# 2016
# Presidential
## Primary Election
★ ★ ★ JUNE 7 ★ ★ ★
## Poll Worker Manual

# QUICK REFERENCE

*My Polling Place address:* _____

*Recruitment Contact:* _____ *Phone:* _____

*Call your Recruitment Contact if a poll worker is missing on Election Day.*

| MY PRECINCT BOARD: NAMES | PHONE NUMBERS |
|---|---|
| Precinct Inspector: | |
| Assistant Inspector: | |
| Touchscreen Inspector: | |
| Clerk: | |
| Clerk: | |
| Field Support Rep: | |

## Poll Worker Hotline (858) 565-3360

Call before Election Day with any questions about training or your responsibilities.

Monday - Friday (closed Monday, May 30)
8:00 a.m. - 6:00 p.m.

Saturdays & Sundays
9:00 a.m. - 5:00 p.m.

Monday, June 6th
8:00 a.m. - 8:00 p.m.

Election Day, Tuesday, June 7th
Available from 5:30 a.m.
until last poll worker goes home

## Election Day Break Schedule

Call for help with online training, questions from class, election homework or supplies.

Precinct Inspector's breaks:
  9:15 a.m. - 10:00 a.m.
  1:45 p.m. - 2:30 p.m.

Assistant Inspector's breaks:
  10:00 a.m. - 10:45 a.m.
  2:30 p.m. - 3:15 p.m.

Touchscreen Inspector's breaks:
  10:45 a.m. - 11:30 a.m.
  3:15 p.m. - 4:00 p.m.

Clerk's breaks:
  11:30 a.m. - 12:15 p.m.
  4:00 p.m. - 4:45 p.m.

Can you feel the energy – that energy that is only created every eight years when you have an open presidential seat? That energy when you know there will be hundreds of thousands of poll workers like yourself, all around the country, who will be carrying on the tradition of The Great American Experiment? I can certainly feel the energy and the whole Registrar of Voters Team can too!

Welcome to the 2016 Presidential Election Year! We are kicking it off in fine fashion with the June 7, 2016 Primary Election, in which all signs point to a higher-than-usual voter turnout.

With nearly 1.5 million registered voters in San Diego County, you can expect that a great number of these voters will be at the polls, needing your help. One essential tool that has been diligently put together and improved throughout the years is this Manual you are holding. It contains all of the answers you need to confidently and accurately assist each person who comes to vote. Flip through it, study the various sections, review the online training, and you will be well on your way to faithfully serving your fellow voter.

I have full confidence and faith in your diligence and abilities to make this election experience a positive one for our voters. Your attentiveness and care will make an indelible impression on them and will, in return, reward you with a smile and the feeling that you contributed to something much larger – buttressing the spirit and health of our democracy.

As we carry on this enduring tradition that is fundamental to our way of life in the United States, keep in mind that you can enjoy it with an equal amount of fun too!

Looking forward to seeing you on Election Day!

Michael Vu, Registrar

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## Preparing for Election Day

## Setting Up The Poll

**TIP**

*Look for this symbol in this manual – it means information is also in an online lesson.*

## Assisting Voters

## Closing the Polls

## Reference

COSD000004

# PRE-ELECTION CHECKLIST

✔ Use the checklists in this manual to get organized for Election Day.

## For All Poll Workers

☐ **1. Complete online training.** You can retake online training as many times as you like!

☐ **2. Attend classroom training.** Every poll worker is required to attend in-person classroom training. Assistant Inspectors, Touchscreen Inspectors, and Standbys will attend a three-hour training; Precinct Inspectors and Clerks may leave after the first two hours.

☐ **3. Receive your Election Day Assignment.** When you have successfully completed your training, you will be assigned to work in a specific position at a specific poll on Election Day.

☐ **4. Pick up, inventory, and safely secure supplies.** If you are assigned to work as a Precinct Inspector or Touchscreen Inspector, you must pick up supplies for your poll on the weekend that is 10 days prior to Election Day, known as Supply Pick-Up or "SUPU" weekend. See page 11 for more information.

☐ **5. Make alternate arrangements to vote.** You will probably NOT be assigned to work at the same poll where you are assigned to vote, and you will probably not have time to vote on Election Day!

    a. You can vote early at the ROV (call 858-565-5800 for days and hours).

    b. You can vote by mail. Mail the ballot, bring it with you to cast at your poll on Election Day, or drop it off at a Mail Ballot Drop Off location. Call the ROV (858-565-5800) to request a Mail Ballot. The last day to request a Mail Ballot is Tuesday, May 31.

☐ **6. Set up on Election Eve.** The Precinct Inspector will contact all board members to coordinate a time to set up the poll Monday night and Election Morning.

☐ **7. Optional: Attend a refresher workshop.** Review everything you learned in class, practice hands-on exercises at your request, and ask all your questions at a Drop-In workshop. See details on page 4.

## Precinct Inspector Only

☐ **Follow the checklist on pages 12-15 to complete all of your Pre-Election assignments!**

# CALENDAR OF IMPORTANT TASKS

## MAY

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|---|---|---|---|---|---|---|
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| Hotline: 9 a.m. - 5 p.m. | Poll Worker Hotline: 8:00 a.m. - 6:00 p.m. | | | | | Hotline: 9 a.m. - 5 p.m. |
| | Poll Worker Training Classes | | | | | |
| | Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m. | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| Hotline: 9 a.m. - 5 p.m. | Poll Worker Hotline: 8:00 a.m. - 6:00 p.m. | | | | | Hotline: 9 a.m. - 5 p.m. |
| | Poll Worker Training Classes | | | | | |
| | Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m. | | | | | Supply Pick-Up PI/TI: Pick up supplies between 7:30 a.m.- 5 p.m. |
| | **Last day to register to vote.** | | JUNE | | | |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| Hotline: 9 a.m. - 5 p.m. | **Registrar of Voters Office Closed: Memorial Day** | Poll Worker Hotline: 8:00 a.m. - 6:00 p.m. | | | | Hotline: 9 a.m. - 5 p.m. |
| Supply Pick-Up PI/TI: Pick up supplies between 7:30 a.m.- 5 p.m. | | Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m. | | | | PI's receive yellow envelope in the mail. Call hotline if you don't receive it! |
| | | Last day to turn in Vote By Mail application. | ROV mails yellow envelope to PIs. | | PI: Mail ballot inventory form to ROV. | |
| 5 | 6 | 7 **ELECTION DAY** | | | | |
| Hotline: 9 a.m. - 5 p.m. | Hotline: 8 a.m. - 8 p.m. | Poll Worker Hotline will be open from 5:30 a.m. until the last Poll Worker goes home. | Please expect to receive your Poll Worker Stipend check approximately 4 weeks after the election. If you do not receive your check by July 5, please contact your recruiter (phone numbers inside back cover of this manual). Thank you for your patience and understanding as we process and mail your stipend. | | | |
| Drop-In Workshop: 9 a.m.- 3 p.m. | All: If possible, set up polling place (see pg. 17) | | | | | |
| ROV may call any Poll Worker with Verbal Certification Code to add voter names to roster (see pg. 15) | | | **Do the Online Training as much as you'd like!** Once you've completed the online training, you can go back to any section at any time to review it. | | | |

**Come to a Workshop!** Hands-on refresher workshops give you the chance to review any topic you'd like with Poll Worker Trainers. You can practice assisting voters, setting up a Touchscreen, or balancing a Ballot Statement and packing up a poll.

Workshops are offered Sunday, June 5, and Monday, June 6, at the locations listed below. Drop in for as long as you want, any time from 9:00 a.m. to 3:00 p.m.

Oceanside: King of Kings Lutheran Church • 2993 Mac Donald Street, Oceanside 92054
Escondido: Columbus Club Hall • 515 W. Valley Parkway, Escondido 92025
Mission Bay: Marina Village Conference Center • 1936 Quivira Way, San Diego 92109
La Mesa: American Legion Post #282 • 8118 University Ave, La Mesa 91941
El Cajon: Community of Christ Church • 115 Cajon View Drive, El Cajon 92020
Chula Vista: Turning the Hearts Center • 345 5th Avenue, Chula Vista 91910

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# POLL WORKER RESPONSIBILITIES

## Precinct Inspector (PI)
- Completes required training: online assessment and hands-on classroom training
- Required to pick up supplies on assigned date and store them in a secure location
- Contacts the poll owner and all board members to arrange a time to set up the poll
- Required to complete homework assignments before Election Day (see pages 12-15)
- On Election Day, helps set up and close the poll
- Assists specific needs and provisional voters
- When the AI is on break, looks up voters in roster
- Drops off supplies at the Collection Center with Assistant Inspector in one vehicle

## Assistant Inspector (AI)
- Completes required training: online assessment and hands-on classroom training, plus one-hour touchscreen workshop
- Helps set up and close the poll
- Looks up voters in the roster on Election Day and checks off voters in Street Index
- Ensures that every voter signs to receive a ballot
- When the PI is on break, assists specific needs and provisional voters
- When the TI is on break, creates touchscreen Voter Access Cards
- Drops off supplies at the Collection Center with Precinct Inspector in one vehicle

## Touchscreen Inspector (TI)
- Completes required training: online assessment and hands-on classroom training, plus one-hour touchscreen workshop
- Required to pick up supplies on assigned date and store them in a secure location
- Sets up the touchscreen before the polls open, prints reports and closes the touchscreen after polls close
- Issues ballots on Election Day: paper and touchscreen Voter Access Cards
- When the Clerk is on break, accepts ballots at the Return Voted Ballots Station

## Clerk
- Completes required training: online assessment and hands-on classroom training
- Helps set up and close the poll
- Ensures voter privacy as ballots are deposited in Ballot Box from secrecy sleeves
- Checks all ballot envelopes for voter signature and all other required information
- When the TI is on break, issues paper ballots to voters

## Standby
- Completes required training: online assessment and hands-on classroom training, plus one-hour touchscreen workshop
- Willing to travel and be assigned to a poll prior to and throughout Election Day
- May be required to fill in any position, pick up supplies on assigned date and store them in a secure location

# SECURITY ESSENTIALS

*Become familiar with the different security seals and locks and where they are placed to maintain the chain of custody.*



### Blue Security Seal

- Placed on small white and brown ballot cartons to secure ballots before and after Election Day

- Also placed over both halves of touchscreen canister after the zero report is run to secure the paper trail

**COUNTY OF SAN DIEGO SECURITY SEAL**





### Green Mini Lock

- When all items are in the Official Ballot Pouch on Election Night, secure by placing a green mini lock on the zipper

- When the canister and all items are inside the Election Supply Pouch, secure by placing a green mini lock on the zipper

COSD000008

## Red Tab Lock

- The touchscreen security bag comes secured with a red tab lock that is removed when setting up the touchscreen on Election Day. A new red tab lock is used to secure the touchscreen in the security bag on Election Night

- A red tab lock is placed on the Red Bag to secure the mail and provisional ballots at the end of Election Night

## Tamper Evident Seal

- Two Tamper Evident Seals are used to secure the large white Ballot Box on Election Day

## Touchscreen Security Seals (Green, Red and Yellow)

- GREEN SEAL is on top door of touchscreen. Do not remove until Election Morning to turn on touchscreen

- RED SEAL is on bottom door of touchscreen. Do not remove until after the poll closes Election Night to remove the memory card

- YELLOW SEAL is issued only by Field Support Reps if a Green or Red Seal must be replaced

# ROSTER OF VOTERS

*The ROSTER OF VOTERS (also referred to as **the roster**) contains the names of all registered voters in a precinct. **Every voter must sign the roster in order to receive a ballot,** so knowing how to correctly locate a voter's name is critical.*

## Roster Cover

The roster cover contains important information:

- The 6-digit precinct number
- The 4-digit sequence number
- The specific order of the roster pages
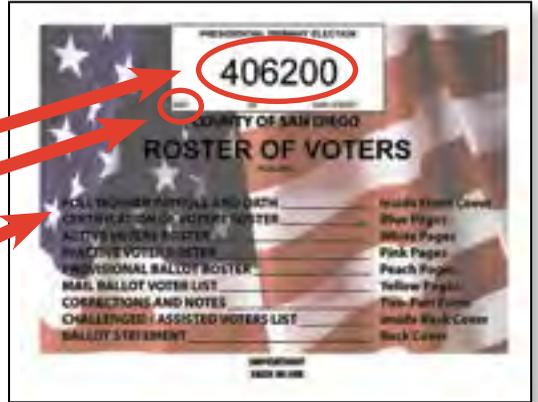
**It is critical to keep the roster pages in order: blue, white, pink.**



## Roster Pages

### Certification of Voters Roster (blue pages)

This list is mailed to the Precinct Inspector on the Saturday before Election Day. It contains the names of voters whose registrations were updated after the white pages were produced. It is the most current voter information.

| VOTER NAME | | SIGNATURE | | | VOTER ID. | REG DATE | VOTER ADDRESS |
|---|---|---|---|---|---|---|---|
| CHANG | SUSIE | | GRN | XXX | ‖‖‖‖‖‖‖ | 05/15/12 | 17954 SALINAS WY |
| MASTERS | MELISSA | Mail Ballot Requested | DEM | XXX | ‖‖‖‖‖‖‖ | 06/07/12 | 18022 SEASIDE LN |
| ORTEGA | SAMMY | Mail Ballot Requested | N/P | | ‖‖‖‖‖‖‖ | 05/17/12 | 18070 TULARE WY |

*CERTIFICATION OF VOTERS ROSTER*

### Active Voter Roster (white pages)

The white pages contain the names of active voters registered in the precinct. This section will contain the majority of the voters you will encounter at the polls on Election Day. An "active voter" is a voter who voted in a recent election.

| VOTER NAME | | SIGNATURE | | | VOTER ID. | REG DATE | VOTER ADDRESS |
|---|---|---|---|---|---|---|---|
| ABBOT | WALTER | | GRN | XXX | ‖‖‖‖‖‖‖ | 11/24/84 | 17964 VISALIA WY |
| AHKIONG | DOUGLAS | | DEM | XXX | ‖‖‖‖‖‖‖ | 05/16/90 | 17969 VISALIA WY |
| ALFONSO | MARIA | | REP | XXX | ‖‖‖‖‖‖‖ | 06/18/92 | 17973 YREKA WY |

### Inactive Voter Roster (pink pages)

The pink pages list inactive voters. Voters can become inactive by not voting in two general elections, or if mailed materials are returned to the ROV as undeliverable.

| VOTER NAME | | SIGNATURE | | VOTER ID. | REASON CODE | TRAN DATE | REG DATE | VOTER ADDRESS |
|---|---|---|---|---|---|---|---|---|
| ANDERSON | RICHARD | | GRN | ‖‖‖‖‖‖‖ | 62 | 07/15/98 | 11/24/84 | 17966 WILLITS WY |
| BAANG | HARVY | | DEM | ‖‖‖‖‖‖‖ | 89 | 05/08/05 | 05/16/90 | 18052 TULARE WY |
| BAGGINS | SALLY | | REP | ‖‖‖‖‖‖‖ | 71 | 04/23/99 | 06/18/92 | 18053 TULARE WY |

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## Provisional Roster Pages (peach pages)

The peach provisional roster pages are left blank to write in the information for voters who are voting provisionally (please see page 42 to learn more). The provisional pages are taken out of the roster on Election Day and placed at the Precinct Inspector station. At the end of the day, they are returned to the roster behind the pink pages.
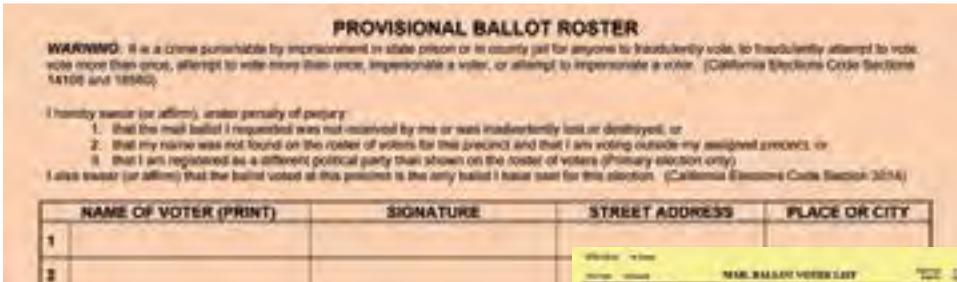


## Yellow Mail Ballot Voter List

The Mail Ballot Voter List is an updated list of voters who have been sent a mail ballot (not every Mail Ballot voter in the precinct will be on the list). The Precinct Inspector receives this list in the mail the Saturday before Election Day, and adds it to the roster.
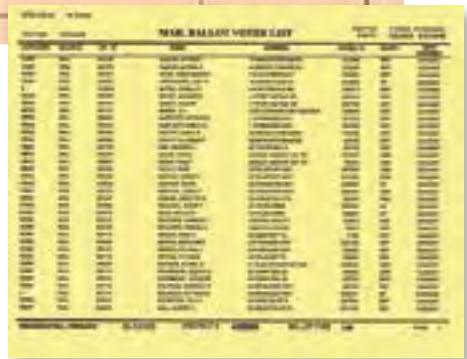


## Corrections / Notes Page

Provided for poll workers to list updates to voter information. The Registrar of Voters staff reviews these notes after the election and updates the voter records. **When a voter is reported deceased, please advise a family member to contact the ROV for a cancellation form.** Notes do not cause voter records to be cancelled, only inactivated, and the names moved to the pink pages.

## Challenge List / Assisted Voters List

**Challenge list:** If a poll worker challenges the right of a voter to vote in your precinct, you must contact the Poll Worker Hotline while the voter is present.

**Assisted Voters List:** Assisting a voter at the poll could include translating the ballot, reading the ballot aloud or marking the voter's choices on the ballot. A poll worker should neatly print the name of the assisted voter on this list. It is not necessary to record the name of the person(s) providing assistance. Please see page 46 for more information.

## Ballot Statement

The Ballot Statement is on the back of the roster of voters. This will be used to account for how all of your poll's ballots were used on Election Day. See Ballot Statement instructions beginning on page 60 for more detailed information.

**Do not remove the Ballot Statement from the roster!**

# ELECTION DAY RULES

### Poll Hours
All polls must open at 7:00 a.m. and close at 8:00 p.m.

### Number of Board Members
There must be a minimum of three poll workers at each precinct. Call your recruitment contact if you are missing any board members.

### Bilingual Poll Workers
Some boards are assigned bilingual poll workers to assist citizens who may not speak English well. Bilingual stipends are reserved for poll workers filling an assigned position.

### Poll Worker Assignments
All poll workers must work at their assigned stations, take their assigned breaks, and cover each other's breaks as detailed in this manual.

### Breaks
Every poll worker takes two scheduled 45-minute breaks. Break assignments are printed inside the front cover of this manual.

### Not Allowed
Poll workers are not allowed to bring children or pets to the polls. No smoking is allowed at the poll site. No drinks or food are permitted at the official poll worker table. Televisions, radios or other devices that would disturb voters are not allowed at the polls. Be considerate when using your cell phone to communicate with the ROV.

### Politics
Do not allow voters or poll workers to be loud or have political conversations while at or near the poll. Personal reading material is fine as long as it is not political in nature.

### Dress Code
As representatives of the Registrar of Voters, poll workers should dress in a clean and professional manner. Attention to personal hygiene and grooming is also expected. Clothing should be tasteful and in good condition. T-shirts, buttons or hats with improper or political slogans, graphics, photos, midriff baring tops, and oversized pants are examples of inappropriate dress.

### Touchscreen
Do not open the security bag or set up the touchscreen until Election Morning.

### Emergency Situations
Call 911 immediately, then call the poll worker hotline to inform us of the emergency.

### Collection Center
California Elections Code requires that two poll workers deliver the voted ballots to the Collection Center on Election Night.

