# TABLE OF CONTENTS

## SECTION 1: GENERAL INFORMATION

**HOW TO USE THIS HANDBOOK** ........................................................................................................ 6

**ELECTION DAY SUPPORT** .................................................................................................................. 6

- Absent Poll Worker ................................................................................................................................ 6
- Command Center ......................................................................................................................................... 6
- Field Inspectors ......................................................................................................................................... 6
- Collection Drivers ...................................................................................................................................... 6

**POLL WORKER KNOWLEDGE** .............................................................................................................. 7

- Name Badges ............................................................................................................................................ 7
- Poll Workers are Expected To ................................................................................................................ 7
- Voter Bill of Rights ..................................................................................................................................... 9
- Polling Place Conduct ............................................................................................................................. 10
- Procedure for Challenging a Voter ........................................................................................................ 11

**SITE ISSUES** ......................................................................................................................................... 12

- Election Day Safety ............................................................................................................................... 12
- Phones and Selfies ................................................................................................................................. 12
- Poll Observers ......................................................................................................................................... 12
- Members of the Media at the Polls ....................................................................................................... 14
- Electioneering .......................................................................................................................................... 15
- Disturbance Occurs ............................................................................................................................... 15
- Accident or Illness Occurs .................................................................................................................... 15

**TERMS** .................................................................................................................................................. 16

## SECTION 2: BEFORE ELECTION DAY

**POLLING PLACE SET-UP** ...................................................................................................................... 19

- Pre-Delivered Supplies .......................................................................................................................... 19
- Polling Place Set-up In Advance .......................................................................................................... 19
- Polling Place Layout Suggestions ....................................................................................................... 20
- Guide for Placement of Election Materials and Signs ......................................................................... 21

## SECTION 3: ELECTION DAY

**POLL WORKER ROLES/DUTIES** ........................................................................................................... 25

- Inspector ................................................................................................................................................ 25
- Assistant Inspector ................................................................................................................................. 25
- Check-In Clerk ......................................................................................................................................... 26
- Ballot Issue Clerk ..................................................................................................................................... 29
- Ballot on Demand Clerk ....................................................................................................................... 30
- Conditional Voter Registration (CVR) Clerk .......................................................................................... 32
- Provisional Clerk ..................................................................................................................................... 34
- Ballot Marking Device Clerk ................................................................................................................ 36
- Ballot Tabulator Clerk ............................................................................................................................ 38
- Clerk ....................................................................................................................................................... 39
- Field Inspector ......................................................................................................................................... 39
- Oath of Office and Poll Worker Check-In ............................................................................................ 40
APPENDIX A: EQUIPMENT AND SUPPLIES

Additional Items Not Listed ............................................................................................................................................. 61

APPENDIX B: POLLING PLACE ACCESSIBILITY GUIDE

Accessible Parking ................................................................................................................................................................. 63
Temporary Accessible Parking .............................................................................................................................................. 63
Creating a Useable Van Accessible Parking Space ........................................................................................................... 63
Creating a Temporary Voter Drop-Off ............................................................................................................................... 63
Directing Voters to an Accessible Path ............................................................................................................................... 64
Preventing Slips, Trips, and Falls ....................................................................................................................................... 64
Making Obstacles Cane-Detectable ..................................................................................................................................... 64
Creating Temporary Barricades ........................................................................................................................................... 64
Eliminating Doors as Barriers ................................................................................................................................................ 65
Accessibility Aides ................................................................................................................................................................. 65
HOW TO USE THIS HANDBOOK

This Poll Worker Handbook is a resource to help you find answers to questions you may have on Election Day. Be sure to bring this handbook with you on Election Day so that you have everything at your fingertips to perform your duties well. The detailed Table of Contents will help you quickly locate the desired information. Use this Poll Worker Handbook to remind you of the tasks you have been trained to complete through a series of steps to guarantee that the work is being completed accurately and precisely.

ELECTION DAY SUPPORT

The Tulare County Registrar of Voters is committed to providing the citizens reassurance that all elections are held in an accurate, transparent, and efficient manner. In doing so, staff is committed to providing Poll Workers with the training, supplies, and assistance needed to have a successful day at the polls. The Elections Command Center and Field Inspectors work together to assist with any issues that may arise on Election Day.

Absent Poll Worker
If a Poll Worker does not appear a half hour prior to their scheduled time and has not called to indicate that they will be arriving soon, it is REQUIRED that the Inspector contact the Registrar of Voters office immediately at (559) 624-7300 so that a replacement can be arranged.

Command Center
The Command Center is operated by Registrar of Voters staff and Information Technology staff and provides centralized support for the Election. All incoming calls are handled through the Command Center at (559) 624-7311.

Field Inspectors
Field Inspectors are assigned several polling places within a geographic area and are responsible for assisting the Inspector with troubleshooting and delivering extra supplies.

Collection Drivers
Collection Drivers are assigned several polling places within a geographic area and are responsible for collecting Vote by Mail ballots received at the polling place during election hours. The number of ballots will be documented and confirmed prior to the Collection Drivers leaving the polling place. The Vote by Mail ballots will be delivered to the Registrar of Voters office.
As an extension of the Registrar of Voters office, Poll Workers have the legal duty and responsibility to conduct elections according to the procedures in this handbook and the California Elections Code. There is no single answer to every situation. Poll Workers are expected to think critically and use problem solving skills and common sense to resolve issues within the framework of these procedures and laws.

Name Badges
Name badges are important identifiers and ARE REQUIRED TO BE WORN visibly throughout the Election. Bilingual Poll Workers will have a language identifier indicating they speak another language in addition to English. Name badges are located in the Inspector’s RED Canvas Bag.

Poll Workers Are Expected To:

- Be punctual and work from 6:00 a.m. to 10:00 p.m. on Election Day.
- Sign the Poll Worker Oath Declaration and Attendance Sheet. The Oath to be administered by the Inspector to all Poll Workers as a group before the start of Election Day activities.
- Know their responsibilities by reviewing training materials and familiarizing themselves with procedures as well as knowing the limits of their authority.
- Attend all required training in order to work the Election.
- Become familiar with the Rights of Voters.
- Be professional, discreet, considerate, courteous, and sensitive to cultural differences. You are an official representative of the Registrar of Voters office.
- Know how to assist Voters with disabilities and/or specific needs.
- Do not discuss politics with anyone while at the polling place.
- Dress professionally and comfortably with confidence and respect, mindful that you are representing the Registrar of Voters as well as yourself. Clothing that promotes a particular party or issue is not allowed.
- Poll Workers may not have guests at the Polling Place. California law specifically prohibits anyone other than sworn Poll Workers to sit at the Voter processing tables.
- Cell phones must have the ringer turned off and can only be used for emergencies or communications with the Registrar of Voters office.
- A small collection of personal comfort items such as seat cushions, reading glasses, reading materials, medications you require, and meals/snacks/beverages can be brought with you to the Polling Place.
• When speaking to Voters; Wait, Recognize, and Listen:
  ▪ **Wait:** Suppress the instinct to quickly respond or cut off a question. Wait first to process the question, then formulate a reasoned and respectful response.
  ▪ **Recognize:** Focus on how to recognize other people’s feelings, anticipate their needs, and be sensitive, accommodating, and courteous in assisting them.
  ▪ **Listen:** Listen before speaking to understand exactly what the Voter is feeling, seeing, needing, and trying to communicate. It is most important to remember to put assumptions aside so you are better able to hear and understand a Voter’s responses.
• Please keep the Polling Place neat and clean. Follow all facility rules and policies.
Voter Bill of Rights
You have the following rights:

1. **The right to vote if you are a registered Voter.** You are eligible to vote if you are:
   - A U.S. citizen living in California.
   - At least 18 years old.
   - Registered where you currently live.
   - Not in prison or on parole for a felony.

2. **The right to vote if you are a registered Voter even if your name is not on the roster** (Laptop). You will vote using a Conditional Voter Registration (CVR)/Provisional Ballot. Your vote will be counted if the Elections Official determines that you are eligible to vote.

3. **The right to vote if you are still in line when the polls close.**

4. **The right to cast a secret ballot** without anyone bothering you or telling you how to vote.

5. **The right to get a new ballot if you have made a mistake,** if you have not already cast your ballot. You can:
   - Ask an Elections Official at a Polling Place for a new ballot; or
   - Surrender your Vote-By-Mail ballot for a new one at the Polling Site or the Registrar of Voters office; or
   - Vote using a Conditional Voter Registration (CVR)/Provisional Ballot if you do not have your original Vote-By-Mail ballot.

6. **The right to get help casting your ballot** from anyone you choose, except from your employer or union representative.

7. **The right to drop off your completed Vote-By-Mail ballot at any Polling Place** in the County where you are registered to vote.

8. **The right to get Election materials in a language other than English** if enough people in your voting precinct speak that language.

9. **The right to ask questions about Election procedures** and watch the Election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.

10. **The right to report any illegal or fraudulent Election activity** to an Elections Official or the Secretary of State’s office.
Polling Place Conduct

1. Political discussions regarding candidates or ballot measures are prohibited within 100 feet of the Polling Place. Electioneering is allowed beyond the 100 feet mark.

2. Exit polling is permitted by news media or other organizations surveying Voters as to how they voted as long as the Voter consents and it is no closer than 25 feet from the Polling Place entrance.

3. The public and bystanders are permitted to watch, ask questions and receive answers for their questions or be directed to the appropriate official for an answer about election procedures and observe the election process. If persistent questioning disrupts the execution of the Poll Worker duties, they may discontinue responding to questions.

4. Do Not allow coupons or sales promotional materials to be left anywhere in the Polling Place.

5. Communication with Voters by Poll Workers in a language other than English is permitted, but only on the subject of official election information or instruction.

6. During the hours in which voting is in progress, only members of the Election Board shall be permitted to sit at the tables used by the Election Board.

7. A voting booth may not be occupied by more than one (1) person at a time, except for assisted Voters or children with the Voter under the age of eighteen.

8. Check the voting booths often to be sure that NO campaign material has been left inside.

9. A person may receive assistance in voting if they declare under oath that they are unable to mark their ballot. The Voter shall receive assistance of not more than two (2) people selected by the Voter other than the Voter’s employer, an agent of the Voter’s employer or an office/agent of the union of which the Voter is a member.

10. Tulare County has a legal obligation to make Spanish-language assistance and materials available to the Voters. Please make sure that any Voter who asks for Spanish language assistance or materials receives them promptly.

11. Corruption of the voting process and/or intimidation of Voters is a felony punishable by imprisonment and includes every person who threatens to make use of force or hires or arranges for any other person to make use of or threaten to make use of force/violence in order to compel a Voter to refrain from voting or refrain from voting for a particular person or measure.

12. Every person who knowingly challenges a person’s right to vote without probable cause or who engages in mass, indiscriminate, and groundless challenging of Voters is punishable by imprisonment in the County Jail or State Prison.

13. If a situation arises that is not covered by these instructions, please call the Registrar of Voters office for immediate assistance. The County does not want Poll Workers to feel that they are in any danger while working on Election Day.
**Procedure for Challenging a Voter**

**Elections Code 14240:**

(a) A person offering to vote may be orally challenged within the polling place only by a member of the precinct board upon any or all of the following grounds:
   1. That the Voter is not the person whose name appears on the roster.
   2. That the Voter is not a resident of the precinct, or in an election conducted using a Voter center, not a resident of the county.
   3. That the Voter is not a citizen of the United States.
   4. That the Voter has voted in that election.
   5. That the Voter is presently on parole for the conviction of a felony.

(b) A person, other than a member of a precinct board or other official responsible for the conduct of the election, shall not challenge or question any Voter concerning the Voter's qualifications to vote.

(c) If any member of a precinct board receives, by mail or otherwise, any document or list concerning the residence or other voting qualifications of any person or persons, with the express or implied suggestion, request, or demand that the person or persons be challenged, the board member shall first determine whether the document or list contains or is accompanied by evidence constituting probable cause to justify or substantiate a challenge. In any case, before making any use whatever of such a list or document, the member of the precinct board shall immediately contact the elections official, charged with the duty of conducting the election, and describe the contents of the document or list and the evidence, if any, received bearing on voting qualifications. The elections official shall advise the members of the precinct board as to the sufficiency of probable cause for instituting and substantiating the challenge and as to the law as herein provided, relating to hearings and procedures for challenges by members of the precinct board and determination thereof by a precinct board. The elections official may (if necessary) designate a deputy to receive and answer inquiries from precinct board members as herein provided.

**Elections Code 14252:**

The precinct board shall compile a Challenge List (GREEN Folder) showing all of the following:

(a) The name and address of each person challenged.

(b) The name, address, and any other identification as a Voter, of each person offering information concerning any person’s qualifications to vote, or testifying pursuant to Section 14247, together with the name and address and any other identification of the person about whom the information or testimony is given.

(c) The grounds of each challenge.

(d) The determination of the board upon the challenge, together with any written evidence pertaining thereto.

(e) If evidence has been presented to the board requesting challenges, the evidence shall be returned to the elections official responsible for the conduct of the election.
SITE ISSUES

Election Day Safety
Be alert and watch for unsafe conditions or situations such as objects on floors and stairways, which are likely to cause slips or falls. If a serious injury occurs, call 911 first, and then contact the Command Center. Make sure cords are taped down to prevent tripping. Do not stand on chairs, tables, or desks to obtain articles that may be out of reach. Use a step stool or ask for assistance. Election Day duties may require lifting and carrying up to 35 pounds. Use a two-person lift for heavy objects. Keep your back straight, with no curving or slouching. Center your body over your feet. Lift with your legs, not your back. Move your feet to turn, do not twist your back.

Phones and Selfies
In today’s world, smartphones and other electronic devices are part of many people’s way of life, used for looking up information, taking pictures, and recording everyday activities. We do not expect Poll Workers to police the use of phones for any reason other than for violations of the privacy of other Voters.

