



Procedure Document

ES&S Arkansas State Election Reporting Special Instructions Hardware Programming Manager Precinct and Polling Place Names

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1.1 Arkansas SOS HPM Precinct and Polling Place Naming Standard:

REQUIREMENTS FOR SETTING UP ARKANSAS HPM PRECINCTS AND POLLING PLACES TO CONFORM TO STATE REPORTING SOFTWARE

As of March 11, 2008

Standard ES&S Hardware Programming Manager (HPM) polling place names must be utilized by all the Arkansas counties to provide consistent polling place results accumulation from the counties for the Secretary of State's state results reporting. Please adhere to the following HPM polling place naming rules.

HPM POLLING PLACE AND PRECINCT DEFINITION

GENERAL RULES:

ALL Precincts must be assigned to at least one HPM polling place. Accurate reporting of your county's election results requires this.

For elections coded to allow ERM manual entry of M100 Early Voting results into a single ERM precinct, this precinct number must be added to the last Early voting poll for equipment type 100. This precinct number must not be assigned to any other HPM polling place.

For elections coded to allow manual entry of M100 Absentee Voting results into a single ERM precinct, an additional HPM polling place must be added with this precinct number assigned to the Poll. This precinct number may not be assigned to any other HPM polling place.

For elections coded to allow ERM upload of M650 Absentee Voting results into a single ERM absentee precinct, an additional HPM polling place must be added with this precinct number assigned to the Poll. The HPM addition of this Absentee Polling Place must be performed AFTER the initial ERM database creation. This precinct number may not be assigned to any other HPM polling place.

EARLY VOTE POLLS

All Early Vote polls need to be named with an "EV" prefix.

Therefore, an Early Vote Poll named "Courthouse" could be named, "EV Courthouse" or "EV-Courthouse" in HPM. We will do this whether or not it is a true single precinct Early Vote poll, or an Early Vote poll with all election day precincts tied to it, with the results loaded into an Early Vote group in ERM.

If an early vote poll is to be named "Early Vote" or "Early Voting", then the HPM Polling Place name should be "EV Early Vote" or "EV Early Voting", respectively.

All Early Vote polls need to be suffixed with the equipment type, "100", "IVO", or "650".

For example, an Early Vote Poll named Courthouse, using M100 tabulators will be named "EV Courthouse 100".

Additionally, if the equipment type (i.e. M100), dictates coding more than 1 Early Vote Poll, Early Vote Polls will be named "EV Courthouse 100-1" and "EV Courthouse 100-2", etc.

ABSENTEE POLLS

Absentee polling places need to be named beginning with the following two characters "AV" or the following eight characters, "Absentee".

All absentee polls must be suffixed with the equipment type, "100", "IVO", or "650". For example, an absentee Poll using M100 equipment can be named "AV Absentee 100" or "Absentee 100".

Additionally, if the election requires more than 1 Absentee polling place, each needs to be suffixed with a number.

Therefore, if the election requires more than 1 Absentee Poll for the same equipment, Absentee Polls must be named "Absentee 100-1", "Absentee 100-2", etc. or "AV Absentee 100-1", "AV Absentee 100-2", etc.

PROVISIONAL VOTE POLLS

All Provisional Vote polls need to be named with a "PV" prefix.

Therefore, a Provisional Poll named "Courthouse" will be named "PV Courthouse" or "PV-Courthouse" in HPM. If a Provisional vote poll is to be named "Provisional Votes" or "Provisional Voting", then the HPM Polling Place name must be "PV Provisional Votes" or "PV-Provisional Voting".

All Provisional Vote polls need to be suffixed with the equipment type, "100", "IVO", or "650". For example, a Provisional Vote Poll named "PV Courthouse", using M100 tabulators must be named "PV Courthouse 100".

Additionally, if the election requires more than 1 Provisional Vote Poll for the same equipment, each needs to be suffixed with a number.

Therefore, if the election requires more than 1 Provisional Poll for the same equipment, Provisional Polls must be named "PV Courthouse 100-1" and "PV Courthouse 100-2", etc.

BACKUP POLLS

A common practice is to define a "backup" polling place containing all the Election Day precincts. This polling place is burned to a few media devices (e.g. PEBs or M100 cards) for use as replacement media in the event an election day polling place's media device fails. All Backup polling places names must begin with the word "BACKUP" or "Backup".

Therefore, a backup poll for all nineteen election day precincts will be named "BACKUP" or "Backup" or "BACKUP 1-19" or "Backup 1-19" in HPM. After the word "BACKUP" or "Backup" any characters or words can be assigned.

ELECTION DAY POLLS

Election Day polling places can be any name. No special coding is required. Be aware, any polling place not beginning with the "EV", "AV", "Absentee", "PV" or "BACKUP" or "Backup" prefix is reported as an Election Day poll. This allows use of the actual polling place's name for almost every election day poll.