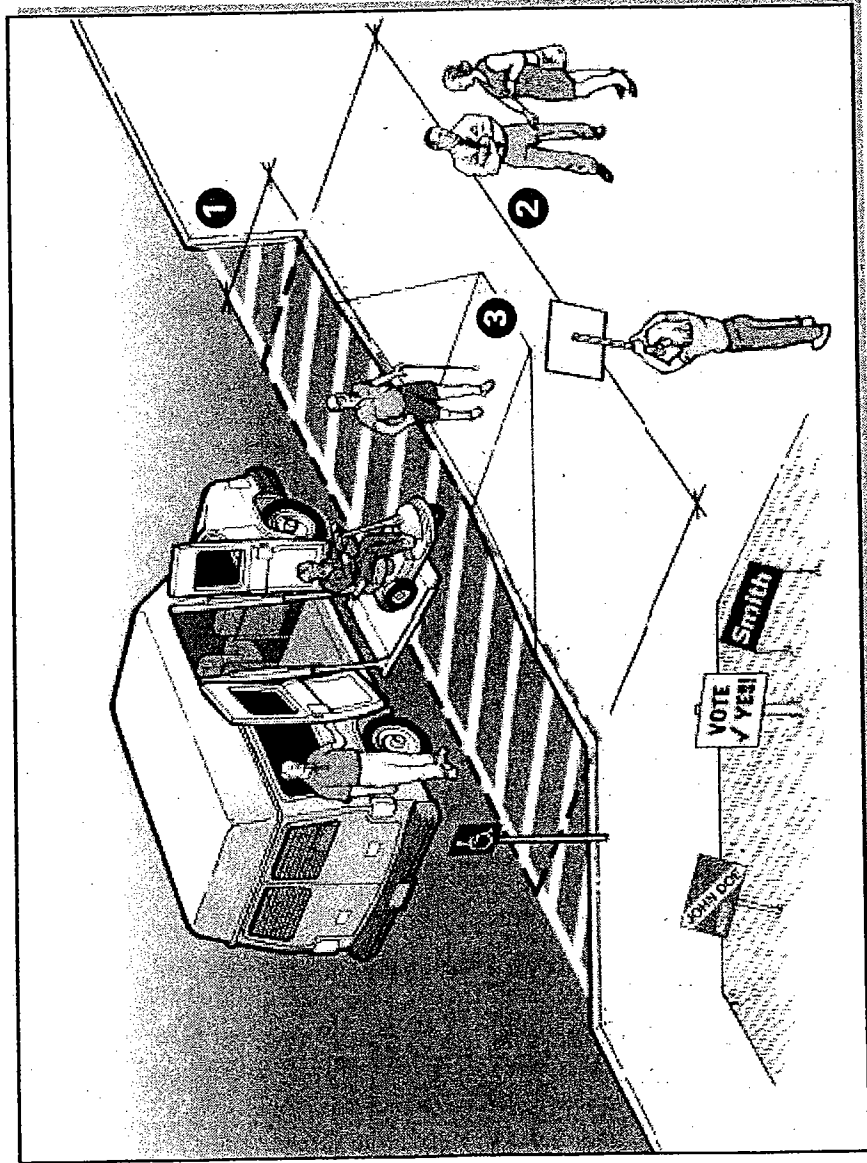


Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the polling place.

B. Passenger Drop-Off Areas

Typical Issues

Some voters with disabilities will be driven to the polling place and dropped off near an entrance in a passenger drop-off area. If the polling place is served by passenger drop-off areas, then at least one drop-off area must be accessible. An accessible drop-off area, also known as an accessible passenger loading zone, must have a level access aisle, adjacent and parallel to the vehicle space. Where a curb separates the vehicle space from the access aisle or the access aisle from an accessible route, a curb ramp must be provided so people with disabilities can get to the accessible route leading to the accessible entrance.



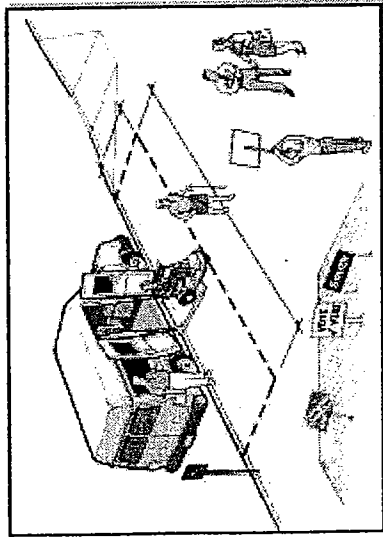
Notes:

- 1 Access aisle depth is at least 5 feet.
- 2 Access aisle length is at least 20 feet.
- 3 Curb ramp connects access aisle to the accessible route to the accessible entrance of the polling place.

The access aisle may be at the street level or at sidewalk level. If it is at the sidewalk level, a curb ramp is provided between the street and the sidewalk. If the access aisle is at the street level, the curb ramp is provided between the access aisle and the sidewalk (as shown).

Passenger Drop-Off Areas Checklist

If a passenger loading area is provided, you should answer the following questions.



B1. Is a relatively level (1:50 or 2% maximum slope in all directions) access aisle provided adjacent and parallel to the side of the vehicle pull-up area? [ADA Std 4.6.6]

If No, look for another relatively level location that is on an accessible route.

B2. Is the vehicle space relatively level (2% maximum slope in all directions)?

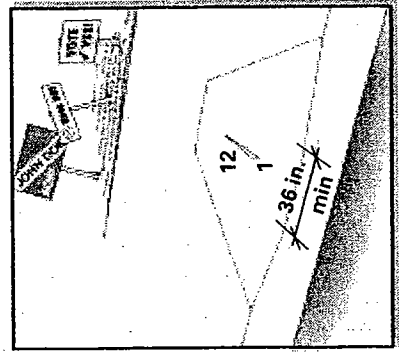
B3. Is the area for the access aisle at least 5-feet wide and 20-feet long? [ADA Std 4.6.6]

Note: Unlike an accessible parking space, the surface for the access aisle does not have to be marked or striped.

B4. Is the vertical height for the vehicle route to the loading zone, the drop off area, and the exit at least 114 inches (9 feet 6 inches) in height? [ADA Std 4.6.5]

B5. Is a curb ramp provided between the vehicle pull up area and the access aisle (see figure above) or the access aisle and the accessible route (see figure on page 9) to the accessible entrance? [ADA Std 4.6.6]

If No, is there another area with a curb ramp connected to an accessible route that could serve as the drop-off area?



B6. If a curb ramp is provided, is the slope of the ramp surface (not counting the side flares) no more than 1:12? [ADA Std 4.7.2]

B7. Is the width of the curb ramp surface at least 36 inches? [ADA Std 4.7.3]

B8. Does an accessible route connect the curb ramp to the accessible entrance? [ADA Std 4.1.2(1)]

Temporary Solutions for Election Day

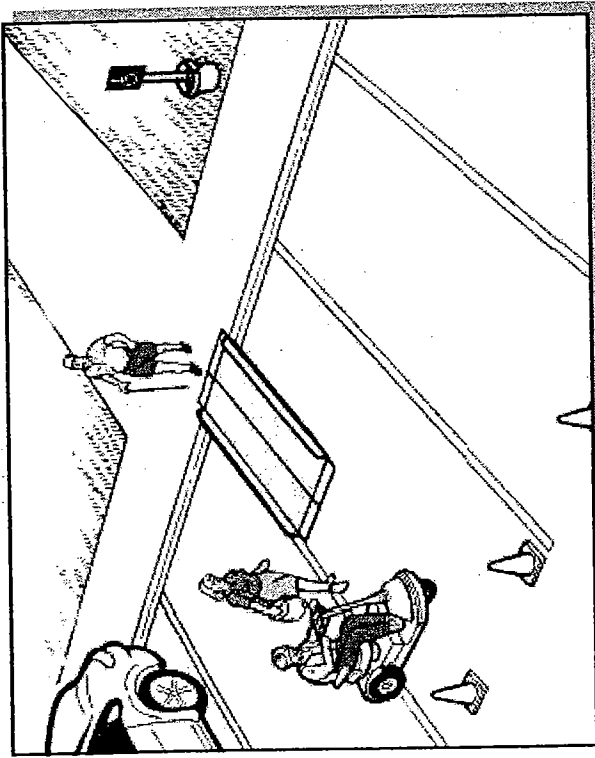
Passenger Drop-Off Areas

Problem:

A passenger drop-off and loading zone is provided but there is no curb ramp between the vehicle area and the sidewalk leading to the accessible polling place entrance.

Suggestion: Provide a portable ramp with edge protection in an area where the vehicle area and the sidewalk are relatively level. The curb ramp must connect to an accessible route to the accessible polling place entrance.

If the drop-off and loading zone is not relatively level, consider relocating the accessible drop-off area and using one parking space next to the area where accessible parking is located to provide an accessible drop-off and loading zone. Cones or another temporary barrier may be needed to keep the parking space clear.



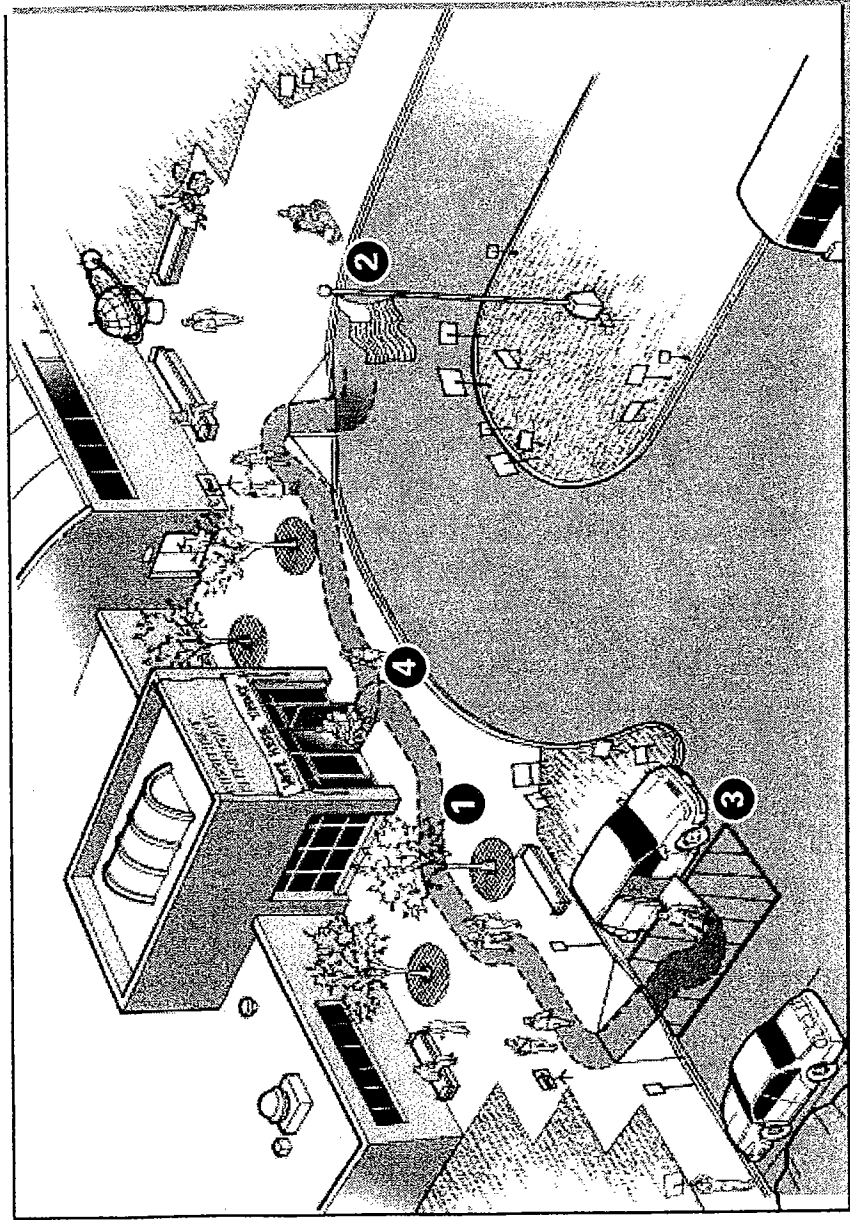
A portable ramp with edge protection is used to provide an accessible route from the drop-off and loading area to the accessible polling place entrance.

C. Sidewalks and Walkways

Part 1. Typical Issues for Voters Who Use Wheelchairs, Scooters or Other Mobility Aids

There must be at least one exterior accessible route that connects accessible passenger drop-off areas, accessible parking spaces, and other accessible elements, for example a route from a bus stop to an accessible building entrance. The accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to the accessible entrance of the polling place.

An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where utility poles, post-mounted signs, furniture, and doorways are located along an accessible route. Abrupt level changes, steps, or steeply sloped sidewalks cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.

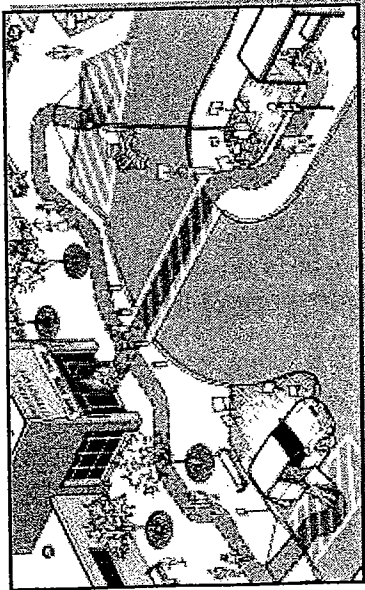


Notes:

- 1 Accessible route.
- 2 Accessible drop-off area.
- 3 Accessible parking with van-accessible parking space.
- 4 Accessible entrance to polling place.