### Stipend
Poll workers are volunteers, not employees. They are not paid wages, but are provided with a stipend to offset expenses.

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# SUPPLY PICKUP (SUPU) CHECKLIST

*Precinct Inspectors and Touchscreen Inspectors are required to pick up Election Supplies and store them securely in their homes until Election Day.*

**Supply Pickup Weekend (SUPU)**
**Sat. & Sun., May 28 & 29,**
**7:30 a.m.– 5:00 p.m.**

☐ **1. Pick up and store supplies.**

a. Supply Pick Up location and instructions are on your Appointment Notice (mailed to you after completion of all training). Be sure to take a photo I.D. with you.

b. Take supplies out of your vehicle and store them in a safe place inside your home until Election Day.

☐ **2. Inventory supplies** and call the Poll Worker Hotline (858-565-3360) if anything is missing.

a. Use the poster in your supplies as a reference guide.

☐ **3. Precinct Inspector: Coordinate carpooling** with the Assistant Inspector to the Collection Center to drop off supplies.

> **HOT TIP!**
>
> **Hard to find supplies and where they are:**
> • *Posted Items Display Panel is folded inside the ADA booth sleeve*
> • *Blue Security Seals are found in the Precinct Inspector's Official Ballot Pouch*
> • *Secrecy sleeves are in the white ballot carton*
> • *Facsimile and booth ballots are found in the brown ballot carton(s)*
> • *Provisional envelopes and voting instructions are in the red bag*
> • *The roster of voters & 3 street indexes are in the Blue Envelope, Tab 1*
> • *Voter cards, Poll Inspector Cards & key for the touchscreen are in the Precinct Inspector's Official Ballot Pouch*
> • *All seals, red tab locks & green mini locks are also found in the Official Ballot Pouch*
> • *The election pins & alphabetizing tabs to put on the roster are in the stationery kit*

# PI HOMEWORK CHECKLIST

*Precinct Inspectors have several pre-election tasks they must complete for a successful Election Day. Call the Poll Worker Hotline if you need assistance with your homework.*

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## When you are first appointed Precinct Inspector:

☐ **1. Contact poll owner** to make arrangements to get access for Election Day and to set up the poll Election Eve. The poll contact information is on your Appointment Notice. If you cannot set up Election Eve, confirm your arrival time of 5:30 a.m. on Election Day!

☐ **2. Contact all members of your board** (found on your Appointment Notice). If possible, attend a Workshop together to practice working together as a board!

## Supply Pick Up (SUPU) Weekend:
Saturday, May 28 7:30 a.m. - 5:00 p.m.
Sunday, May 29   7:30 a.m. - 5:00 p.m.

☐ **1. Pick up your supplies and take them directly home.** You'll need to keep them securely in your home until you take them to your poll.

☐ **2. Count ballots and complete ballot inventory form.**
  a. Break open the Blue Security Seal on all ballot cartons. The Ballot Inventory Form will be in your white ballot carton.

  b. Follow the instructions on the form. Keep all ballots in serial number order during the inventory. Complete the form, and **call the Poll Worker Hotline immediately if there is a discrepancy in the number of ballots you received.**

  c. Find your roster of voters in Tab 1 of the Blue Envelope. On the back of the roster, complete line one of the Ballot Statement with the total number of paper ballots you received.

  d. Pack the ballots back into the cartons so that you will use the lowest serial number ballots first on Election Day. **RE-SEAL each carton with a new Blue Security Seal,** found in the Official Ballot Pouch.

  e. Mail the ballot inventory form as soon as possible (no later than Friday, June 3rd).

☐ **3. Inventory all other supplies.** Use the list and poster found in your supplies.

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# PI HOMEWORK: BALLOT INVENTORY FORM

*Many frequently asked questions are answered right on this form.*

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County of San Diego

MICHAEL VU
Register of Voters

**REGISTRAR OF VOTERS**
County Operations Center Campus
5600 Overland Avenue, Suite 100, San Diego, California 92123-1278

CYNTHIA L. PAES
Assistant Registrar of Voters

Telephone: (858) 565-5800  Toll-free: 1 (800) 696-0136  TDD: (858) 694-3441
Facsimile: (858) 694-2955  Web Address: www.sdvote.com

**BALLOT INVENTORY FORM**
PRESIDENTIAL PRIMARY ELECTION
JUNE 7, 2016

**Should I break the seals on every carton? Yes.**

Ballot inventory instructions:

1) Open every sealed white and brown ballot carton(s) and count the total ballots received by language. Verify that the numbers match with the numbers in the table below.

Precinct number:                     Sequence number:

| English | | Spanish | | Filipino | | Vietnamese | | Chinese | | Totals | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Qty | Actual | Qty | Actual | Qty | Actual | Qty | Actual | Qty | Actual | Qty | Actual |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Total Ballots                    Total Facsimile Ballots*

**Don't miss these – very important!**

*A facsimile ballot is not an official ballot. It is a tan colored English photocopy of the ballot that is handed out when a voter requests a Filipino, Spanish, Vietnamese or Chinese ballot. "COPY (Facsimile) Only – DO NOT VOTE THIS BALLOT" is written on them.

**What if the numbers don't match?**

2) If the count does not match, record any discrepancies in the actual column provided. **Call the training hotline at 858-565-3360 for further instruction.**

**What if the numbers do match?**

3) If the count matches, sign and date this form on the signature line provided below.
   a. Also write the count on the ballot statement in the roster of voters (inside **BLUE ENVELOPE TAB 1).**
   b. Re-seal all ballot cartons with a blue security seal (found inside the official ballot pouch) where the original seal was placed.

**When do I need to return this form?**

4) Mail the white copy of this form back to the Registrar of Voters in the self addressed stamped envelope **on the same day as you inventory the ballots.**

5) **This form must be received no later than Sunday, June 5, 2014 to allow enough time for the office to correct any discrepancies or order replacement ballots before the election.**

6) Please keep the yellow copy for your records.

I counted the number of official ballots issued to me and received the same number as stated above. I also re-sealed every carton to maintain security of the ballots.

_____        _____
Signature of Precinct Inspector              Date

White: Return to Registrar of Voters in the envelope provided
Yellow: Keep for your records

**Should I sign & date? Yes! For audit purposes.**

It is critical for the Precinct Inspector to call the Poll Worker Hotline immediately if there is a discrepancy between the number of ballots noted on this form and the number actually received.                    **Turn the Page to continue PI Homework!**

# PI HOMEWORK CHECKLIST

## The Weekend Before Election Day

Precinct Inspectors should receive a bright yellow envelope in the mail no later than the Saturday before Election Day. This envelope contains the latest information about their polling place.

☐ **1. If you don't receive the envelope by Saturday afternoon, call the Poll Worker Hotline or your recruitment contact!** The contents are critical.

☐ **2. Inventory the contents of the yellow envelope.** Use the online lesson "Prepare Roster" as a reference guide. Contents:
  - Letter listing contents and Verbal Certification Code
  - PI homework instructions
  - Certification of Voters Roster (blue pages)
  - Two Mail Ballot Voter Lists (yellow pages)
  - Seal Verification Log
  - Map (11" x 17") to nearby polls
  - Instructions for sharing a poll site (multiple poll), signs and map (some precincts)
  - List of decertified voters (some precincts)
  - Two lists of Qualified Write-In Candidates
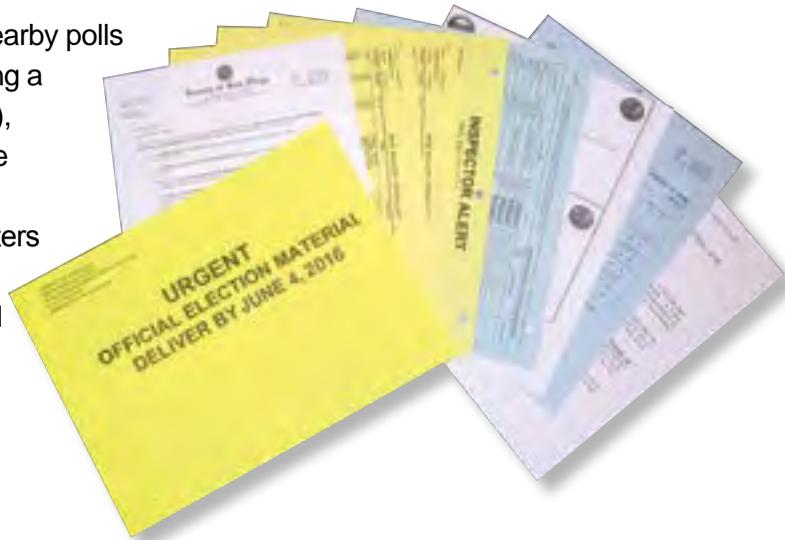
☐ **3. Prepare roster: Place the blue Certification of Voters Roster into the Roster of Voters, in front of the white Active Voter roster.** The blue Certification of Voters Roster contains the names of the voters who have registered or updated their registration since the white pages were printed. **(It is critical that the blue pages are always the first place to look for voters' names.** See the roster of voters section in this manual.)

☐ **4. Take one copy of the yellow Mail Ballot Voter List and check that all the names on it are also listed on the blue Certification of Voters Roster or the white Active Voter Roster:**
  a. These names should have "Mail Ballot Requested" printed on the signature line of the roster (see 4a. on sample).

COSD000016

| VOTER NAME | SIGNATURE | | VOTER ID | | REG. DATE | VOTER ADDRESS | COMMENTS |
|---|---|---|---|---|---|---|---|
| **4a.** FRANKLIN D. ROOSEVELT | Mail Ballot Requested | | DEM | ‖‖‖ 122334 | 03/06/35 | 1234 CHURCHILL WY | |
| **4b.** KATHERINE HEPBURN | M | Write an "M" in pencil to remind you the name appears on the Mail Ballot Voter List | NP | ‖‖‖ 35794 | 12/18/42 | 9676 BOGART LN | |
| HENRY FONDA | | | AIP | ‖‖‖ 956882 | 04/05/72 | 3579 GOLDEN POND RD | |

     b. If they do not, please write an "M" in the signature line (see 4b. on sample). This reminds you that a voter requested and was sent a Mail Ballot.

     c. **Place one copy of the yellow Mail Ballot Voter List after the peach Provisional Ballot Roster.** Note that this is not a complete list of all the mail ballot voters in your precinct – it includes only those who have recently become Mail Ballot voters. The second copy will be posted on the precinct wall on Election Day.

☐ **5. Remove decertified voters from the roster.**
Some precincts may have voters who are no longer eligible to vote in the election. If you receive a list of these voters in the yellow envelope, follow the instructions provided for removing decertified voters from the roster. (e.g. An "F" is written on the signature line by their name in the roster and if they come to vote on Election Day, you will follow the instructions for voters who place their ballot in a provisional envelope.)

☐ **6. Add Verbal Certification Code voters to roster.**
     a. Registrar of Voters staff may call before the election with names and addresses of newly registered voters to be added to the end of the blue Certification of Voters Roster.

     b. Staff will give the Verbal Certification Code you received in the cover letter of your yellow envelope to verify they work for the ROV.

☐ **7. Place the alphabetical tabs found in your stationery kit on the white Active Voter Roster** to make it easier to find voters' names on Election Day.

☐ **8. Test drive the route from your polling place to your Collection Center.**
Directions to the Collection Center are found in your Blue Envelope. If you test drive the route in advance, you'll know exactly how to get there on Election Night!

☐ **9. If you are working at a multiple poll,** review the "Instructions for sharing a poll site" in the yellow envelope, and be sure to read the Tips for a Multiple Poll in this manual. If you are working at a multiple poll, you will be informed by a phone call from your recruiter, and further information will be provided in the yellow envelope.

# TIPS FOR A MULTIPLE POLL

*If you are working at a multiple poll, instructions for sharing a poll, precinct number signs, and a map to nearby polls, may be received by the Precinct Inspector in the yellow envelope the Saturday before the election. Field Support Reps will work to ensure the poll is accessible for all ADA voters.*

- [ ] Review "multiple poll notification" that may be found in the yellow envelope.

- [ ] Precinct Inspectors should contact each other to set up a time for their boards to meet and set up together the Monday night before the election.

- [ ] Review "Accessibility letter" that may be found in the Blue Envelope Tab 3: "ADA Information." Supplies required to make your poll more accessible will be set up by your Field Support Rep on Election Morning.

## Tips for a Successful Multiple Poll

- [ ] Try to coordinate set up at the same time as the other poll.

- [ ] Post precinct number signs and map to nearby polls clearly.

- [ ] Two precinct number signs are provided, one for the table, and one to be placed in a visible spot when the voter first walks in (either on the wall above the check-in table or somewhere near the entrance).

- [ ] Set up a good distance apart.

- [ ] Set up tables, voting booths and touchscreen for each precinct as far apart as possible so voters know they are at different precincts.

- [ ] Keep roster of voters, street index and supplies separate.

- [ ] Each roster lists the specific voters who have been assigned to vote at each precinct.

- [ ] Poll workers in charge of the roster and street index should always look up the voter's name and address to make sure a voter is at the correct precinct.

- [ ] The ballots and touchscreen have only those candidates and measures that apply to that precinct. Do not share.

- [ ] Identify a poll worker from each precinct to check if the voters waiting in line are at the correct precinct by looking at the precinct number on their sample ballot.

- [ ] If the voter belongs at the other precinct, let them know immediately and direct them to the other check-in table.

### POLL WORKER TIP

*If possible, find out how the multiple poll was set up last election. Voters may assume the precincts are in the same order as last time.*

COSD000018

# SETTING UP THE POLL CHECKLIST (EVE)

*Preparing the polling place the night before gives you more time to focus on laying out the ballots and setting up the touchscreen on Election Morning. For those boards whose poll contact cannot accommodate setting up Election Eve, these checklist items must be completed Election Morning.*

---

☐ **1. Determine best flow for voters to enter the polling place.** Use the polling place diagram on pages 22-23 for reference and modify as is practical for your poll.

☐ **2. If at a multiple poll,** read page 16 in the manual, "Tips for a Successful Multiple Poll."

☐ **3. Assemble and position voting booths, including ADA voting booth.**

☐ **4. Place Posted Items Display Panel** (packed with the ADA voting booth) near the entrance for voters to read while waiting to sign in to vote.

Posted Items
Display Panel

ADA booth

☐ **5. Post the Observer Policies and Procedures poster** near the entrance door.

☐ **6. Set up the check-in table using the diagram on the Precinct Inspector's Monday checklist, found in Tab 1 of the Blue Envelope.**

- All table items are received in the Precinct Inspector's supplies, except for the list of Qualified Write-In Candidates, which arrives in the PI's yellow envelope
- Give each poll worker an election pin (found in stationery kit)

Voting booth

☐ **7. DO NOT leave ballots, the roster, Street Indexes, the American flag, or the touchscreen at the poll overnight.**

☐ **8. Plan to meet no later than 6:00 a.m. Election Morning!**

# SETTING UP THE POLL CHECKLIST (MORNING)

*Every poll worker must complete their Election Morning Checklist and return the checklist to the Precinct Inspector. This is a list of all tasks that must be completed to open the poll.*

☐ **1. ALL POLL WORKERS: Arrive at poll between 5:30 - 6:00 a.m.**

- If ANY poll worker has not arrived or called by 6:00 a.m., call your recruitment contact. Recruitment contact phone numbers are found inside the back cover of the manual

- If you cannot get into your poll by 6:00 a.m., call your recruitment contact

- If your poll has changed locations - even if it is in the same facility but a different room – call your recruitment contact

Your Field Support Rep will stop by before 7:00 a.m. to provide accessibility supplies if needed.

☐ **2. PRECINCT INSPECTOR:** Distribute the Election Day Checklists, found in Tab 1 of the Blue Envelope, to each poll worker.
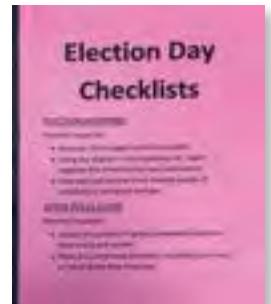
Every poll worker must complete and sign their checklists throughout Election Day, and you will collect and return them in Tab 6 of the Blue Envelope at the end of the night.

☐ **3. PRECINCT INSPECTOR:** Turn on personal cell phone to contact ROV; keep charger nearby.

☐ **4. PRECINCT INSPECTOR:** If you did not set-up last night, determine the best flow for voters to enter the polling place. Use the diagram on pages 22-23 in the manual as a reference, and modify as needed for your poll.

- If at a Multiple Poll, refer to page 16 in the manual, "Tips for a Successful Multiple Poll."

☐ **5. CLERK:** Place yellow poll signs at major intersections and entrances for maximum visibility.

COSD000020

☐ **6. CLERK:** Assemble and position voting booths, including ADA booth, if this was not done last night.

   • If it was not done last night, place the Posted Items Display Panel (packed with the ADA voting booth) near the entrance for voters to read while waiting to sign in to vote.

☐ **7. TOUCHSCREEN INSPECTOR:** Follow instructions on pages 25-33 to set up touchscreen and complete Seal Verification Log. The touchscreen must be visible from the check-in table but at least 4 feet away.

☐ **8. ASSISTANT INSPECTOR:** Finish postings:
   a. Display the American flag.

   b. Post two copies of the Street Index and one copy of the Mail Ballot Voter List on the wall just inside the entrance door.

   c. Post the Voter Bill of Rights posters in all five languages outside the entrance door.

   d. Post the Observer Policies and Procedures poster near the entrance door.

   e. Clip a set of yellow booth ballots on the right side of every voting booth.
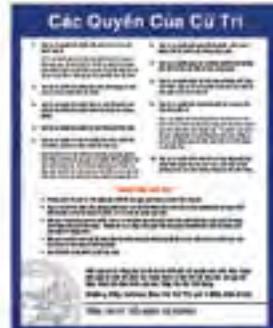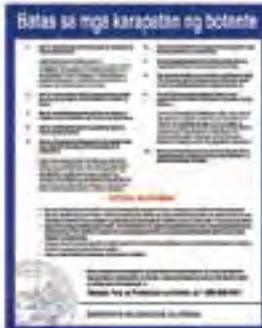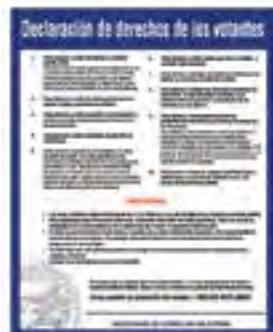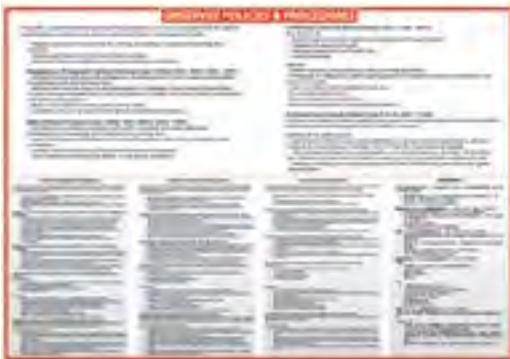
# SETTING UP THE POLL CHECKLIST (MORNING)



☐ **9. PRECINCT INSPECTOR:** Finish check-in table set-up. Use the diagram on pages 22-23 as a guide.

    a. Place the roster and table copy of the Street Index at the Welcome Station.

    b. Remove the provisional pages from the roster and place on a clipboard behind the Precinct Inspector Station.

    c. Place one pad of ballots for each language and party at the Receive Ballot Station. Keep ballot pads in numerical order. Issue lowest numbers first. Keep higher-numbered pads in the carton until needed.

    d. Place tan English facsimile ballots with the language ballots.

    e. VERY IMPORTANT: Display sample ballots and voter information guides in all five languages.

    f. If you received a list of Qualified Write-In Candidates in the yellow envelope, tape it to the check-in table where voters can read it before voting.