Poll Observers
Poll Observers are members of the public engaged in observing activities at the polls. Poll Observers may be affiliated with Voter Advocacy Organizations, Government Agencies, Campaigns, Political Practices, etc.
1. Log the name and organization on the Poll Observers on log sheet.
2. Provide them with a name badge if they do not already have one.
Note: All available in the RED Folder.

Observers Have the Right to:
- Observe pre-Election Day activities, as permitted by law, such as voting equipment preparation and testing and Vote by Mail ballot processing.
- Observe the proceedings at polling places, including the opening and closing procedures.
- Obtain information from the Voter list that is posted or otherwise available at of the polling place.
- Take notes and watch election procedures.
- View election-related activities at the central counting site on Election Day.
- View the canvas of the vote activities following the election.
- View Vote by Mail and provisional ballot processing.
- Ask Questions of Poll Workers as long as they do not interfere with the conduct of any part of the voting process.
- Ask questions of supervisors at the central counting site as long as they do not interfere with the conduct of the election procedures.
Elections Officials Have the Right to:
- Use discretion in determining a sufficiently close distance for observers to stand from the process they want to observe.
- Require observers to be quiet inside the observation area.
- Use discretion to determine how (e.g., written or verbal) and to whom observers may pose questions and challenges during the observation process.
- Ask an observer who does not follow observation rules to leave the premises.
- Restrict the number of observers permitted in a room to prevent interference with the observed process.
- Restrict the items observers may bring with them into the polling place or central counting site, such as cell phones, large bags, or back packs, etc.

Observers are Responsible for:
- Checking in at each site, whether the polling place or central counting site.
- Wearing an identification badge.
- Maintaining a professional manner while observing the election process.
- Ensuring they do not interfere with the election process.
- Following established county observation rules/policies.

Elections Officials are Responsible for:
- Maintaining the integrity of the administration of the election and determining observer misconduct or interference.
- Establishing security rules for public observation. Examples of such rules are the use of sign-in sheets and identification badges and prohibiting the use of cell phones, pagers, cameras, and other audio or video equipment or electronic devices.
- Providing notice to the public of the dates, times, and places of election-related activities that may be observed by the public, as required by law. For example, elections officials are required to provide 48 hours notice for vote-by-mail (VBM) ballot processing and five days notice of the post-election one percent manual tally.

Observers Must Not:
- Interfere with the conduct of the election. The elections official is entitled to determine whether a person is interfering with the conduct of the election.
- Physically handle any voting materials or equipment without the express permission of the elections official.
- Move or rearrange tables, chairs, or voting booths at the polling place or central counting facility.
- Sit at the official worktables or view confidential Voter information on any computer terminal or document.
- Communicate with Voters within 100 feet of the entrance to, or inside of, a polling place, a vote center, an elections official’s office, or a satellite location by encouraging them to vote for or against a person or a measure or regarding the Voter’s qualifications to vote. Exit polling of Voters is permitted, provided it is conducted at least 25 feet away from the entrance to the polling place.
- Directly challenge a Voter. Only a member of a precinct board may do so, based on evidence presented.
• Display any campaign material or wear campaign badges, buttons or apparel.
• Wear the uniform of a peace officer, a private guard, or security personnel.
• Use cellular phones, pagers, or two-way radios inside the polling place and/or within 100 ft. of the entrance to the polling place.
• Talk to or attempt to stop Poll Workers or the central counting site workers while they are processing ballots.
• Use the telephones, computers, or other polling place facilities at polling places or the central counting site.
• Touch election personnel.
• Eat or drink in a polling place or the central counting site.
• Assist in operations at any polling place or the central counting site.
• Prevent other observers from observing materials or a process.
• Enter secure areas without express permission of the elections official.

Elections Officials Must Not:
• Delay or interrupt scheduled operations and processes solely because an observer is present.

Members of the Media at the Polls
Voting is a public process. Public and members of the various media may arrive at your Polling Place to cover one (1) or more aspects of the process for their viewers, readers or listening audience. In most cases this is not a problem and it needn’t be disruptive. It is important to have a clear understanding of the do’s and don’ts of media coverage at the polls.

1. Log the name and organization on the Poll Observers log sheet.
2. Provide them with a name badge if they do not already have one.

Note: All available in the RED Folder.

The media:
• MAY NOT interfere with the voting process.
• MAY NOT enter the voting area.
• MAY NOT conduct Voter interviews, comments, or exit poll responses inside the Polling Place.
• MAY NOT take photographs or video tape inside the Polling Place.
  ➢ The California Secretary of State has taken the position that the use of photography or video equipment in Polling Places is prohibited.
• MAY ask the Poll Workers questions.
  ➢ Poll Workers are free to answer questions but are asked to limit comments to those issues about which they have first-hand knowledge. Please refer technical questions or questions regarding policies and procedures with which you are not familiar to the Registrar of Voters office.
• CAN be issued a “Telephone Card” (available in precinct supplies), which includes phone, fax, and other communication information.
• CAN obtain turnout information from the Registrar of Voters office at 5951 S. Mooney Blvd., Visalia or for specific poll site information refer to the posted Voter List on the website tularecoelections.org.
Electioneering

Electioneering is activity that advocates a position on a ballot measure or candidate or attempts to influence a Voter around marking their ballot. It includes speech of all types (verbal, signage, etc.), circulation of any and all types of petitions, and any effort to communicate on the subject qualifications to vote. All these activities are restricted to 100 ft. or more from the entrance to the Polling Place where Voters are casting ballots.

- Use the 100 ft. rope (in the precinct supplies) from the poll site door outside to mark off a No-Electioneering area. At the 100 ft. spot place an election cone with the “NO ELECTIONEERING BEYOND THIS POINT” sign.
- No political hats, shirts, pins, etc. are allowed within the 100 ft. area.
- No cars with political signs can be parked within the 100 ft. area.
- No discussion of political views within the 100 ft. area.

Disturbance Occurs

If anyone is unruly, abusive, OR in any way threatens the safety of human life OR property OR the orderly conduct of the Election, FIRST CALL the police immediately (dial 9-1-1) and report it. SECOND CALL, when possible, the Registrar of Voters office.

Accident or Illness Occurs

1. Render First Aid ONLY if someone at the Polling Place is trained in First Aid Procedures and it is necessary.
2. If the victim is conscious, ask if they want you to call the ambulance.
3. If the victim is unconscious, call an ambulance.
4. Collect the following information if bodily injury occurs:
   ✓ Time of incident.
   ✓ Incident location (building, street, city, highway, mile marker, etc.).
   ✓ Name(s) of injured.
   ✓ Address.
   ✓ Telephone number(s) of the victim.
   ✓ Nature of the injury.
   If property damage:
      ✓ What was damaged? If possible, take a picture.
      ✓ Owner’s name.
      ✓ Owner’s address.
      ✓ Owner’s Telephone number.
      ✓ Approximate value or amount of damage.
      ✓ Was any County property damaged?
Witnesses’ information:
   ✓ Name.
   ✓ Address.
   ✓ Telephone number(s).
6. Report the accident/illness as soon as possible to the Registrar of Voters office.

Important Note: DO NOT state that the County will pay the bills and DO NOT indicate fault.
**TERMS**

**Assisted Voter:** Voter that has stated they need assistance (either physically or language translation). The Voter is allowed to receive the assistance of no more than two (2) persons selected by the Voter. Poll Workers may assist if asked.

**Authorized Return Agent:** Section on the Vote by Mail return envelope that must be completed by the person turning in the ballot if not the Voter.

**Ballot Box:** Locked container voted ballots are collected in at the Polling Place.

**Ballot Stub:** A perforated, sequentially numbered tab on a Voter’s paper ballot, which is torn off the ballot and kept by the Voter as a receipt their ballot has been cast.

**Ballot Type:** Collection of ballot contests that a Voter is entitled to vote based on their registered address.

**Conditional Voter Registration (CVR):** A CVR Voter is someone who registers after the 15-day close of registration and up to Election Day.

**Curbside Voting:** Process of allowing physically disabled people to vote outside the Polling Place if the poll site is not accessible.

**Electioneering:** Campaigning for or against a candidate or measure, by either verbal or written messages in the form of buttons, T-shirts, hats, signs etc. Such activity is prohibited within 100 feet of the Polling Place.

**End of Day Reports:** Reports printed from the polling equipment and completed by the Inspector from the different clerk’s data after the Polling Place has closed.

**Mail Ballot Precinct:** A precinct with 250 or fewer registered voters will not have a Polling Place assigned and Voters will receive Vote by Mail ballots.

**Oath of Office:** The declaration of the Precinct Board’s intention to faithfully discharge their duties, signed in the presence of the Inspector and binding on the signer.

**Observer/Poll Watcher:** An individual observing the activity at the polls. They may/may not be affiliated with a campaign or other organization.

**Voter List:** List of Voters that have voted on Election Day in a precinct.

**Poll Workers/Precinct Officers:** General term used for workers assigned to work on an election board at a Polling Place.

**Polling Place/Polling Site:** A voting location for a given precinct. Polling Places are subject to change each Election due to availability, ballot types and precinct consolidation.

**Precinct:** The boundary of a physical geographical location within a county. A regular precinct will often be consolidated with other precincts to form Voting Precincts that are used in an election.
**Primary Election:** An Election to nominate candidates to be voted for at the ensuing General Election or to elect members of a Party Central Committee.

**Provisional Ballot:** A ballot which is cast when an individual’s eligibility cannot be determined at the polls.

**Registered Voter/Valid Registered Voter:** An individual who has filed a sworn Affidavit of Registration, which has been accepted and filed by an authorized Elections Official.

**Seal Numbers:** The numbers located on any security stickers/seals used by the Registrar of Voters Office.

**Spoiled Ballot:** An incorrectly marked ballot relinquished by the Voter at the Polling Place allowing the Voter to receive and vote a new, unmarked, poll place ballot. Voters are allowed to spoil two (2) ballots maximum.

**Surrender VBM (Vote By Mail) Ballot:** Vote by Mail ballots relinquished by Voters at the polls allowing the Voter to receive and vote an unmarked, Polling Place ballot.

**Telephone Card:** Cards available to the voters and media that contains phone and fax numbers with other communication information.

**Timing Marks:** The black boxes located around the ballot.

**Vote By Mail Ballot (VBM Ballot):** A paper ballot mailed to a registered Voter who requests one in writing or over the phone. Voters can drop off their VBM ballot at any Polling Place on Election Day as long as it is enclosed in the official VBM return envelope and the Voter has signed it. **NOTE:** If the Voter is missing the appropriate envelope there are some in the precinct supply kit.

**Voter Bill of Rights:** A list that is posted at each Polling Place notifying Voters of specific rights and protections afforded to them in order to ensure enfranchisement e.g. their right to vote.

**Voters with Special Needs:** Individuals seeking to vote who require additional support or accommodation beyond what is normally provided in order to access or cast a ballot.

**Voting Area:** The space immediately surrounding voting units or voting booths and the route of travel between this space and Voter processing areas.

**Write-in Vote:** When a Voter chooses to manually write-in a vote for a candidate(s) who’s name is not printed on the ballot.

**Zero Proof Report:** A summary of information, generated before the polls are opened to the public, which verifies the absence of ballots on a voting unit.
BEFORE ELECTION DAY
POLLING PLACE SET-UP

Pre-Delivered Supplies
Voting supplies and equipment will be delivered secured in locked cages to the Polling Place on Monday, prior to Election Day. However, the Ballot Tabulator and Ballot on Demand Printer Cart (if applicable) will not fit in the cage; therefore, they will be locked and secured sitting by the cage. See Appendix A for a complete list of supplies and equipment.

Polling Place Set-up in Advance
To reduce the preparation required and confirm that the laptops and the cradle point are connected and working for polls to open on time on Election Day, Poll Workers must set-up and arrange certain items on Monday after 12:00 p.m. The Inspector will coordinate with the facility to establish the set-up time and notify their team. Please contact the Systems & Procedures Analyst of any issues that may arise at (559) 723-8918 (cell).

1. Inspector along with the Assistant Inspector should verify that all supplies and equipment have been delivered appropriately.
2. Requirements for Monday set-up are:
   • Verify that the ballots have the correct Precinct Number(s) and initial on the Polling Place Ballot Statement.
   • Verify the total number of ballots received from the Registrar of Voters office on the Polling Place Ballot Statement.
   • Verify equipment received has the correct Poll Place Name tag and seals match the Equipment Verification Sheet. There are seals that cannot be verified until after the polls are open.
   • Arrange tables as recommended in the Polling Place Layout Suggestions in this handbook.
   • Set-up an information table with the Voter Display Board, County and State Voter Information Guides, Telephone Cards, Registration Cards, Poll Worker Applications, and Forget to Register to Vote or Update Your Registration.
   • Set-up the Voter Check-In, Ballot Issue, CVR and Provisional tables.
   • Set-up the voting booths along with an accessible voting booth.
   • Set-up the Ballot Marking Device booth only.
   • Set-up a table to allow someone with a disability to sit and vote as well as providing a place to fill out CVR and Provisional envelopes.
   • Unpack, assemble and set-up the Cradlepoint Device. Turn on to test laptops.
3. **DO NOT** set-up signs outside until the morning of the Election.
4. **TEST ONLY** the following equipment.
   • Distribute the Laptops and DYMO Label Printers to the Check-In, CVR and Provisional tables. Connect the DYMO Label Printers to the appropriate laptops. Power on the Laptops and DYMO Label Printers. Login, print test label, assure all are functioning then **CLOSE DOWN**. Place test labels in the Clear **TEST** Bag provided in the Inspector’s Supplies Bag.
   • **RETURN** the Laptops to the appropriate bags and lock in the storage cage.
Polling Place Layout Suggestions

1. In planning the polling place layout, consider the room shape, immovable objects, where the power sources are located, accessibility and traffic flow of all Voters before and during voting. If possible, direct the Voters in one (1) door and after voting out a different door.
   - Make sure there are no obstacles in the polling place that would prevent a person from moving easily through the voting area.
   - Keep entrances to the polling place unlocked, clear, and free of clutter.
   - Tape down all hazardous power cords.

