

✓ Election Day Accessibility Checklist ✓

The purpose of this checklist is to allow you, the poll worker, to quickly assess whether or not your polling place has barriers for people with disabilities on Election Day. If you identify barriers, you should inform the municipal clerk and/or your supervisor so the barrier can be addressed as soon as possible. Many barriers can be easily addressed on Election Day*.

Parking

For polling locations that have parking lots:

- The accessible space(s) are clearly marked with the standard accessible parking sign.
- The accessible space(s) are located nearest to the accessible entrance.
- There is at least one van accessible space.
- There is an accessible way to get from the parking lot to the sidewalk.
- The parking lot is paved.

For polling locations that do NOT have parking lots:

- There is an accessible passenger drop-off area, or temporary on or off street accessible parking that could be designated on Election Day.

Accessible parking must be kept clear of snow, piles of leaves or other obstacles to persons with disabilities in order to be accessible.

Pathways to the Building

- The path to the accessible entrance is clearly marked with large print signs if it is different from the primary route to the building.

*This checklist does not identify all barriers that a person may face at the polls. Answering positively to the checklist does not mean a polling site is in compliance with such laws as the Americans with Disabilities Act (ADA).

Pathways to the Building, continued

- The path of travel is free of breaks and edges and is clear of debris such as snow, ice and leaves, and low-hanging objects such as tree branches.
- The path of travel has the necessary curb cuts and ramps so that a person using a mobility device could access the building with ease.
- All ramps have handrails (and edge protection), if necessary.
- The path of travel is well-lit when necessary.

Entrance to the Building

- The entrance to the building is free of steps or has a ramp or elevator.
- The accessible entrance to the building is unlocked.
- The accessible entrance to the building has an automatic door opener or a call button, or there is someone stationed at the door to open it.

Travel within the building

- The accessible route to the voting area is clearly marked with large print signs if it is different from the main route and/or if it is not immediately inside the accessible entrance.
- Interior doors along the accessible route are unlocked and either have automatic doors or are propped open.
- If there are stairs to get to the voting area, there is an accessible elevator available.
- Interior doors along the accessible route are unlocked and either have automatic doors or are propped open.

Travel within the building, continued

- Interior doors along the accessible route are unlocked and either have automatic doors or are propped open.
- If there are stairs to get to the voting area, there is an accessible elevator available.
- Hallways are well-lit and free of low-hanging objects and items protruding from the wall or sitting on the floor.
- All rugs and mats along the accessible route have low pile and are securely fastened (or removed).

Voting Area

- Instructions for voting are printed in Large Print (18 point font or larger) and displayed in a convenient and obvious location.
- The path of travel in the voting area is wide enough for an individual using a mobility device to navigate and turn around with ease (minimum of 5x5 feet).
- There is a table, counter or voting booth that is extra wide at the bottom (at least 36 inches), and at good height (between 28 and 34 inches) to allow someone who uses a mobility device to use it comfortably and reach all parts of the voting equipment.
- Poll workers are trained in using and explaining the accessible voting equipment to voters.
- Polling booths that hold the accessible equipment are:
 - ✓ Housed in the same area of the room as all the other polling booths.
 - ✓ Strategically placed to ensure the privacy of the voter using the machine **AND** contain a privacy screen.

Voting Area, continued

- Electronic Accessible voting equipment is turned on, tested, and in proper working order for electors to use when the polls open on Election Day.
- There is a feasible plan in place to identify when a voter wants to vote curbside, and poll workers are aware of the curbside voting policy.
- Poll workers are aware of the special needs of voters with disabilities and are willing to provide reasonable accommodations when requested.
- The polling site has the following:
 - ✓ Signature guide or ruler to assist someone to sign their name in a straight line.
 - ✓ Communication cards or pen/paper to communicate with someone who is deaf or hard of hearing.
 - ✓ Magnifying glass to be used by someone with a sight impairment.
 - ✓ Extra seating and a policy to allow voters who have trouble standing or walking to wait to vote and maintain their place in line.

Your municipal or county clerk will have more detailed information about accessibility rules and laws. Additional information that may be helpful includes:

Wisconsin Government Accountability Board:
<http://gab.wi.gov/elections-voting/voters/accessibility>

U.S. Department of Justice ADA Checklist for Polling Places:
<http://www.usdoj.gov/crt/ada/adahom1.htm>

This checklist was created by Disability Rights Wisconsin (DRW) and reproduced by the Wisconsin Government Accountability Board with permission of DRW. If you have questions about this checklist or about accessibility, contact the Government Accountability Board at 866-VOTEWIS (866/868-3947) or DRW at 608/267-0214 or 888/758-6049 (TTY). People with disabilities who have questions or concerns can also call DRW's toll free line for consumers and families: 800/928-8778.