☐ **10. ASSISTANT INSPECTOR:** Place the Ballot Box at the end of the check-in table next to the Return Voted Ballots station, with the slot facing the poll worker side of the table.

COSD000022

☐ **11. ASSISTANT INSPECTOR:** Check the roster for updates:

    a. Blue pages should be in front of the white pages.

    b. A copy of the yellow Mail Ballot Voter List should be behind the pink pages.

    c. Find the first few names from the Mail Ballot Voter List in the blue and white pages; make sure there is an "M" written on the voters' signature lines.

    d. If these updates have not been made, ask the Precinct Inspector if they received a yellow envelope. If they did not, or did not make these updates, call the Poll Worker Hotline immediately.

☐ **12. ALL POLL WORKERS:** Meet with the Precinct Inspector to:

    a. Put on your nametag and Election Pin. Wear the nametag that indicates which language you speak, and replace the name tag if it falls off, or if you take off or put on a sweater or jacket.

    b. Take the Poll Worker Oath.

    c. Sign and fill out all information on the Payroll and Oath Form in the Roster.

    d. Let the Precinct Inspector know if the ROV called you with the Verbal Certification Code. If any poll worker received a call from the ROV with the Verbal Certification Code, add the voters' names and addresses to the bottom of the last blue Roster page.

☐ **13. At 7:00, step outside and announce "The polls are now open!"**

# POLLING PLACE DIAGRAM

**This is a suggested layout. You should make any adjustments as needed.**

**Multiple Poll Site**
If your precinct shares the site with another precinct, please follow the "Tips for a Successful Multiple Poll" in the Election Manual.

**Instructions Already Posted In Booth**

**Choices Instructions**

**Voting Instructions**

**Booth Ballots**
*Post on Right Side In Each Booth*
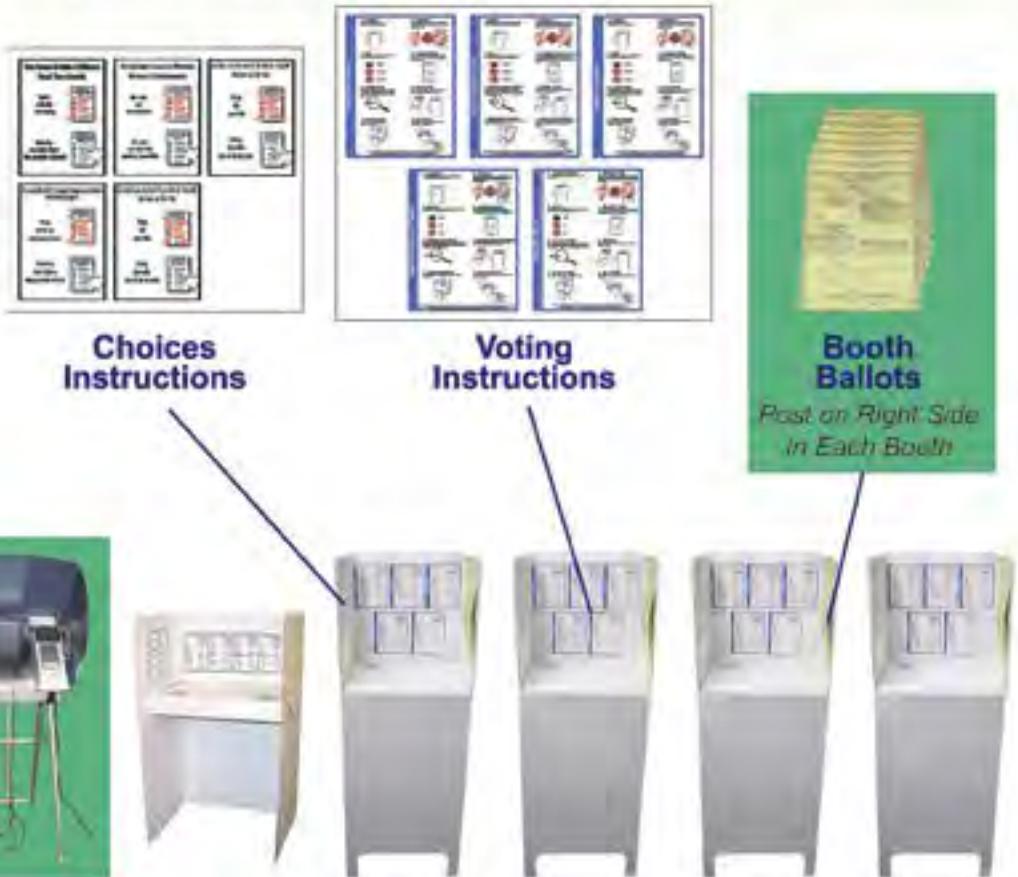
*Items surrounded by green must be set up Election Morning

**Facing voting booths and touchscreen towards the wall (if possible) provides maximum voter privacy.**
Touchscreen must be visible from check-in table, but at least 4 ft. away

COSD000024

**Poll Entrance**

**Post Outside:**
Voter Bill of Rights and
Voter Information Guide
in five languages

**Posted Items Display Panel**
Place near entrance to polling place
for voters to read.
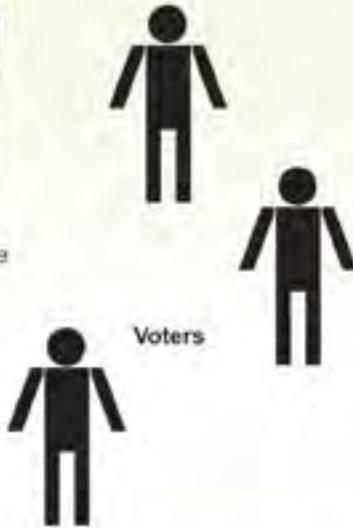
**Post lists near entrance.**

Observer Poster

Voters

Lined Out Street Index

Unmarked Street Index

Mail Ballot Voter List

3 RETURN VOTED BALLOTS

2 RECEIVE BALLOT

1 WELCOME

PRECINCT INSPECTOR

**Ballot Box**
**Ballot Slot**
**Facing**
**Poll Worker**
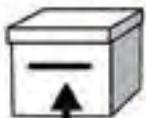
Copy (Facsimile) Ballots

Official Ballots by Political Party and Language

Sample Ballots by Language

Street Index

Roster of Voters

Provisional & Mail Ballot Replacement Envelopes and Info

"I Voted" Stickers

**Ballot Slot**

Secrecy Sleeves

Pens

Voter Help Cards

List of Qualified Write-in Candidates

Voter Registration Forms

Clerk

Touchscreen Inspector

Assistant Inspector

Precinct Inspector

**American Flag**
Displayed behind poll table with stars to the left
as you face it (whether horizontal or vertical).

# POLL SITE ACCESSIBILITY

*San Diego County strives to make all polling locations easily accessible to all voters. Polls that are designated "accessible" receive a blue sign with a wheelchair symbol with the PI's supplies. If the poll location is not considered "accessible," you may see some of the items below utilized at your poll.*

- If a polling site is designated to receive accessibility items, those items will be delivered and set up by the Field Support Rep on Election Day

- The Field Support Rep will set up items on their second visit to the poll, ideally (though not always) before the polls open

- The Field Support Rep receives directions from the ROV showing exactly where to place the items

- The Field Support Rep will check throughout the day to make sure the items are not moved

### Signs
Overhead Hazard Sign – bright orange 'Watch Your Head' warning sign, accompanied by cone

Parking Sign & Post – wheelchair symbol parking sign with orange post & black base

Path of Travel Sign & Post – directional sign where accessible entrance may differ from other entrances.

### Cones
May be used to indicate a hazard on the ground, or designate a Parking Access Aisle or Parking Space. Blue tape may also be used to extend an Accessible Parking Space.

### Ramps
Black Rubber – may vary from 1/2" to 2" thickness, usually for door thresholds or path of travel level changes

Fold-Up Metal – typically curb ramps, but may be used for doors as needed.

### Doorstop
Many polls will receive doorstops to prop open specific doors. Please use them only as directed.

COSD000026

# INTRODUCTION TO THE TOUCHSCREEN

*One touchscreen is made available to voters in every precinct to allow visually impaired voters to vote privately and independently via audio ballot; however, any voter may use the touchscreen by request. Just as you would not lay out ballots Election Eve, the touchscreen must not be set up until Election Morning.*

*Items needed to set up the touchscreen:*

☐ **A. Black touchscreen security bag**
- Contains touchscreen, privacy screen and power cord
- Numbers on the red tab lock should match the numbers on the Seal Verification Log

☐ **B. Election Supply Pouch**
- Contains extension cord if needed

☐ **C. Seal Verification Log**
- Use blue copy from Precinct Inspector's yellow envelope
- If no blue copy, use white copy in Touchscreen Inspector's Election Supply Pouch

☐ **D. Printer accessory box**

| | | |
|---|---|---|
| 1. Printer cover | 2. Take-up spool | 3. Keypad |
| 4. Take-up canister | 5. Paper roll and spindle | 6. Headset |

# COMPLETE THE SEAL VERIFICATION LOG

*Due to the Secretary of State chain of custody requirements, the seals on the touchscreen must be verified and checked for tampering on Election Morning. It is important to complete the Seal Verification Log before you begin setting the touchscreen up because any inconsistency or tampering must be reported immediately. The Precinct Inspector receives the official blue copy of the log in their yellow envelope; there is a white backup copy in the Election Supply Pouch.*

**Do not remove either seal until directed to do so in the instructions in this manual.**

Follow the Seal Verification Log step-by-step:

**1.** Before opening the touchscreen security bag, verify that the number on the red tab lock matches the number listed on the log, and circle the appropriate answer. *If it does not match, call the Poll Worker Hotline.*

**2.** Record the touchscreen serial number, found on the white barcode label on the same side of the touchscreen as the Green and Red Seals.

**3.** Verify that the numbers on the Green and Red security seals match the numbers listed on the Seal Verification Log.

**4.** Verify that none of the seals show signs of tampering (such as the letters "VOID" showing through the seal or a "VOID" residue left on the touchscreen, or there are cuts/breaks in the seal).

| Red Tab Lock #: | Does it match? | |
| --- | --- | --- |
| 3092001 | Yes   No | **1.** |
| Serial Number: | _____ | **2.** |
| Green Security Seal #: | Does it match?  Yes   No | **3.** |
| 200064 | Is it free of tampering?  Yes   No | **4.** |
| Red Security Seal #: | Does it match?  Yes   No | **3.** |
| 19740 | Is it free of tampering?  Yes   No | **4.** |
| Set up by 7 a.m.? | Yes   No | **5.** |

**If a number does not match, or a seal appears to be tampered with, have another member of the precinct board confirm the discrepancy and call the Poll Worker Hotline. DO NOT USE this touchscreen until it is placed back into service by the Field Support Rep.**

**5.** Indicate whether the touchscreen was set up by 7 a.m. If not, please write an explanation.

**6.** Two poll workers should sign and date the log.

When directed to remove the Green Seal on Election Morning (page 31), place it on the back of the seal verification log in the designated place.

**DO NOT REMOVE THE RED SECURITY SEAL UNTIL AFTER THE POLL IS CLOSED.**

PLACE RED SECURITY SEAL HERE
(AFTER POLL CLOSES)

COSD000028

# SET UP THE TOUCHSCREEN

*The touchscreen must be visible from the check-in table, but at least 4 feet away. AFTER the Seal Verification Log has been filled out (see page 26), complete all steps through page 33, where you will see a stop sign.*

**1.** Lay the touchscreen on the floor so that you can see the legs.

**2.** Stand facing the black handle. Unwind and remove the black power cord, and set aside.

**3.** Pull up on the middle bar. Two locking pins will pop out on the center bar.

**4.** Extend the middle bar twice: two locking pins will appear facing you, two locking pins will pop out on the side of the legs facing away from you.

**5.** Extend the outside legs by pulling up on each foot. One locking pin will pop out on each outside leg.

**6.** Standing on the side of the touchscreen with the black handle, push the outside legs away from you. Pull up on the angle brackets to secure them.
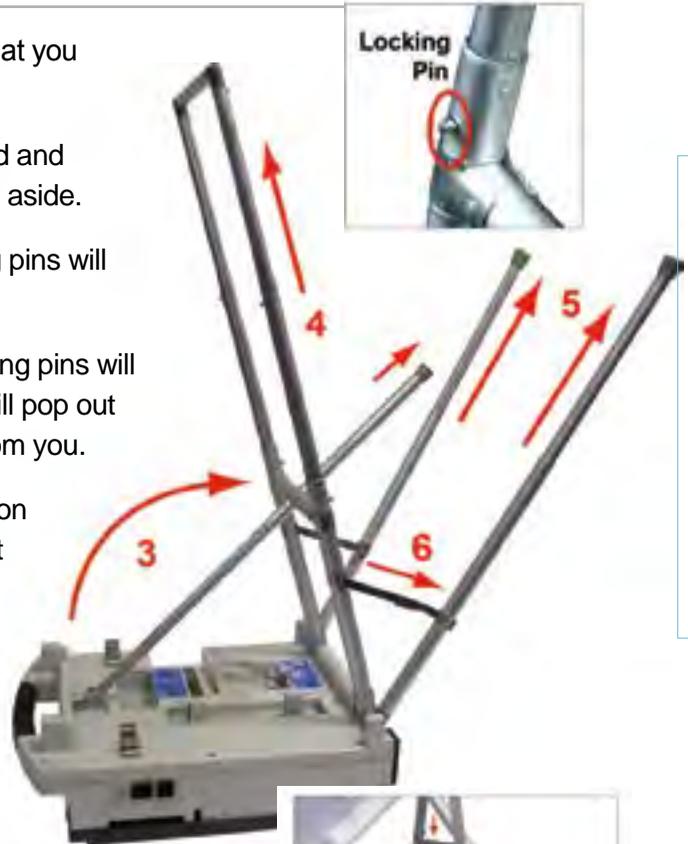
**IMPORTANT: Check that all eight locking pins are visible!**

Make sure all 8 locking pins and 2 angle brackets are secured.

**7.** Two people stand on either side of the touchscreen, facing each other.

**8.** Each person places one hand on the middle crossbar. One person grasps the top black handle; the second person holds the doors to keep the tablet in place. Arms should never cross each other.

**9.** Lift the touchscreen, rotating the black handle upwards and the legs underneath.

**10.** Open the blue interlocking doors that cover the screen.

COSD000029

# SET UP THE TOUCHSCREEN

**1.** Plug the flat end of the power cord into the right side of the touchscreen. Plug the pronged end into a power outlet.

**2a.** Open the Printer Accessories box and take out the keypad.

**2b.** For convenience, temporarily, place the keypad on top of the black handle of the touchscreen and hold the end of the keypad cord in your right hand.

**3a.** With your left hand, press down on black button (i) on top of the tablet (ii), and lean the tablet towards you. DO NOT LIFT THE TABLET OUT OF ITS CRADLE.

**3b.** With the tablet tilted forward, you will be able to plug the keypad cord into the back of the tablet.

**3c.** Run the cord through the groove above the printer door.

### POLL WORKER TIP

*Only take one item at a time form the printer accessories box. The supplies are packed in the order you will need them: the keypad and headset first, then the printer cover, and finally the paper spool, spindle, and canister.*

**4.** Lean the tablet back into the touchscreen until it clicks back into place.

**5.** Plug the headset into the lower right-hand side of the tablet. Hang the headphones on one of the angle brackets.

COSD000030

1. Use key found in Official Ballot Pouch to open printer door to the right of the tablet. (Insert the key and turn to the right)

2. Take printer cover out of Printer Accessories box. There is a blue door on the front of the printer cover; there is a lock behind the door (2a). Hold the printer cover upright with lock at the bottom, tuck the lip under printer door and roll cover onto the base (2b). Cover should be securely seated, with the lip under the printer door with no gap.

3. Open printer cover.

4. Attach top of printer cover by pressing on the small white bar that says "press firmly to latch" until there is a loud "click."

5. Attach bottom of printer cover by raising plate (5a) and pushing the blue tip lever away from you (5b).



COSD0000311

# SET UP THE TOUCHSCREEN

**1.** Lift metal plate (as seen in image 1).

**2.** Take paper roll and spindle from Printer Accessories box, hold it with flat disc to the left with paper feeding from the bottom and place it into slot below the metal plate.

**3.** Push on small gray lever to the right of the smoky gray cover to open it.

**4.** Insert paper through the slot on top of smoky gray cover and pull out 2 feet of paper.

**5.** **VERY IMPORTANT!!! Use 2 fingers to press the smoky gray cover down until both sides snap into place.** (The printer will not print if the smoky gray cover is not snapped into place on both sides!)

**6.** Lower metal plate (as seen in image 2).

**7.** Take canister from Printer Accessories box, squeeze sides to open, and place it into large open area above metal plate.

**8.** Lift take-up spool out of canister and hold it with gear on the left. Fold and thread paper through slot, and roll away from you.

**9.** Wind excess paper until there is no slack, and place spool into canister.

**10.** Close canister lid, press on left side to snap shut.

Canister, Open

Take-up spool

Metal plate, raised

image 1

Paper slot

Gray lever

Smoky gray cover

Paper roll & spindle

Canister, Open

Take-up spool

image 2
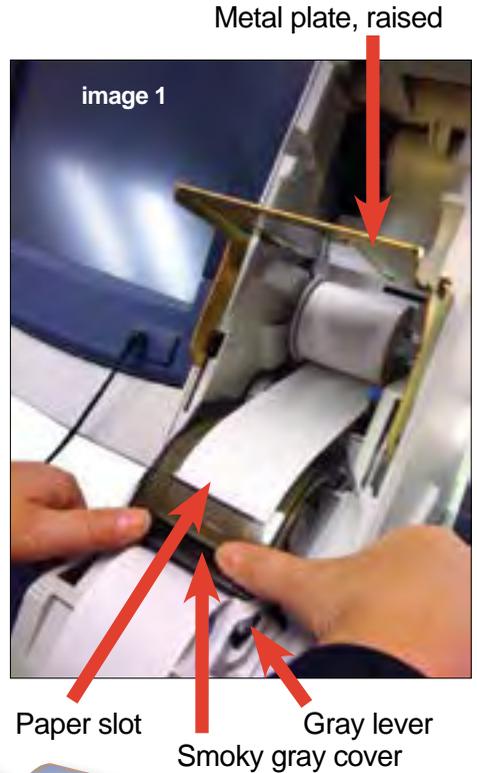
Metal Plate, Lowered

COSD000032

**1.** Close the left blue touchscreen door, covering the screen.

**2.** Remove Green Seal from upper door and place on back of Seal Verification Log.

**3.** To open door, insert touchscreen key and turn right

**4.** Press small RED button once to turn on the touchscreen. It will take a few seconds for the touchscreen to power on.

**5.** Close and lock the door that covers the red power button. Place touchscreen key back into Official Ballot Pouch.

**6.** Open the blue touchscreen door so that you can see the screen. When the **Install Printer Screen** appears, press **Test Printer** button to print a test page. Check that there are characters printed across the paper.