2. Place the Information Table between the entrance and the Voter Check-In Table.

3. Make sure the Ballot Box for Vote by Mail Ballots (TEAL Canvas Bag) is in a secure and visible location in the front of the room to allow Voters a quick and easy drop-off.

4. Set-up the Voter Check-In Table so that it is visible from the door.

5. The Ballot Issue Table should be separate from the Voter Check-In Table.

6. The Ballot on Demand Printer (if applicable) should be next to the Ballot Issue Table.

7. The CVR Table should be near the Ballot Issue Table.

8. The Provisional Table should be near the CVR Table.

9. When positioning the Ballot Marking Device Booth, always allow enough room next to the booth to allow a Poll Worker to stand alongside a Voter to talk the Voter through any questions or issues they may have using the equipment. To assure the secrecy of the on-screen ballot, angle the booth so that the screen is not facing oncoming Voters.

10. Set-up one (1) accessible voting booth (ADA compliant) by adding the extension pieces found in the flag bag in the precinct supplies to the front legs of the voting booth.

11. Set-up at least one (1) voting booth on a table (if available) with a chair for Voters that may need to sit while voting.

12. Position the Ballot Tabulator near the exit door to allow the Voter to quickly exit after inserting their ballot.
Guide for Placement of Election Materials and Signs

The following is a list of election materials that were delivered to the Polling Place. If for any reason, you are missing anything, please notify the Registrar of Voter office during business hours at (559) 624-7300 or after 5:30 p.m. the Elections Program Coordinator at (559) 679-6770 (cell) immediately.

1. Place the **Voter Display Board** on the Information Table between the entrance and the Voter Check-in Table so that it is visible for voters to read. The following signs are affixed to the Display Board:
   - Instructions on How to Vote (English & Spanish)
   - Notice Regarding Restroom (English & Spanish) and Tampering with Voting Equipment Sign (English and Spanish)
   - Voter Bill of Rights (English & Spanish)
   - Provisional Voting Instructions (English & Spanish)
   - Top Two Candidates Open Primary Act (English and Spanish)
   - If You Could Not Vote Here (English and Spanish)
   - Spoken Language Assistance Notice in Spanish

2. Also on the **Information Table** with the Voter Display Board set out:
   - County Voter Information Guide(s) open to the Sample Ballot Page. If multiple ballot types are provided, put out at least one of each. **TIP:** Use the number printed on the cover to identify the ballot type.
   - State Voter Information Guides
   - Telephone Cards
   - Registration Cards
   - Poll Worker Applications
   - Forget to Vote or Update Your Registration Informational Sheet
   - Certified Candidate Write-In List (if applicable)
   - Cancel Voter Registration Forms
   - Cancel Vote by Mail Forms
3. **Check-In Table:**
   - Voter Check-In Sign
   - Laptop(s), DYMO Label Printer(s), extra DYMO rolls
   - Laptop Procedure Card(s)
   - Voter List Book(s)
   - Problem/Change List - **BLUE** Folder
   - Assisted Voter List - **ORANGE** Folder
   - Challenge List - **GREEN** Folder
   - Curbside Voting Materials Envelope
   - Replacement - Official Ballot Return Envelopes
   - CVR and Provisional Processing Pads
   - Scratch Pads
   - Ink Pens
   - ID Required Notice
   - **PURPLE** Ballot Canvas Bag – Surrendered Ballots

4. **Ballot Issue Table:**
   - Precinct Number Table Sign(s)
   - Ballot Issue Clerk Procedure Card
   - Ballot Issue List Book
   - Ballots
   - Secrecy Sleeves
   - How to Vote Instruction Cards
   - Magnifiers
   - Ink Pens
   - **PINK** Ballot Canvas Bag - Spoiled Ballots
   **Ballot on Demand Printer and Cart (if applicable)**
   - Ballot on Demand Voter List Book(s)
   - Ballot on Demand Procedure Card
   - Ballot Paper
   - Attach a Tampering with Voting Equipment Sign (English and Spanish)
   - Ballot on Demand Clerk key ring with the Ballot on Demand cabinet key.

5. **CVR Table:**
   - CVR Table Sign
   - Laptop(s), DYMO Label Printer(s), extra DYMO rolls
   - Conditional Voter Registration (CVR) Procedure Card(s)
   - Conditional Voter Registration (CVR) Voter List Book(s)
   - **YELLOW** CVR Envelopes
   - Secrecy Sleeves
   - How to Vote Instruction Cards
   - Ink Pens
   - Clipboards
   - **GREEN** Canvas Bag - Poll Worker Applications and Registration Cards
   - **PINK** Canvas Bag - Empty CVR Ballot Envelopes
   - **BROWN** Canvas Bag – CVR Ballots
6. **Provisional Table:**
   - ✓ Provisional Table Sign
   - ✓ Laptop, DYMO Label Printer, extra DYMO rolls
   - ✓ Provisional Procedure Card
   - ✓ Provisional Voter List Book
   - ✓ **PINK** Provisional Envelopes
   - ✓ Stapler with small box of staples
   - ✓ Secrecy Sleeves
   - ✓ How to Vote Instruction Cards
   - ✓ Ink Pens
   - ✓ Clipboards
   - ✓ **GREEN** Canvas Bag – Change of Address Forms
   - ✓ **PINK** Canvas Bag - Empty Provisional Ballot Envelopes
   - ✓ **BROWN** Canvas Bag – Provisional Ballots

7. **Ballot Marking Device Booth:**
   - ✓ Ballot Marking Device and Printer
   - ✓ Ballot Marking Device Voter List Book
   - ✓ Disposable Headphone Covers
   - ✓ Attach a Tampering with Voting Equipment Sign (English and Spanish)
   - ✓ BMD Clerk key ring with the BMD Poll Worker Activation Card.

8. **Ballot Tabulator Area:**
   - ✓ Attach a Tampering with Voting Equipment Sign (English and Spanish)
   - ✓ **GREEN** Canvas Bag – Unreadable Ballots
   - ✓ Ballot Tabulator Clerk key ring with the Ballot Tabulator lid key and security token.
   - ✓ “I Voted” Stickers

9. Post **Totem** outside the Polling Place (making sure it is visible from the street) with the following attached:
   - ✓ Election Date
   - ✓ Polling Place with Voting Hours
   - ✓ Voter Bill of Rights (English and Spanish)
   - ✓ Top Two Primary Act Requirements (English and Spanish)

10. Place the following items **outside** the Polling Place:
    - ✓ Vote A-Frame Sign
    - ✓ Vote Feather
    - ✓ With the 100 ft. rope provided, measure from the poll site entrance out towards the parking area and place the **NO ELECTIONEERING** sign on the election cone there. Repack the rope for return.
    - ✓ Place an election cone with the **CURBSIDE VOTING** sign near the accessible parking area.
    - ✓ Path of Travel Directional Vote with Arrow (if applicable)

11. For **Voter accessibility** use the Accessibility Kit and supplies provided in the Inspector’s **RED** Folder, if needed:
    - ✓ Path of Travel Directional Vote with Arrows, Ramp, Mat, Parking Stop
ELECTION DAY
POLL WORKER ROLES/DUTIES

**Inspector**

1. Responsible for the overall operation of the Polling Place, including set-up, troubleshooting, reporting, and closing.
2. Attend a mandatory meeting with the Registrar of Voters staff prior to the Election to go over any changes/concerns and receive:
   - Field Inspector Name and cell phone number.
   - Polling Place and Emergency contact names and phone numbers.
   - Combination for numeric cage pad lock and equipment passwords.
   - List of Poll Workers and cell phone numbers.
   - Election Collection Center name and address.
3. Coordinate with the polling place contact to verify who will unlock and lock the building during the Election.
4. Coordinate with the Assistant Inspector to make contact with the assigned Poll Workers to:
   - Make introductions prior to Election Day.
   - Confirm the Poll Workers are available and willing to work.
   - Confirm the Poll Workers are scheduled to attend a training class and know the position they have been assigned.
   - When and where to report.
5. Ensure that the polls are open on Election Day from 7:00 a.m. to 8:00 p.m.
6. Notify the Registrar of Voters office immediately if a Poll Worker does not appear a half hour prior to their scheduled time and has not called to indicate that they will be arriving soon so that a replacement can be arranged.
7. Complete the following forms and reports accurately:
   - Equipment Verification Sheet
   - Polling Place Ballot Statement
   - Poll Worker Oath Declaration and Attendance Sheet
8. Make sure that the Poll Workers are following the procedures outlined in this Handbook.
9. Responsible for, along with another member of the Election Board, returning all required election materials to the proper Collection Center after the polls close.

**Assistant Inspector**

1. Assist the Inspector in polling place operations including setting up the equipment and supplies, processing voters and assisting with opening and closing procedures.
2. Along with the Inspector, ensure that the Equipment Verification Sheet is verified and initialed confirming the seals match prior to opening the polls. Notify the Command Center at (559) 624-7311 if there are any discrepancies.
3. After the Inspector has had all Poll Workers recite the Oath, ensure all have signed the Oath Declaration and Attendance sheet. Assure the sheet has been completed and any no shows have been documented.
4. At the end of the night along with the Inspector, complete and ensure the Polling Place Ballot Statement has the appropriate counts, adds up correctly and has been signed by all Poll Workers as directed.

**Check-In Clerk**
The Check-In Clerk is the first impression of the polling place; therefore, it is extremely important that the Voter be greeted in a friendly and professional manner. It is crucial that the Check-In Clerk be patient and attentive to detail. For example, the spelling of names, voters who have relocated since registering, and individuals who are unfamiliar with the process can get frustrated and confused making the process harder. A voter **always** has the right to cast a ballot, although scenarios will arise where a voter may not be able to cast a regular ballot and will be required to vote a provisional ballot.

**Standard Voter:**
1. Greet the Voter and ask for their name and address. Clarify the spelling if necessary.
2. Using the **3 by 3 Rule**, type the first three (3) letters of the Last Name and the first three (3) letters of the First Name. Click the **SEARCH** button or tap the **ENTER** button. **NOTE:** Less information typed in the better to broaden the search and find the Voter’s name quickly.
3. Repeat the Voter’s Name and Address back to them for confirmation. Select the appropriate Voter ID on the screen.
4. Scroll down to review the Ballot Activity Status to verify a ballot has not been returned.
   - **If the Ballot Activity Status is a Green Light** and says “County may count the ballot for the voter” then scroll back up and click on the **VOTE HERE** button and continue with the instructions below.
   - **If the Ballot Activity Status is a Yellow Light**, review the reason for the Yellow Light. If the Voter is not active, direct the Voter to the CVR Clerk. Any other reason, direct the Voter to the Provisional Clerk. **NOTE:** **DO NOT** print a label for the Voter.
   - **If the Ballot Activity Status is a Red Light**, do not issue a live ballot. Inform the Voter that they have voting history for this election already. If they insist on voting, direct the Voter to the Provisional Clerk. **NOTE:** **DO NOT** print a label for the Voter.
5. Click on the **PRINT** button when the two (2) label windows open to print.
   - Affix the first Voter List Label to the Voter List and direct the Voter to sign above.
   - Verify the Ballot Precinct/Ballot Type is available at this site by reviewing your “Precinct Ballots List”. Hand the second label -Ballot Issue Label- to the Voter and direct to one of the following options:
     - If the Precinct Ballot is available at this site and the Voter wants to vote on a paper ballot, direct them to the Ballot Issue Clerk.
     - If the Voter wants to vote electronically, direct them to the Ballot Marking Device Clerk.
     - If the Precinct Ballot for the Voter is not available at this site, direct the Voter to the Ballot on Demand Clerk.
6. Click the **RESET** button to clear the search fields for another Voter.
7. **DO NOT** check the Voter in or print any labels if you will be referring the Voter to the CVR or Provisional Clerk.

If the Voter cannot be processed using the **STANDARD VOTER** steps listed above, use the following steps in the various scenarios:

**Voter Not Found:**
1. If you cannot find the Voter, offer to search using their birthdate. If the Voter is not comfortable saying their birthdate out loud, offer them a piece of scratch paper and pen to write it down for you.
2. Enter the Birth Date in the appropriate fields and click **SEARCH** button.
3. If the Voter is still not found after reviewing the results list, direct the Voter to the CVR Clerk. **NOTE:** **DO NOT** print a label for the Voter.

**ID Required** (when directed by the Laptop):
Help America Vote Act (H.A.V.A.) Law requires all first time Voters to show ID when voting if they registered through the mail and did not provide a Driver’s License number or the last 4 digits of their Social Security Number on their registration card.
1. The Voter will need to provide one (1) form of Identification as noted on the “ID Required Notice” card provided in the supplies kit.
2. After all information has been confirmed, click on the Voter’s ID number.
3. Continue processing the Voter according to the **STANDARD VOTER** steps 4 & 5.
4. If the Voter is unable to supply proper forms of identification as listed on the “ID Required Notice”, direct the Voter to the Provisional Clerk.

**Inactive at the Correct Address:**
1. Ask the Voter to state their address.
2. If the Voter is at the correct address, click **ACTIVATE VOTER** button. The Voter will be marked with a **YELLOW** light. Click the **REFRESH** button to reactive the Voter.
3. Continue processing the Voter according to the **STANDARD VOTER** steps 4 & 5.
4. If the Voter does not live at the address shown, direct them to the Provisional Clerk. **NOTE:** **DO NOT** print a label for the Voter.
Vote By Mail (VBM) Ballot Surrendered:
1. If the Voter has their unmarked Vote by Mail ballot with them to surrender, process the Voter according to the STANDARD VOTER steps 2 through 5.
2. A Surrendered Ballot is a Vote by Mail ballot that the Voter wants to surrender in order to vote at the polls.
3. Accept the ballot, write SURRENDERED across the ballot.
4. Place the surrendered ballot in the SURRENDERED BALLOT PURPLE Canvas Bag.
5. DO NOT allow VBM ballots to be inserted into the tabulator at the poll site. This will make your Ballot Statement incorrect at the end of the night and the voter will not get proper voter participation credit.