An accessible entrance to a polling place with accessible parking and an accessible drop-off area.

Sidewalks and Walkways Checklist - Voters with Mobility Disabilities



C1-1. Is an accessible route provided from accessible parking spaces to the accessible entrance of the building?

[ADA Std 4.1.2(1), 4.3]

Note: If the accessible route crosses a vehicular route, a marked crosswalk should be used.

Yes _____ No _____

C1-2. Is an accessible route provided from public sidewalks and public transportation stops on the polling site (if provided) to the accessible entrance of the building? [ADA Std 4.1.2(1)]

Yes _____ No _____

C1-3. Is the accessible route at least 36 inches wide?

If No, the accessible route may narrow to 32 inches wide for up to 2 feet in length.

Yes _____ No _____

C1-4. Is the accessible route free of steps and abrupt level changes over 1/2 inch?

Note: Level changes between 1/4 inch and 1/2 inch should be beveled.

Yes _____ No _____

C1-5. Where an accessible route crosses a curb is a curb ramp provided? If yes,

Yes _____ No _____

5a. Is the ramp surface at least 36 inches wide, excluding flared sides?

[ADA Std 4.7.3]

Yes _____ No _____

5b. Is the slope (up or down the ramp) no more than 1:12? [ADA Std 4.7.2]

Note: 1:12 is one inch of vertical height for 12 inches of horizontal distance.

Yes _____ No _____

C1-6. If the slope of part of the accessible route is greater than 1:20, does this part meet the following requirements for an accessible ramp?

Yes _____ No _____

6a. Is the ramp slope no greater than 1:12? [ADA Std 4.8.2]

Note: For existing ramps, the slope may be 1:10 for a 6 inch rise and 1:8 for a 3 inch rise in special circumstances (see ADA Std 4.1.6(3)).

Yes _____ No _____

6b. Is the ramp width, measured between handrails, at least 36 inches?

[ADA Std 4.8.3]

Yes _____ No _____

6c. Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Std 4.8.4] Yes _____ No _____

Note: The level landing may be part of the sidewalk or walking surface.

6d. If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided every 30 feet of horizontal length? [ADA Std 4.8.4] Yes _____ No _____

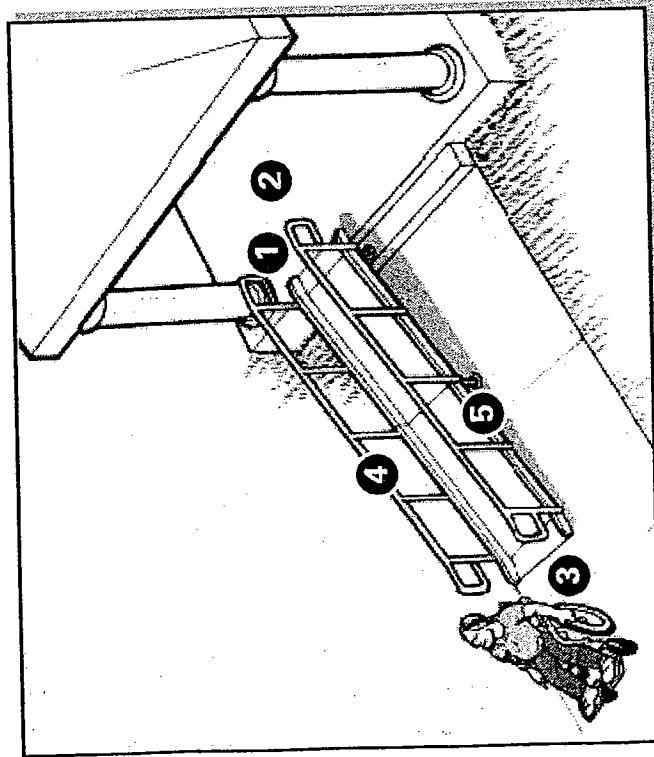
Note: When the running slope is less than 1:16 and more than 1:20, each ramp segment may be up to 40 feet long followed by a level landing.

6e. Is a level landing, at least 60 inches by 60 inches, provided where a ramp changes direction? [ADA Std 4.8.4] Yes _____ No _____

6f. Are the handrails mounted between 34 and 38 inches above the ramp surface? Yes _____ No _____

[ADA Std 4.8.5]

6g. If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Std 4.8.7] Yes _____ No _____



Notes:

- 1 At least 36 inches between handrails
- 2 Top landing part of walk
- 3 Bottom landing part of walk
- 4 Handrail height 34 to 38 inches
- 5 Edge protection

Accessible Ramp Features

Temporary Solutions for Election Day

Sidewalks and Walkways - Voters with Mobility Disabilities

Problem One:

The sidewalk connecting parking to the polling place entrance is too steep to be accessible.

Suggestion: Check to see if there is another sidewalk that provides an accessible route to the accessible entrance. Sometimes there is a less direct route that can serve as the accessible route.

Problem Two:

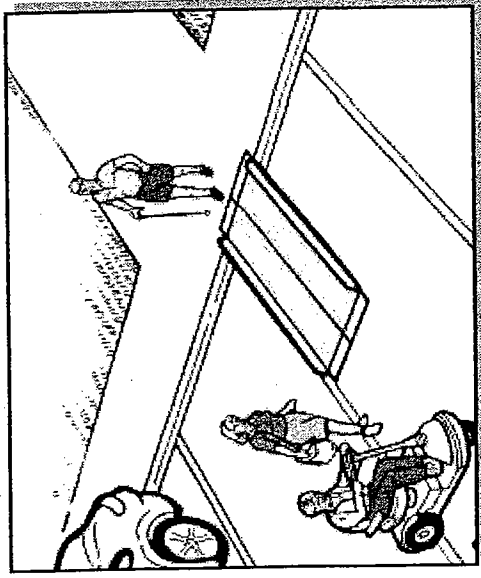
The accessible route crosses a curb and no curb ramp is provided.

Suggestion: Install a portable ramp with edge protection.

Problem Three:

One or two steps are part of the walkway leading to the accessible entrance.

Suggestion: Install a portable ramp no steeper than 1:12 slope with edge protection and handrails.



A portable ramp with edge protection is installed over a curb to provide an accessible route.

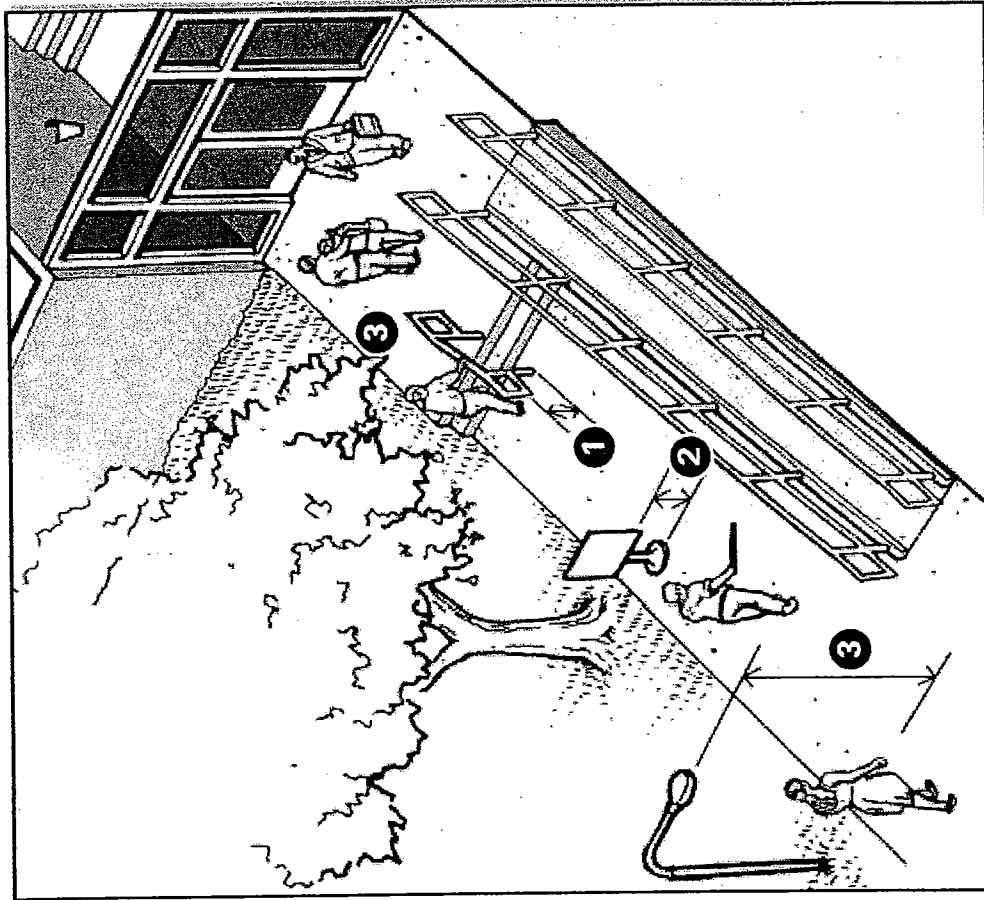
C. Sidewalks and Walkways

Part 2. Typical Issues for Voters Who Are Blind or Have Low Vision

Objects that are wall-mounted, that project into a pedestrian route from the side, or that are overhead must be located so that people who are blind or who have low vision will either detect the objects before they run into them or safely pass under them. Examples include handrail extensions on stairs and ramps, post or wall-mounted signs, outdoor drinking fountains, and tree limbs that are lower than 80 inches above the walk. Pedestrian routes open to voters, such as sidewalks, courtyards, and plazas, must be free of overhanging objects that are less than 80 inches above the route. Objects more than 27 inches and less than 80 inches above the route that protrude from the side more than 4 inches are also a hazard. Because people can walk on any sidewalk, not just the accessible routes, all exterior pedestrian routes serving or leading to the voting area must be checked. The following checklist applies to sidewalks and walkways leading to the polling place and voting area.

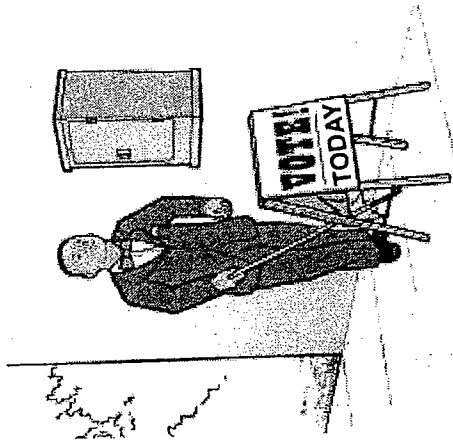
Notes:

- 1 The bottom of the handrail extensions turn down so a person who is blind or has low vision can detect the hazard before running into it.
- 2 Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.
- 3 Objects that overhang the pedestrian route must be at least 80 inches above the route.



Common objects along pedestrian routes to a polling place that can be hazards to people who are blind or have low vision.

Sidewalks and Walkways Checklist - Voters Who are Blind or Who Have Low Vision



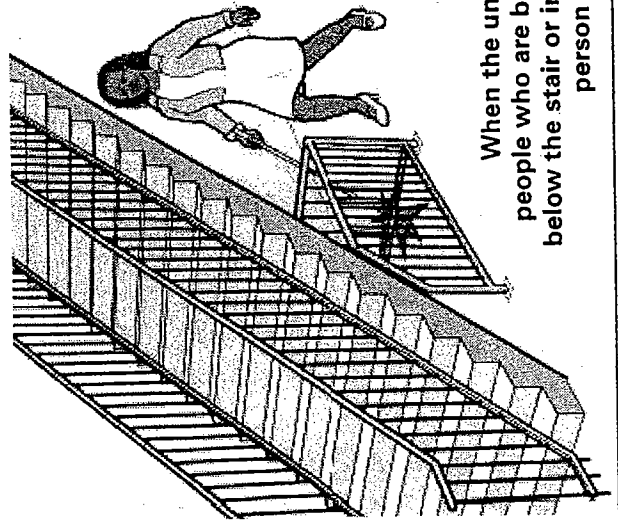
This wall-mounted box is mounted too high to be detectable by a person who is blind. Placing an object, like this sign, under the box provides a way to warn the person before they walk into the side of the box.

C2-1. Are all sidewalks and walkways to the voting area free of any objects (e.g., wall-mounted boxes, signs, handrail extensions, trees) with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway?

[ADA Std 4.4, 4.2.1(3), 4.1.3(2)]

If No, can the object be lowered, removed, or modified or can the route be changed to avoid the object?

Yes _____ No _____



When the underside of a stair is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane-detectable barrier helps the person to stop before hitting her head.

C2-2. Are the undersides of exterior stairs enclosed or protected with a cane-detectable barrier so that people who are blind or have low vision will not hit their heads on the underside?

[ADA Std 4.4.2]

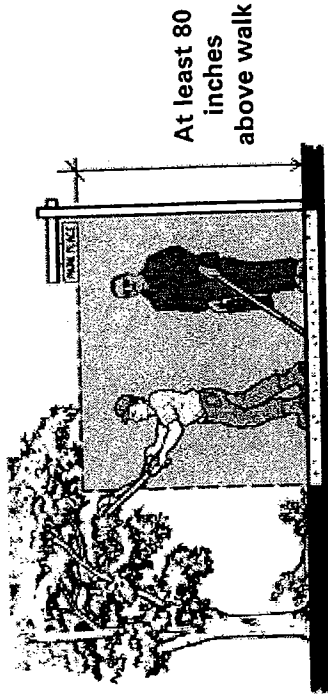
If No, can a barrier or enclosure be added below the stair or can the route be relocated away from the stair?