**7.** When **Printer Test Passed** appears, touch **OK**

**8.** Touch **OK** to print the zero report. Check to see that there are no votes cast for any contest.

**9.** Touch **NO** when asked **Need another Copy?**

**10.** Make sure paper is hanging neatly with no twists.Touch **Start Take-Up**

**11.** When the signature lines are over the metal plate, touch **Stop Take-Up**
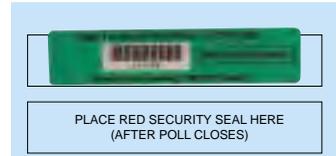
**All board members sign in two places: on the signature lines of the canister and on the signature lines of the zero report.**

(continued)

PLACE RED SECURITY SEAL HERE
(AFTER POLL CLOSES)

Test Printer

OK

OK

No

Start Take-Up

County of San Diego

PREC.# _____    SEQ# _____

SN# _____    MID _____

CANISTER

____ 1 ____ OF _____

SIGNATURES

SECURE TAG

David Smith

COSD000033
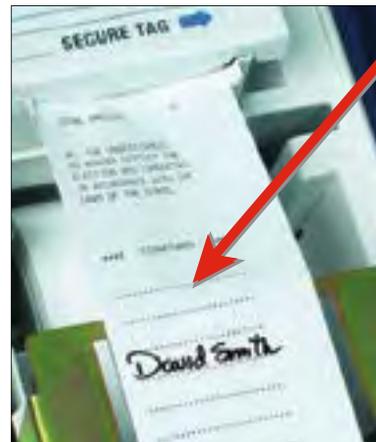
# SET UP THE TOUCHSCREEN

**12.** Verify ballot count at bottom of touchscreen reads: **Ballots: 00000**

MID: 0 Ballots: 00000 Tot: 0000000

**13.** At **Close Printer Housing** screen, touch **OK**

OK

**This is how the screen should look all throughout Election Day.**

**CAUTION**

No cards are inserted into the touchscreen during set-up. You will not insert any cards into the touch-screen until after 7:00 a.m., if a voter is present who wishes to vote on the touchscreen.

**Continue with set-up steps until you reach the stop sign on page 33.**
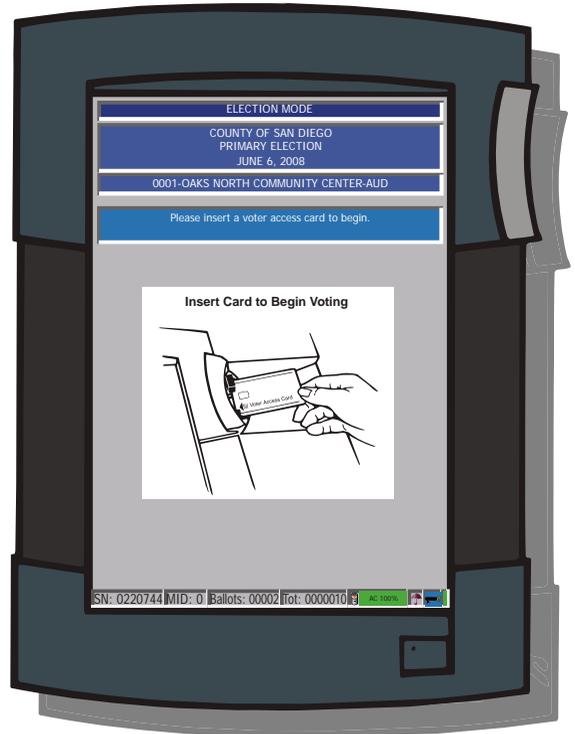


**14.** Get a Blue Security Seal from the Official Ballot Pouch. Lift canister to place Blue Security Seal on the right-hand side, across the 2 halves, and lower it back into place.

**15.** Fill out canister label with the following information:

- Precinct Number & Sequence Number (found on Seal Verification Log).

- Serial Number (SN) & Machine Identification Number (MID) (found on bottom of screen).

- All board members should have signed the canister label when signing the zero report.

COSD000034
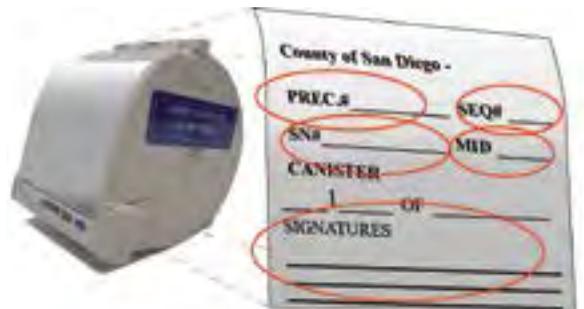
**1.** Close and lock printer cover (A).

**2.** Ensure that door on side of touchscreen covering the red power button is closed and locked. Place key in Official Ballot Pouch.

**3.** Place keypad onto nubs on top of printer cover (B).

**4.** To adjust the touchscreen's height from set-up position to voting position, stand behind the touchscreen, place one foot on the crossbar for stability, and hold the black handle with your left hand. Prepare to support the weight of the touchscreen and lift with your left hand while carefully pushing in the top locking pin on the center bar with your right hand.

**5.** Attach the privacy screen (C) by wrapping it around the touchscreen, and securing the bottom slots on each side of the screen to the hinges of the touchscreen doors. Have the headset out and available for use.

Headphone Setup

The touchscreen will remain this way until a voter wishes to use it. To enable a voter to vote on the touchscreen, turn the page and follow the instructions to create a voter card. Please remember to indicate on the Seal Verification Log whether touchscreen set-up was completed by 7:00 a.m.

**IMPORTANT:** Do not continue unless there is a voter present to vote on the touchscreen!

**Congratulations – touchscreen set up is complete!**

# ELECTION DAY: STATIONS AND RESPONSIBILITIES

### 1. Welcome Station

The **Assistant Inspector** is responsible for the Welcome Station.

- Greet each voter and ask them to state their name out loud

- Repeat the voter's name and find it in the Roster. **Always check the blue pages first**

- When you find the voter in the roster, ask them to state their address as you verify it matches the roster. Repeat the address out loud

- **Every voter must sign the roster to receive a ballot.**
  **PRIMARY ELECTIONS ONLY:** Before they sign, ask them to verify their party status printed in the roster. If it's correct, point to the voter's party on the Political Party Ballot Chart to show the Touchscreen Inspector which ballot to issue

  *If the voter disputes the party status printed in the roster, the voter may call the ROV, or vote provisionally*

- When you find an "M" or "Mail Ballot Requested" on a voter's signature line, carefully follow the instructions on pages 40-41 in the manual to correctly assist the voter

- If a voter has "F" written on their signature line, this voter will vote provisionally

- Check off each voter's name in the table Street Index

- *During the Precinct Inspector's breaks, the Assistant Inspector assists provisional voters. Follow the instructions on pages 42-45 in the manual*

- *During the Touchscreen Inspector's breaks, the Assistant Inspector creates Voter Access Cards for touchscreen voters as needed. Follow the instructions on pages 50-51 in the manual*

### 2. Receive Ballot Station

The **Touchscreen Inspector** is responsible for the Receive Ballot Station.

- **PRIMARY ELECTION ONLY:** The Assistant Inspector will indicate which ballot to issue the voter by pointing at the Political Party Ballot Chart.

- Ask if the voter has a language preference

- Before giving the ballot to the voter, remove the voter stub

- Give each voter the correct ballot placed inside a secrecy sleeve, with a pen and the voter stub. Before giving a pen to the voter, remove the cap

COSD000036

- When a voter requests to vote on the touchscreen, complete a Touchscreen Voter Ticket at the check-in table, noting the voter's specific needs and registered political party, and create a Voter Access Card. Instruct the voter to return the card to the Clerk when they complete voting

- *During the Clerk's breaks, the Touchscreen Inspector receives all returned voting materials*

### 3. Return Voted Ballots Station

**RETURN VOTED BALLOTS**
**3**
REGRESO DE BOLETAS VOTADAS
IBALIK DITO ANG MGA BINOTOHANG BALOTA
TRẢ LẠI PHIẾU BẦU
選票收集處
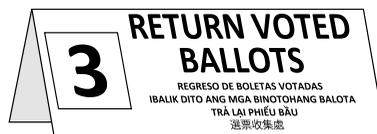
The **Clerk** is responsible for the Return Voted Ballots Station.

- Slide poll ballots from the secrecy sleeve into the Ballot Box without looking at the ballot

- If the voter wishes to place the ballot in the Ballot Box themselves, they are allowed to do so

- Check every provisional envelope for voter signature and completed information

- Check every mail ballot envelope for voter signature and completed information

- If a Mail Ballot is being dropped off by someone other than the voter, check for voter's signature and date, and make sure the person dropping off signs the envelope as well (follow instructions on pages 40-41 of manual)

- If a mail ballot voter needs an envelope, provide them with a yellow Mail Ballot envelope. Then check the envelope for voter signature and completed information

- Give everyone an "I Voted" sticker in the language of their choice

- *During the Touchscreen Inspector's breaks, the Clerk issues paper ballots*

### Precinct Inspector Station

**PRECINCT INSPECTOR**
INSPECTOR DE DISTRITO
INSPEKTOR NG PRESINTO
TRƯỞNG PHÒNG PHIẾU
選區監察員

The **Precinct Inspector** assists provisional voters and other voters with specific needs at the Precinct Inspector Station. Use pages 42-45 in the manual as a guide to provisional voting.

- *During the Assistant Inspector's breaks, the Precinct Inspector greets all voters and monitors the roster and table Street Index. Use the instructions on pages 36-37 in the manual*

ASSISTING VOTERS

# ELECTION DAY: WELCOMING VOTERS

## First voter

The first voter who enters your poll has the responsibility to confirm that no ballots have been cast yet. Even if one of the poll workers wants to cast their own ballot, please wait and let another member of the public perform the first voter duties detailed here. Do not seal the Ballot Box until the first voter has confirmed it is empty.

- Show the first voter that the ballot count on the touchscreen is 'Ballot 00000' (located at the bottom of the screen) to verify no votes have been cast

- Show the first voter that the Ballot Box is empty

- Seal the box by putting two Tamper Evident Seals where indicated on the long sides of the Ballot Box

Once the first voter has completed these duties, send them to the Welcome Station and use the stations and the six basic steps, detailed on the next pages, to walk them through the voting process.
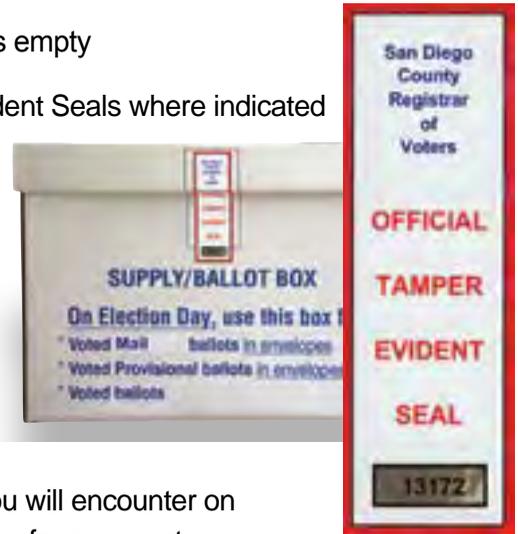
## Basic steps to assist any voter

Regardless of the different voter scenarios you will encounter on Election Day, there are six basic steps to follow for every voter.

**1. Find voter's name on roster and get signature**

a. Greet voter and ask them to state their name out loud. Repeat the voter's name out loud.

b. Look for the voter's name in the **BLUE** pages first. If the voter's name is not there, check the WHITE pages next, and check the PINK pages last. Each section is in alphabetical order by last name.

c. When you find the voter's name, ask the voter to state their address out loud. Verify it in the roster as they state it, then repeat it back to them.

> **POLL WORKER TIP**
>
> *Putting a check on the signature line helps the voter see where to sign, and helps the poll worker counting signatures at the end of the night.*

d. Place a small check mark next to the voter's name, turn the roster around and ask the voter to verify their name, address, and political party. If the information is correct, ask them to sign on the line next to the check mark.

COSD000038

# BASIC STEPS TO ASSIST ANY VOTER

**2. Find the voter's name on the table STREET INDEX and make a check mark to indicate they have voted.** Note: voters who appear on the blue pages *may* not be on the Street Indexes. Voters whose names are on the pink pages *will not* be printed on the Street Indexes.

**Posted Street Index Example**

| SALINAS WY , OCEANSIDE 92054 | | | SEASIDE LN , OCEANSIDE 92054 | | |
|---|---|---|---|---|---|
| ——17942 | MCNEISH, RICK | 555-5972 | ——18011 | MARKS, MARSHA | 555-1994 |
| ——17944 **2a.** | STEVENSON, AMANDA | 555-7385 | ——18015 | PHAM, JOHN | 555-3641 |
| ~~——17947~~ | ~~BANDON, ROB~~ | ~~555-5605~~ | ~~——18016~~ | ~~BAHK, JOE~~ | ~~555-9023~~ |
| ——17947 | BANDON, ROBIN | | ——18016 | BAHK, KAREN | 555-2380 |

a. Every hour until 6:00 p.m., take the Lined Out copy of the Street Index down from the wall and bring it to the check-in table. Use a ruler to line out the addresses on the Lined Out copy of people who voted in the last hour.

b. As you line out the voter's address on the Lined Out copy, turn the check mark on the Table Copy into an X. At the next hour, you only need to look for new check marks.

**Table Street Index Example**

| SALINAS WY , OCEANSIDE 92054 | | | SEASIDE LN , OCEANSIDE 92054 | | |
|---|---|---|---|---|---|
| ——17942 | MCNEISH, RICK | 555-5972 | ——18011 | MARKS, MARSHA | 555-1994 |
| ——17944 | STEVENSON, AMANDA | 555-7385 | ——18015 | PHAM, JOHN | 555-3641 |
| ✔17947 **2.** | BANDON, ROB | 555-5605 | ✖18016 **2b.** | BAHK, JOE | 555-9023 |
| ——17947 | BANDON, ROBIN | | ——18016 | BAHK, KAREN | 555-2380 |

**3. Give voter their ballot in a secrecy sleeve, a pen, and voter stub**

a. Tear the ballot carefully from the ballot pad along the perforations.

b. Tear off the small perforated portion at the top right of the ballot and give it to the voter as a confirmation of voting.

c. Place the ballot inside a secrecy sleeve for privacy, and hand it to the voter along with a pen.
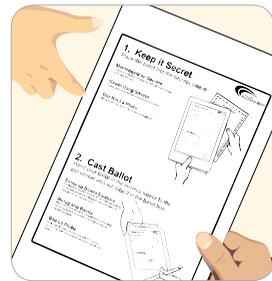
**4. Ask voter to read the instructions on the ballot and in the voting booth.**

**5. Receive voting materials and place ballot in box**

a. Receive voted ballot in secrecy sleeve, along with a pen.

b. Slide the ballot out of the secrecy sleeve into the Ballot Box *without looking at the ballot!* If requested, a voter may put his or her own ballot in the box.

**6. Give "I Voted" sticker**

Thank the voter, and give them an "I Voted" sticker in the language they want.

# PRESIDENTIAL PRIMARY ELECTION BALLOTS

**Every voter indicates a political party preference when they register to vote, or selects no party preference (and is Nonpartisan).**

- The voter's selection is printed next to their name in the Roster of Voters

- Voters can see their current registration status and party preference at sdvote.com

- A voter may change their political party preference at any time by re-registering, but must do so no less than 15 days before Election Day for the change to go into effect for that election

- The deadline to register before the presidential primary is May 23

**Voters who indicate a political party preference may participate only in their party's June presidential primary election; they MUST be given the party ballot as printed on the roster.**

If a voter INSISTS on voting a party ballot other than what is printed on the roster, they will need to vote provisionally.

**Each political party has the option of also allowing Nonpartisan voters to vote in their presidential primary election.**

- This June, the Democratic Party, the American Independent Party, and the Libertarian Party will allow Nonpartisan voters to vote in their presidential primary election

- In San Diego County, the Democratic Party is holding a Central Committee race, for which only registered Democrats may vote

- If a Nonpartisan voter requests a Democratic Party ballot, they must be given a Nonpartisan Democratic (NP-DEM) ballot that contains the Democratic Party's presidential candidates, but not the Democratic Central Committee race

- The poll worker must record the initials of the Nonpartisan voter's ballot choice in the blank space to the right of "NP" in the roster, as follows:

| If the voter chooses | Write |
|---|---|
| Nonpartisan | NP |
| Nonpartisan Democratic | DEM |
| American Independent | AI |
| Libertarian | LIB |

In this example, if David Malfoy chooses the Nonpartisan ballot, write "NP" in the *ballot issued* (BAL ISS) column. If Ronald Williams chooses the Nonpartisan Democratic ballot, write "DEM" in the *ballot issued* column.

| VOTER NAME | | SIGNATURE | | BAL ISS |
|---|---|---|---|---|
| MALFOY | DAVID | David Malfoy | NP | NP |
| MCGONAGALL | MARY | | REP | XXX |
| NOTTINGHAM | HARRY | | DEM | XXX |
| WILLIAMS | RONALD | Ronald Williams | NP | Dem |

**Every voter will be able to vote for any candidate for every office other than President, and in favor of or against every state and local ballot measure they are eligible to vote for, based on their residence and registration.**

COSD000040

# POLITICAL PARTY BALLOT CHART

| Voter Appears In Roster: | May Voter Request Different Ballot?: | Ballot Options For Voter: |
|---|---|---|

## NP (NONPARTISAN)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| **VOTER** LESLIE | | NP | * |

**YES**
The NP voter may **select one** of four options

*IMPORTANT Poll worker writes in the initials of the ballot selected by the NP voter.

**Offer 1 of 4 Options:**
Nonpartisan voter may request a Nonpartisan, Nonpartisan Democratic (NP-DEM), American Independent (AI) or Libertarian (LIB) ballot.

**NONPARTISAN BALLOT**
Option 1 (NP)

**or NONPARTISAN DEMOCRATIC BALLOT**
Option 2 (NP-DEM)

**or AMERICAN INDEPENDENT PARTY BALLOT**
Option 3 (AI)

**or LIBERTARIAN PARTY BALLOT**
Option 4 (LIB)

## DEM (DEMOCRATIC)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| **VOTER** LESLIE | | DEM | XXX |

**NO**

**DEMOCRATIC PARTY BALLOT**

## REP (REPUBLICAN)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| **VOTER** LESLIE | | REP | XXX |

**NO**

**REPUBLICAN PARTY BALLOT**

## AI (AMERICAN INDEPENDENT)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| **VOTER** LESLIE | | AI | XXX |

**NO**

**AMERICAN INDEPENDENT PARTY BALLOT**

## LIB (LIBERTARIAN)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| **VOTER** LESLIE | | LIB | XXX |

**NO**

**LIBERTARIAN PARTY BALLOT**

## GRN (GREEN)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| **VOTER** LESLIE | | GRN | XXX |

**NO**

**GREEN PARTY BALLOT**

## PF (PEACE AND FREEDOM)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| **VOTER** LESLIE | | PF | XXX |

**NO**

**PEACE AND FREEDOM PARTY BALLOT**

ASSISTING VOTERS

# ASSISTING MAIL BALLOT VOTERS

## How Do I Assist a Mail Ballot Voter?

If "**Mail Ballot Requested**" or a handwritten "**M**" is by the voter's name on the roster, this means the voter has already been mailed a ballot.

**1**

**Voter wants to cast their Mail Ballot at the poll**

This voter **DOES NOT** sign the roster.

### A. Voter is dropping off their own Mail Ballot and envelope:

1. Check the Mail Ballot envelope to ensure it is filled out completely:
   - The voter must sign and date the envelope
   - The voter must write in their Current Residence Address (not a P.O. Box, business, or mailing address) if it is not pre-printed on the envelope
2. Put the envelope in the Ballot Box and give the voter their choice of "I Voted" sticker.

### B. Voter is dropping off their own Mail Ballot, but needs an envelope:

1. Give the voter a yellow Mail Ballot envelope.
2. Ask the voter to **completely fill out and sign** the envelope, place their voted Mail Ballot in the envelope, and seal it.
3. **Check the Mail Ballot Envelope to ensure it's filled out completely.** The ROV needs all of the information requested on the envelope to identify the voter and count the ballot.
4. Put the envelope in the Ballot Box and give the voter their choice of "I Voted" sticker.