Voter Name Misspelled/Changed Name:
1. If the Voter is found but the Voter Name is misspelled, click on the UPDATE VOTER button found on the Voter Details screen.
2. The Update Voter box will pop-up. Correct the spelling in the Name field(s) then click on the SAVE CHANGES button.
3. If the Voter is found and the Voter has legally changed their name, but not yet updated their registration, the Voter must sign their name as currently registered. Instruct the Voter to get a registration card from the Information Table to update their registration file.
4. Continue processing the Voter according to the STANDARD VOTER steps 4 & 5.

Reported Deceased Voter:
1. Complete the Problem/Change Report in the BLUE Folder.
2. If an envelope is presented, write deceased across the envelope.
3. Insert the envelope into the SURRENDERED BALLOT PURPLE Canvas Bag.

Voter Listed Twice:
1. If a Voter is listed in the roster twice with either an exact name spelling or a very similar name spelling, complete the Problem/Change Report in the BLUE Folder.
2. List both Voter ID numbers in the same box so that the Voter’s files can be merged into a single Voter file by the Registrar of Voters office.
3. Direct the Voter to the Provisional Clerk. NOTE: DO NOT print a label for the Voter.

Voter Does Not Want to be Permanent Vote By Mail:
1. If the Voter states they no longer want to permanently receive a Vote by Mail ballot, determine that the Voter is a Permanent Vote by Mail Voter and not a Mail Ballot Precinct Voter by looking the Voter up in the Laptop.
2. If the Voter is a Permanent Vote by Mail Voter, then complete the Problem/Change Report in the BLUE Folder.
   Continue to follow STANDARD VOTER procedure to process the Voter to vote at your Polling Place.

Voter Does Not Want to Vote After Checked In:
1. If the Voter states they no longer want to vote, affix the printed label onto the next space in the Voter List, cross out and write DID NOT VOTE on the label.
2. Complete the Problem Change report in the blue folder.
Curbside Voting:
With regard to the following voting situations: please be patient, courteous and pleasant, and safeguard the dignity of Voters with specific needs. It is never acceptable to ask a Voter why they seek accommodations or to question a Voter’s request for assistance.

Curbside Voting is available and should take place as close to the Polling Place as possible.

1. The Laptop does not leave the Check-In Table; therefore, designate a Poll Worker to go outside to the Voter to obtain the Voter’s name and address.
2. The Poll Worker will return to the Check-In Table with the Voter’s name and address. Continue processing the Voter according to the **STANDARD VOTER** steps 2 thru 5. For step 3, repeat the Voter’s Name and Address to the Poll Worker that spoke to the Voter for confirmation. For step 5, write curbside on the Voter Label and affix to the next space in the Check-In Voter List.
3. Deliver the to the Voter:
   - The second Voter Label: make sure to have the Voter sign and return the label before continuing.
   - Official Ballot in a Secrecy Sleeve.
   - “I Voted Sticker”
   - Ink Pen
4. Allow the Voter to vote in private.
5. Have the Voter remove the ballot stub.
6. Return to the Polling Place and insert the voted Ballot into the Ballot Tabulator without violating the Voter’s secrecy.
7. Affix the Voter’s signed label onto the next space in the Ballot Issue Voter List.

Assisted Voter:

1. Once the Voter is checked in on the Laptop, retrieve the Assisted Voter List located in the **ORANGE** Folder.
2. To administer the oath, ask the Voter to repeat the Oath listed on the Assisted Voter List.
3. Record Voter’s name and the person who assisted the Voter on the Assisted Voter List.
4. The Voter is allowed to select no more than two (2) people to assist them. **EXCEPTION:** Voter’s employer, an agent of the Voter’s employer, or an officer or an agent of the union of which the Voter is a member CANNOT be selected to assist.
5. Poll Workers may assist, if asked.
6. Person(s) assisting the Voter do not need to sign an Oath, but should be informed that information regarding the marking of the ballot shall not be exposed/revealed.

**Ballot Issue Clerk**
It is important that the Ballot Issue Clerk be attentive to detail in order to ensure that each Voter receives the correct ballot.
**Standard Voter:**

1. Greet the Voter and ask for their Voter Label.
2. Use the information on the label to determine which ballot to issue the Voter.
   - Confirm the precinct number and ballot type.
   - Circle the “Precinct” option for the Ballot Issued question when issuing the Voter a Precinct Paper Ballot. The “BMD” option will need to be circled when the Voter votes on the Ballot Marking Device, or the “BOD” option circled when the Voter receives a Ballot on Demand ballot.
3. Tear the appropriate ballot off the pad and give to the Voter. Show the Voter the precinct number matches the number on the ballot.
4. Instruct the Voter on how to mark their ballot by filling in the bubble. You can demonstrate how to fill in the bubble on the instruction cards. Also, instruct the Voter to review the contests on the front and back of the ballot (if applicable).
5. Provide the Voter with a Secrecy Sleeve.
6. Direct the Voter to the voting booths. Inform the Voter that when they are finished voting, they need to take their ballot in the Secrecy Sleeve over to the Ballot Tabulator and return the Secrecy Sleeve and ink pen there as well.
7. Affix the Voter’s Ballot Issue Label onto the next space in the Ballot Issue Voter List.
8. When all of the ballots on the pad have been issued, place the stubs in the Unused/Unvoted Ballot Box as you retrieve a new Ballot Pad.

**Mistake/Spoiled Ballot:**

1. A Spoiled Ballot is:
   - Accidental marks.
   - Over-voted race or measure.
   - Torn or damaged ballot.
   - A ballot that was marked, then crossed out and marked somewhere else.
2. **DO NOT** process the Voter on the Laptop again.
3. If the Voter has made a mistake on their ballot, write SPOILED across the ballot.
4. Place the Spoiled Ballot in the SPOILED BALLOT **PINK** Canvas Bag.
5. Issue the Voter another ballot. **NOTE:** Only the first two (2) ballots issued can be spoiled, they must keep the third ballot.

**Ballot on Demand Clerk**

It is important that the Ballot on Demand Clerk be attentive to detail in order to ensure that each Voter receives the correct ballot. Ensure there is always paper in the printer tray. Clear jams. Monitor the printer display messages.

**Standard Voter:**

1. Greet the Voter and ask for the Voter’s Ballot Issue Label.
2. Enter the precinct number under **ACTIVATION CODE.**
3. Select the row with the appropriate precinct number, the line will turn red. **DO NOT** double click the precinct line.

4. Click the Print Icon button.
5. In the Printer Settings pop-up, make sure the Sample Ballot box on the right is not checked then click the **PRINT** button. **NOTE:** You do not have to wait for a ballot to finish printing before printing the next ballot.
6. Verify the ballot precinct number matches the Voter’s Ballot Issue Label precinct number.
   - Circle the “BOD” option for the Ballot Issued question when issuing the Voter a Ballot on Demand ballot. The “BMD” option will need to be circled when the Voter votes on the Ballot Marking Device, or the “Precinct” option circled when the Voter votes on a Precinct Paper ballot.
7. Hand the ballot to the Voter showing them the precinct numbers match.
8. Instruct the Voter on how to mark their ballot by filling in the bubble. You can demonstrate how to fill in the bubble on the instruction cards. Also, instruct the Voter to review the contests on the back of the ballot.
9. Provide the Voter with a Secrecy Sleeve.
10. Direct the Voter to the voting booths. Inform the Voter that when they are finished voting, they need to take their ballot in the Secrecy Sleeve over to the Ballot Tabulator and return the Secrecy Sleeve and ink pen there as well.
11. Affix the Voter’s Label onto the next space in the Ballot on Demand Voter List.

**CVR or Provisional Voter:**
1. Greet the Voter and ask for their CVR or Provisional Ballot Issue Label.
2. Enter the precinct number under **ACTIVATION CODE.**
3. Select the row with the appropriate precinct number, the line will turn red. **DO NOT** double click the precinct line.
4. Click the Print Icon button.
5. In the Printer Settings pop-up, make sure the Sample Ballot box on the right is not checked then click the **PRINT** button. **NOTE:** You do not have to wait for a ballot to finish printing before printing the next ballot.
6. Verify the ballot precinct number matches the Voter’s Ballot Issue Label precinct number.
7. Hand the ballot to the Voter showing them the precinct numbers match.
8. Instruct the Voter on how to mark their ballot by filling in the bubble. You can demonstrate how to fill in the bubble on the instruction cards. Also, instruct the Voter to review the contests on the back of the ballot.

9. Direct the Voter to the voting booths. Inform the Voter that when they are finished voting, they need to return to the CVR or Provisional Table with their ballot and envelope.

10. Affix the Voter’s Ballot Issue Label onto the next space in the Ballot on Demand Voter List.

**Conditional Voter Registration (CVR) Clerk**

Conditional Voter Registration is used when a person’s eligibility cannot be determined or the Voter cannot be found.

**Non-Provisional CVR Voter:**

1. Greet the Voter and ask them to fill out the CVR **YELLOW** envelope.
2. On the Voter Processing Screen, click on the green **ADD VOTER** button.
3. Using the information from the envelope, enter in the Voter’s Name, Residence Address, Mailing Address (if applicable), Birth Date, Language Preference and Party Preference.
4. Scroll down to the bottom of the screen and enter the Reg Number from the envelope. (The Reg Number should be a 54 G number and is found on the upper right corner of the envelope.)
5. Click the **SAVE AND ISSUE BALLOT** button. This will automatically take you to the Process Voter Screen.
6. Click the **REFRESH** button and review the Ballot Activity Status for ballot processing guidelines.
7. **If the Ballot Activity Status is a Green Light** and says “County may count the ballot for the voter” then:
   - Scroll back up and click on the **CVR LIVE BALLOT** button and click on the **PRINT** button when the two (2) label windows open to print.
   - Affix the first Voter List Label printed to the CVR Voter List.
   - Verify the Ballot Precinct is available at this site by reviewing your ”Precinct Ballots List”. Hand the second label- Ballot Issue Label- to the Voter and direct to one of the following options:
     - If the Precinct Ballot is available at this site and the Voter wants to vote on a paper ballot, direct them to the Ballot Issue Clerk.
     - If the Voter wants to vote electronically, direct them to the Ballot Marking Device Clerk.
     - If the Precinct Ballot for the Voter is not available at this site, direct the Voter to the Ballot on Demand Clerk, if available. If the Ballot on Demand Printer is not available, explain to the Voter that their particular Precinct Ballot is not available in printed form at this site but available on the Ballot Marking Device.
       - If the Voter would like to vote on the Ballot Marking Device direct them to the Ballot Marking Device Clerk.
       - If the Voter wants a paper ballot even if it does not have all the contests it should for them, direct them to the Ballot Issue Clerk. Voter’s choice.
• The CVR Clerk will need to complete the Poll Worker section located on the back of the CVR Envelope.
  ➢ It is extremely important that the VOTED BALLOT METHOD is completed correctly. If the Ballot on Demand Printer is available and the Voter is directed to the Ballot on Demand Clerk, write “BOD” after the “Ballot Marking Device” option.
  ➢ Complete the VOTED BALLOT PRECINCT NUMBER and the VOTED BALLOT TYPE.
  ➢ Complete the VOTING REASON section and the ENVELOPE VERIFICATION section.
• Place the empty CVR Envelope in the EMPTY CVR ENVELOPES PINK Canvas bag.

8. **If the Ballot Activity Status is a Yellow Light**, review the reason for the Yellow Light:
   • If the Voter is Inactive, click the UPDATE VOTER button.
   • Using the information from the envelope, review and update any fields such as the Voter Name, Residence Address, Mailing Address (if applicable), Birth Date, Language Preference, or Party Preference, then click on the SAVE CHANGES button.
   • Back on the Voter Processing Screen, click the REFRESH button.
   • Scroll down to review the Ballot Activity Status. If the Voter has been updated and now has a Green Light:
     ➢ Scroll back up and click on the CVR LIVE BALLOT button and Click on the PRINT button when the two (2) label windows open to print.
     ➢ Affix the first Voter List Label printed to the CVR Voter List.
     ➢ Verify the Ballot Precinct is available at this site by reviewing your “Precinct List”. Hand the second label- Voter’s Ballot Issue Label- to the Voter and direct to one of the following options:
       ▪ If the Precinct Ballot is available at this site and the Voter wants to vote on a paper ballot, direct them to the Ballot Issue Clerk.
       ▪ If the Voter wants to vote electronically, direct them to the Ballot Marking Device Clerk.
     
     ▪ If the Precinct Ballot for the Voter is not available at this site, direct the Voter to the Ballot on Demand Clerk if available. If the Ballot on Demand Printer is not available explain to the Voter that their particular Precinct Ballot is not available in printed form at this site but available on the Ballot Marking Device.
       o If they would like to vote on the Ballot Marking Device direct them to the Ballot Marking Device Clerk.
       o If they want a paper ballot even if it does not have all the contests it should for them, direct them to the Ballot Issue Clerk. Voter’s choice.
• The CVR Clerk will need to complete the Poll Worker section located on the back of the CVR Envelope.
  ➢ Make sure the VOTED BALLOT METHOD is completed correctly. Check either the Precinct Paper Ballot, or the Ballot Marking Device option. If the Ballot on Demand Printer is available and the Voter is directed to
the Ballot on Demand Clerk, write “BOD” after the “Ballot Marking Device” option.
➢ Complete the VOTED BALLOT PRECINCT NUMBER and the VOTED BALLOT TYPE.
➢ Complete the VOTING REASON section and the ENVELOPE VERIFICATION section.
• Place the empty CVR Envelope in the EMPTY CVR ENVELOPES PINK Canvas Bag.