Yes _____ No _____

Yes _____ No _____

C2-3. Are all objects that hang over the pedestrian routes 80 inches or more above the route?

If No, can the objects be removed or relocated, or can a detectable object be added below?



Temporary Solutions for Election Day

Sidewalks and Walkway Hazards

Problem One: Branches or other objects over a walkway or pedestrian route are lower than 80 inches above the walk.

Suggestion: Prune the branches or remove the items that are hanging below 80 inches.

Another approach is to install a detectable barrier under the item that is too low. The detectable barrier or object must be within the detectable range of 27 inches or less above the route.

Problem Two: One or more objects protrude too far from the side into the circulation path causing a hazard for people who are blind or who have low vision.

Suggestion: When people who are blind or who have low vision use a cane to detect hazards, objects located at 27 inches or lower are detectable. When an object is located more than 27 inches off the ground it is a hazard if the object protrudes more than 4 inches into the circulation path. To make a protruding object detectable:

Place an object or a barrier below the protruding object in the cane-detectable area not more than 27 inches above the floor.

If the protruding object can be moved, lower the object so its bottom is within the cane-detectable area (not more than 27 inches above the floor).

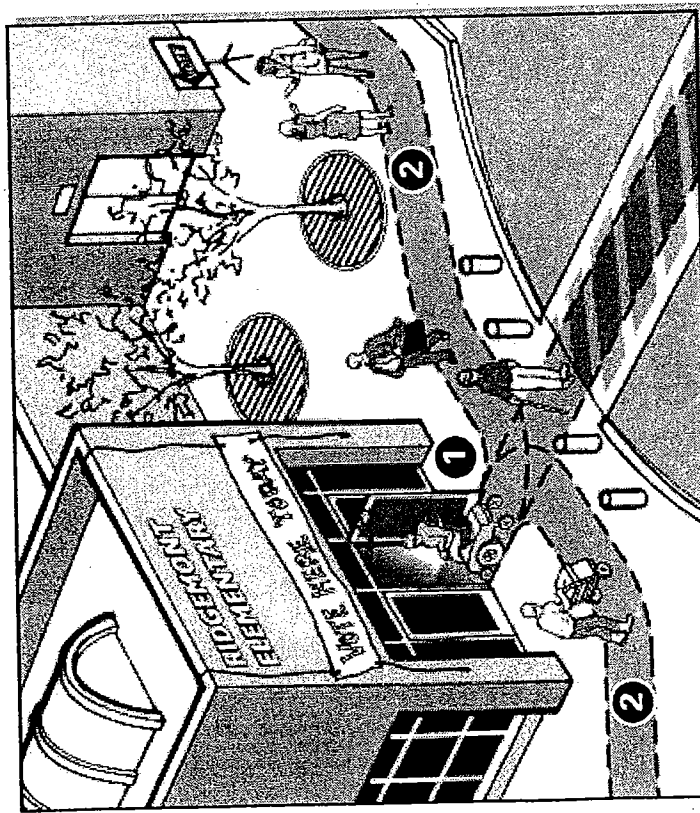
Prune or alter the protruding object so it does not protrude over the path.

Entering the Polling Place

D. Building Entrance

Typical Issues

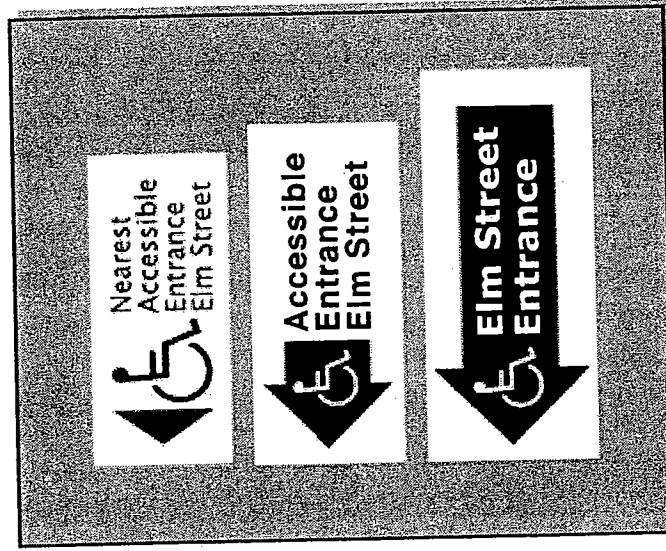
An accessible polling place must have at least one accessible entrance. The accessible entrance must be connected to an accessible route. An accessible entrance must provide at least one accessible door with maneuvering space, accessible door hardware, and enough clear width to allow people who use crutches, a cane, walker, scooter or wheelchair to use it.



Notes:

- 1 Accessible entrance to the polling place.
- 2 Accessible route connecting accessible parking and drop-off area (if provided) to the accessible entrance.

If the accessible entrance is not the main entrance to the polling place, then signs must be located at inaccessible entrances to the polling place to direct voters to the accessible entrance. The accessible entrance must remain open when the polling place is open.



Examples of signs for inaccessible polling place entrances directing a voter to the accessible entrance.

Building Entrance Checklist

D1. Is there at least one accessible entrance connected to an accessible route?

[ADA Std 4.1.3(1)]

Notes: If this entrance is not the main entrance, it needs to be kept unlocked during voting hours.

If there are inaccessible entrances serving the polling place, signs will be needed at inaccessible entrance(s) to direct voters to the nearest accessible entrance.

Yes _____ No _____

D2. Does at least one door or one side of a double leaf door at the accessible entrance provide at least 32 inches clear passage width when the door is open 90 degrees? [See figure 24 in the appendix at the back of the checklist]

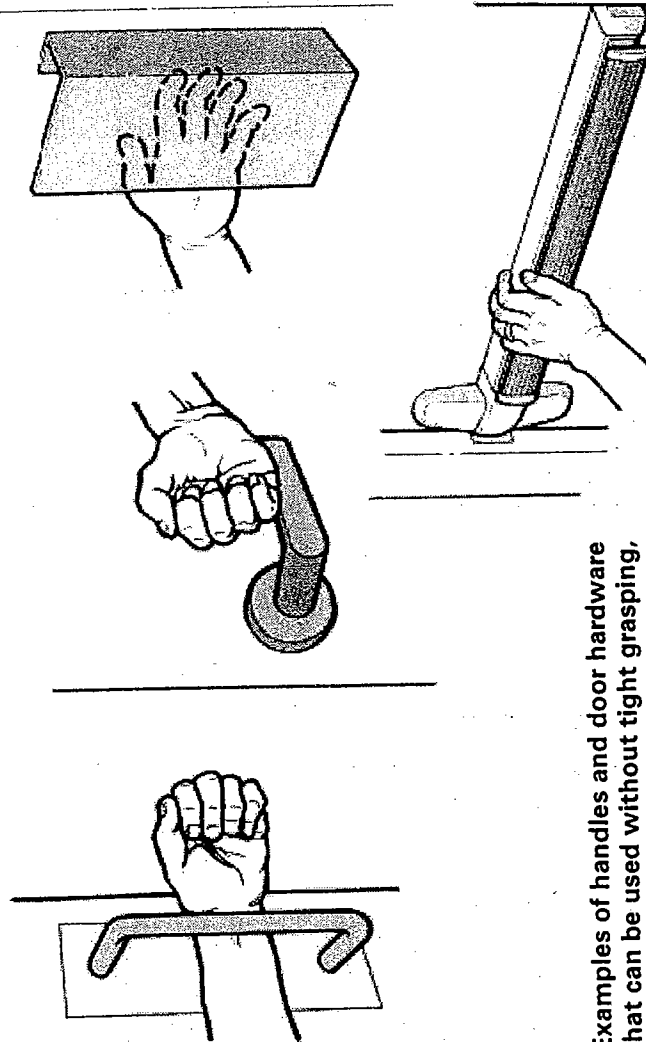
If No, does another entrance have an accessible door or can both doors be propped open during voting? Other possible solutions are to enlarge the door opening, use a swing clear hinge, or, if a double leaf door, use uneven width doors.

Yes _____ No _____

D3. Is the door hardware (e.g., lever, pull, panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Std 4.13.9]

If No, leave door propped open, add new accessible hardware, or adapt/replace hardware.

Yes _____ No _____



Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.

D4. On the pull side of the door, is there at least 18 inches clearance provided to the side of the latch if the door is not automatic or power-operated? [ADA Std 4.13.6, figure 25]

Note: The maximum threshold height is 1/2 inch for new construction.

If No, leave the door propped open, install a power operator, or look for another accessible entrance.

Yes _____ No _____

D5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Std 4.1.6(3)(d)(ii), 4.13.8]

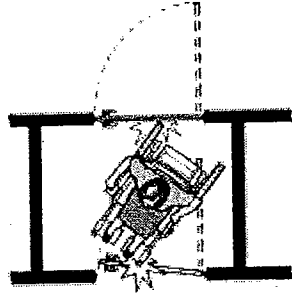
If No, replace threshold with one with beveled sides or add sloped insert to threshold.

Yes _____ No _____

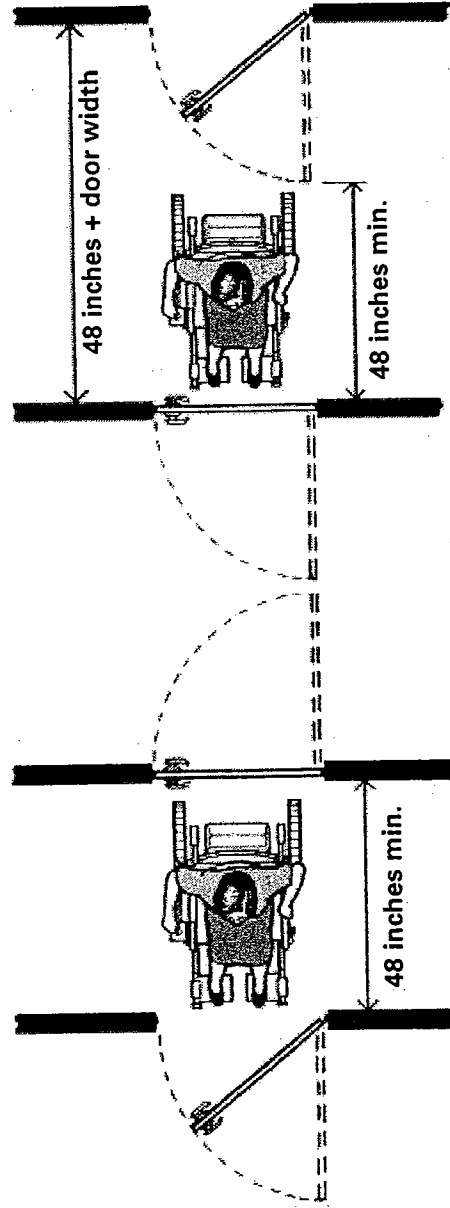
D6. If an entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the swing of a hinged door? [ADA Std 4.13.7]

If No, leave the inner door open or remove inner door, add power operators to both doors so they open at the same time or, modify the vestibule.

Yes _____ No _____



Insufficient space between doors makes the alcove inaccessible.



Minimum alcove depth if both doors open out

Minimum alcove depth when door swings into alcove

Temporary Solutions for Election Day

Accessible Entrance to Polling Place

Problem One:

One or two steps at the entrance prevent access.

Suggestion: If another entrance is accessible and on an accessible route from accessible parking, designate it as the accessible entrance and install a directional sign at the main entrance directing voters to the accessible entrance. Keep the accessible entrance unlocked during voting hours.

If another accessible entrance is not available, install a temporary ramp with edge protection and handrails.

Problem Two:

There is a small step at the entrance.

Suggestion: Install a short temporary ramp to provide a smooth transition.

Problem Three:

Entrance door threshold has an abrupt change in level of more than 1/4 inch and no beveled sides.

Suggestion: If the threshold is not more than 3/4 inches high, add beveled surfaces to both sides of the threshold or replace with a new threshold that is no more than 1/2 inch high and that has beveled sides.

Problem Four:

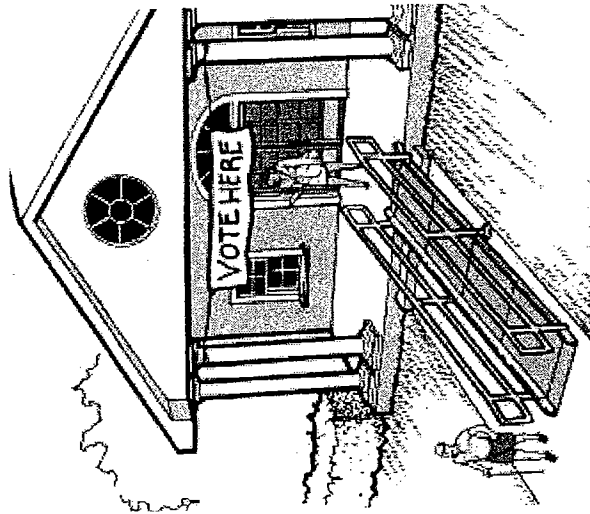
Entrance door to the building is heavy and difficult to open.

Suggestion: Keep the door propped open or station volunteers near the door to open it for voters.

Problem Five:

Door handle and/or latch at the entry door is not accessible.

Suggestion: These are three typical solutions: add an accessible pull or handle to the outside of the door and leave the door unlatched, or install an accessible door handle and hardware, or leave the door propped in an open position.