### C. The Mail Ballot is being dropped off by someone other than the voter:

1. Check the Mail Ballot Envelope to ensure **the voter** has signed it.
   - If the voter has not signed the envelope, ask the person dropping it off to take it back to the voter.
   - If the Mail Ballot is not in an envelope, give the person a yellow Mail Ballot envelope to take to the voter.
2. The person dropping off the envelope must fill in the box providing their printed name, relationship to the voter, and signature. If the person refuses, write "999" in this box on the envelope.
3. Put the envelope in the Ballot Box and give the person their choice of "I Voted" sticker.

COSD000042

**ASK THE VOTER: "Do you have your Mail Ballot with you?"**
Based on the voter's answer, select **1, 2, or 3** to proceed.

## 2

### Voter has their Mail Ballot, but wants to vote at the poll instead.

This voter **DOES** sign the roster.

1. The voter gives you their Mail Ballot.

2. Write "**SURRENDERED**" on the ballot/ envelope and place it in the Red Bag.

3. Line out "Mail Ballot Requested" or the handwritten "M" next to the voter's name on the roster.

4. The voter signs **above the lined out** "Mail Ballot Requested" or next to the **lined out** "M".

| VOTER NAME | | SIGNATURE | | |
|---|---|---|---|---|
| HEBERT | ELIZABETH | Mail ballot requested | | DEM |
| HEBERT | GEORGE | | | DEM |
| HEDEGARD | PAMELA S | Mail ballot requested *Pamela S. Hedegard* | | REP |
| HEGWER | RAYMOND G | | | REP |

5. Ask the voter to continue to the Receive Ballot Station.

## 3

### Voter DOES NOT have a Mail Ballot to SURRENDER but wants to vote at the poll.

This voter **signs** the **peach provisional pages.**

1. Ask the voter to go to the Precinct Inspector Station, where they will print and sign on the peach roster pages.

2. Place an "X" in box B on the Poll Worker Side of the provisional envelope.

3. Ask the voter to completely fill out the Voter Side of the provisional envelope.

4. The voter is given a folded ballot to vote. The voter should return the ballot sealed in the envelope.

5. Check the envelope to ensure it's filled it out completely.

**FOR REFERENCE**
Refer to the checklist on the Poll Worker Side of the provisional envelope.

# PROVISIONAL VOTING CHECKLIST

A provisional voter is defined as "a citizen whose eligibility to vote in that precinct cannot be established by poll workers on Election Day." The Registrar of Voters researches each of these ballots to determine if any contests can be counted towards this election.

**The office needs as much clear information from the voter as possible in order to determine if the ballot can be counted.**

Follow this checklist for every provisional voter:

☐ **1. Ask the voter to fill out the peach Provisional Roster page.**
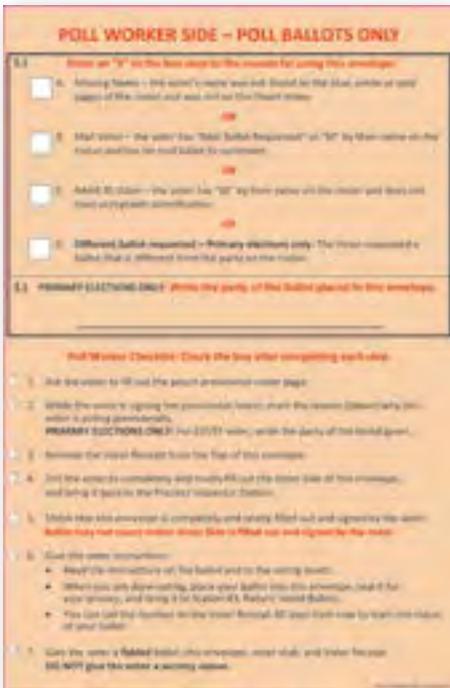
☐ **2. While the voter is signing the Provisional Roster, mark the reason why this voter is voting provisionally.** On the top half of the Poll Worker side of the envelope, mark the reason the voter's ballot is being placed in a provisional envelope:

A. Missing Name - The voter's name was not found on the blue, white or pink pages of the roster and was not on the street index.*

B. Mail Ballot voter with no ballot to surrender - The voter has "Mail Ballot Requested" or an "M" by their name on the roster and no Mail Ballot to surrender.

C. HAVA "ID" Voter - The voter has "ID" by their name on the roster and does not have acceptable identification (see the list of acceptable ID's on page 75).

D. Different ballot requested – **Primary elections only**: The voter requested a ballot that is different from the party on the roster.

**Complete step 2 on every envelope: Write the party of the ballot placed in the envelope.** *If the voter's name is not in your roster (Box A), ask the voter to tell you their registered party preference. If the voter is unsure, they may call the ROV at (858) 565-5800 or verify their registration at www.sdvote.com.

**DECERTIFIED VOTER** – If a voter has an "F" written on the signature line next to their name in the roster, write "F on Roster" at the bottom of the poll worker side of the provisional envelope for the reason. If the voter has questions, they may call the **ROV at (858) 565-5800** and ask to speak to a Voter Registration Supervisor.

COSD000044

☐ **3. Tear the Voter Receipt from the flap of this envelope.**

☐ **4. Tell the voter to completely and neatly fill out the Voter Side of this envelope, and bring it back to the Precinct Inspector station.** Ask the voter to write **neatly and completely**: printed name, signature, RESIDENCE address, previous address, date of birth, birthplace, and ID number. (See example on next page)

☐ **5. Check that the envelope is completely and neatly filled out and signed by the voter.**

☐ **6. Tell the voter:**
- Read the instructions on the ballot and in the voting booth

- When you are finished voting, place your ballot into this envelope, seal it for your privacy, and bring it to Station #3, Return Voted Ballots

- You can call the number on the Voter Receipt to learn the status of your ballot 30 days from now

☐ **7. DO NOT give the voter a secrecy sleeve.** Give the voter a folded ballot, provisonal envelope, voter stub, and Voter Receipt.
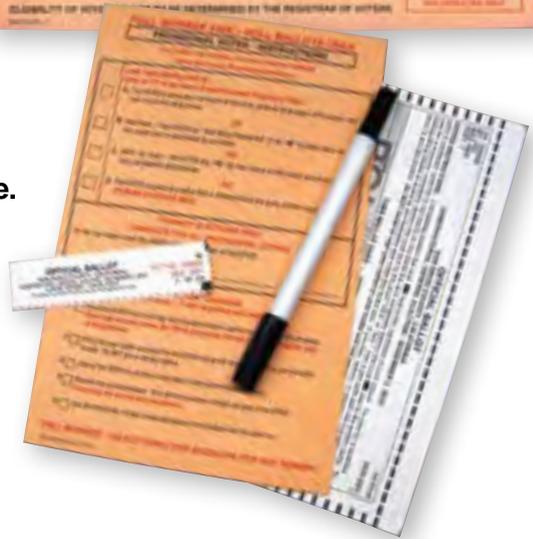


> ✓ **HOT TIP!**
>
> **ALWAYS** *fold a provisional voter's ballot so that it will fit in the envelope. This is a reminder to the voter AND to all poll workers that this ballot must be cast in a provisional envelope.*

**When the voter returns the envelope:**

The Clerk should check to make sure it is neatly and completely filled out, signed, and sealed.

Place the sealed envelope in the Ballot Box and give the voter an "I Voted" sticker.

Turn the page to see an example of a filled-out provisional envelope.

# PROVISIONAL VOTING ENVELOPE

**Help ensure each provisional voter's ballot can be counted – check the Voter Side of the envelope for completion!**

**VOTER SIDE**

Your ballot may **NOT** count if you do not completely fill out the information below:

1. Complete **VOTER'S DECLARATION** on this side of the envelope.
2. Read and sign the oath below.
3. Place your voted ballot in the Provisional Envelope and seal the envelope.
4. Return this envelope to the Poll Worker who will complete the Provisional Voting process.

**POLL WORKER USE ONLY**

Sequence Number

Touchscreen Provisional Number

**VOTER'S DECLARATION**

**VOTING TWICE IS A FELONY**

I __Joe Voter__ declare under penalty of perjury, under the laws of the State of California, (Print Name) that I am a citizen of the United States, 18 years or older and am not on parole for a felony conviction. I am the person whose name appears on this envelope and I am a registered voter in the County. I understand that voting twice is a crime, and I have not voted previously in this election either by mail or at any other polling place. The information provided on this envelope is true and correct.

**PROVIDE ONE OF THE FOLLOWING**

Enter CA DRIVER'S LICENSE #
(If you do not have a CA Driver's License # or CA ID #, you must provide the last four digits of your social security number.)

Or CA ID #                    Or SS # (Last 4 #'s) __5678__

**ALL INFORMATION MUST BE ENTERED BELOW**

SIGNATURE – Do Not Print __Joe Voter__    Today's Date __6/7/16__    Date of Birth __5/6/70__    Birthplace (US State or Foreign Country) __CA__

CURRENT Residence Address (No P.O. Box or Business Address) __123 Main Street__    City __San Diego__    Zip Code __92101__    Day Phone __619-123-4567__

PREVIOUS Residence Address __567 Broadway__    City __Chula Vista__    Zip Code __91911__    Date Moved __8/9/15__

**ELIGIBILITY OF VOTED BALLOT TO BE DETERMINED BY THE REGISTRAR OF VOTERS**

**ROV OFFICE USE ONLY**

Old Cons Precinct

New Cons Precinct

Ballot Type

Registered Political Party

Voter ID

Count:  ☐ Yes  ☐ No

Reason

Initials

**ROV OFFICE USE ONLY**

COSD000046

# PREVENTING UNNECESSARY PROVISIONALS

It takes considerable time and effort at the ROV to verify whether a ballot in a provisional envelope should be counted (and if so, which parts will count). To help prevent unnecessary provisional voting, consider the following:

**If you cannot find the voter in your roster:**

- Make sure you've checked for the voter's name in all three sections of the roster: first the blue, then the white, then the pink

- Find their address in the street index to see if their name is misspelled (then look for the misspelled name in the roster)
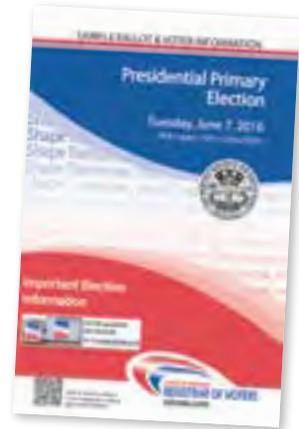
**Determine if the voter is in the correct polling place.**
The back of the voter's sample ballot pamphlet will identify their polling place.

- **If the voter has come to the wrong poll by mistake,** use the map provided in the Precinct Inspector's supplies to direct them to their correct polling place. You can also call the Poll Worker Hotline to help a voter find their poll

- **If the voter knows that he or she is not in the correct precinct,** remind them that the ballot in their home precinct might be different from the ballot in your poll. Let them look at a facsimile ballot before they sign your roster. They may decide to make the effort to get to their assigned precinct

**A voter who received a Mail Ballot may prefer to vote a ballot from your poll.**

- **Ask the voter if they have their mail ballot to surrender**
  If the voter turns in, or "surrenders," their Mail Ballot, **they do not need to vote provisionally, since you have accounted for their Mail Ballot**

- Follow the steps on page 41 to handle their surrendered ballot and have them sign next to their name in the roster

**HAVA ID requirement:**

- If a voter's signature line is shaded gray with "ID" printed in it, you must ask to see an ID. If the voter is able to provide an ID, **they do not need to vote provisionally.** Have them sign the shaded signature line next to their name

# SPECIAL CIRCUMSTANCES

*On Election Day there are a variety of voter scenarios you may encounter. You will be able to assist the majority of your voters using the six basic steps, but you may encounter special circumstances, detailed in this section.*

## Language assistance

- In addition to English, some precincts receive ballots in Chinese, Filipino, Spanish or Vietnamese. There is a 'language title' in English on the top of each ballot pad to help you identify the language

- When issuing a language ballot, also give a tan facsimile ballot (which should remain unmarked) for voters to compare the translation

- If you do not have ballots in the language requested, the yellow packets of booth ballots contain a copy of the ballot in all five languages, so a voter may read the booth ballot and cast their votes on an English ballot

- The ballot is available in all five languages on the touchscreen

- Bilingual poll workers are available to assist in many precincts

- The Voter Help Cards in your supplies provide a phone number voters can call for assistance in dozens of other languages
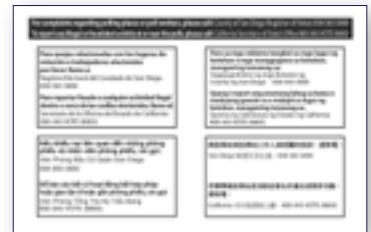
## Assisted voter

- A voter can be assisted with their ballot by one or two people such as a family member, friend or poll worker. A voter cannot be assisted by their boss or union representative

- Assistance may include reading the ballot aloud to the voter or marking the ballot as directed by the voter

- Ask the voter who is being assisted to repeat the following oath: "I (voter's name) do affirm that I request assistance marking my ballot"

- Write the voter's name on the Assisted Voter page in the roster. Do not write the name of the person(s) providing assistance

## Voting outside the poll (curbside voting)

Sometimes a voter cannot enter the poll to vote. Follow instructions on the Voting Outside the Poll form found in Tab 5 of the Blue Envelope.

COSD000048

## Visually impaired voter

- In your stationery kit, there is a signature guide card to help visually impaired voters sign in the correct space in the roster

- There is also a magnifying sheet that can be used to magnify the text on the roster, ballot, etc.

- One touchscreen is set up in every precinct to allow visually impaired voters to vote privately and independently via audio ballot

**Poll Workers: This is a Braille signature guide card to assist visually impaired voters while signing the roster. Place open box over where they will sign the roster and it will keep their signature within the lines. Thank you!**
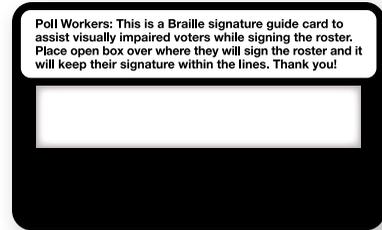
## Touchscreen voter

- Any voter who requests to do so may vote on the touchscreen. Every voter who uses the touchscreen must sign the roster

- Follow the instructions on pages 50-51 to create a Voter Access Card and set the touchscreen into voting mode for the voter

- **If a touchscreen voter needs to vote provisionally for any reason, you must call the Poll Worker Hotline for assistance. Specific instructions are required to ensure the ballot counts**

## Voter makes a mistake: spoiled ballot

If a voter makes a mistake and requests another ballot, do three things:
1. Write "SPOILED" across the ballot
2. Tear it slightly
3. Put it in a brown ballot carton

Give the voter a new ballot. A voter can spoil only two ballots; the third ballot received is their last one. If the voter appears to need assistance, see page 46.

## Name change / Address change (voter moved)

If a voter's name or address has changed, they must cross out the old information in the roster and print their new name or address next to it. In the event of a name change, have the voter sign their previous name followed by their new name. **Give the voter a registration form.** You can return the completed form in the Blue Envelope, or the voter can mail it to the ROV.

| VOTER NAME | | SIGNATURE | | | VOTER ID. | REG DATE | VOTER ADDRESS |
|---|---|---|---|---|---|---|---|
| ABBOT | WALTER | | GRN | | ‖‖‖‖‖‖‖‖‖ | 11/24/84 | 17954 VISALIA WY |
| AHKIONG | DOUGLAS | | DEM | | ‖‖‖‖‖‖‖‖‖ | 05/16/90 | 17959 VISALIA WY |
| ALFONSO Brown | MARIA | *Maria Alfonso Brown* | REP | | ‖‖‖‖‖‖‖‖‖ | 06/18/92 | 17973 YREKA WY |

# SPECIAL CIRCUMSTANCES

## Misspelled name

If a voter's name is misspelled in the roster, print the correct spelling next to the misspelled name. Ask the voter to sign their name in the roster.

| VOTER NAME | SIGNATURE | | | VOTER ID. | REG DATE | VOTER ADDRESS |
|---|---|---|---|---|---|---|
| ABBOT *Abbott* WALTER | *Walter Abbott* | GRN | | ‖‖‖‖‖‖‖‖ | 11/24/84 | 17954 VISALIA WY |
| AHKIONG DOUGLAS | | DEM | | ‖‖‖‖‖‖‖‖ | 05/16/90 | 17959 VISALIA WY |
| ALFONSO MARIA | | REP | | ‖‖‖‖‖‖‖‖ | 06/18/92 | 17973 YREKA WY |

## Decertified voter

The Precinct Inspector may receive names of decertified voters from the ROV. They will identify these voters by writing an "F" on the signature line next to their name in the roster. Follow the instructions for voters who place their ballot in a provisional envelope.

## Challenging a voter

"Challenging a voter" means that a poll worker questions a particular voter's qualifications to vote. On the rare occasion there is a challenge, please call the Poll Worker Hotline for specific instructions.

## Verbal Certification Code voter

*Name/address provided by ROV:*
The ROV may call any poll worker before Election Day and give the names of newly registered voters to add to your precinct's roster. The ROV will identify themselves by giving the Verbal Certification Code. The poll workers should print the new voter's name and address at the bottom of the blue Certification of Voters roster page. Have the voter sign their name next to the printed information in the roster. **(This person does not place their ballot in a provisional envelope.)**

*Voter walks into poll with code:*
A newly registered voter may also come into your poll on Election Day and give you the Verbal Certification Code. Call the Poll Worker Hotline to confirm the voter's information is correct and that the voter is in the correct precinct.

| MILLS PAUL | | DEM | | ‖‖‖‖‖‖ | 02/05/95 | 1763 SAUSALITO WAY | |
|---|---|---|---|---|---|---|---|
| MOSELY DAVE | | P&F | | ‖‖‖‖‖‖ | 03/08/95 | 17865 AVENIDA ALAMEDA | |
| NGYUEN TRAM | Mail Ballot Requested | REP | | ‖‖‖‖‖‖ | 09/08/94 | 17949 SALINAS WY | |
| NORTHRUP KAY | | REP | | ‖‖‖‖‖‖ | 02/05/95 | 18034 TULARE WY | |
| ORTEGA SAMMY | Mail Ballot Requested | N/P | | ‖‖‖‖‖‖ | 03/08/95 | 18070 TULARE WY | |
| SALONGA SAMPAGUITA | | REP | | ‖‖‖‖‖‖ | 06/08/98 | 17963 SALINAS WY | |

Total Voters for this Precinct = 13

*Mehlen, Walter*   *Walter Mehlen*   LIB        *1760 Sausalito Way*

COSD000050

## HAVA ID requirement

The only time a poll worker may ask a voter for ID is if the voter's signature line is shaded gray with "ID" printed in it. This is a voter who registered by mail and has not yet provided identification.

| VOTER NAME | | SIGNATURE | | | VOTER ID. |
|---|---|---|---|---|---|
| ABBOT | WALTER | | GRN | | |
| AHKIONG | DOUGLAS | ID | DEM | | |
| ALFONSO | MARIA | | REP | | |
| MARKHAM | LESLIE | | GRN | | |

• **If the voter is able to provide an acceptable identification** (see list on page 75) they should sign on the shaded signature line and vote regularly

• If the voter does not have any acceptable identification, or if the voter does not wish to present any identification, refer to page 42 and follow the instructions for a voter who places their ballot in a provisional envelope

## Voters who drop off a Mail Ballot

A Mail Ballot voter is a voter who has been mailed a ballot. In most cases, the Mail Ballot voter will simply mail their ballot back to the Registrar's office by Election Day. In order for a Mail Ballot to be counted, the voter MUST sign and fill out the envelope.