Provisional CVR Voter:
1. If the Ballot Activity Status is a Yellow Light for any reason other than Inactive Voter, then:
   • Click on the green PROVISIONAL CVR (ENVELOPE) button.
   • Click on the PRINT button when the two (2) label windows open to print.
   • Affix the first Voter List Label printed to the CVR Voter List.
   • The CVR Clerk will need to complete the Poll Worker section located on the back of the CVR Envelope.
     ➢ It is extremely important that the VOTED BALLOT METHOD is completed correctly, and if the Voter is directed to the Ballot on Demand Clerk, write “BOD” after the “Ballot Marking Device” option. In addition, write in the VOTED BALLOT PRECINCT NUMBER and the VOTED BALLOT TYPE. Also complete the VOTING REASON section and the ENVELOPE VERIFICATION section.
   • Verify the Ballot Precinct Number is available at this site by reviewing your “Precinct List”. Hand the Voter the second label and their CVR Envelope and direct to one of the following options:
     ➢ If the Precinct Ballot is available at this site and the Voter wants to vote on a paper ballot, direct them to the Ballot Issue Clerk.
     ➢ If the Voter wants to vote electronically, direct them to the Ballot Marking Device Clerk.
     ➢ If the Precinct Ballot for the Voter is not available at this site, direct the Voter to the Ballot on Demand Clerk.
   • Instruct the Voter to seal their Voted Ballot in their CVR Envelope, return to this table, and insert it into the BROWN Canvas Bag.
2. If the Ballot Activity Status is a Red Light, do not issue a live ballot. Inform the Voter that they have voting history for this election already. If they insist on voting, follow the steps listed above for a Yellow Light Provisional Voter. Make certain that this ballot is placed in the CVR Envelope and not into the tabulator on accident.

Provisional Clerk
Provisional registration allows an individual to update their address or party or is a first time Federal Voter without an ID.

Registration Update-Address Change:
1. Greet the Voter and give the Voter the CHANGE OF ADDRESS form. The Voter MUST complete the form BEFORE any changes to the Voter Record can be made.
2. Pull up the Voter’s information. Click the UPDATE VOTER button.
3. Click on the line with the Voter’s incorrect address. Click on the X button to remove the old address. Enter the new address and tab out of the address field to update the Voter’s Precinct information.
   - If you receive a pop-up window that provides multiple address options, select the address from the list that matches the address provided on the form.
   - If you tab out of the address field and receive the error message “Non-Precinctable Address”, follow the instructions for Registration Update-Non-Precinctable Address Change.

4. Deposit the Change of Address form in the CHANGE OF ADDRESS FORMS GREEN Canvas Bag.

5. Click the VOTE HERE button.

6. Click on the PRINT button when the two (2) label windows open to print.
   - Affix the first Voter Label printed to the Provisional Voter List.
   - Verify the Precinct Ballot is available at this site by reviewing your “Precinct List”. Hand the Voter the second label- Voter Ballot Issue Label- and direct them to one of the following options:
     ➢ If the Precinct Ballot is available at this site and the Voter wants to vote on a paper ballot, direct them to the Ballot Issue Clerk.
     ➢ If the Voter wants to vote electronically, direct them to the Ballot Marking Device Clerk.
       - If the Precinct Ballot for the Voter is not available at this site, direct the Voter to the Ballot on Demand Clerk, if available. If the Ballot on Demand Printer is not available, explain to the Voter that their particular Precinct Ballot is not available in printed form at this site but available on the Ballot Marking Device.
         o If they would like to vote on the Ballot Marking Device direct them to the Ballot Marking Device Clerk.
         o If they want a paper ballot even if it does not have all the contests it should for them, direct them to the Ballot Issue Clerk. Voter’s choice.

Registration Update-Non-Precinctable Address Change:
1. Greet the Voter and give the Voter the CHANGE OF ADDRESS form. The Voter MUST complete the form BEFORE any changes to the Voter Record can be made.
2. Pull up the Voter’s information. Click the UPDATE VOTER button.
3. Click on the line with the Voter’s incorrect address. Click on the X button to remove the old address. Enter the new address and tab out of the address field to update the Voter’s Precinct information.
   - If you tab out of the address field and receive the error message “Non-Precinctable Address”, the voter will need to have their ballot inserted into a Provisional Envelope.
   - Trying to find the proper precinct: before you close the update window, try a few house numbers on the same street to find a precinct. For example, if the Voter indicates their address is 101 Main St., try 103 Main St. or 115 Main St. Always use an odd number to find an odd number or an even number to find an even number. Do not search 102 Main St. if you are trying find a precinct for 101 Main St. Always stay within the same “hundreds” of the house number. Do not use 201 Main St. to find 101 Main St. If you find
a precinct for a nearby address, write the precinct number down on the Provisional Envelope so that you can write the precinct on the Provisional Voter Label that prints out later. If after a few tries of searching for the precinct you are unable to find a precinct, the Voter will need to vote one of the available paper ballots at the poll site.

- To process the Voter, click the CANCEL button to close the Voter Update window.
- Click the RETURN TO SEARCH button.
- Click the PROVISIONAL LABEL button.
- Enter the Voter’s First and Last Name, Street Address, City Code, and Language Preference.
- Click the PRINT PROVISIONAL LABEL button.

4. Staple the Change of Address form to a Provisional Envelope.
5. The Provisional Clerk will need to complete the Poll Worker section located on the back of the Provisional Envelope. It is extremely important that the VOTED BALLOT METHOD is completed correctly, and if the Voter is directed to the Ballot on Demand Clerk, write “BOD” after the “Ballot Marking Device” option. In addition, write in the VOTED BALLOT PRECINCT NUMBER and the VOTED BALLOT TYPE. Also complete the ENVELOPE VERIFICATION section.
6. Click the PROVISIONAL CVR (ENVELOPE) button.
7. Click on the PRINT button when the two (2) label windows open to print.
   - Affix the first Voter Label printed to the Provisional Voter List.
   - Verify the Precinct Ballot is available at this site by reviewing your “Precinct List”. Hand the Voter the second Label and the Provisional Envelope. Direct them to one of the following options:
     - If the Precinct Ballot is available at this site and the Voter wants to vote on a paper ballot, direct them to the Ballot Issue Clerk.
     - If the Voter wants to vote electronically, direct them to the Ballot Marking Device Clerk.
       - If the Precinct Ballot for the Voter is not available at this site, direct the Voter to the Ballot on Demand Clerk, if available. If the Ballot on Demand Printer is not available, explain to the Voter that their particular Precinct Ballot is not available in printed form at this site but available on the Ballot Marking Device.
         - If they would like to vote on the Ballot Marking Device direct them to the Ballot Marking Device Clerk.
         - If they want a paper ballot even if it does not have all the contests it should for them, direct them to the Ballot Issue Clerk. Voter’s choice.

8. Instruct the Voter to seal their Voted Ballot in their Provisional Envelope, return to this table, and insert it into the BROWN Canvas Bag.

**Ballot Marking Device Clerk**

**Standard Voter:**
1. Greet the Voter and collect the Voter’s Ballot Issue Label.
2. Insert the Poll Worker Activation Card.
3. On the **ACTIVATE BALLOT** tab, enter the Voter’s Precinct Number found on the Voter’s Ballot Issue Label.
4. Ask the Voter if they would like an overview of the accessible options available, see page 38 for detailed information.
5. Ask the Voter if they prefer to use the Accessible Voting Session (AVS) Controller. If the Voter wishes to use the AVS Controller, ask the Voter to place the headphones on then give the AVS Controller to the Voter. Tap the **ENABLE AVS CONTROLLER** button then tap **ACTIVATE** button.
   - Audio guidance will now start and the Voter will hear instructions based on the chosen mode of accessible voting.
6. Remove the Poll Worker Activation Card.
7. Once the ballot has loaded, then affix the Voter’s Ballot Issue Label onto the next space in the Ballot Marking Device List.
   - Circle the “BMD” option for the “Ballot Issued?” question when issuing the Voter a Ballot Marking Device ballot. The “Precinct” option will need to be circled when the Voter votes a Precinct Paper ballot, or the “BOD” option circled when the Voter votes on a Ballot On Demand ballot.
8. The Clerk should stay close to the machine and Voter for questions, but far enough away to give the Voter privacy to vote at their own speed.
9. Instruct the Voter that they can tap the **REVIEW** button to see all the contests and choices they marked. This screen will also display any errors or warnings if the ballot is not valid or incomplete. The Voter can navigate and make any changes they would like.
10. Instruct the Voter to print their ballot when complete.
11. Offer the Voter a Secrecy Sleeve for their ballot.
12. Instruct the Voter to take their ballot and insert it into the Ballot Tabulator, their vote has been cast.

**NOTE:** there is no receipt given by the Ballot Tabulator. They can read the screen as the Ballot Tabulator pulls the ballot, counts their votes and confirms complete with a ding sound changing the counter number.

**CVR or Provisional Voter:**
1. Greet the Voter and collect the Voter’s Ballot Issue Label.
2. Insert the Poll Worker Activation Card.
3. On the **ACTIVATE BALLOT** tab, enter the Voter’s Precinct Number found on the Voter’s Ballot Issue Label.
4. Ask the Voter if they would like an overview of the accessible options available, see page 38 for detailed information.
5. Ask the Voter if they prefer to use the Accessible Voting Session (AVS) Controller. If the Voter wishes to use the AVS Controller, ask the Voter to place the headphones on then give the AVS Controller to the Voter. Tap the **ENABLE AVS CONTROLLER** button then tap **ACTIVATE** button.
   - Audio guidance will now start and the Voter will hear instructions based on the chosen mode of accessible voting.
6. Remove the Poll Worker Activation Card.
7. Once the ballot has loaded, then affix the Voter’s Ballot Issue Label to the Ballot Marking Device Voter List.

8. The Clerk should stay close to the machine and Voter for questions, but far enough away to give the Voter privacy to vote at their own speed. Instruct the Voter that they can tap the **REVIEW** button to see all the contests and choices they marked. This screen will also display any errors or warnings if the ballot is not valid or incomplete. The Voter can navigate and make any changes they would like.

9. Instruct the Voter to print their ballot when complete.

10. Instruct the Voter to return to the CVR or Provisional Clerk with their printed ballot and CVR or Provisional Envelope.

**Accessible Available Adjustments:**
At the top of the Ballot Marking Device screen, the Action Bar shows the accessible items available.

1. The **LANGUAGE** button can change the information from English to Spanish by tapping a checkbox for the desired language.

2. The **TEXT SIZE** button can change the font size on the screen and show the two sizes available.

3. The **AUDIO** button will be faint if the AVS Controller was not selected prior to activating the ballot.

4. The **VIEW** button can change the screen contrast to Black on White or White on Black.

5. The **MORE** button can offer a Privacy Mask over the screen if the AVS Controller has been selected. If it was not selected prior to activating the ballot, it will show up as available.

**Ballot Tabulator Clerk**
1. When the Voter has finished voting they will insert their ballot into the Ballot Tabulator.

2. When a valid ballot is scanned, the screen displays the **VALID BALLOT** and **CASTING BALLOT PLEASE WAIT** messages. Once the ballot is successfully cast, the **SYSTEM READY** screen reappears and the **BALLOT COUNTER** increases by one.

**NOTE:** The Ballot Tabulator will accept the paper ballots voted, the Ballot Marking Device Ballots printed, and the Ballot on Demand
ballots. The ballots can be inserted in the machine upside down or right side up. The Ballot Tabulator scans both sides of every ballot inserted.

3. If the system detects a blank or over-voted ballot, a WARNING screen will appear and identify the issue. Below is a description of the warning messages that can occur:
   - **Blank Ballot:** The Ballot Tabulator does not detect any Voter selections on the ballot. The Voter will have an option to tap the RETURN button to retrieve the ballot and vote the blank contests.
   - **Over-Voted Ballot:** One or more contests have too many votes. The Voter has the option of: 1) Tap CAST button prompting the BALLOT CASTING CONFIRMATION screen to appear. Then tap YES to cast the ballot as-is, with a warning that the contests with too many votes will not be counted; or 2) Tap NO to go back and eject the ballot so that the ballot can be spoiled and the Voter can then obtain a new ballot.
   - **Ambiguous Marks:** Marks were detected on the ballot, but the selections are not clear. The Voter can then tap the RETURN button, the ballot is ejected, and the Voter can spoil that ballot and obtain a new ballot.
   - **Ballot Misread:** The Ballot Tabulator is unable to recognize the ballot. 1) Ask the Voter to check for damage or stray marks, particularly in the timing mark area. 2) Or ask the Voter if they would allow to Poll Worker to check for damage or stray marks, particularly in the timing mark area. If damaged, spoil the ballot and issue another. If no damage is detected, re-insert the ballot in a different orientation.

4. **DO NOT** allow VBM ballots to be inserted into the tabulator at the poll site. This will make your Ballot Statement incorrect at the end of the night and the voter will not get proper voter participation credit.

5. Provide the Voter with an "I Voted" sticker.

6. Collect the ink pen and secrecy sleeve.

**NOTE:** It is crucial that the selections on the Voter’s ballot remain secret throughout the review. The Voter must always feel confident in the secrecy of their ballot’s contents.

**Clerk**

1. As Line Manager, you will be required to do the following:
   - If a Voter is returning their Vote by Mail ballot, direct the Voter to insert the ballot into the TEAL Canvas Bag – Vote by Mail Ballots.
   - Ask the Voter if they are registered. If Yes, the Voter will remain in line to the Check-In Table. If No, direct the Voter to the CVR Table.
   - If the Voter wants to correct/update their address or change their political party, direct the Voter to the Provisional Table.

2. Performs duties as assigned by the Inspector or Assistant Inspector in polling place operations including setting up the equipment and supplies and assisting with opening/closing procedures. Wipe down booths, ink pens and provide needed supplies throughout the day to the tables.

3. Will assist with the Curbside Voting process.
4. Will be responsible for counting the Vote by Mail Ballots when the Collection Drivers arrive for pick-ups.