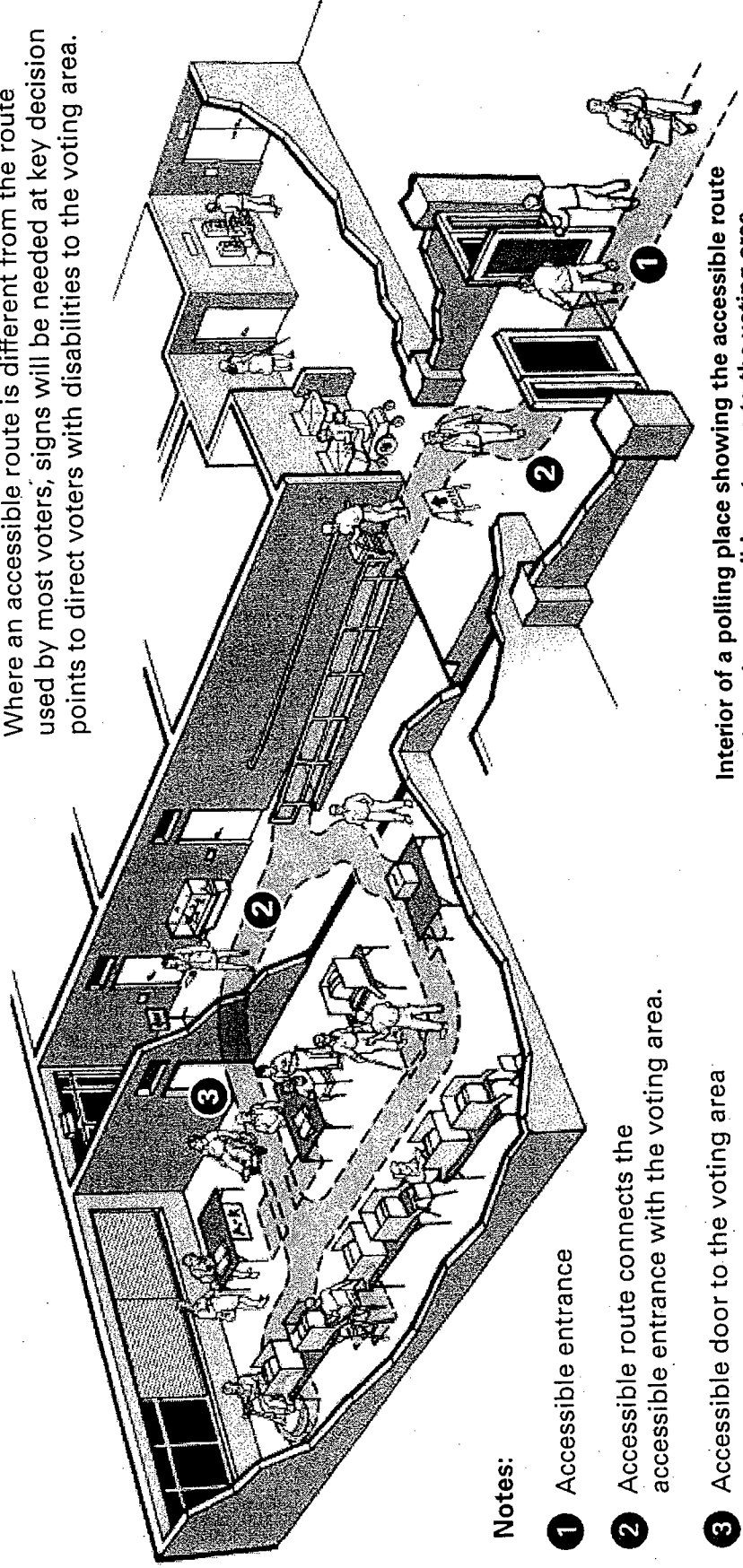
E. Hallways and Corridors

Part 1. Typical Issues for Voters Who Use Wheelchairs, Scooters, or Other Mobility Devices

The interior accessible route connects the accessible entrance with the voting area. Typically made up of hallways, corridors, and interior rooms and spaces, the accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to the voting area.

An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where the route passes through doors or next to furniture and building elements. High thresholds, abrupt level changes, steps, or steeply sloped hallways cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.

Where an accessible route is different from the route used by most voters, signs will be needed at key decision points to direct voters with disabilities to the voting area.



Notes:

- 1 Accessible entrance
- 2 Accessible route connects the accessible entrance with the voting area.
- 3 Accessible door to the voting area

Interior of a polling place showing the accessible route from the accessible entrance to the voting area.

Halls and Corridors Checklist - Voters with Mobility Disabilities

E1-1. Is there an accessible route, at least 36 inches wide that connects the accessible entrance to the voting area (the accessible route may narrow to 32 inches wide for up to 2 feet in length)?	Yes _____ No _____	
E1-2. Is the accessible route free of steps and abrupt level changes over 1/2 inch (level changes between 1/4 inch and 1/2 inch should be beveled)? [ADA Std 4.1.3(1), 4.3.8]	Yes _____ No _____	
E1-3. Does the route from the accessible entrance to the voting area change levels using a ramp, lift or elevator? If no, go to question E1-7.	Yes _____ No _____	
3a. If yes, is a ramp or sloped hallway provided? If yes, go to question E1-4. <i>Note: A ramp, lift, or elevator can be used to provide access to floor levels.</i>	Yes _____ No _____	
3b. Is an elevator provided or lift provided? If an elevator is provided, go to question E1-5. If a lift is provided, go to question E1-6.	Yes _____ No _____	
E1-4. Where the slope of the accessible route is greater than 1:20, does this part of the accessible route meet the following requirements for an accessible ramp?	Yes _____ No _____	
4a. Is the slope no greater than 1:12? [ADA Std 4.8.2] <i>Note: For existing ramps, the slope may be 1:10 for a 6 inch rise and 1:8 for a 3 inch rise in special circumstances, see ADA Standards 4.1.6(3).</i>	Yes _____ No _____	
4b. Is the ramp width, measured between handrails, at least 36 inches? [ADA Std 4.8.3]	Yes _____ No _____	
4c. Are the handrails mounted between 34 and 38 inches above the ramp surface? [ADA Std 4.8.5]	Yes _____ No _____	
4d. If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided every 30 feet of horizontal length? [ADA Std 4.8.4] <i>Note: When the running slope is less than 1:16 and more than 1:20, each ramp segment may be up to 40 feet long followed by a level landing.</i>	Yes _____ No _____	

Comments

Question E1-4 (continued)

4e. Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Stds 4.8.4]

Yes ☐ No ☐

Note: The level landing may be part of the sidewalk or walking surface.

4f. Is a level landing, at least 60 inches by 60 inches, provided where a ramp changes direction? [ADA Stds 4.8.4]

Yes ☐ No ☐

4g. If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Stds 4.8.7]

Yes ☐ No ☐

E1-5. Is an elevator provided to access the voting area level?

Yes ☐ No ☐

5a. Are the elevator call buttons mounted in an accessible location with the centerlines at 42 inches above the floor? [ADA Stds 4.10.3]

Yes ☐ No ☐

5b. Does the floor area of the elevator car provide space for wheelchair users to enter, reach the controls, and exit the car? [ADA Stds 4.10.9]

Yes ☐ No ☐

Note: See Figure 22 for acceptable floor and opening dimensions. Floor dimensions of at least 48 inches by 48 inches may be allowed in existing facilities built before the ADA went into effect.

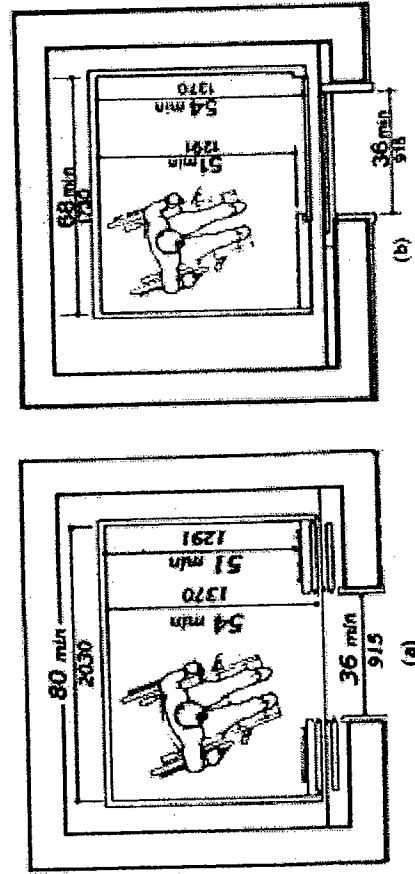


Fig. 22
Minimum Dimensions of Elevator Cars

Question E1-5 (continued)

- 5c. Are the highest floor control buttons in the elevator cab mounted no more than 54 inches above the floor for a side reach or 48 inches for forward reach? Yes _____ No _____
- 5d. Are raised letters and Braille characters used to identify each floor button and each control? [ADA Std 4.10.12] Yes _____ No _____
- 5e. Are signs mounted on both sides of the elevator hoistway door opening that designate the floor with 2-inch minimum-height raised letters and Braille characters centered at 60 inches above the floor? [ADA Std 4.10.5] Yes _____ No _____
- 5f. Is the elevator equipped with audible tones or bells or verbal annunciators that announce each floor as it is passed? [ADA Std 4.10.13] Yes _____ No _____

E1-6. If a wheelchair lift is provided, does it meet the following requirements:

- 6a. Is the lift operational at the time of the survey? Yes _____ No _____
- 6b. Is the change in level from the floor to the lift surface ramped or beveled? Yes _____ No _____
- 6c. Is there at least a 30-inch by 48-inch clear floor space on the wheelchair lift? Yes _____ No _____
- 6d. Does the lift allow a wheelchair user unassisted entry, operation, and exit? Yes _____ No _____
- 6e. Are the controls and operating mechanisms mounted no more than 54 inches above the floor for a side reach or 48 inches for a forward reach? Yes _____ No _____
- 6f. Are the controls and operating mechanisms usable with one hand without tight grasping, pinching, or twisting? Yes _____ No _____

E1-7. At each location on the way to the voting area where the accessible route passes through a door or doors, does at least one door meet the following requirements?

Yes _____ No _____

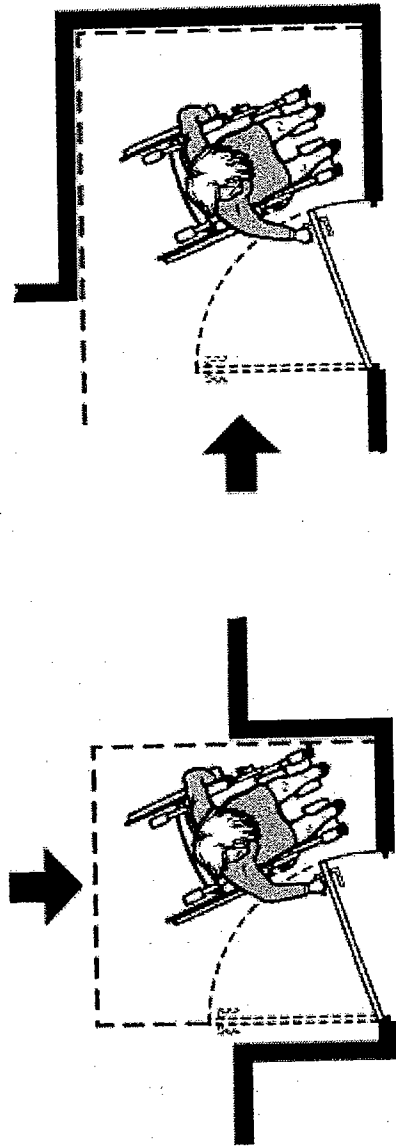
7a. Is the clear width for the door opening at least 32 inches measured when the door is open 90 degrees? [ADA Std 4.1.3(7), 4.13.5]

Yes _____ No _____

7b. Is the door hardware (e.g., lever, pull, push, panic bar) usable with one hand, without tight grasping, pinching, or twisting of the wrist, to allow people who may not be able to easily use one or both hands to fully operate the hardware?

Yes _____ No _____

[ADA Std 4.13.9]



A clear floor space on the latch side of the door (pull side) allows a person using a wheelchair or scooter to pull the door open and then enter. The size of the clear floor space varies depending on the direction of approach (shown by the arrows) and the door swing.

7c. Is there clear maneuvering floor space in front of each accessible door (see Figure 25 in the appendix for measurements) and on the pull side, is there at least 18 inches clear floor space beyond the latch side of the door (see space configurations in Figure 25)? [ADA Std 4.13.6]

Yes _____ No _____

7d. Is no more than 5 pounds force needed to push or pull open the accessible door?

Yes _____ No _____

Note: Fire doors are still considered to be accessible if they have the minimum opening force allowable by the appropriate administrative authority.

7e. If the answers to questions (b) thru (d) are no, can the door be propped open to provide an accessible route on election day?

Yes _____ No _____

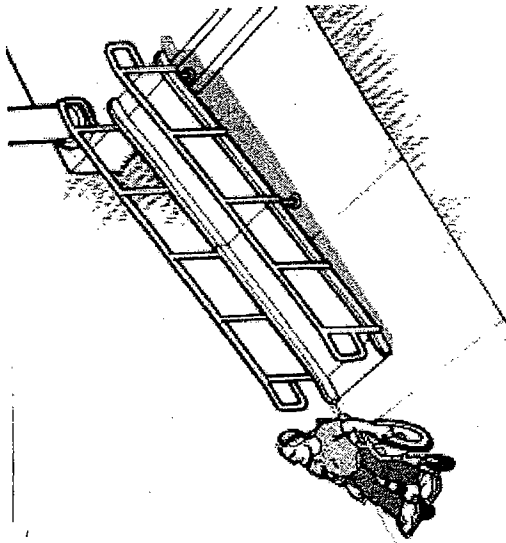
Temporary Solutions for Election Day

Interior Hallways and Corridors to Voting Area

Problem 1:

One or more steps along hallway to voting area block access.