A voter registered in San Diego County may choose to drop off their Mail Ballot at any poll in the county on Election Day, and it will be counted when we receive it with your supplies. However, Mail Ballot voters will frequently come into the polls on Election Day for a variety of other reasons as well.

### Mail Ballot Fast Facts

1. Mail Ballot envelopes can be several different colors. Regardless of the color, they are all handled the same way.

2. We can only accept San Diego County's Mail Ballots. You can tell a Mail Ballot is from our county by the address on the front of the envelope. We do not have the ability to count or forward ballots from other counties. It is the voter's responsibility to return their Mail Ballot to their home county.

# TOUCHSCREEN VOTING: CREATING A VOTER CARD

- When a voter requests to use the touchscreen, the voter must sign the roster, and a poll worker will create a ballot on a Voter Access Card for that specific voter. As the voter signs the roster, a poll worker will complete a Touchscreen Voter Ticket, **noting the voter's party preference as it is printed in the roster, and indicating whether the voter has any specific needs**

- **If the voter signs on the peach provisional pages, you MUST call the hotline for further instructions**

- The Poll Inspector Card, with a password, allows the poll worker to create a ballot on a Voter Access Card. **The touchscreen must be returned to voting mode for the voter to vote**

- After the voter finishes voting, they must return the Voter Access Card to the poll workers

- The same Voter Access Card will be used again by another voter after the poll worker follows these steps to create a new ballot on the card. The Voter Access Card cannot be used again unless the poll worker follows every step each time



**1.** Insert the red Poll Inspector Card into the card reader to the right of the screen.

**2.** When the keypad appears on the screen, enter the password found on the card envelope.

**3.** Then touch **OK** to eject the card from the touchscreen.

**4.** When you see the Poll Worker Options screen, touch the **Create Voter Cards** button.

COSD000052

**CREATE CARDS**

COUNTY OF SAN DIEGO
PRIMARY ELECTION
JUNE 6, 2008

0001-OAKS NORTH COMMUNITY CENTER-AUD

Insert an access card to be created.

| Precinct | Party |
|---|---|
| 10.105000 – 105000-RANCHO BERNARDO - 1 | <N.P.> |
| 10.105000 – 105000-RANCHO BERNARDO - 1 | <N.P.> |

Filter Options
Category:
Polling

Voter Card Options
☐ Audio Ballot   ☐ Hide Ballot   ☐ Magnify Display
☐ Provisional
Description Text:   105000-NP

Create Card   Eject Card   Close

N: 0220744  O: 0  Ballots: 00000  Tot: 0000010   AC 100%

---

**ELECTION MODE**

COUNTY OF SAN DIEGO
PRIMARY ELECTION
JUNE 6, 2008

0001-OAKS NORTH COMMUNITY CENTER-AUD

Please touch one of the buttons below to select an option.

Pollworker Options

Resume Voting          End Voting

Cards

---

**ELECTION MODE**

COUNTY OF SAN DIEGO
PRIMARY ELECTION
JUNE 6, 2008

0001-OAKS NORTH COMMUNITY CENTER-AUD

Please insert a voter access card to begin.

**Insert Card to Begin Voting**

---

**5.** When you see the Create Cards screen, insert the Voter Access Card.

**6.** Select voter card options as needed:
- Select **Audio Ballot** for visually impaired voters to listen to the ballot with a headset and use the keypad to vote. *Selecting this option automatically selects* **Hide Ballot**
- De-select **Hide Ballot** if the voter would like to see the ballot while listening to it
- Select **Magnify Display** for the ballot to appear in larger text on the screen
- Select the correct party or nonpartisan ballot for the voter, as it was printed in the roster and noted on the Touchscreen Voter Ticket

**7.** Touch the **Create Card** button at the lower left. The card will automatically eject from the touchscreen.

**8.** Touch the **Close** button at the bottom right after the card is ejected.

**9.** When you see the Poll Worker Options screen, touch **Resume Voting**.
- If **Need Another Copy?** appears, touch **No**

**10.** When the "Close Printer Housing" screen appears, touch **OK**

**AVPM Printer Notification**
Close Printer Housing
Please ensure that the paper is loaded and secured in the secure canister, and that the printer housing is closed as shown below. Press OK to continue, or press Cancel to exit the menu.

Start Take-Up   OK   Cancel
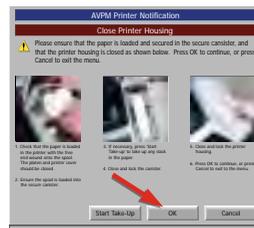
**11.** When you see the "Insert Card to Begin Voting" screen, the touchscreen is ready for the voter to insert the Voter Access Card and vote.

**If the voter is voting an audio ballot, before inserting the Voter Access Card, hand the voter the keypad and ask him or her to put on the headset.**

**12.** Ask the voter to return the Voter Access Card after they finish voting. Place the Touchscreen Voter Ticket in Tab 6 of the Blue Envelope.
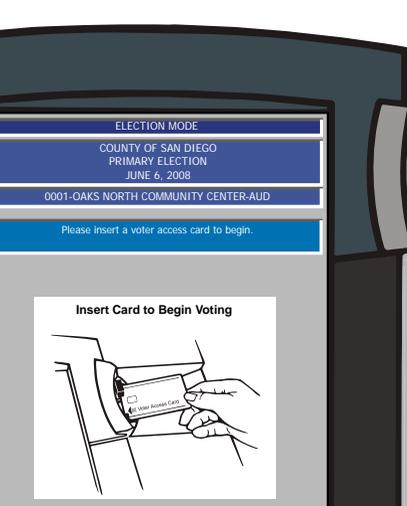
# TOUCHSCREEN VOTING INSTRUCTIONS

*Read these instructions to help a specific needs voter.*

**1. INSERT VOTER CARD**
Insert Voter Card received from Poll Worker.

**2. SELECT LANGUAGE**
TOUCH THE BOX next to the language of your choice. Then touch **START**.

**3. ADJUST SETTINGS**
Adjust **TEXT** and **CONTRAST** to your preference and review instructions. Then touch **NEXT**.

**4. MAKE SELECTION**
TOUCH THE BOX next to the "YES" or "NO" on the measure.

**5. REVIEW SELECTION**
A summary of your choice will be displayed. Review your selection. To make changes, touch the **BACK** button or measure. After changing selection, touch **SUMMARY**. Then touch **PRINT BALLOT** to generate a paper copy.

**6. VIEW PAPER COPY**
Review to confirm your selection. The paper copy is not a receipt; it is kept and stored as a paper record of your vote.
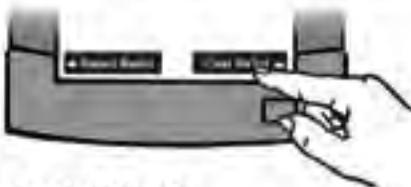
**7. CAST BALLOT**
Touch **CAST BALLOT** to record your vote or touch **REJECT BALLOT** to return to summary screen to make changes.

**8. REMOVE VOTER CARD**
Once you **CAST BALLOT**, return Voter Card to Poll Worker. You have now completed voting.

COSD000054

# AUDIO TOUCHSCREEN VOTING INSTRUCTIONS

*Read these instructions to help a visually impaired voter.*

**1. WEAR HEADSET AND INSERT VOTER CARD**
Wear headset, insert voter card received from poll worker and LISTEN to keypad instructions. Press ⬤ at any time to REPLAY INSTRUCTIONS.

**2. SELECT LANGUAGE**
Press ⬤ for ENGLISH
Press ⬤ for SPANISH
Press ⬤ for FILIPINO
Press ⬤ for VIETNAMESE
Press ⬤ for CHINESE

**3. ADJUST VOLUME AND SPEED**
Press ⬤ to INCREASE volume,
Press ⬤ to LOWER volume.
Press ⬤ to SPEED UP and
Press ⬤ to SLOW DOWN.

**4. NAVIGATE BALLOT**
Press ⬤ to move to NEXT contest or candidate.
Press ⬤ to move to PREVIOUS CANDIDATE or
Press ⬤ to move to PREVIOUS CONTEST.

**5. MAKE SELECTION**
There is a small raised button on the NUMBER ⬤ key.
Press the key ONCE to make a selection or press it AGAIN to cancel your selection.

**6. VERIFY AUDIO SUMMARY**
Listen to the audio summary of your votes.
A printed record of your votes will be stored for audit purposes.
The printed record is not a receipt.

**7. CAST BALLOT**
Press ⬤ to CAST BALLOT and record your votes.
Press ⬤ to REJECT BALLOT and make changes.

**8. REMOVE VOTER CARD**
Once you Press ⬤ to CAST BALLOT, return Voter Card to Poll Worker.
You have now completed voting.

# OBSERVER POLICIES AND PROCEDURES

*There are strict policies and procedures observers must follow in order to prevent voter intimidation at the polls. Please welcome observers and answer questions if you have time. Assisting voters is always your first priority.*

---

The focus of the observer policies written in California Elections Code is to
- **allow for the public to witness all election procedures**
- **prevent interference with the voting process, and**
- **prevent voter intimidation**

Keep the spirit of these goals in mind if you have interaction with poll watchers or observers on Election Day.

### As a poll worker, it is your responsibility to:
- Review the Observer Policies & Procedures in this manual
- Be able to politely explain policies and rules to voters and observers/poll watchers
- Be comfortable asking voters and observers/poll watchers to follow these rules
- Know where to seek assistance if you need it
- **Immediately call the Poll Worker Hotline if anyone other than your Field Support Rep asks you to modify your procedures on Election Day**

### Who are Observers or Poll Watchers?
Any member of the public may be an observer, meaning any person may observe the entire election process, from watching the poll workers set up the poll to watching the closing of the poll. They may also observe the counting of the ballots.

Poll watchers are observers who work or volunteer on behalf of a specific candidate or measure on the ballot, and are interested in watching election procedures because of their interest in the outcome of a specific contest.

The same rules must be followed by all observers and poll watchers (see more details on pages 56-57).

### What is Electioneering?
Campaigning, making speeches, passing out campaign literature, or doing anything that could be seen as promoting a particular candidate or measure within 100 feet of the entrance to the poll.
- Wearing campaign-related items, including hats, shirts or lapel buttons in or within 100 feet of the poll is not permitted

> ### POLL WORKER TIP
> **Ways to help voters or observers who might be electioneering:**
>
> - If there is a restroom nearby, suggest that they turn political t-shirts inside out
> - Logos on shirts, or buttons, can be covered by masking tape (found in your stationery kit)
> - As a last resort you could also consider walking with the voter 100 feet away from the entrance of the poll and follow the "voting outside the poll procedure" (found on page 46).

COSD000056

- Political signs should not be posted within 100 feet of the poll entrance; however, if a sign is on private property, it can only be removed by the owner (who may agree or refuse to take it down)

## Observers may:
- Observe the process of opening the poll and closing the poll
- Inspect the roster of voters and street index at the convenience of poll workers and voters
- Observe voting procedures throughout Election Day

## Observers may NOT:
- Interfere with the voting process or with poll worker operations
- Photograph or videotape inside the polling place while the polls are open and while voters are present in the polls
- Touch any voting materials (such as the ballots or roster of voters)
- Sit at the poll worker table
- Discuss any ballot or political issue
- Be in the area where voters are casting their ballots (to include the ballot box or booths)

### POLL WORKER TIP
**Examples of Interference:**
- Talking to Poll Workers while voters are present or waiting to be helped
- Talking to voters who are voting
- Carrying on conversations that may create a distraction or disturbance
- Electioneering

## Steps to address violations of Observer or Electioneering Policy

1. Politely inform the offending observer/poll watcher of the posted rules (Observer Policies & Procedures).

2. Suggest a solution (see Poll Worker Tip on page 54 "Ways to help voters or observers who might be electioneering").

3. Offer observers/poll watchers the **Observer Hotline Number**, **(858) 495-5123**, if they have questions or concerns.

4. If the person takes an aggressive, argumentative, or hostile attitude, call the Poll Worker Hotline before it escalates. The Hotline Operator can help and a Field Support Rep will be dispatched immediately.

5. The Poll Worker Hotline can also provide the local phone number for non-emergency law enforcement if you or the Field Support Rep would like assistance in addressing a person in your poll.

6. If poll workers or voters feel an immediate threat, call 911.

*You will hang a copy of this poster in your poll and direct observers and media to read it.*

## OBSERVER POLICI

The public is welcome to observe Election Day procedures, but must strictly adhere to the policies outlined below to protect voter privacy and prevent voter intimidation at the polls.

- Please be courteous to our poll workers as they are working a long day and are doing their very best.
- Remain quiet and do not disturb poll workers or voters.
- Allow poll workers reasonable space to conduct election procedures.

### Videotaping or Photography (California Elections Code § 18540, 18541, 18370, 14221, 14291)
- Members of the public may take photographs or videotape from inside the polling place before the polls open and after the polls close.
- Members of the public may only take photographs or videotape inside the polling place while the polls are open provided that no voters are present in the polls and the activity does not interfere with poll worker operations.
- Voters are not allowed to take a picture of their ballot.
- Cell phones may not be used inside of the poll, except for an emergency.

### Media (California Elections Code § 18540, 18541, 18370, 14221, 14291)
- Provide media credentials and obtain poll worker and voter permission before any photography or videotaping can be allowed during voting hours.
- Preserve the secrecy of all ballots while in the poll to protect voter privacy and prevent voter intimidation.
- Conduct exit polls no less than 25 feet from the entrance to the poll.
- Do not interfere with the voting process or poll worker operations.

**POLÍTICAS Y PROCEDIMIENTOS DEL OBSERVADOR**

Se invita al público a observar los procedimientos el Día de la Elección, pero debe adherir estrictamente a las políticas descritas a continuación para proteger la privacidad del elector y prevenir la intimidación del elector en las casillas electorales.

- Sea cortés con nuestros trabajadores electorales dado que ellos están trabajando largas horas ese día y haciendo lo mejor que pueden.
- Permanezca callado y no perturbe a los trabajadores electorales o electores.
- Deje un espacio razonable a los trabajadores electorales para que lleven a cabo los procedimientos electorales.

**Grabación en Video o Fotografías (Secciones 18540, 18541, 18370, 14221, 14291 del Código Electoral de California)**
- Los miembros del público pueden tomar fotografías o grabar en video desde adentro del lugar de votación antes de que abran las casillas electorales y después de que cierren las mismas.
- Los miembros del público pueden tomar fotografías o grabar en video únicamente adentro del lugar de votación mientras las casillas electorales estén abiertas, siempre que ningún elector esté presente en las casillas electorales y la actividad no interfiera con las operaciones del trabajador electoral.
- Los electores no tienen permitido tomar una fotografía de su boleta electoral.
- Los teléfonos celulares no deben ser utilizados adentro de la casilla electoral, excepto en una emergencia.

**Medios de Comunicación (Secciones 18540, 18541, 18370, 14221, 14291 del Código Electoral de California)**
- Mostrar credenciales de medios de comunicación y obtener la autorización del trabajador electoral y del elector antes de poder autorizar la toma de cualquier fotografía o grabación en video durante el horario de votación.
- Preservar el secreto de todas las boletas electorales mientras está en la casilla electoral para proteger la privacidad del elector y prevenir la intimidación del elector.
- Realizar las encuestas de salida a no menos de 25 pies de la entrada a las casillas electorales.
- No interferir con el proceso de votación y con las operaciones del trabajador electoral.

**Observadores de casillas electorales (Secciones 14221, 14223, 18370 del Código Electoral de California)**
Pueden observar:
- La lista de electores y el índice de calles conforme la conveniencia de los trabajadores electorales.
- El procedimiento para abrir la casilla electoral.
- Los procedimientos de votación durante el Día de la Elección.
- El procedimiento de cierre.

No pueden:
- Interferir con el proceso de votación o con las operaciones del trabajador electoral.
- Tomar fotografías o grabar videos dentro del lugar de votación mientras las casillas electorales estén abiertas y mientras haya electores presentes en las casillas electorales.
- Tocar cualquier material de votación (boletas electorales, lista de electores, etc.)
- Sentarse en la mesa del trabajador electoral.
- Hablar sobre cualquier asunto de la boleta electoral o político.
- Estar en el área donde los electores están emitiendo sus boletas electorales.

**Electoralismo (Secciones 18370, 18541, 18546 del Código Electoral de California)**
Definición: Hacer campaña, hacer discursos, hacer circular texto de campaña o hacer cualquier cosa que pueda ser vista como la promoción de un candidato o iniciativa de ley en particular.

**TAGAMASID NG MGA PATAKARAN AT PAMAMARAAN**

Ang publiko ay pinahihintulutan na magmasid ng mga pamamaraan sa Araw ng Eleksiyon, ngunit kailangang mahigpit na sumunod sa mga patakaran sa ibaba upang protektahan ang pribasya ng botante at maiwasan ang pananakot sa botohan.

- Mangyaring maging magalang sa aming manggagawa sa botohan dahil sila ay nagtatrabaho ng mahabang araw at ginagawa nila ang kanilang makakaya.
- Manatiling tahimik at huwag gambalahin ang mga manggagawa sa botohan o mga botante.
- Payagan ang mga manggagawa sa botohan ng makatwirang puwesto na isagawa ang mga pamamaraan sa eleksiyon.

**Pagbibidyo o Potograpiya (Kodigo ng Eleksiyon ng California § 18540, 18541, 18370, 14221, 14291)**
- Mga miyembro ng publiko ay maaaring kumuha ng mga litrato o magbidyo sa loob ng lugar ng botohan bago magbukas at matapos magsara ang mga botohan.
- Mga miyembro ng publiko ay maaari lamang kumuha ng mga litrato o magbidyo sa loob ng botohan habang ang mga lugar ng botohan ay bukas at walang mga botanteng naroroon sa mga botohan at hindi makakagambala sa mga aktividad at operasyon ng manggagawa sa botohan.
- Ang mga botante ay hindi pinahihintulutan na kumuha ng litrato ng kanilang mga balota.
- Ang mga selyular ay hindi maaaring gamitin sa loob ng botohan, maliban sa emerhensiya.

**Mediya (Kodigo ng Eleksiyon ng California § 18540, 18541, 18370, 14221, 14291)**
- Magbigay ng mga kredensyal sa mediya at kumuha ng pahintulot sa mga manggagawa sa botohan at botante bago ang anumang paglilitrato o ang pagbibidyo ay pahihintulutan sa mga oras ng pagboto.
- Panatilihing lihim ang lahat ng mga balota habang nasa botohan upang protektahan ang pribasya ng botante at maiwasan ang pananakot sa botante.
- Magsagawa ng mga talaan ng botohan ng hindi bababa sa 25 piye mula sa pasukan sa botohan.
- Huwag gambalahin ang proseso ng pagboto o mga operasyon ng manggagawa sa botohan.

**Mga Tagamasid sa Lugar ng Botohan (Kodigo ng Eleksiyon ng California § 14221, 14223, 18370)**
Maaaring pagmasdan ang:
- Talaan ng mga botante at index ng kalye sa kaginhawaan ng mga manggagawa sa botohan.
- Pamamaraan sa pagbubukas ng botohan.
- Pamamaraan ng pagboto sa Araw ng Eleksiyon.
- Pamamaraan sa pagsasara ng botohan.

Hindi maaaring:
- Gambalahin ang proseso ng pagboto o operasyon ng mga manggagawa sa botohan.
- Potograpiya o pagbibidyo sa loob ng botohan habang bukas ang mga botohan at habang ang mga botante ay naroroon pa sa mga botohan.
- Hawakan ang anumang kagamitan sa pagboto (balota, mga talaan, atbp)
- Umupo sa mesa ng manggagawa sa botohan.
- Talakayin ang anumang balota o isyung pampulitika.
- Nasa lugar na kung saan ang mga botante ay nagpapatala ng kanilang mga balota.