**Field Inspector**

1. Support the Registrar of Voters office by making periodic visits to assigned polling places throughout Election Day.
2. Ensures that all election procedures are being followed as required by law.
3. Responsible for delivering extra supplies, assist with any troubleshooting issues, and providing replacement equipment, if necessary.

**ALL Poll Workers are REQUIRED to remain on-site at the Polling Place until completion of closing tasks, unless otherwise instructed by the Inspector, Field Inspector or an official from the Registrar of Voters office.**

**Oath of Office and Poll Worker Check-In**

The Oath of Office must be administered by the Inspector and recited by all Poll Workers. The Oath affirms the Poll Worker’s commitment to the integrity of the election process. Once completed all Poll Workers will sign the Poll Worker Oath Declaration and Attendance Sheet in the Inspector’s **RED** Folder.

Once everyone has recited the Oath, each Poll Worker must confirm their address information is correct and then sign by their name on the Poll Worker Oath Declaration and Attendance Sheet. If the address is incorrect, make the correction in the appropriate place. The Inspector will complete the form with their signature and date completed.

The Poll Workers must sign-in/out on the Poll Worker Attendance Sheet. If their name is not listed, please add their name to the bottom of the sheet. If we do not have your information, you will not get paid.
Some polling places will require additional items in order to make the location more accessible to Voters. These locations will be given an Accessibility Kit with an outlined map indicating where accessibility aids are needed. Specific information is provided per polling place in the Inspector’s RED Folder that identifies issues, explains why the item is an issue, and what modifications will be required to make the Polling Place accessible for all Voters. **NOTE:** Not every location will need accessibility modifications.

Additionally, we are providing Appendix B: Polling Place Accessibility Guide as a helpful guideline on proper implementation and need for accessibility aids.

**Assisting Voters with Needs**

Any Voter who wants or needs assistance to vote, for any reason, has the right to receive voting assistance from a Poll Worker or another person. These guidelines will help Poll Workers recognize and respond to the needs and sensitivities of Voters with a range of specific needs.

1. **Use Common Sense:** People who need assistance want to be treated the same way as everyone else.
2. **Ask Before Helping:** Before providing assistance, ask the Voter if they would like assistance.
3. **Communicate Directly with the Voter:** Some people who need assistance may have an assistant, interpreter, or companion with them. When assisting a Voter with an assistant, direct questions and responses to the Voter and not the assistant.
4. **Use People-First Language:** Emphasize the person rather than the disability.
   - A person who is blind rather than a blind person.
   - A person with a physical disability rather than a physically disabled person.
   - A person who uses a wheelchair rather than a wheelchair bound person.

Do not refer to people as handicapped. A handicap is a physical or attitudinal constraint that is imposed upon a person, regardless of whether that a person has a disability. For example, narrow doorways and curbs are handicaps imposed upon people with disabilities who use wheelchairs.

**Language Assistance**

1. Some Voters may prefer to be assisted in a language other than English.
2. If you are a bilingual Poll Worker, make sure you are wearing a name badge that identifies the other language(s) you speak.
3. If you do not have access to a bilingual or multilingual Poll Worker consider:
   - Looking directly at the Voter while speaking.
• Speak clearly but do not exaggerate words or increase the volume in which you are speaking.
• Use props and demonstrations to explain instructions.
• Offer written materials that you may have, including sample/demonstration ballots, ballot marking instructions, Voter registration cards, etc.
• Assess whether the Voter may have been accompanied to the polls by someone capable of providing translation. If so, speak directly to the Voter and not the interpreter.

Auditory Support
Voters that are deaf or hard of hearing. Efforts to provide appropriate support to these Voters may be complicated by the acoustics in the room, level of activity, ambient noise, or the proximity of other people. Keep these factors in mind as you evaluate the use of the following techniques:
• Look directly at the Voter while speaking. Be sure that there is nothing that would block the Voter from clearly watching your mouth (keep hands away from your face – NO GUM OR FOOD).
• When talking, speak calmly, slowly, and directly to the Voter.
• Speak slowly but without exaggerating your word pronunciations.
• Assess whether the Voter may have been accompanied to the polls by someone capable of providing translation. If so, speak directly to the Voter and not the interpreter.
• If necessary, move your conversation to a quieter area of the room.
• If the Voter is unable to hear at all, offer to communicate in writing. If using written communication, be sure to print legibly.

Visual Support
For the visually-impaired Voter, it is essential to ensure that their path of travel is completely cleared of any obstacles or hazards. Regardless of the reason, a Voter who is in need of visual support may be aided at the polls in one (1) or more of the following ways:
• Offer a magnifier to the Voter to enlarge the appearance of text.
• Advise the Voter that the Ballot Marking Device can provide a greater contrast and larger buttons to make selections.
• The Ballot Marking Device allows a Voter to vote using audio prompts.
• The Voter may request to be assisted by someone of their choosing, that may include the person marking and/or casting the ballot for the Voter.

Mobility Support
Mobility limitations may range from difficulties standing due to fatigue, to the inability to grasp writing or marking instruments, to the need to vote in a seated position (including a wheelchair).
• Offer a chair to someone who appears to be having difficulty standing.
• If the Voter cannot come to the precinct table, offer to collect and bring their voting materials to them. See procedures for Curbside Voting on Page 30.
• Offer the use of the Ballot Marking Device.
OPENING POLL PROCEDURES
OPENING THE POLLS

Opening the Polls
1. The polls **MUST** open at 7:00 a.m. If you are unable to open on time, then contact our office immediately at (559) 624-7300.
2. All equipment should be operational and ballots ready to be issued in order for the polls to open.
3. Each morning at the time of opening the polls the Inspector will declare aloud that “**The Polls Are Open**”. This should be done simultaneously with the opening of the door to the Polling Place. The Spanish speaking Poll Worker shall declare aloud “**las encuestas están abiertas**” (The Polls Are Open) in Spanish.

FIRST VOTER DUTIES

First Voter Duties as Required by Law
Once the First Voter’s eligibility to vote in the precinct is confirmed, they’ve been issued their Voter Labels and have signed the Voter List (**but before they’ve been issued a ballot**):

1. Show the First Voter the empty Ballot Box located in the Ballot Tabulator and obtain the Voter’s verbal confirmation that it is empty. Close, lock and re-seal the Ballot Box door in the First Voter’s presence. If you have multiple machines, make sure each machine is verified.
2. Show the First Voter the empty Auxiliary Bin located in the Ballot Tabulator and obtain the Voter’s verbal confirmation that it is empty. Lock and re-seal the Auxiliary Bin. If you have multiple machines, make sure each machine is verified.
3. The First Voter verifies that the Ballot Tabulator tape shows zero “0” and screen also shows zero (0), no votes have been cast.
4. The First Voter verifies that the Ballot Marking Device Public Counter number is zero (0).
5. The First Voter verifies that the Vote by Mail Ballots **TEAL** Canvas Bag and the CVR Ballots and Provisional Ballots **BROWN** Canvas Bags are empty. After verification, lock the bags with the locks provided.
6. Issue the First Voter their ballot to vote.
EQUIPMENT OPENING PROCEDURES

If any of the seals are missing or broken or the seal numbers do not match, call the Command Center immediately at (559) 624-7311. Do not continue setting up the device; move on to other tasks.

Cradlepoint Device
1. The Check-In Clerk will unpack the Cradlepoint Device.
2. Attach four (4) antennas to the front of the device and rotate up.

**NOTE:** All four (4) antennas must be attached to operate. A fifth spare antenna is available if needed.

3. Plug the power supply into the back of the device and the other end into an electrical outlet. **NOTE:** The device will power on automatically. Check that the device indicator lights are on and the device is operational. Four (4) blue lights indicate a good connection.

**NOTE:** As mentioned in the Poling Place Set-up in Advance, the Cradlepoint can be assembled and plugged in the day before the election.

Laptops and DYMO Label Printer
1. Distribute the Laptops and DYMO Label Printers to their designated areas:
   - Check-In Clerk(s)
   - CVR Clerk(s)
   - Provisional Clerk(s)
2. Connect the DYMO Label Printer into the Laptop.
3. Power on the laptops (button on the top left of the keyboard) and DYMO Label Printer.
4. Enter your designated User Name and Password that is to be used only by you and not shared with others. Your User Name and Password will be sealed in an envelope and taped to the laptop, which you will see when you open the lid. Place the envelope underneath your laptop for safe keeping after entering the information. **NOTE:** Close any pop-up notices. If the screen stays blank, click the mouse once.
5. Click **VOTE CENTER** application icon.
6. Log in with the user name and password provided. The application will open up to the **DASH BOARD**.

7. Verify your Vote Location in the Voting Site field (see picture on next page). If correct click **PROCESS VOTERS** (left side of the screen). If incorrect, contact the Command Center at (559) 624-7311 immediately.

8. Test the DYMO Label Printer before the first voter arrives. Place test labels in the Clear **TEST** Bag provided in the **Inspector’s Supplies** Bag.

![Graph](image)

**Troubleshooting:**

**Labels do not feed correctly**

If the Dymo labels do not feed correctly, check the following:

- Ensure the printer is still getting power and that the power cable is connected. If the blue light on the front of the printer is not lit, check to make sure the power cable is plugged in, and that your power strip is working.
- Ensure that the printer is feeding labels properly by pushing the button with the blue light on the front of the printer while the printer is on.
- Ensure that the labels are properly loaded and that the left edge of the labels are aligned with the left edge of the label feed slot.

**Loading a roll of labels**

- Open the top cover and remove empty label spool.
- Remove the label spool holder from the printer and separate the spool guide from the spindle.
- Slide the spool guide onto the right side of the spool and press the guide tightly against the side of the label roll.

  ![Diagram]

- Insert the label spool into the slot in the printer cover with the labels extending from underneath the roll.
- Align the left edge of the label with the left edge of the label feed slot and insert the label into the slot.

The printer will automatically feed the labels. If the printer does not feed the labels, make sure the first label is fully inserted and then press the button with the blue light on the front of the printer.
**Ballot on Demand Printer (if applicable)**

1. Position the Ballot on Demand Printer next to the Ballot Issue Clerk table.
2. Remove the seal from the top cover over the laptop and the seals on the cabinet door to the printer. Verify the seal numbers to those on the Equipment Verification Sheet.
3. Plug the printer into a power source.
4. Power up laptop and the printer.
5. Enter your designated username and password that is to be used only by you and not shared with others. Your User Name and Password will be in a sealed envelope and taped to the laptop, which you will see when you open the lid. Place the envelope underneath your laptop for safe keeping after entering the information.
6. Double click on the Mobile Ballot Printing icon to open the application. Click **YES**.
7. Click **FILE**.
8. Click **OPEN PROJECT**.
9. Click on the election year type **CALIFORNIA GUBERNATORIAL ELECTION**.
10. Click **OK**.
11. Add the 8 1/2 x 11 ballot paper into the printer drawer.
12. Test the printer by printing a Sample Ballot before the First Voter arrives. Make sure there is a check mark in the Sample Ballot check box and tap **PRINT**. Write **TEST** across the printout and insert it into the Clear **TEST** Bag provided in the Inspector’s Supplies Bag.

**Ballot Marking Device/Booth/Printer**

**Booth:**

1. Unpack and set-up the Ballot Marking Device Booth near an electrical outlet. Make sure the location allows for accessibility, but also maintains Voter privacy.
2. Place the booth in a standing position with the blue section on top.
3. Undo the Velcro strap on the top right corner holding the sides of the booth together.
4. Open both sides of the booth.
5. Keep the sides open wide enough to pull the table up above the latch openings.
6. Align the two latch openings on each side underneath the table.
7. Slide the latch outward to secure the booth table. Verify the table is secure before placing items on it.

**Ballot Marking Device:**

1. Lay the Ballot Marking Device on a table, unzip and open case.
2. Remove the power cord, Audio Tactile Controller, and headphones from the case and place them in the booth.
3. Using the handle behind the screen, lift the Ballot Marking Device out of the case.
4. Remove the protective foam casing from around the Ballot Marking Device and place it back inside the bag.
5. Remove the case from the voting area by placing back inside the cage. **NOTE:** Please do not throw away the protective foam.
6. Place the Ballot Marking Device in the booth.
7. Remove the orange stickered power cord and white stickered ATI cable from the bag.
8. Connect the white stickered ATI cable from the Ballot Marking Device into the white stickered slot on the Audio Tactile Controller.
9. Connect the light green universal headphone jack into the corresponding light green jack on the Audio Tactile Controller. Place both items to the left of the Ballot Marking Device.
10. Plug the orange stickered power cord into the orange sticker slot in the back of the Ballot Marking Device. Feed the power cord through the wire control hole in the booth.
11. Plug the power cord into the yellow power cord wheel.
12. The Ballot Marking Device will automatically power on. If that does not occur, refer to troubleshooting on page 49.
13. There will be an extra cord that will be used for setting up the printer.

**Printer:**
1. Place the printer case flat on a table, with the rolling handle on the bottom. Remove the power cord from the case.
2. Undo the Velcro strap securing the printer.
3. Use the side handles to pick-up the printer and remove it from the case. Place the printer in the booth to the right next to the Ballot Marking Device. Feed the power cord through the wire control hole in the booth.
4. Connect the blue stickered power cord to the printer blue stickered slot on the back left side of the machine.
5. Connect the pink stickered USB cord from the Ballot Marking Device into the top pink stickered port on the printer.
6. Add the 8 ½ x 11 ballot paper into the drawer.
7. Press the **POWER** button located on the front right side of the printer.
8. Remove the case from the voting area by placing back inside the cage.
9. Return to the Ballot Marking Device to an upright position.
10. Test the printer before the First Voter arrives. Write **TEST** across the printout and insert it into the Clear **TEST** Bag provided in the **Inspector’s Supplies** Bag.