Suggestion: Install a portable ramp with edge protection and handrails as shown in the figure or relocate the accessible voting to another area that is on an accessible route.

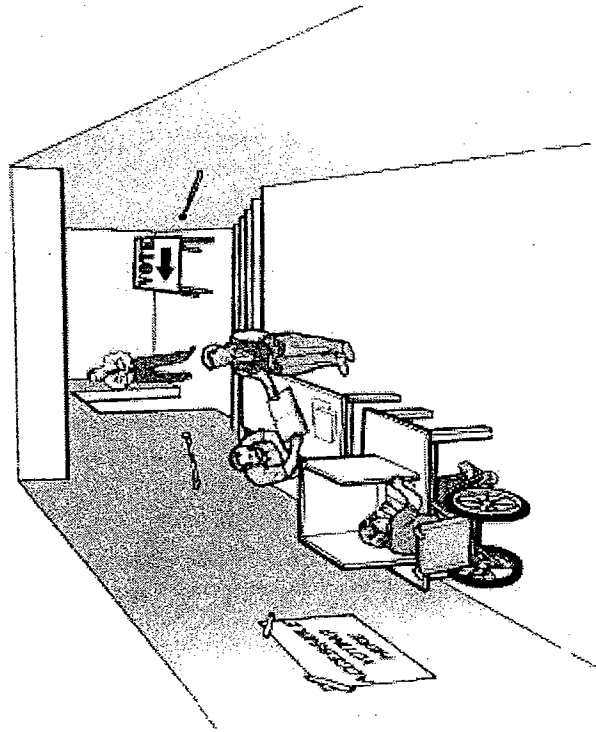


A portable ramp with edge protection and handrails is placed over stairs to provide an accessible route on Election Day.

Problem 2:

Voting area is not on an accessible route and cannot be made accessible.

Suggestion: Look for another area where accessible voting may be provided. For example, if the living room of a private home used for voting is up several steps, perhaps the garage may be accessible when entered from the driveway. Or, if a church's basement is used as a polling place and it is not accessible, perhaps one of the ground floor rooms could be used as the accessible voting area.



An accessible voting station is provided on an accessible level in a facility where voting occurs downstairs.

E. Hallways and Corridors

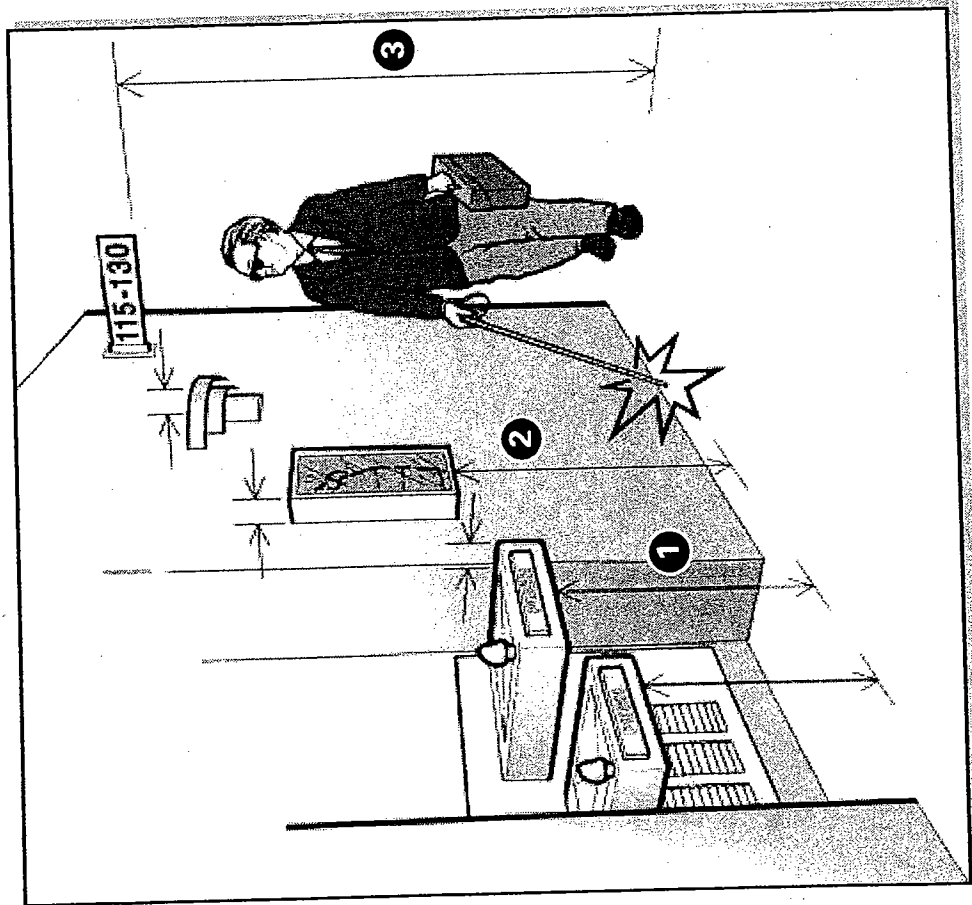
Part 2. Typical Issues for Voters Who are Blind or Who Have Low Vision

People who are blind or have low vision may walk along any route to access the voting area, not just the accessible routes. That means pedestrian routes **open to voters** serving or leading to the voting area, such as hallways, corridors and the voting space, must be free of objects that cannot be detected by a person who is blind or visually impaired. Objects that are wall-mounted, that project into a pedestrian route from the side, or that are overhead must be located so that voters who are blind or who have a visual impairment will either detect the objects before they run into them or safely pass under them. These routes must be free of overhanging objects that are less than 80 inches above the floor and side objects that protrude into the route more than 4 inches when the bottom of the object is more than 27 inches above the floor. Items to watch for include wall-mounted fire extinguishers and wall-mounted display cases when the bottom is more than 27 inches above the floor, wall sconces and light fixtures that protrude more than 4 inches off the wall, and open staircases, exit signs, overhead signs, banners, and arched doorways that are lower than 80 inches above the floor.

The following checklist applies to pedestrian routes serving or leading to the voting area.

Notes:

- 1 Wall-mounted drinking fountains are a hazard when the front projects more than 4 inches beyond the wall and the bottom is more than 27 inches above the floor.
- 2 Wall-mounted objects cannot project more than 4 inches beyond the wall if the bottom is not in the cane-detectable area below 27 inches off the floor.
- 3 Overhead objects must be at least 80 inches off the floor.



Overhead and wall-mounted objects that may be hazards along a pedestrian route.

Halls and Corridors Checklist - Voters who are Blind or Who Have Low Vision

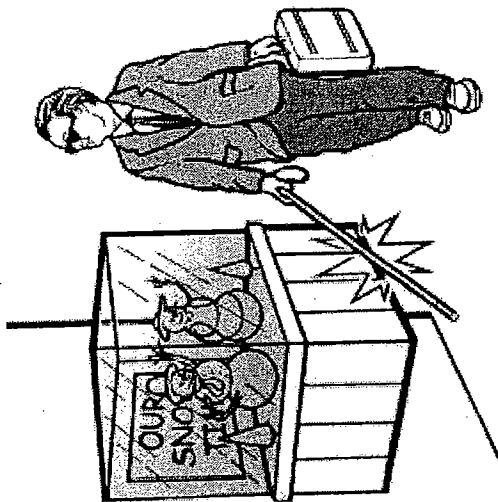
E2-1. Are pedestrian routes leading to or serving the voting area free of objects that protrude from the side more than 4 inches into the route with the bottom of the object more than 27 inches above the floor? [ADA Std. 4.4]

Yes _____ No _____

Note: These objects may be wall

mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, drinking fountains, and display cases.

If No, list the objects that are a hazard and their location. Placing a detectable object on the floor below each object may remove the hazard for election day.



If the bottom of an object is not more than 27 above the floor, it may extend an unlimited amount from the wall.

E2-2. Are pedestrian routes leading to or serving the voting area free of overhead objects with the bottom edge lower than 80 inches above the floor?

Yes _____ No _____

If No, list the objects that are a hazard and their location. Placing a detectable object on the floor below each object may remove the hazard for election day.

E2-3. If provided, are the interior stairs along these routes built so that people who are blind or visually impaired cannot hit their heads on the underside (i.e., protected with a cane-detectable warning or a barrier that prevents travel into the area with less than an 80-inch-high head clearance)? [ADA Std. 4.4.2]

Yes _____ No _____

Temporary Solutions for Election Day

Hallways and Corridors - Voters Who are Blind or Who Have Low Vision

Problem One:

Wall-mounted display case is a protruding object hazard because it is more than 4 inches from the wall and the bottom of the case is more than 27 inches above the floor.

Suggestion: Place a detectable object or skirting below the case. The bottom of the skirting or detectable object must be no higher than 27 inches above the floor.

Problem Two:

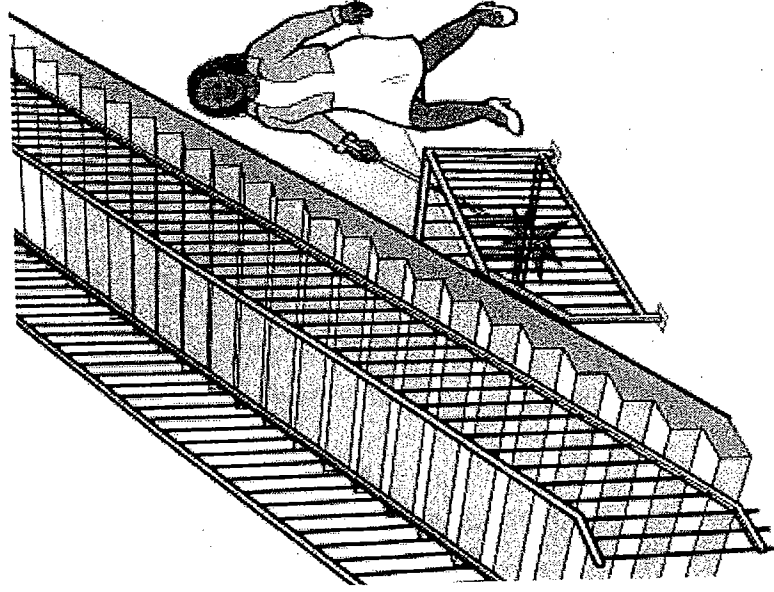
Ceiling or wall-mounted television monitor has less than 80 inches of clearance between the floor and the bottom of the unit.

Suggestion: Place a detectable object below the unit (no more than 27 inches above the floor) so a voter who is blind will not walk into the television.

Problem Three:

The bottom of a stair is open and voters who are blind or who have low vision can hit their heads on the underside of the stair.

Suggestion: Provide a detectable fence or other object so voters cannot walk under the stair.



A detectable fence placed under this stair keeps people from running into the bottom of the open stair.

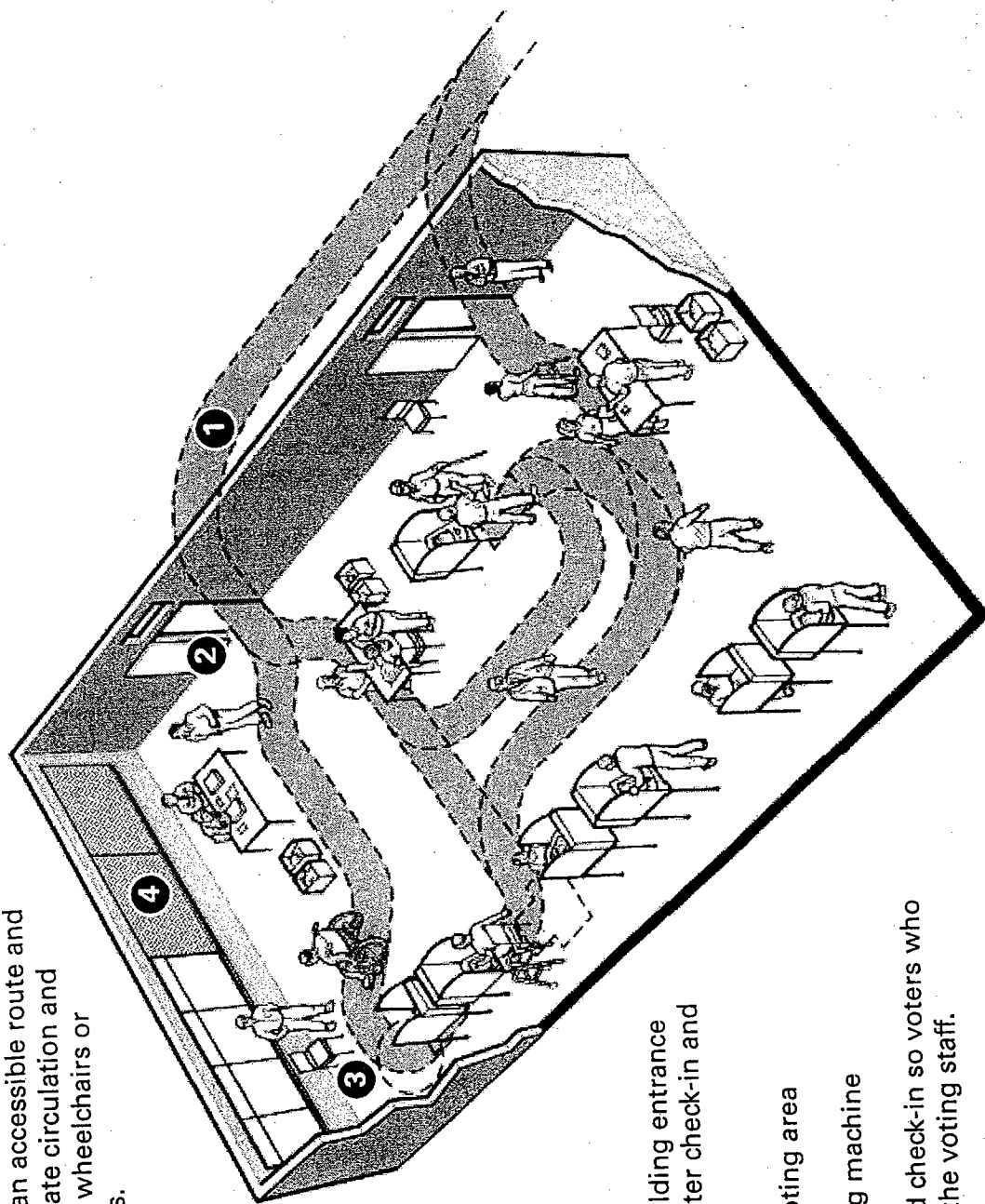
Using the Polling Place

F. Voting Area

Typical Issues

The accessible voting area must be on an accessible route and have an accessible entrance and adequate circulation and maneuvering space for voters who use wheelchairs or scooters or who walk with mobility aids.