**Pagkampanya (Kodigo ng Eleksiyon ng California § 18370, 18541, 18546)**
Kahulugan: Pagkampanya, paggawa ng mga talumpati, pagbibigay ng mga panitikan ng kampanya, o paggawa ng anumang bagay na maaaring makakitaan bilang pagtataguyod ng isang partikular na kandidato o panukala.

Mga miyembro ng publiko ay hindi maaaring:
- Magkampanya gaya ng nilinaw o pagpapasa ng...

COSD000058

### Poll Watchers (California Elections Code § 14221, 14223, 18370)

May observe the:
- Roster of voters and street index at the convenience of the poll workers.
- Procedure for opening the poll.
- Voting procedures during Election Day.
- Closing procedure.

May not:
- Interfere with the voting process or with poll worker operations.
- Photograph or videotape inside the polling place while the polls are open and while voters are present in the polls.
- Touch any voting materials (ballots, roster, etc.)
- Sit at the poll worker table.
- Discuss any ballot or political issue.
- Be in the area where voters are casting their ballots.

### Electioneering (California Elections Code § 18370, 18541, 18546)

Definition: Campaigning, making speeches, passing out campaign literature, or doing anything that could be seen as promoting a particular candidate or measure.

Members of the public cannot:
- Electioneer as defined or pass around petitions, put up political signs about how to vote on a measure or try to influence a voter less than 100 feet from the entrance to the poll.
- Wear campaign related items, including hats, shirts or label buttons in or within 100 feet of the poll. Observers or voters will be asked to remove or cover these items before entering the poll.
- Remove a political sign on private property within the 100 foot limit, unless the owner agrees to take it down.

### Media with credentials

Media may take photos or video near the poll during voting hours, as well as interview voters about the election outside the poll (with the voter's permission). This is called an "exit poll." They must not interfere with the voting process. Call the Poll Worker Hotline if you have concerns.

EXPIRES: 12/09/2020
CITY OF SAN DIEGO
POLICE DEPARTMENT
PRESS
DAILY NEWS
JANE PRESSMAN
Press Pass #1234
Jane Pressman
Daily News
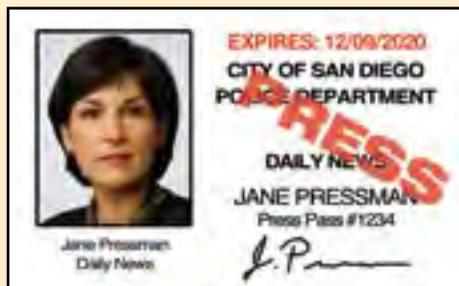
*This is a sample of media credentials*

động đặc biệt cho ứng cử viện hay dự luật.

Công chúng không thể:
- Là người ... phát thỉnh nguyện thư, sắp đặt dấu hiệu chính t... ...cử tri không quá...

公眾代表不得：
- 拉選票（請見定義）或散發聯名書、展示政治標語以說明如何投票支持某項措案，...於在投票站方圓100英尺範圍內試圖影響...

# CLOSING THE POLLS CHECKLIST

**PRECINCT INSPECTOR:** To prepare for closing the polls:

- Exchange phone numbers with your Field Support Representative

- Review where your Collection Center is (there is a map in the Blue Envelope showing its location; in most cases it is not where you picked up your supplies!)

- Make sure each poll worker has their Closing Checklist and understands their duties. Every checklist must be completed, signed, and returned to the ROV

☐ **1. PRECINCT INSPECTOR: At 8:00 p.m., step outside the poll and announce "The polls are now closed."**

- If there are voters voting inside the poll: do not have any poll worker begin closing down the poll until the last voter has cast their ballot. Once there are no voters in line, the Clerk may bring in the yellow polling place signs

- If there is a line of voters: assign the Clerk to stand at the end of the line with a watch or cell phone showing the time. Everyone in line at 8:00 p.m. will be permitted to wait and vote, but no one may join the line after 8:00 p.m. (behind the Clerk)

☐ **2. PRECINCT INSPECTOR and TOUCHSCREEN INSPECTOR: Go together to the touchscreen and verify the number of BALLOTS cast.**
- Record the number on the back of the PI Closing Checklist – your "practice copy" of the Ballot Statement

☐ **3. TOUCHSCREEN INSPECTOR: Follow the instructions on pages 69-74 in the manual to close down the Touchscreen, print reports, and secure the memory card. DO NOT end voting before 8:00 p.m.!**

☐ **4. CLERK: Bring in all yellow polling place signs.**

☐ **5. CLERK: After the last voter has finished voting, collapse all voting booths, including the ADA booth.**
- Pack the Posted Items Display Panel in the cardboard sleeve with the ADA booth

☐ **6. CLERK: Remove all postings from the walls and set them aside together:**
- the Voter Bill of Rights in all languages, posted outside the entrance
- the Observers Policies and Procedures Poster inside the poll
- two copies of the Street Index
- the yellow copy of the Mail Ballot Voter List
- the packet of yellow booth ballots clipped in each voting booth

☐ **7. ASSISTANT INSPECTOR: Using a ruler, count the signatures in the roster as follows:**

    a. Place the peach provisional pages back into the roster behind the pink pages.

    b. Use the ruler provided to help determine whether there is a signature on a line.

    c. Record the total for each page on the bottom right of each page where it says "TOTAL SIGNATURES AFFIXED," then use the calculator from the stationery kit to add up the total for each color pages.

    d. Give the Precinct Inspector the totals for each color pages, to record on the back of the PI Closing Checklist.

☐ **8. PRECINCT INSPECTOR: Count unused ballots and spoiled ballots as follows:**

    a. Open all brown ballot cartons and count any spoiled ballots. Set them to the side and record the total number of spoiled ballots on the back of the PI Closing Checklist.

    b. Count every unused ballot. There will be some pads of ballots on the check-in table, and there may be pads in any brown or white ballot carton.

    c. Record the total number of unused ballots on the back of your checklist.

    d. Following the instructions below, pack the spoiled and unused ballots in the brown carton(s). **Make sure all unused ballots are packed before you begin counting voted ballots.**

### Packing the Brown Carton

- The unique serial number for each ballot is on the ballot stub, following the letters "SN". The lowest number is on top of the pad

- As you pack the ballots in the brown carton(s), record the first and last serial numbers for each continuous range, by language, on the top of that carton

- If using more than one brown carton, only record the range of serial numbers for the unused ballots being placed inside that individual carton

- If any pads were used completely, the stapled ballot stub will be left. Place these in a brown carton on top of the unused ballots

- Place any spoiled ballots in the brown carton last, on top



**Part I: BEFORE ELECTION**
☐ 1. Open EVERY carton to inventory ballots.
☐ 2. Fill out the Ballot Inventory form and MAIL BACK to the ROV.
☐ 3. Keep ballots in order, place in carton. RE-SEAL each carton with a new BLUE SECURITY SEAL.

**Part II: AFTER POLL CLOSES**
☐ 1. Write UNUSED BALLOT SERIAL NUMBER RANGES BY LANGUAGE HERE:

_____
_____
_____
_____

☐ 2. Place UNUSED AND SPOILED PAPER BALLOTS inside this carton after counting and recording the totals on the Ballot Statement. Also place BALLOT PAD STUBS inside the carton.
☐ 3. All poll workers SIGN in the signature box.
☐ 4. SEAL the carton with a BLUE SECURITY SEAL.
☐ 5. PACK THIS CARTON INTO YOUR SUPPLY BOX.

SN: 300000    50

**1**

**OFFICIAL BALLOT**
Presidential Primary Election
City Of San Diego, JUNE 7, 2016
This portion retained by Election Official

PCT NO: 105000
SEQ: 0001
E  BT: 229
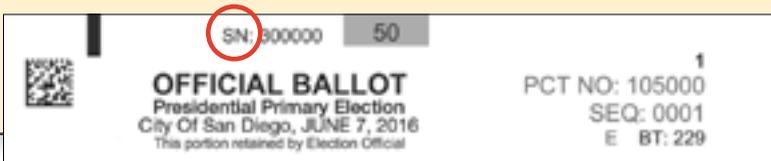
COSD000061

# CLOSING THE POLLS CHECKLIST

☐ **9. ASSISTANT INSPECTOR: When the PI is done counting unused ballots, begin counting voted ballots as follows:**

    a. Break the seals on the Ballot Box and sort the voted ballots into three piles: Mail Ballot envelopes, provisional envelopes, and loose paper ballots.

    b. Count each pile. Give the totals to the Precinct Inspector to record on the back of the PI Closing Checklist.

    c. After the PI has recorded the number of ballots and number of signatures, assist the PI in recounting if necessary.

☐ **10. PRECINCT INSPECTOR: Complete and balance the Ballot Statement as follows:**

    a. The Ballot Statement is located on the back of the Roster of Voters.

    b. From the back of the PI Closing Checklist, copy the numbers your board has counted and recorded.

    c. The Ballot Statement should balance in three places:

        i. The two blue boxes should match (Box 1, number of paper ballots your poll started with, and Box 2e, totaling how all those paper ballots were used on Election Day)

        ii. For every peach provisional envelope you have (Box 2d) you should have a corresponding signature on the peach provisional pages (Box 3d)

        iii. The total ballots cast (Box 4, the total of all voted paper and touchscreen ballots) should match the total number of signatures in your roster (Box 3) because every voter should have signed the roster in order to receive a ballot from your poll

    d. Answer the question in Step 4: Does the number in Box 4 (TOTAL VOTED BALLOTS) match the number in Box 3 (TOTAL VOTER SIGNATURES)?

      • If the answer is "no," and you have an idea why the numbers don't match, write the reason

      • If it is not yet 9:00 p.m. and you do not know why, recount voter signatures and ballots. **Never have voted ballots and unused ballots out of their cartons at the same time**

    e. All poll workers will sign the Ballot Statement in Step 5.

COSD000062

## BALLOT STATEMENT
Fill in all sections with a number or a zero.

**Step 1: Inventory Ballots**  Hand count before Election Day.

1. Write the total number of ballots received from the Registrar of Voters here ⇨    1. [        ]

**Step 2: Count Ballots**  After the poll closes, write the total ballots for each category in box provided.

2. Write the total number of ballots voted on the **touchscreen** here ⇨   2. [        ]

2a. Number of **UNUSED** ballots remaining    2a. [        ]

2b. Number of **SPOILED** ballots (mistakes - brown ballot carton)    2b. [        ]

2c. Number of **VOTED** ballots (from ballot box)    2c. [        ]

2d. Number of **VOTED** ballots in **PEACH** Provisional Envelopes    2d. [        ] ✉



2e. Add lines 2a through 2d and write the total number here ⇨   **TOTAL BALLOTS:**   2e. [        ]

**IMPORTANT!!**
✓ The number of ballots in BOX 1 (ballots received) should match the number of ballots in BOX 2e (total ballots).

**Step 3: Count Voter Signatures**  Write the total number of voter signatures from each page of the roster.

Count Signatures on:  3a. **BLUE** roster pages (if included)   3a. [        ]

3b. **WHITE** roster pages   3b. [        ]

3c. **PINK** roster pages   3c. [        ]

3d. **PEACH** roster pages   3d. [        ] ✉



3. Add lines 3a through 3d and write the total number here ⇨ **TOTAL VOTER SIGNATURES:** 3. [        ]

**IMPORTANT!!**
✓ The number in BOX 2d (ballots in peach provisional envelopes) should match the number in BOX 3d (signatures on the peach roster pages).



**Step 4: Balance the number of Voted Ballots to the number of Voter Signatures**

4. Add the number of voted ballots in Box 2, 2c and 2d and write the total here ⇨

**TOTAL VOTED BALLOTS:**   4. [        ]

Does the number in BOX 4 (TOTAL VOTED BALLOTS) match the number in BOX 3 (TOTAL VOTER SIGNATURES)?

Yes [ ]   No [ ]

If the answer is no, please explain (including the name of any voter who failed to vote after signing the roster).

**Step 5: All Board Members Signatures (REQUIRED)**

| WE CERTIFY that the number of signatures in Box 3 is the number of signatures in this roster of voters. All voters whose signatures appear in this roster voted today except where noted in Step 4. This list of voters constitutes the roster of this precinct for this election. The total number of official ballots received, voted, spoiled and cancelled, found in the ballot carton and the number accounted for is as indicated on the ballot statement. We further certify that the assisted voters list and challenge list show a complete list of all voters assisted or challenged. (EC § 14107) | | OFFICE USE ONLY | |
|---|---|---|---|
| | Precinct Inspector | | 1 |
| | Assistant Inspector | | 2 |
| | Touchscreen Inspector | | 2a |
| | Clerk | | 2b |
| | Clerk | | 2c |
| | Clerk | | 2d |
| Ballot Statement 212 | | | 2e |

# CLOSING THE POLLS CHECKLIST

☐ **11. PRECINCT INSPECTOR: Complete the Certificate of Performance as follows:**

a. Remove the Certificate of Performance from Tab 6 of the Blue Envelope.

b. Use the completed Ballot Statement to fill out the totals on the Certificate of Performance.

c. All poll workers will sign the Certificate of Performance.

d. **The Clerk** will take the Certificate of Performance from the poll and drop it in a mailbox on his or her way home.

☐ **12. PRECINCT INSPECTOR:**
**Pack the Blue Envelope as follows:**

a. Pack the Roster Security Envelope:
- Roster of Voters
- Three street indexes
- The posted yellow mail ballot voter list
- Any completed Voting Outside the Poll forms

b. Place the **sealed** Roster Security Envelope into TAB 1 of the Blue Envelope.

c. Pack the completed blue Seal Verification Log TAB 6.

d. **Three checklists for each poll worker (from the Checklist Booklet) MUST be returned in TAB 6. Pack the checklists JUST before leaving for the Collection Center.**

e. Read the label on the *right side* of the Blue Envelope ("After Polls Close") to ensure all other paperwork items are packed correctly.
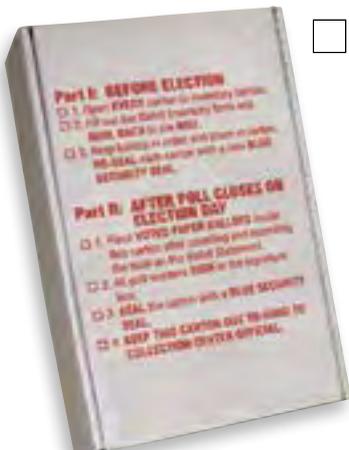
☐ **13. ASSISTANT INSPECTOR: Pack and seal the white carton as follows:**

a. Place all loose voted paper ballots in the white carton.

b. Seal the carton with a Blue Security Seal, found in the Official Ballot Pouch.

c. All poll workers sign in the signature box.

COSD000064

☐ **14. ASSISTANT INSPECTOR: Pack and seal the brown carton(s) as follows:**

    a. Confirm that the Precinct Inspector has packed the brown ballot cartons per instructions on page 59.

    b. Seal the carton(s) with a Blue Security Seal, found in the Official Ballot Pouch.

    c. All poll workers sign in the signature box on every brown carton.

☐ **15. ASSISTANT INSPECTOR: Pack the Red Bag as follows:**

    a. Fill out the Red Bag card:

        i. Remove the provisional and Mail Ballot card from the window of the Red Bag

        ii. Record the number of Mail Ballots and provisional envelopes in the corresponding boxes

        iii. Place the provisional and Mail Ballot card back into the window of the Red Bag

    b. Place all provisional envelopes, mail ballots (including those in replacement Mail Ballot envelopes) and 'Surrendered' Mail Ballots into the Red Bag.

    c. If any voter brought in a Mail Ballot Signature Form, place the form(s) in the envelope found in the Red Bag and place it back in the Red Bag

    d. Secure the zipper of the Red Bag with a red tab lock, found in the Official Ballot Pouch.

☐ **16. CLERK: Pack the ballot/supply box as follows:**

    a. After the Assistant Inspector has opened the white Ballot Box and removed all of the voted ballots, if your poll has a brown supply box, nest it inside the white Ballot Box.

<span style="color:red">**Continue Step 16 on the next page**</span>

# CLOSING THE POLLS CHECKLIST

b. Pack the following items in the supply box:
- American flag
- Stationery kit & clipboards
- Booth ballots from voting booths and facsimile ballots
- All unused provisional and replacement Mail Ballot envelopes
- **From the Touchscreen Inspector:** Election Supply Pouch, secured with a green mini lock, with signed and sealed touchscreen canister inside
- All remaining postings: Voter Bill of Rights posters, Observer Policies and Procedures poster

☐ **17. ASSISTANT INSPECTOR: follow the Signed and Sealed Checklist on the back of the Assistant Inspector Closing Checklist step-by-step, checking off each item once you have confirmed it has been correctly signed and locked or sealed.**

☐ **18. TOUCHSCREEN INSPECTOR:** Pack the Official Ballot Pouch and complete the Certificate of Touchscreen Results:

a. First, check with the Assistant Inspector to make sure all other items on the Signed and Sealed checklist (pages 66-67) have been locked and sealed.

b. The Official Ballot Pouch should contain:
- Touchscreen memory card
- Election Results Report printed from touchscreen (signed by all poll workers)
- Audit log printed from touchscreen
- 2 Poll Inspector cards
- 2 Voter Access Cards
- 2 touchscreen keys (one from the Election Supply Pouch)
- The identifying Sequence/Precinct Number card, with numbers visible through pouch
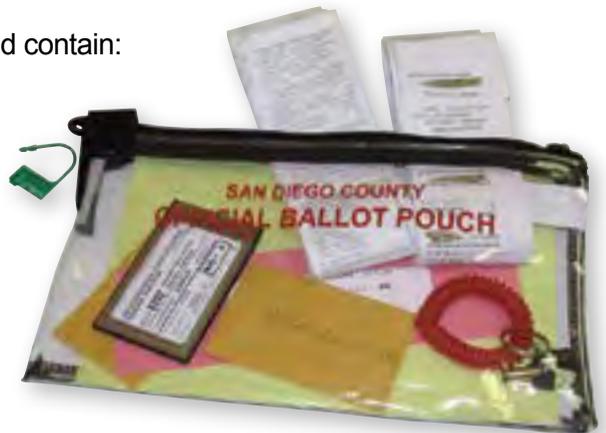
**HOT TIP!**

*Reference the PI supply poster to pack any loose items*

c. Follow the instructions on page 73 to complete the Certificate of Touchscreen Results.



☐ **19. CLERK:** The pink Certificate of Performance should be filled out and signed by all poll workers. Take it with you and drop it in a mailbox tonight.

☐ **20. PRECINCT INSPECTOR and ASSISTANT INSPECTOR:** Drop off supplies at Collection Center as follows: If it is 9:00 p.m. and you are still trying to balance the Ballot Statement, please stop, load everything into the car and leave for the Collection Center.



- Before leaving your poll site, call your Field Support Rep. They can't go home until they know you're on your way to the Collection Center!