**Test the Ballot Marking Device and Open the:**
1. Pull out the BMD Clerk key ring from the **Inspector’s Supplies** Bag.
2. Insert the Poll Worker Activation Card with the gold chip facing up and towards the device.
3. Enter the Administrator Login number found on the Inspector Election Polling Place Information Sheet. Tap the **LOG IN** button. After logging in, the Ballot Marking Device will begin in Administrative mode.
4. Confirm the date and time on the screen.
5. Verify the Public Counter is 0.
6. Make sure that AVS Controller and Manual Session Activation boxes are both selected.
7. Tap the HARDWARE TEST button.
8. Tap the ATI button. Press each button on the ATI Unit to test functionality. The question mark pointing to each button will change to a green check mark if the unit is functioning properly. Once the test is complete, tap the BACK TO MENU button then tap the CLOSE button.
9. Load the printer with 8 ½ x 11 ballot paper. Tap the PRINTER button.
10. Tap PRINT TEST PAGE. This will prompt the printer to print a test page to verify the printer is connected properly. Write TEST across the printout and insert it into the Clear TEST Bag provided in the Inspector’s Supplies Bag. If a test page does not print, please refer to Troubleshooting options below.
11. Once the test is complete, tap the BACK TO MENU button.
12. Tap the OPEN POLL button then tap YES to confirm. Remove Poll Worker card.

Troubleshooting:

<table>
<thead>
<tr>
<th>Ballot Marking Device will not Turn On:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Check if the tablet is plugged in properly and there is power in the electrical outlet.</td>
</tr>
<tr>
<td>• Disconnect and reconnect power cord at both ends.</td>
</tr>
<tr>
<td>• Try different power source (outlet).</td>
</tr>
<tr>
<td>• Check that the power button on the back of the tablet and underneath the flap is green. If not, press the power button and hold until the tablet powers on.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No Response When the Poll Worker Card is Inserted</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Check that the card is face up, with the gold chip on top and toward the tablet.</td>
</tr>
<tr>
<td>• Make sure the card is inserted completely into the reader.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ballot Marking Device does not Read the Poll Worker Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ensure the Touchscreen power cable is connected to the electrical outlet/yellow outlet wheel and the yellow outlet wheel is connected to the electrical outlet.</td>
</tr>
<tr>
<td>• Notify the Command Center at (559) 624-7311 the Poll Worker card may need to be re-programmed from an ICVA laptop.</td>
</tr>
<tr>
<td>• Use a Poll Worker card to ensure the polls are open.</td>
</tr>
<tr>
<td>• Use a Poll Worker card to manually activate a voting session.</td>
</tr>
<tr>
<td>• Restart the Touchscreen.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printer is Not Ready or is Not Connected</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ensure both the Touchscreen and printer power cables are connected to the electrical outlet/yellow outlet wheel and the yellow outlet wheel is connected to the electrical outlet.</td>
</tr>
<tr>
<td>• Ensure the USB printer cable is fully seated in the top port of the printer.</td>
</tr>
<tr>
<td>• Ensure the printer is powered on, and that it has paper in the tray.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printer is Not Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Check to see that the USB cord is connected to the top USB port on the printer.</td>
</tr>
<tr>
<td>• Check to see the power cord is connected to the outlet, and that there is power in the electrical outlet.</td>
</tr>
<tr>
<td>• Check to see there is paper in the printer, the paper is lying flat, and the paper tray door is properly closed.</td>
</tr>
</tbody>
</table>
ERROR: Ballot Type has not Been Recognized

- Review the Ballot Type number on the label and verify the ballot type number is being entered correctly.
- Verify the Activate Ballot tab is selected (not the Administrator tab).

Unable to Hear the Audio Presentation

- Make sure the headphones are properly connected.
- Cancel the session. Insert the Poll Worker Activation Card and enter the ballot type. Ensure the box next to Enable AVS Controller is selected before selecting Activate.
- If this does not resolve the issue, shut down and restart the system.

No Response When Audio Tactile Controller is Used

- Make sure the device is properly connected.
- Cancel the session. Insert the Poll Worker Activation Card and enter the ballot type. Ensure the box next to Enable AVS Controller is selected before selecting Activate.
- If this does not resolve the issue, shut down and restart the system.

Ballot Tabulator

1. Pull out the BT Clerk key ring and the BROKEN SEAL Bag from the Inspector’s Supplies Bag.
2. Move the Ballot Tabulator into its desired location; making sure there is a reliable power source nearby and that the power cord (when plugged in) will not cause a tripping hazard.
3. Confirm the Ballot Tabulator Outer Cover Seal Number matches the number listed on the Equipment Verification Sheet. Remove the seal and place it, and all subsequent broken seals, into the Clear BROKEN SEAL Bag. **NOTE: not all seals will need to be removed.** Unlock both sides of the outer cover.
4. With a partner, remove the cover.
5. Under the lid labeled “Power Cord”, open the compartment, and remove the power cord.
6. Unwind the power cord and thread it through the channel in the unit. Close the compartment.
7. Plug into power source. If using an extension cord, ensure the extension cord is turned on.
8. Lift the screen towards you and lower the monitor support stand into the third slot.
9. Lift the monitor cover up then open the left and right flaps. Secure the top cover over the flaps by tapping into place.
10. Lift the monitor cover up then open the left and right flaps. Secure the top cover over the flaps by tapping into place.
11. The Ballot Tabulator will automatically turn on and load the election files. This will take about 3 to 6 minutes. When complete, the unit will make a repetitive beeping sound and the screen will prompt the Poll Worker to “Insert Security Token” located in the Inspector’s Supplies Bag.
12. Press and hold the Security Token onto the silver circle located on the right side of the unit. Hold until the beeping stops and the log in screen loads.

13. Verify the following seal numbers on the Ballot Tabulator match the numbers listed on the **Equipment Verification Sheet**:
- Ballot Tabulator Machine Number.
- Ballot Tabulator CF1 and CF2 Card Door Seal Numbers.
- Ballot Tabulator Ports Door Seal Number.
- Ballot Tabulator Auxiliary Bin (Unreadable Ballots) Seal Number.
- Ballot Box Door Seal Number.

14. On the Ballot Tabulator Screen, using the Security Token as a stylus, gently tap the screen and enter:
- The Username and Password, located on the Informational Sheet provided to the Inspector. Tap OK button when finished. **NOTE:** It may take a few minutes for the next screen to load.
- Tap the **OPEN POLL** button under the Main Menu.
- Under the Poll Management-Open Poll Menu, tap the **OPEN** button on the right side of the Poll Status option.
- Press the **OK** button to confirm opening the poll. The Zero Report will automatically start to print. **Leave this report attached to the machine.**
- As required with the First Voter duties, verify the Zero Report is in fact zero results. The Inspector and the Assistant Inspector will need to sign the Zero Report. If the report does not show zero for all results, **IMMEDIATELY** contact the Command Center at (559) 624-7311.
- Tap **NO** to continue.
- The poll is now open and the Main Menu screen appears. Under the Main Menu, tap the **STANDARD VOTING** button.
- Under the Poll Management Menu, tap the **START** button to the right of the Standard Voting option.
- Press the **OK** button to confirm starting the Standard Voting session.
- Confirm the display screen indicates **00000 Total Voters.** The Ballot Tabulator is now ready to accept voted ballots.

15. With the First Voter as a witness, remove the seal from the Ballot Box Door and deposit it in the Clear **Broken Seal** Bag. Unlock and slide the door to the left to reveal the Ballot Bin. Confirm the Ballot Bin is empty. **NOTE:** **DO NOT seal until AFTER the First Voter has been processed.** Once the First Voter steps have been completed, obtain a new seal from the Clear **Good Seal** Bag and re-seal the Ballot Box Door. Record the new seal on the Equipment Verification Sheet.

16. With the First Voter as a witness, check that the Auxiliary Bin on the Ballot Tabulator is empty. Slide the slot up to open the auxiliary drop slot for ballots to be inserted. **NOTE:** **DO NOT seal until AFTER the First Voter has been processed.** Once the First Voter steps have been completed, obtain a new seal from the Clear **Good Seal** Bag and re-seal the Auxiliary Door. Record the new seal on the Equipment Verification Sheet.
Troubleshooting:

**Screen Reads: No Election Card**
- Ensure the Opening Procedures were done correctly.
- Voting should proceed as normal except that the voted ballots will be placed in the Auxiliary Bin on the Ballot Tabulator.
- Notify the Command Center immediately.

**The Opening Zero Report or Closing Results Report will not Print**
- Open the printer well panel and check for a paper jam; if there is one, clear the jam and thread the paper back through the rollers and then through the slit in the panel.
- Ensure that the green roller lever is flipped down.
CLOSING POLL PROCEDURES
CLOSING THE POLLS

Closing the Polls
1. At 8:00 p.m. sharp the Inspector will declare aloud that “The Polls Are CLOSED”. The Spanish speaking Poll Worker shall declare aloud “las encuestas están cerradas” (The Polls Are Closed) in Spanish.
2. Allow everyone in line to vote, but **DO NOT** allow anyone to vote that arrives after the polls have been declared Closed. One (1) Poll Worker should stand at the end of the line to designate the last eligible Voter in line and turn away anyone who arrives afterwards. This should be done simultaneously with closing the door to the Polling Place.
3. **DO NOT** lock the door while you are closing the polls. This process is open to the public. Poll Watchers/Observers may view the procedures but not interfere or touch any documents (including ballots or equipment).
4. Be polite in answering questions from anyone present to observe, but do not allow yourself to become distracted or allow the closing procedures to be slowed.
5. Bring in all supplies from outside the Polling Place.
6. While all closing tasks are important, it is crucial that the tasks associated with ballot reconciliation receive priority.

EQUIPMENT CLOSING PROCEDURES

**Laptops and DYMO Label Printer**
- Log off, shut down Laptop and unplug. Pack Laptop and cords together as received.
- Unplug and pack DYMO Label Printer as received.
- Record the total number of voter signatures from the Check-In Table Voter List on the Polling Place Ballot Statement.

**Cradlepoint Device**
- The Check-In Clerk will unplug the Cradlepoint Device from the power source and detach antennas.
- Pack the Cradlepoint Device, cord and antennas as received. Return it to the Equipment Cage.

**Ballot on Demand Printer (if applicable)**

**Laptop:**
- Close the Mobile Ballot Production Application. Click X in the top right corner of the screen.
- Press the Power button located on the top right of the keyboard to power down the laptop.
- Close the Laptop, lock the Laptop cover.
Printer:
1. Locate the power button and hold until the machine powers off.
2. Remove the unused ballot paper from the printer, pack into the Ballot Paper Box and place it into the Equipment Cage.

Ballot Marking Device and Printer
1. On the Polling Place Ballot Statement, record the number of ballots cast from the Public Counter under Section 3 Box 3g.
2. Tilt the Ballot Marking Device down. Locate the GREEN POWER button on the righthand side then press and hold until the machine powers off.
3. Unplug the ATI unit, earphones, and power cords and replace into their carrying case. Pack earphone covers.
4. Place the Ballot Marking Device back into the protective foam. Place the base of the Ballot Marking Device at the bottom of the case.
5. Hold down the POWER button on the printer until the machine powers off. Unplug the Printer and power cables and place in top slot of printer.
6. Remove the unused ballot paper from the printer, pack into the Ballot Paper Box and place it into the Equipment Cage.
7. Place the printer in it’s carrying case and secure it by connecting the velcro strap.
8. Carefully slide the Ballot Marking Device and Printer bags into the cage.

Ballot Marking Device Booth
1. Slide the latch inward to release the table.
2. Lower the tabletop to a flat position.
3. Fold the right side of the booth in first, and then fold the left side in.
4. Secure the booth with the Velcro strap on the top right corner.
5. Place the Booth next to the cage for return.

Ballot Tabulator
1. Press and hold the SECURITY TOKEN onto the silver circle located on the right side of the unit. Hold until the log-in screen appears.
2. Enter the Username and Password. Then tap OK button when finished.
3. Tap the CLOSE POLL button under the Main Menu.
4. Under the Poll Management-Close Poll Menu, tap the CLOSE button on the right side of the Poll Status option.
5. Enter the password again, then tap OK.
6. Close Confirmation Screen will appear, then tap OK.
7. The Zero/Vote Totals Report Tape will automatically start printing. When finished printing, tear the tape off. Have the Inspector and Assistant Inspector sign the tape and place it in the RED Cartridge Bag for return.
8. After printing the first report, tap YES to print a second Vote Totals Report Tape. The Inspector and the Assistant Inspector will need to sign this as well. Attach this report to the Elections Night Results form and post outside the polling place.
NOTE: This is the only report to remain at the poll place after Election Day and must remain posted for 24 hours.

9. On the Printing Completed screen tap NO.
10. Tap the POWER ICON in the top right corner of the screen to shut down.
11. On the Power Down Request screen tap SHUT DOWN.
12. The System Shut Down screen will appear temporarily and then the machine will automatically shut down.
13. Close the left and right flaps and lower the top monitor cover.
14. Raise the monitor support stand and gently lower the monitor down onto the unit until it locks in place.