An accessible route must connect the accessible building entrance to the accessible voting area, which includes voter check-in and the location of the accessible voting machines. The survey should also identify any protruding objects (wall-mounted or overhead) along the circulation route to voter check-in and the voting area.



Notes:

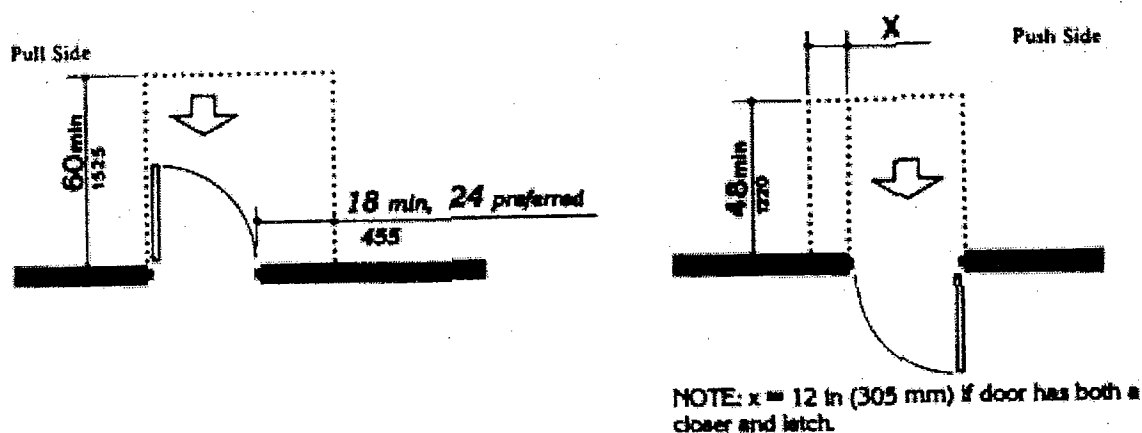
- 1 Accessible route connects the building entrance with the voting area, including voter check-in and accessible voting machine.
- 2 Accessible door or doorway to voting area
- 3 Turning space at accessible voting machine
- 4 Blinds closed on windows behind check-in so voters who read lips can communicate with the voting staff.

Voting Area Checklist

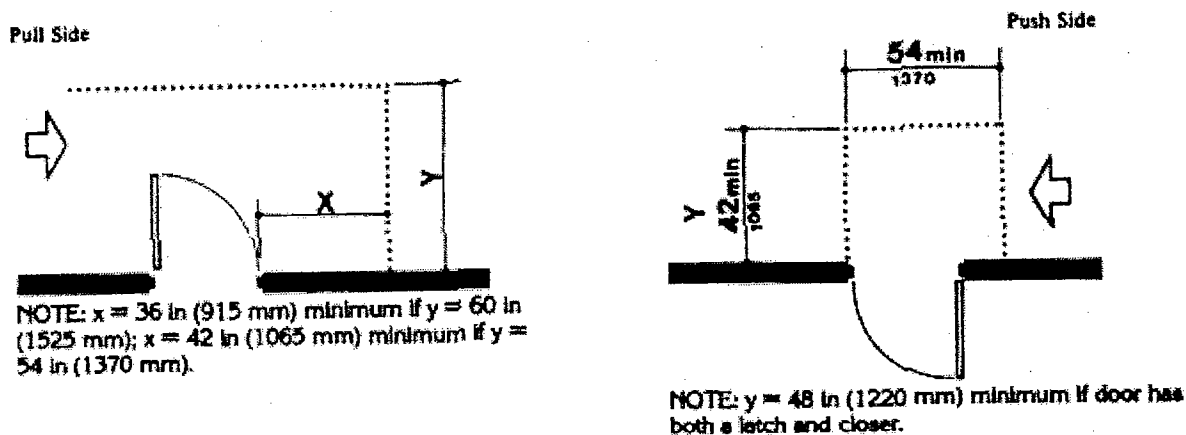
- | | | |
|--|-----------|----------|
| 1. Is there an accessible entrance to the voting area? | Yes _____ | No _____ |
| 2. Within the voting area, is adequate space available on the accessible level for check-in tables, a voting demonstration area (if provided), and at least one accessible voting station? | Yes _____ | No _____ |
| 3. Is the voting area free of objects that protrude from the side more than 4 inches into the route with the bottom of the object more than 27 inches above the floor?
[ADA Std. 4.4]
<i>Note: These objects may be wall mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, and display cases.</i> | Yes _____ | No _____ |
| 4. Is the voting area free of overhead objects that voters may pass under with the bottom edge lower than 80 inches above the floor? | Yes _____ | No _____ |

Comments

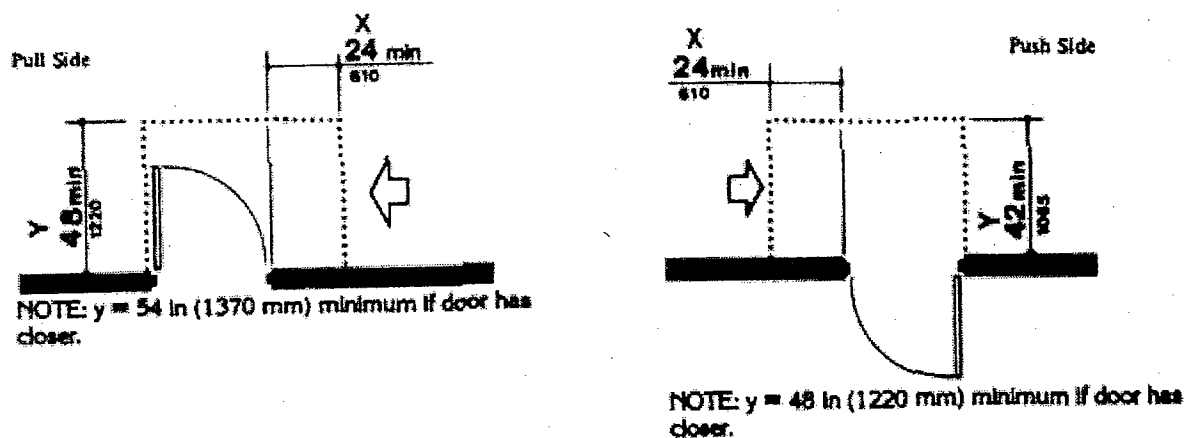
Appendix



(a)
Front Approaches — Swinging Doors



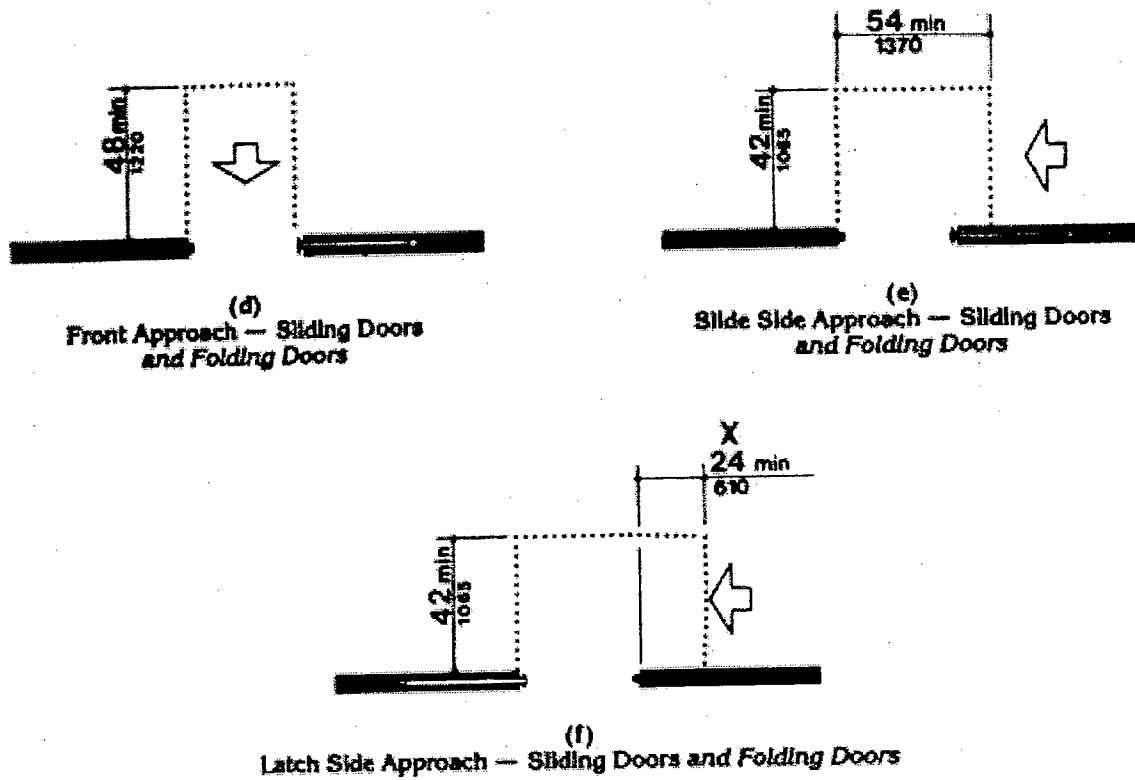
(b)
Hinge Side Approaches — Swinging Doors



(c)
Latch Side Approaches — Swinging Doors

NOTE: All doors in alcoves shall comply with the clearances for front approaches.

Fig. 25
Maneuvering Clearances at Doors



NOTE: All doors in alcoves shall comply with the clearances for front approaches.

Fig. 25
 Maneuvering Clearances at Doors (Continued)

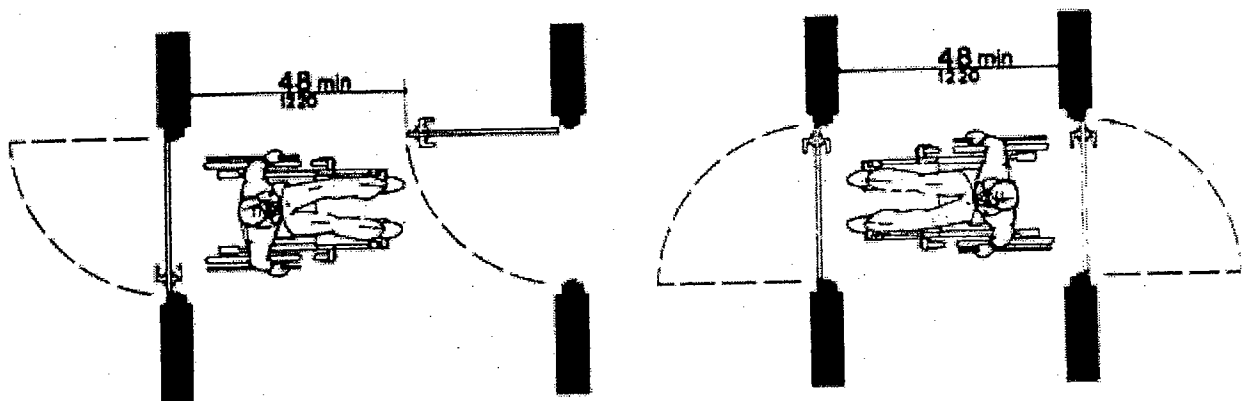


Fig. 26
 Two Hinged Doors in Series

Appendix C

Best Practices

Sample Poll Worker Election Day Checklist

*The requirements for creating and maintaining accessibility should have been addressed in a previous in-depth survey conducted by Board of Elections staff with the qualifications to do so. This checklist provides a snapshot of how well accessibility is created and maintained, using temporary measures if needed, on Election Day.

Poll Worker Election Day Checklist

Poll Site Name: _____

Address: _____

Date Completed: _____ Time: _____

Completed by: _____

Please complete the following checklist. Use the comments section at the bottom of the checklist to describe steps taken to correct problems noted or to report issues that need to be addressed.


Parking

1. Is there accessible parking designated closest to the accessible entrance?
Yes___ **No**___ **N/A**___
2. If permanent accessible parking is not present, have approved temporary measures been taken to create accessible parking i.e., properly arranged orange cones and signage?
Yes___ **No**___ **N/A**___

Accessible Route

1. Is the route from the designated accessible parking slip resistant i.e., removing snow, ice or wet leaves? **Yes**___ **No**___ **N/A**___
2. Does the accessible route maintain a clear width of 36"? **Yes**___ **No**___ **N/A**___
3. Are all required temporary detectable warnings in place i.e., large planters or cones identifying a protrusion (object sticking out from the side or hanging too low from above) in the path of travel? **Yes**___ **No**___ **N/A**___

Exterior Signage

1. If the main entrance is not accessible is there permanent or temporary signage indicating the direction of the accessible entrance?
Yes____ **No**____ **Entrance is accessible** _____
2. The accessible entrance is clearly marked with the International Symbol of Accessibility?

Yes ____ **No** _____

Temporary Ramps and Thresholds

1. Are required temporary ramps properly secured in place? **Yes**____ **No**____ **N/A**____
2. Are required temporary thresholds properly secured in place? **Yes**____ **No**____ **N/A**____
3. If a ramp is longer than 6' does it have handrails? **Yes**____ **No** ____ **N/A**____

Entrance

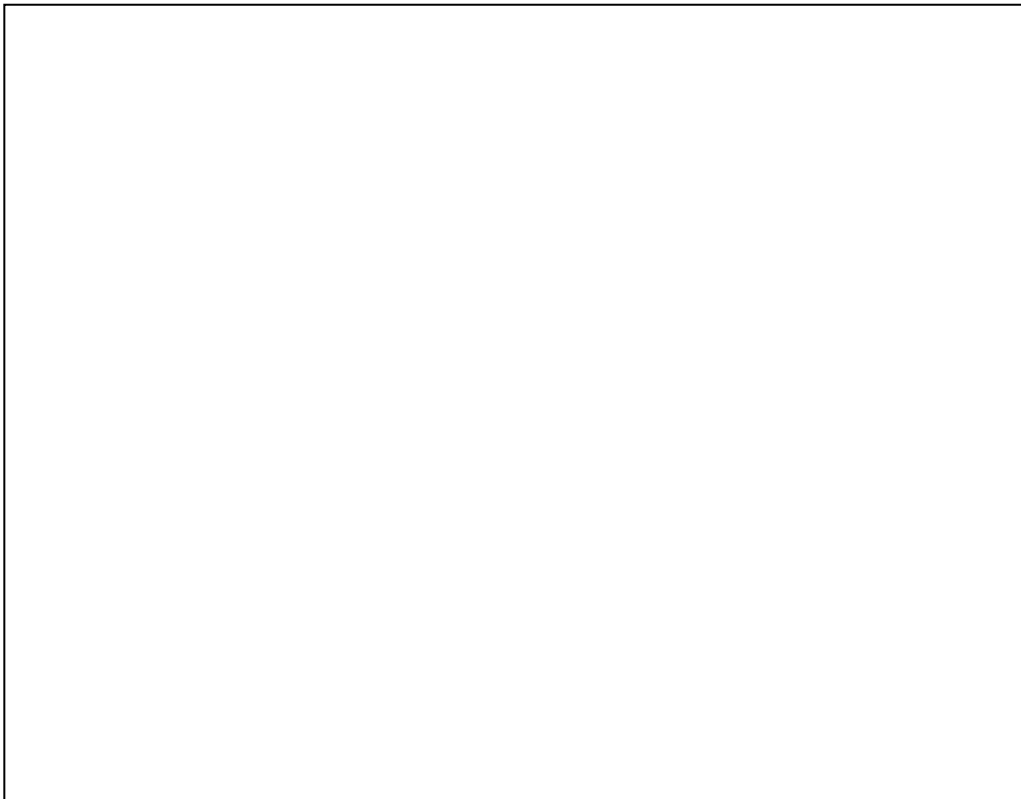
1. If the door hardware is not accessible (i.e., lever handle or D-Style loop handles) are the doors propped open with a small wedge or wall latch? **Yes**____ **No**____ **N/A**____
2. If the doors cannot be propped open is there a monitor posted for the duration of Election Day to open the door for ALL voters? **Yes**____ **No**____ **N/A**____
3. If rugs/weather mats are present along the path of travel, are they securely attached i.e., Velcro or double sided tape? **Yes**____ **No**____ **N/A**____
4. Is there interior signage that indicates the accessible route to the voting area?
Yes____ **No**____ **N/A**____

Interior Accessible Route

1. Is the accessible route from the accessible entrance free of obstacles and at least 36"wide? **Yes**____ **No**____
2. Are all required temporary detectable warnings in place i.e., large planters or cones, identifying any protrusions (object sticking out from the side or hanging too low from above) into the path of travel? **Yes**____ **No**____ **N/A**____
3. Do all doorways along the interior accessible route provide a minimum 32" of clear width? **Yes**____ **No**____ **N/A**____

Voting Area

1. There is space for at least one wheelchair user to access each information table, check-in tables, privacy booths and voting machines. **Yes**____ **No**_____
2. There is an accessible privacy booth. **Yes**____ **No**_____
3. The BMD is positioned so only the voter using the BMD can view the screen. **Yes**____
No_____
4. There is 5' x 5' turning radius available in front of the BMD for a wheelchair user.
Yes____ **No**_____
5. There is 5' x 5' turning radius available in front of the scanner for a wheelchair user.
Yes____ **No**_____

Comments:

Sample Memorandum of Understanding (MOU) between County Boards of Elections and their Designated Polling Sites That Ensures Accessibility for Voters with Disabilities

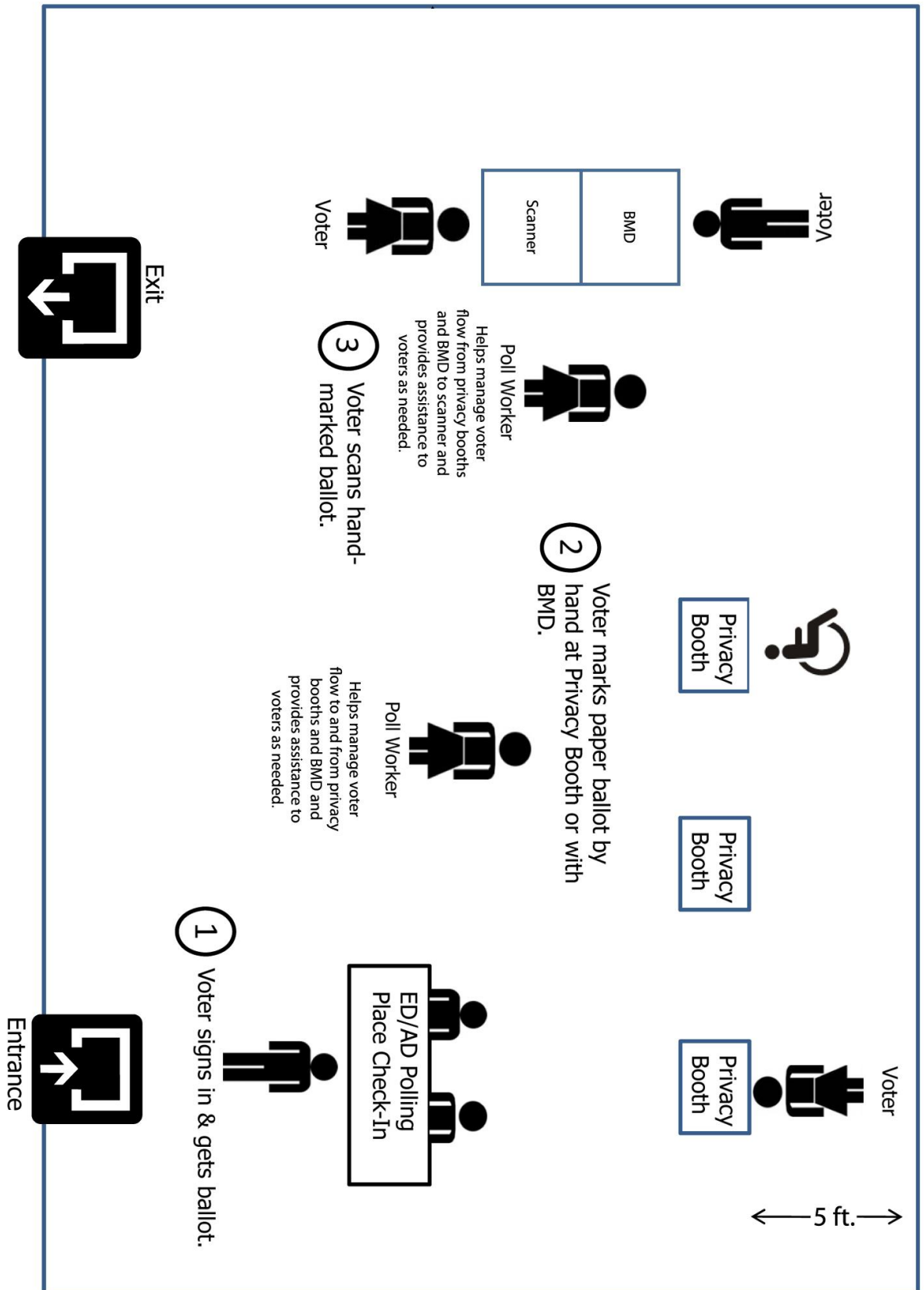
The facility designated to be a poll site is responsible to ensure that on Election Day:

1. All pathways leading to the accessible entrance and from the accessible entrance to the voting area must be kept clear of any physical obstructions including, but not limited to furniture, garbage or garbage containers, ladders, pails, or other janitorial equipment, construction equipment, etc. during polling hours. No work will be permitted in accessible pathways during any election day.
2. All doors leading to or from accessible entrances must stay open during polling hours or the County Board of Elections must be notified at least 7 days prior to any election day that the door is required to be locked so that they can provide a door monitor.
3. If the accessible entrance must be reached through a playground or parking lot, the playground or lot must be accessible to voters during polling hours. If the site requires that the playground or parking lot be locked or otherwise inaccessible, they must notify the County Board of Elections 7 days prior to any election day.
4. The polling site must notify the County Board of Elections 7 days prior to any election day if there is planned activity at the site on Election Day. No activity (including bake sales, raffles, fundraisers, entertainment, etc.) can take place in the polling area or accessible pathways or entry ways to the voting area without permission in writing from the County Board of Elections. Activities will only be permissible if they do not cause the accessible pathway to become less than 36" wide.
5. Interior voting area changes cannot be made without approval from the County Board of Elections at least 7 working days prior to any election day. If approved, the substitute interior site must have an accessible entry and pathway and comparable space, electrical outlets and lighting as the originally approved site.

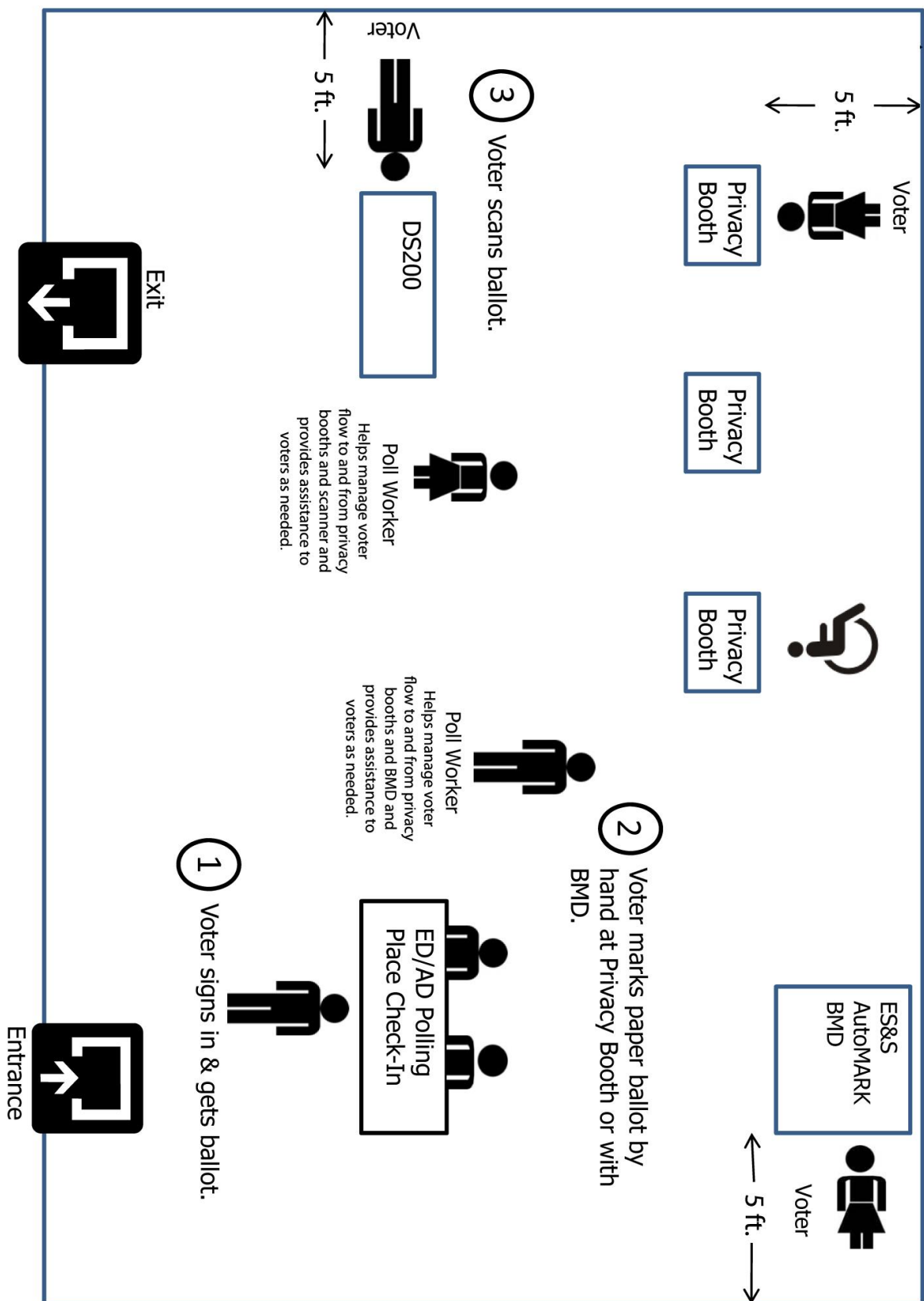
The County Board of Elections is responsible to:

1. Provide any temporary accessible equipment such as ramps, traffic cones, signage, etc. to ensure that voters with disabilities can access the site and the voting area.
2. Provide signage for voters identifying entrances and pathways to voting areas.
3. Provide all equipment and materials to ensure an accessible voting area.
4. Provide door monitors in cases where doorways at ramps or other accessible entrances must be locked.