15. Unplug and store the power cord.
16. NOTE: Not all seals will need to be broken or removed.
17. Break the seal on the CF1 DOOR and verify the number on the Equipment Verification Sheet and place in the RED Cartridge Bag. Lift the CF1 DOOR and remove the memory card by pressing the small eject button to the right of the card. Place the memory card in the small clear front pocket and seal the Velcro pocket in the RED Cartridge Bag.
18. Break the seal on the CF2 DOOR and verify the number on the Equipment Verification Sheet and place in the RED Cartridge Bag. Lift the CF2 DOOR and remove the memory card by pressing the small eject button to the left of the card. Place the memory card in the small clear front pocket and seal the Velcro pocket in the RED Cartridge Bag.
19. Break the seal on the Ballot Box Door and verify the seal number on the Equipment Verification Sheet. Place the seal in in the RED Cartridge Bag. Using the key, open the Ballot Box Door and remove the ballots.
20. Break the seal on the Auxiliary Bin for Unreadable Ballots and verify the seal number on the Equipment Verification Sheet. Place the seal in in the RED Cartridge Bag. Remove the Unreadable Ballots from the Auxiliary Bin. Keep the pile of ballots separate from all other piles. Double check to make sure it is completely empty. Follow the instructions for PACKING AND COUNTING BALLOTS.
21. Replace and lock the Ballot Tabulator Lid. Move the Ballot Tabulator next to the cage. NOTE: The Ballot Tabulator will remain at the Polling Place outside the cage.
PACKING AND COUNTING BALLOT PROCEDURES

Ballot Tabulator
Voted Ballots:
1. Separate the ballots into three (3) piles: Precinct Polling Place; Ballot on Demand (if applicable); and Ballot Marking Device. Precinct ballots will have the polling place name printed in the upper-left corner of the ballot card. The ballot on demand ballots will not have this information.
2. Count each pile separately and record the amounts on the Polling Place Ballot Statement as follows: Polling Place Paper Ballots under Step 2 Box 2a; Ballot Marking Device Ballots under Step 3 Box 3a; and Ballot on Demand Printer Ballots (if applicable) under Step 4 Box 4a.
3. Place the voted ballots into the labelled “Polling Place Voted Ballots” boxes.
   • If there is not enough empty boxes, call your Field Inspector or the Registrar of Voters office for more boxes.
4. Seal the boxes with the RED/WHITE Security Tape.
5. Number the boxes indicating the total voted boxes packed, for example “1 of 3,” “2 of 3,” and “3 of 3”.
6. Load the Voted Ballot Boxes into the Inspector’s car for delivery to the Collection Center.

Unused/Unvoted Ballots
1. Count the unused/unvoted ballots.
2. Record on the Polling Place Ballot Statement the total number of unused ballots under Step 2 Box 2f.
3. Place all unused/unvoted ballots and all ballot stubs in the pre-labeled boxes.
4. Seal the boxes with RED/WHITE Security Tape provided.
5. Stack the unused/unvoted ballot boxes in the Equipment Cage.

IMPORTANT:
**DO NOT** PUT ANY VOTED, CVR, PROVISIONAL OR VOTE BY MAIL BALLOTS IN THESE BOXES.
**Unreadable Ballots**
1. Separate the ballots into three (3) piles: Precinct Polling Place; Ballot Marking Device and Ballot on Demand (if applicable). Precinct ballots will have the polling place name printed in the upper-left corner of the ballot card. The Ballot on Demand Ballots will not have this information.
2. Count each pile separately and record the amounts on the Polling Place Ballot Statement under the appropriate line item.
3. Pack the Unreadable Ballots in the **GREEN** Canvas Bag for return.

**Spoiled Ballots**
1. Separate the ballots into three (3) piles: Precinct Polling Place; Ballot Marking Device and Ballot on Demand (if applicable). Precinct Polling Place Ballots will have the polling place name printed in the upper-left corner of the ballot card. The Ballot on Demand Ballots will not have this information.
2. Count each pile separately and record the amounts on the Polling Place Ballot Statement under the appropriate line item.
3. Pack the Spoiled Ballots in the **PINK** Canvas Bag for return.

**Surrendered Ballots**
1. Pack the Surrendered Ballots in the **PURPLE** Canvas Bag for return.

**CVR Ballots**
1. Separate the CVR envelopes into three (3) piles: Precinct Polling Place; Ballot Marking Device and Ballot on Demand (using the Voted Ballot Information on the back of the envelope).
2. Count each pile separately and record the amounts on the Polling Place Ballot Statement under the appropriate line item.
3. Put all CVR envelopes back into the **BROWN** Canvas Bag for return.
4. Count and record on the Polling Place Ballot Statement the number of CVR Empty Ballot Envelopes from the **PINK** Canvas Bag. Put all CVR Empty Ballot Envelopes back into the **PINK** Canvas Bag for return.
5. Record the number of the CVR Voter List labels on the Polling Place Ballot Statement.

**Provisional Ballots**
1. Separate the Provisional envelopes into three (3) piles: Precinct Polling Place; Ballot Marking Device and Ballot on Demand (using the Voter Ballot Information on the back of the envelope).
2. Count each pile separately and record the amounts on the Polling Place Ballot Statement under the appropriate line item.
3. Put all of the Provisional envelopes back into the **BROWN** Canvas Bag for return.
4. Count and record on the Polling Place Ballot Statement the number of Empty Provisional Ballot Envelopes from the **PINK** Canvas Bag. Put all Provisional Empty Ballot Envelopes back into the **PINK** Canvas Bag for return.
5. Record the number of Provisional Voter List labels on the Polling Place Ballot Statement.
Vote by Mail Ballots
1. Count all the Vote by Mail Ballots in the TEAL Canvas Bag and record the count on the Vote by Mail bag insert sheet located on the outside of the bag.
2. Pack all of the Ballots back into the TEAL Canvas Bag.
3. Load the Vote by Mail Ballots into the Inspector’s car for delivery to the Collection Center.

ELECTION NIGHT RETURNS

Security Requirement: When handling ballots, the Elections Code states that there must be two (2) people. Therefore, the Inspector MUST be with or followed by one (1) other Poll Worker to the designated Collection Center with the required materials listed below on Election Night. If items are missing, it is the Inspector’s responsibility to go back to the Polling Place and retrieve them.

Hand to the Collection Officials for Verification:

RED Cartridge Bag
When returned, should contain the following items:
- Two (2) Ballot Tabulator Memory Cards CF1 and CF2 (per each Ballot Tabulator at the site) in the velcro pouch in front.
- Key Ring with Ballot Tabulator Security Token and brown canvas bag key.
- Key Ring with the Ballot Marking Device Poll Worker Activation Card
- Zero/Vote Totals Report from the Ballot Tabulator.
- Unused and Used Seals.
NOTE: Attach a RED Plastic Seal (provided in the cartridge bag) to the BLACK zipper latch on the RED Cartridge Bag after packed.

Polling Place Ballot Statement
Review for completeness and ensure that all Poll Workers have signed the “Certificate of Completion”. The Polling Place Ballot Statement must be returned in the RED Folder on Election Night.

Equipment Verification Sheet
Review for completeness and ensure that the “Certificate of Completion” portion has been signed and placed in the RED Folder for return.

Inspector’s RED Folder
When returned, should contain the following paperwork:
- Poll Worker Oath Declaration and Attendance Sheet
- Polling Place Ballot Statement
- Equipment Verification Sheet
- Observer and Members of the Media Log
- Inspector Survey and Notes

**Folders/Lists**
- **BLUE** Folder: Problem/Change List
- **ORANGE** Folder: Assisted Voter List
- **GREEN** Folder: Challenge List
- **RED** Folder: Inspector’s Paperwork
Voter List(s)
Provisional Voter List(s)
CVR Voter List(s)
Ballot Issue List(s)
Ballot Marking Device List(s)
Ballot on Demand List (if applicable)

**Canvas Bags**
- **TEAL** - Vote by Mail Ballots
- **BROWN** - CVR Ballots
- **BROWN** - Provisional Ballots
- **GREEN** Canvas Bag – Change of Address Forms
- **GREEN** Canvas Bag – Unreadable Ballots
- **GREEN** Canvas Bag – Poll Worker Applications and Registration Cards
- **PINK** Canvas Bags – Spoiled Ballots
- **PINK** Canvas Bags – Empty CVR Ballot Envelopes
- **PINK** Canvas Bags – Empty Provisional Ballot Envelopes
- **PURPLE** Canvas Bag – Surrendered Ballots

**Voted Ballot Boxes**
- All voted ballots must be properly placed in the Voted Ballot boxes provided and numbered accordingly.

Anything not listed under this section can be put in the Equipment Cage for pick-up on Wednesday to be returned to the Registrar of Voters office. Make sure the doors are locked appropriately.

Thank you for your service, we could not do this without your participation.
APPENDIX A: EQUIPMENT AND SUPPLIES

The amount of equipment and supplies you receive are based on the number of precincts within your polling place. Additional items not listed are:

Packed in the Cage
- Ballots
- Ballot Marking Device 8 ½ x 11 inch Ballot Paper
- Ballot on Demand 8 ½ x 18 inch Ballot Paper (if applicable)
- Empty "Voted Ballot" Labeled Boxes
- Canvas Bags
- Signs/Totem/Feather

RED Cartridge Bag
- Replacement Seals
- BMD Key Ring with the Ballot Marking Device Poll Worker Activation Card
- BT Key Ring with the lid key and Ballot Tabulator Security Token
- Inspector Key Ring with the BT lid key and Security Token, BMD Poll Worker Activation Card, and a gold key for BROWN Canvas Bags and TEAL Canvas Bags

Inspector RED Canvas Bag
- Name Badges
- Election Pins
- Poll Worker Handbook
- ADA Voting Booth Leg Extensions
- Cancel Vote by Mail Forms
- Cancel Voter Registration Forms
- RED Folder – Inspector’s Paperwork:
  - Polling Place Information sheet
  - Poll Worker Oath Declaration and Attendance Sheet
  - Accessibility Kit
  - Oath of Office
  - Guide for Poll Watchers
  - 2020 Elections Officer Digest
  - Polling Place Ballot Statement
  - Equipment Verification Sheet
  - Secretary of State’s Qualified Write-In List (to be placed on the Information Table)
  - Observer and Members of the Media Log
  - Poll Observer Badges
  - Members of the Media Badges
  - Poll Worker Changes List
  - Inspector Survey and Notes
**Desk Supplies**
- Glue Sticks
- Scotch Tape
- Masking Tape
- Security Tape
- Rubber Bands
- Paperclips
- Calculator
- Pencil Sharpener
- Pencils with Erasers
- Scissors
- Rubber Fingers
- Scissors
- Post-It Tabs
- Expo Marker

**BLUE Canvas Bag**
- Hand Sanitizer
- Masks
- Gloves
- Disinfectant Wipes (not to be used on electronic equipment)
- Terminal Wipes (electronic equipment)
Creating Temporary Accessible Parking provides voters with disabilities a close and safe route from their vehicle to the voting area. Without accessible parking, these Voters are forced to park in an area that could put them in harm’s way or prevent them from reaching the voting area.

1. Accessible parking is composed of three elements:
   a. The parking space.
   b. An aisle wide enough to maneuver in and out of the vehicle.
   c. Signage designating it as an accessible space.

2. Temporary accessible parking solves the following issues:
   • No accessible parking exists.
   • There are no van accessible spaces.
   • Existing accessible parking spaces or access aisles are inadequate.
   • Accessible parking exists, but is not located near the voting area.

3. Creating a Useable Van Accessible Parking Space provides enough space for a Voter who uses a ramp-equipped vehicle to lower the ramp, then maneuver safely in the area between vehicles. If this area is even slightly blocked, a Voter may not be able to exit their vehicle.
   • Temporary accessible aisles solve the following issues:
     a. Accessible parking exists, but does not have a marked access aisle next to it.
     b. Accessible aisles are too narrow.
     c. Accessible aisles are not level.

4. Creating a Temporary Voter Drop-Off Zone allows a person who uses a ramp-equipped vehicle to safely unload their passengers near the voting area. At any location where temporary accessible parking cannot be created, a Voter drop-off zone is the solution.
   • Temporary accessible Voter drop-off zones solve the following issues:
     a. Accessible parking does not exist.
     b. Creating a temporary accessible parking space is not possible.
5. **Directing Voters to an Accessible Path.** Signage should always direct Voters along the most accessible path. Some polling places have multiple routes that may or may not lead to the voting area. If the main path is not accessible, or if the accessible route is not obvious, a Voter with a disability will have trouble reaching the voting area.
   - Directing Voters to an accessible path solves the following issues:
     a. Multiple paths of travel exist.
     b. Accessible path is not the obvious route.
     c. Hazards, such as cracks or uneven cement and dips in the walkway.

6. **Preventing Slips, Trips, and Falls.** Walkways leading to the voting area can sometimes be uneven, cracked, or contain small openings. If unnoticed, this can cause Voters to trip and fall. A Voter in a wheelchair might not be able to maneuver over the obstacle. Placing a mat over the hazard can help ease the transition.
   - Easing transitions solves the following issues:
     a. Trip hazards.
     b. Horizontal openings on floor.
     c. Gratings.

7. **Making Obstacles Cane-Detectable.** In many polling places, walkways contain protruding or low hanging objects such as tree branches, drinking fountains, and fire extinguishers. Voters with limited vision may bump into them if they are not detectable by the sweep of a cane. Placing a warning, such as an orange cone, under the object will alert Voters and prevent them from running into it.
   - An object is considered a hazard if:
     a. It hangs lower the 80” off the ground.
     b. It sticks out more than 4’ from the wall.
     c. It is not detectable by the sweep of a cane.
   - Cane-detectable warnings solve the following issues:
     a. Objects on the path of travel hang too low.
     b. Wall-mounted objects protrude into the Voter path.

8. **Creating Temporary Barricades.** Large amenities, such as pools and staircases, pose a great risk to Voters with limited vision if proper barriers are not in place to protect them. A temporary barricade will help prevent collisions or falls.
   - Creating detectable barriers solves the following issues:
     a. Staircases that protrude into a likely path of travel.
     b. Massive openings, such as pools.
     c. Ramps lacking wheel guides.
9. **Eliminating Doors as Barriers.** It may be difficult for a Voter to open a door with handles that require grasping or twisting, for a Voter in or not in a wheelchair to enter an area if a door is heavy, or if a threshold is too tall to maneuver over. Keeping these doors open on Election Day will ensure a direct and barrier-free path for Voters.

- Door features that affect accessibility:
  a. Force required to open.
  b. Hardware style or height.
  c. Interior and exterior landing slopes.
  d. Clearance around doorway.

- Eliminating doors as barriers solves the following issues:
  a. Door requires too much force to open.
  b. Door hardware requires grasping/twisting.
  c. Door lacks enough space to pull open in a wheelchair.
  d. Threshold is too tall and/or not properly beveled.

10. **Accessibility Aides** that will help identify or remove barriers at the Polling Site.