Sample Sequoia Poll Place Configuration



Sample ES&S DS200 & AutoMark BMD Poll Place Configuration



Appendix D

Disability Awareness: Interacting with People with Disabilities



The Seventh Sense

Exploring Attitudes About Disabilities

Interacting With People With Disabilities

This handout is intended to supplement your Seventh Sense training. Much of the material herein augments your workshop experience and is meant to help you as you interact with and seek to accommodate people with disabilities. It is important to remember that everyone is an individual and that these tips are starting points for your conversations.

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Interacting With People With Disabilities

Lack of knowledge, misinformation, or misconceptions may lead you to shy away from interacting with people with disabilities. It may help to remember that people with disabilities are more similar to than different from their nondisabled peers, and that the disability is only one aspect of the person. Learning more about the lives and experiences of those with disabilities may help to foster greater comfort and build positive relationships.

Language to use

Using the right language can help make your interactions and communications with people with all types of disabilities more successful:

- The preferred terminology is “disability” or “disabled,” not “handicap” or “handicapped.”
- Remember to put people first. It is proper to say “person with a disability” rather than “disabled person.”
- Avoid language that reinforces negative stereotypes, such as words that portray people with disabilities as victims or as medical patients.
- Using terms such as “wheelchair bound,” “deaf and dumb” or “crippled” is demeaning and disrespectful to people with disabilities.

Conversation tips

Since about 20% of people in our society have some type of disability, you never know when disability will be a factor during a conversation. If you are interacting with a person with a disability for the first time, be yourself. As in any new situation, others will respond to the mood you set and will feel more comfortable if you relax. The overall goal is simply communication between two individuals. Ultimately, it's what is communicated, not how it's communicated, that will be important.

- Talk directly with the person with the disability, rather than to family members, friends, aides or interpreters.
- Maintain the same eye contact and body language you would typically use in conversation.
- Don't assume that people with disabilities always need help. If you think they might, ask them.
- Avoid assumptions or guesses about a person's disability. It is better to wait until the person describes his/her disability and related limitations, needs and strengths to you.
- Do not assume that if a person is unable to do one thing, she/he cannot do other things. There is no need to speak loudly if a person is blind, or slowly if the person has a speech disability.
- If you have a question about what to do, what language or terminology to use, or what assistance, if any, to provide, the person with the disability should be your first and best resource. Don't be afraid to ask this person's advice.
- Always speak clearly. Use your typical speaking speed unless you know the person has a cognitive or hearing disability.
- Give yourself permission to make mistakes; if you are open to learning, this can be a source of growth.

Specific Disabilities

The following summary of the characteristics of different types of disabilities contains many true statements, but no absolute truths. Remember that every person with a disability is an individual, and that you are interacting with the person, not the disability.

Blind or Visually Impaired

Most people who are blind or visually impaired are mobile and independent. They may use a cane or guide dog. Some people who are blind can use Braille, although many do not.

- **Things to do:**

Introduce yourself and explain your job or role. If you have met before, remind the person of the context. Give information about yourself that would be visibly obvious to those who can see you.

Be descriptive when giving directions: pointing “over there” has little meaning; “turn right from the elevator and use the fourth door on your right” would be more helpful.

Always ask the person if assistance is needed and, if so, what kind. Lead the person only after assistance is accepted--offer the person your arm rather than holding her/his arm. Offering the person your arm will avoid possible disruption of the person's balance.

When you describe sights or objects, be clear and literal, for example, tell him or her when you bring new items into the environment, describing what they are and where you have placed them, for example, “I've put an information packet on the table next to you on the left.”

Let the person know when you are leaving.

- **Things to avoid:**

Don't move items (furniture, personal items) once the person who is blind has learned the position; doing this can be disorientating and possible dangerous. Don't interact with a service dog while it is working (in harness).

Deaf or Hard of Hearing

People who are deaf or hard of hearing communicate in a variety of ways. They may communicate through American Sign Language (ASL). ASL is a language different from English that has its own grammar, syntax and rules. Some people who are hard of hearing may lip-read and/or rely on devices that amplify sound. In general, lip-reading is difficult, can be fatiguing and tends to be only 30-50% effective at best. Other communication strategies for people who are deaf or hard of hearing include gestures or writing.

- **Things to do:**

Find out how the person prefers to communicate by observing or asking the person.

Face the person when speaking; make sure the lighting is good and there are few distractions. If the person reads lips, gain the person's attention, speak clearly, and use short, simple sentences when possible.

Rephrase your statement if you are not sure that the person has understood you.

If the person uses ASL, make sure a qualified interpreter is present, particularly if the information is complicated and/or involves important issues or decisions.

Face and speak to the deaf person, not the interpreter. Leave ample time, since communication may be a slower process.

- **Things to avoid:**

Make sure there are no physical barriers between you and the person you are conversing with; don't block your face.

If the person uses hearing aids, avoid conversation in large, open and noisy surroundings. Realize that communication with two or more speakers, especially if there are interruptions and interjections, may be difficult for someone whose hearing is impaired, even if that person can communicate effectively one-on-one.

Mobility Disabilities

People with mobility disabilities may use a variety of devices, such as wheelchairs, crutches, canes or walkers, or no device at all. There is a wide range of physical capabilities among people who use wheelchairs. All wheelchairs are not the same: different sizes and shapes meet different needs. Some wheelchairs move manually; others are motorized.

- **Things to do:**

If you are asked to fold, carry or store a wheelchair, or other devices, such as crutches, treat them respectfully and carefully; let the person know where you have put their devices.

When you meet someone in a wheelchair or other mobility-related device, extend your hand to shake if that's what you normally do; a person who cannot shake hands will let you know.

When speaking to someone using a wheelchair, try to bend to or sit down at the person's eye level so you can see one another easily.

People with mobility disabilities who do not use wheelchairs may find it difficult to walk long distances; direct them to shorter/easier routes of travel.

- **Things to avoid:**

Do not approach someone who is using a wheelchair and start pushing him or her without asking permission.

When communicating, don't stand too close to the person using a wheelchair.

Never grab the arm of a person using a cane or crutches.

Speech Disabilities

There are many reasons for people to have speech disabilities including cerebral palsy, stroke, head injury, and hearing impairments. People with speech disabilities may be difficult to understand, particularly initially. Communication may take more time and greater attention.

- **Things to do:**

If you do not understand what a person is saying, say so, so the two of you may communicate more effectively.

If you are in a public area with many distractions, consider moving to a quiet or private location, or use writing as an alternative means of communication.

- **Things to avoid:**

Don't pretend to understand when you don't.

Do not become impatient or finish sentences for the person with the disability.

Avoid making assumptions about the intellectual or other abilities of a person with a speech disability.

Intellectual Disabilities (Developmental Disabilities)

People with intellectual disabilities or developmental disabilities tend to learn slowly. They may have difficulty applying what they have learned to new situations. Because people with intellectual disabilities are diverse, it is important not to underestimate their capacities.

- **Things to do:**

Employ a calm, respectful attitude which is essential to effective communication.

Speak in clear, simple sentences, using concrete rather than abstract concepts.

Recognize that some people with intellectual disabilities may be overly eager to agree or to give the “right” answer in order to gain approval or avoid conflict.

Ask questions designed to obtain accurate information; when possible, try to verify answers by asking a question in more than one way. Encourage the expression of personal preferences.

- **Things to avoid:**

Avoid complex, multi-part questions; and situations requiring quick decisions

Cerebral Palsy

Cerebral palsy is a highly varied disability that affects the ability to control motor functions and muscles. Characteristics may include involuntary movement, spasms, and difficulties in speech. It is neither progressive nor communicable, and has little or no relation to intelligence.

- **Things to do:**

Recognize that cerebral palsy affects people in diverse ways; let the person educate you on what he/she can and cannot do.

- **Things to avoid:**

Be careful not to misinterpret involuntary movements, slurred speech and other characteristics as signs of illness or drug/alcohol use.

Avoid underestimating the intelligence of persons with cerebral palsy.

Learning Disabilities

Learning disabilities affect a person's ability to receive, process or express information. They may affect one or more areas of learning, such as reading or math. However, learning disabilities do not usually affect intelligence. Most people with learning disabilities have average or above average intelligence and can function quite well. Because learning disabilities are invisible, they may be a source of confusion to others, who may not understand why someone who appears to function well cannot master basic academic tasks.

- **Things to do:**
Seek to understand the learning styles and strengths of people with learning disabilities, and respond to their strengths. For example, give verbal explanations and/or extra time for reading tasks to people with reading disabilities. Provide information in a variety of ways. Be direct in communication.
- **Things to avoid:**
Avoid overly hectic, over-stimulating environments. People with learning disabilities often benefit from quiet settings with few distractions.

Psychiatric Disabilities

Psychiatric disabilities are a broad category, covering depression, anxiety disorders, and a range of other conditions. These disabilities may affect the ability to think, feel, relate to others, and/or handle the stress of daily life. Often “attitude” in people with psychiatric disabilities comes from the feeling of being unheard or of not being respected.

- **Things to do:**

Recognize that psychiatric disabilities are usually invisible.

Recognize that people with psychiatric disabilities are no more apt to be violent than people without psychiatric disabilities. According to the American Psychiatric Association, “the vast majority of people who are violent do not suffer from mental illness.”

If someone appears to be acting in an unusual or inappropriate way (for example, they appear sleepy during an important conversation), ask what is happening before you make a judgment. Sleepiness can be a sign of a medication side effect.

Ask the person with a psychiatric disability what he/she needs to make him/her most comfortable.

- **Things to avoid:**

Making judgments or decisions on how to treat someone before you ask what would be best.

Where possible, limit the stress and pressure that a person will encounter.

Making negative assumptions about the person’s abilities and potential.

Traumatic Brain Injury

People with traumatic brain injury have had damage to the brain, usually as the result of a trauma or accident. This can affect a variety of functions including learning, memory, the ability to follow directions, muscle control, mobility or social skills. Such effects may not be immediately obvious to others, causing confusion and misunderstandings.

- **Things to do:**

Work with the person to understand her/his strengths and limitations, as well as the range of strategies that the person has developed to address any limitations. For example, encourage the person to take notes during your conversations together, or offer to write the notes yourself, if that would be helpful for memory or comprehension limitations.

- **Things to avoid:**

If the person has difficulty concentrating, avoid an overly distracting environment.

Avoid giving complex directions, if the person has difficulty following them; if necessary, offer to accompany the person.

Frequently Asked Questions

When speaking to a person with a disability, is it all right to mention the disability, or will this make the person with a disability feel bad?

It is perfectly all right to mention a disability, especially if your reason for communicating has something to do with the disability (e.g., offering assistance). The person with a disability is aware of his or her disability and is also aware that you may be encountering it for the first time.

Is it appropriate for me to open a door for a person with a disability?

If you feel a person with a disability needs your help, ask the person directly if he needs assistance and wait for him to tell you how best to help. Be aware that he may opt to refuse your help. Don't take it personally.

Is it okay to go up to a person with a disability and tell her how much I admire her?

Remember that people with disabilities are just trying to live their lives like everybody else. While compliments are always nice, it may be more rewarding for you to take some time to get to know the person.

Is it okay to use common expressions, such as "See you later" to a blind person, or "Let's walk over to the office" to a person using a wheelchair?

Yes. It's okay to use common phrases from the vernacular with persons with disabilities.

Is it okay for me to ask a person what his disability is (e.g., "Why do you use a wheelchair")?

It depends on the situation. It is inappropriate and illegal to ask during a job interview. It may be completely appropriate in the course of getting to know a person with a disability, depending on that person's comfort level. He or she may answer the question or not, depending at what stage in a conversation or a relationship you bring it up. Use common sense.

If I'm talking to a person who is deaf through an interpreter, to whom do I direct my conversation?

Always speak directly to the person who is deaf. For example, say, "Where would you like to go next?" as opposed to "Ask her where she wants to go next."

Is it appropriate to ask a person with a disability personal questions, such as, "Does your disability hurt," "Do you go on dates?" or "Can you have children?"

It is appropriate if these questions are asked in the same situations in which you might normally ask them of a person who doesn't have a disability.

Is a person considered disabled only if I can see his or her disability?

No. Many disabilities are invisible, or not immediately apparent. Psychiatric disability is a prime example. Deafness can also be invisible to casual observation. Traumatic brain injury, learning disabilities, partial sight loss, HIV or cancer are also examples of disabilities that often do not show.