- **Two Person Chain of Custody Rule:** For security on Election Night, voted ballots must be accompanied by at least two poll workers (the AI and the PI) to the assigned Collection Center

- All items can be placed in the back seat or trunk of the car except the "red, white and blue plus one": the Red Bag, Blue Envelope, white carton and Official Ballot Pouch should be held on the lap of the passenger. These will be handed directly to the Collection Center official



- If you are missing any one of these four items, Collection Center officials may ask you to return to your poll to retrieve it

- The Blue Envelope contains a map and directions to your assigned Collection Center (The location is also on the yellow label of the ballot/supply box)

- You will receive a receipt from Collection Center officials that you turned in all your supplies with two poll workers present in the vehicle

- PIs: Keep your cell phone on until you get home in case the ROV calls!
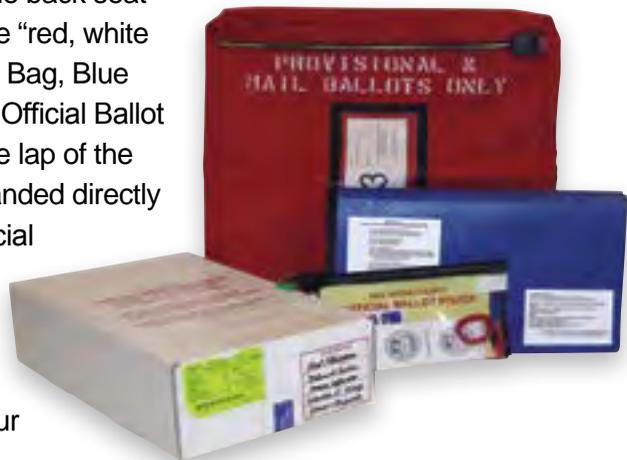
# ASSISTANT INSPECTOR'S SIGNED AND SEALED CHECKLIST

| ✔ | Item | Needs Signatures? |
|---|------|-------------------|
| ☐ | Roster of Voters | BEFORE POLLS OPEN: Payroll & Oath Form<br>AFTER POLLS CLOSE: Ballot Statement |
| ☐ | Roster Security Envelope | No |
| ☐ | Seal Verification Log | Touchscreen Inspector and<br>one other poll worker sign |
| ☐ | Certificate of Performance | All poll workers sign |
| ☐ | Certificate of Touchscreen Results | All poll workers sign |
| ☐ | Touchscreen canister | BEFORE POLLS OPEN: All poll workers<br>sign canister label & zero report<br>AFTER POLLS CLOSE: All poll workers sign<br>first copy of Election Results Report |
| ☐ | Election Supply Pouch | No |
| ☐ | Black touchscreen bag | No |
| ☐ | Brown ballot carton(s) | All poll workers sign |
| ☐ | White ballot carton | All poll workers sign |
| ☐ | Red Bag | No – but white card must be filled out completely |
| ☐ | Official Ballot Pouch | Contains second copy of Election Results<br>Report, signed by all poll workers |

CLOSING THE POLLS

COSD000068

| Needs Seal? | Where does it get packed? |
| --- | --- |
| Sealed inside Roster Security Envelope | In the Roster Security Envelope |
| Self-sealing | Sealed, placed in Blue Envelope, Tab 1 |
| No | Placed in Blue Envelope, Tab 6 |
| No | Mailed by the Clerk on Election Night |
| No | White copy placed in Blue Envelope, Tab 6<br>Yellow copy posted outside poll |
| **COUNTY OF SAN DIEGO SECURITY SEAL**<br>Sealed with Blue Seal before poll opens | Removed from the touchscreen after closing and placed in the Election Supply Pouch |
| AFTER POLL CLOSES:<br>place touchscreen canister inside, secure with green mini lock | Packed inside the nested supply box |
| | Taken to Collection Center with all other supplies |
| **COUNTY OF SAN DIEGO SECURITY SEAL** | Packed inside the nested supply box |
| **COUNTY OF SAN DIEGO SECURITY SEAL** | Handed directly to Collection Center official as part of "red, white, and blue plus one":<br>• Red Bag<br>• White carton<br>• Blue Envelope<br>• Official Ballot Pouch |
| **Secure AFTER ALL OTHER ITEMS ARE LOCKED AND SEALED!** | |

# CLOSING GUIDELINES

| | COUNT & RECORD | SIGN, PACK, SEAL |
|---|---|---|
| **PRECINCT INSPECTOR** | Go with the TI to Touchscreen. Record number of voted ballots on PI Closing Checklist. | Count unused and spoiled ballots (found on table and in ballot cartons). Record totals on PI Closing Checklist. |
| **ASSISTANT INSPECTOR** | Count Signatures in roster. Record total signatures for each color section; report totals to Precinct Inspector. | Place unused & spoiled ballots in a brown carton BEFORE opening the Ballot Box. Sort & count voted ballots from Ballot Box: Voted paper ballots, ballots in provisional envelopes, and Mail Ballots. |
| **TOUCHSCREEN INSPECTOR** | Go with the PI to Touchscreen. Record number of voted ballots on PI Closing Checklist. Following the steps on pages 69-74, run reports and close down Touchscreen after number of ballots cast is recorded. | Pack unused and spoiled ballots in a **brown carton.** Record serial numbers of unused ballots on top of carton. Pack voted ballots in white carton. After PI packs brown cartons, use new Blue Security Seals to seal all brown & white cartons. All poll workers sign. |
| **CLERK** | Bring in all yellow polling place signs. Break down voting booths and pack Posted Items Display Panel with ADA booth. Remove all postings from the walls, inside and outside the poll. | Pack Roster Security Envelope & Blue Envelope. Pack Mail Ballots and ballots in provisional envelopes in Red Bag. Fill out the Red Bag card. Pack the Official Ballot Pouch: make sure it contains all items listed on page 64. DO NOT LOCK until the AI has completed the Signed and Sealed Checklist! Give it to the PI to take to the Collection Center. If your poll was given a brown supply box, nest it inside the white ballot/supply box. Pack all remaining materials inside the supply box according to pages 63-64. |

Precinct Inspector and Assistant Inspector will take all of the supplies together in one car to the Collection Center by 9:00pm.

Complete the Certificate of Touchscreen Results and post the yellow copy outside the poll (with a copy of the Election Results Report, if 10 or more Touchscreen ballots were cast). Drop the Certificate of Performance in a mailbox on Election Night.

PI will record all numbers on Ballot Statement, check for balance, and transfer numbers to Certificate of Performance. All Poll Workers sign both documents.

# CLOSING THE TOUCHSCREEN

*The touchscreen cannot be shut down until after 8:00 p.m. when the poll is closed and voters have left.*

**1.** Before closing the touchscreen, two poll workers should confirm the total number of voted ballots on the touchscreen, and give it to the poll worker filling out the ballot statement. The total voted touchscreen ballot count is found at the bottom of the screen:

SN: 0220744 | MID: 0 | Ballots: 00002 | Tot: 0000010
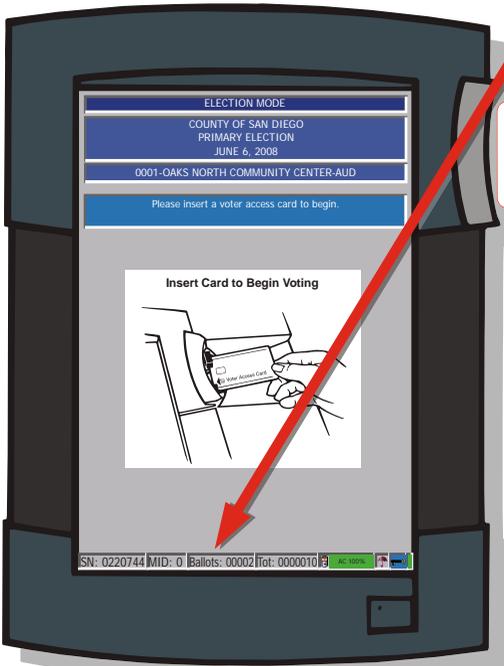
**2.** Insert the **RED** Poll Inspector Card into the reader

**3.** Enter password found on card envelope

XXXX XX

Then touch **OK** to eject card from reader. Place card back in the Official Ballot Pouch.
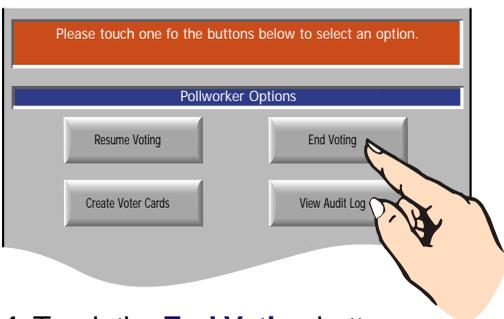
**4.** Touch the **End Voting** button

**5.** At the warning, touch **Yes**

WARNING! Selecting this option will completely end the voting process for this election. No more votes can be cast after this point. Are you sure you wish to proceed?

Yes      No
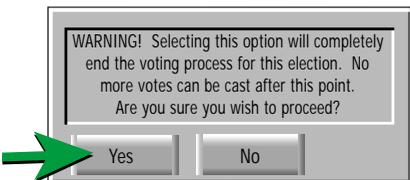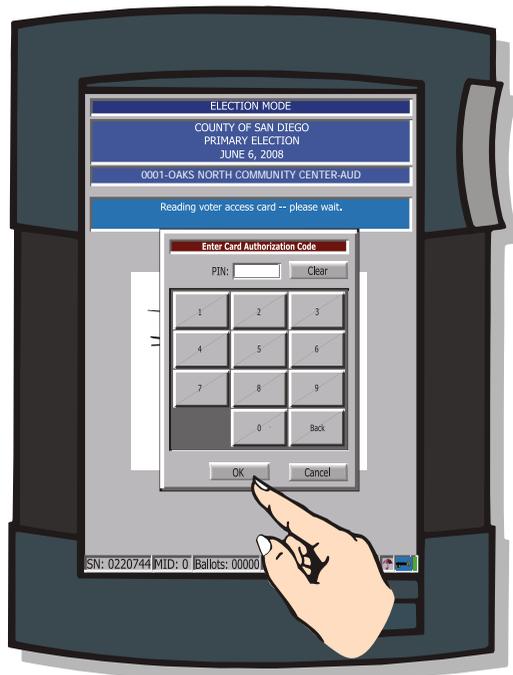
# CLOSING THE TOUCHSCREEN

**Before shutting down the touchscreen, you must print three reports:**

**FIRST: Steps to print the Election Results Report**

**1.** Remove the privacy screen and set it aside.

**2.** Place the keypad on top of the black handle above the tablet (A).

**3.** At the **Open Printer Housing** screen, touch **OK**

**4.** Unlock and raise the printer cover (B).
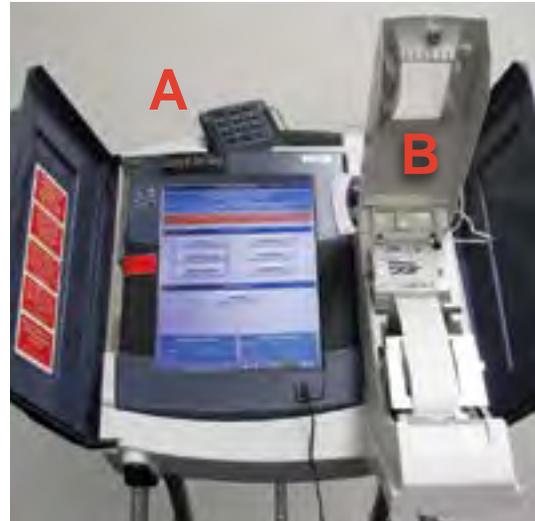
**5.** When you see the message **Print Long Report?,** touch **No**

(**Very Rare:** IF you see the message **Print Write-In Candidate**, touch **No**)

**The first copy of the Election Results Report will print, and it will automatically be taken up into the canister.**

**6.** When you see the message **Need Another Copy?** touch **No**

**7.** The canister should be, and remain, sealed with a blue security seal. Ensure that the canister label is filled out completely

- Precinct number
- Sequence number
- Serial number
- Machine ID number (MID)
- Canister number
- Signatures of ALL poll workers

COSD000072
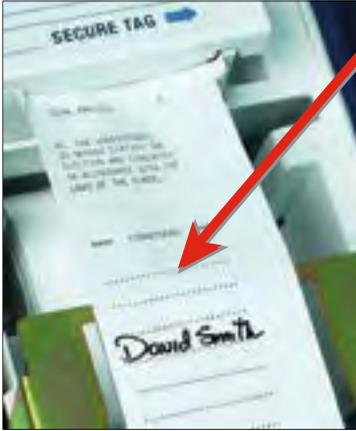
**8.** ALL poll workers will sign on the signature lines at the end of the report.

**9.** Tear paper BELOW signatures and lift canister out of the touchscreen.

Using the gear on the left, wind the signatures into the canister.

**10.** Place canister in the Election Supply Pouch, which will be locked with a green mini lock.





### ☑ *HOT TIP!*

*As you tear the paper, it's easy to unseat or unlock the smoky gray cover. If you encounter any printer error or "failure to write to printer," check that the smoky gray cover is still securely clicked down on both sides, and touch "retry."*

**The first copy of the Election Results Report is now signed and secured in the canister. SECOND: print a copy of this report to place in the Official Ballot Pouch**

**1.** To print the second copy of the Election Results Report, touch **Print Election Results.**

**2.** At the Open Printer Housing screen, touch **OK**.



**3.** When you see the message **Print Long Report?** Touch **No.**
A second copy of the Election Results Report will print.

**4. All poll workers will sign this report.**

**5.** Tear off the report and place it in the Official Ballot Pouch.
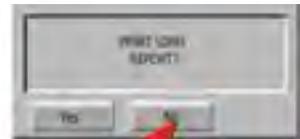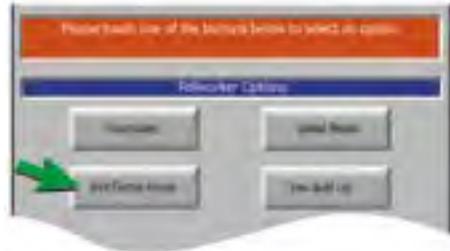


**6.** When you see the message **Need Another Copy?**
 • If 9 or less ballots were voted on the Touchscreen, Touch **No.**
 • If 10 or more ballots were voted on the Touchscreen, Touch **Yes.** When you see the message Print Long Report? Touch **No**. Set this copy of the Election Results Report aside for now
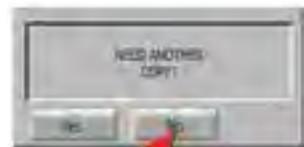
# CLOSING THE TOUCHSCREEN

**THIRD: the final report you will print is the Audit Log**

**1.** Under Pollworker Options, touch
**View Audit Log**

**2.** It may take a moment for the Audit Log to
appear. When it does appear on the screen,
touch the **Print** button
located on the bottom
right of the screen.
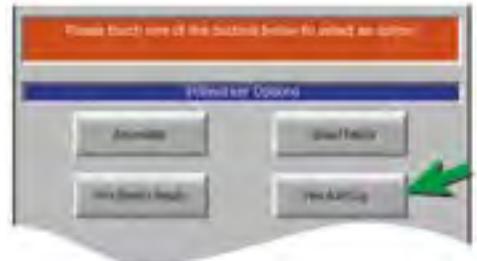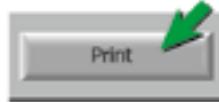
**3.** When the **Open Printer Housing** screen appears, touch **OK**
This will cause the Audit Log to print.

**4.** After the Audit Log has finished printing, tear it off
and place it in the Official Ballot Pouch.

**5.** Touch **Close** on the bottom right of the screen.

**Now that all three reports are printed and packed,
you may shut down the touchscreen so that you
can remove & pack the memory card.**

**1.** At the Pollworker Options screen, touch **Shutdown**

**2.** When the **Warning!** message appears, touch **Yes**

**3.** The touchscreen will shut off and the screen will go dark.

**Removing the memory card**

**1.** Close the left blue touchscreen door, covering
the screen.

**2.** Remove the Red Seal from the
lower door on the left side of the touchscreen.
Place the seal on the back of the blue Seal
Verification Log.

**3.** Use the key from the Official Ballot Pouch to
unlock the door.

**4.** Press up on the ridges on the bottom of the door
to slide the door completely off.

**5.** Place the door in the Printer Accessories box. DO
NOT place the door back on the touchscreen.

COSD000074

**6.** Press the black rectangular button to release the memory card, then SLIDE the memory card out.

**7. IMPORTANT!!!** Place the memory card in the Official Ballot Pouch.

**\*The Official Ballot Pouch should not be locked until you have completed the Signed and Sealed checklist.**

**Complete and Post the Certificate of Touchscreen Results:**

**1.** Take the Certificate of Touchscreen Results from TAB 6 of the blue envelope. It is a two-part white and yellow form.

**2.** Check one of the boxes, indicating whether 10 or more ballots were cast on the Touchscreen. If fewer than 10 ballots were cast on the Touchscreen, record the total number of ballots cast.

**3.** All poll workers sign the form.

**4.** Separate the white copy from the yellow copy. Place the white copy in TAB 6 of the blue envelope.

**5.** The yellow copy must be taped outside the polling place. If 10 or more ballots were cast, you should have printed an extra copy of the Election Results Report (see page 67). Staple the Election Results Report to the yellow copy of the Certificate of Touchscreen Results and tape both together outside the polling place.

**Disassembling the touchscreen**

**1.** To remove the paper roll:

   a. Press the small gray lever to the right of the smoky gray cover.

   b. With the cover released, you will be able to lift out the roll of paper.

   c. Place it in the Printer Accessories box.

   d. Click the smoky gray cover down on both sides.

# CLOSING THE TOUCHSCREEN

**2.** Unlock the printer cover in two places:

    a. Pull up under the white hook below the "Press Firmly to Latch" bar.

    b. Pull the blue lever towards you.

    c. Lower the metal plate.

    d. Lift the printer cover off the touchscreen and place it in the Printer Accessories box.

**3.** Bring the printer door up to close and lock it.

**4.** Remove headset. Place in Printer Accessories box.

**5.**   **a.** Remove keypad by pushing black button on top of tablet, tilt tablet forward, unplug the keypad from back of tablet. Lean tablet back until it clicks into place.

    **b. Ensure that the tablet is secured** back into the touchscreen by pulling it toward you without pressing the black button on top.

**6.** Unplug the touchscreen and place the cord in the black touchscreen bag.

**7.** Close the blue interlocking doors over the screen.

**8.** Two people together lay the touchscreen on the floor with the doors against the floor.

**9. Bottoms up!** PLEASE fold the touchscreen legs in the following order:

*Lower the center bar by pushing in both sets of locking pins.*
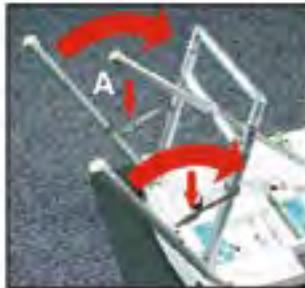
*Push in one locking pin on each outer leg to lower. Push down on the angle brackets to bring the outer legs in until even with center bar.*

*Starting at the bottom, press the lowest locking pin on the center bar until it disappears. Press in the top locking pin LAST.*

**10.** Place the touchscreen, privacy screen and power cord inside the black touchscreen security bag and lock with a red tab lock.

COSD000076

# HAVA LIST OF IDs

REFERENCE

## Acceptable Identification to meet HAVA ID requirement

The voter may present either a current and valid photo identification of the individual presenting it, or an identifying document containing the name and address of the individual presenting it.

Acceptable forms of current and valid photo identification include:

a. Driver's license or identification card of any state
b. Public housing identification card
c. A credit or debit card with a photo
d. Insurance plan identification card
e. Identification card provided by a commercial establishment
f. Military identification card
g. Passport
h. Employee identification card
i. Student identification card
j. Health club identification card

Documents containing the voter's name and address that are acceptable as ID include*:

a. Utility bill
b. Government check
c. Document issued by a government agency
d. Sample ballot or other official elections document issued by a governmental agency dated for the election in which the individual is providing it as proof of residency
e. Lease or rental statement or agreement issued by a government agency
f. Tuition statement or bill issued by a government agency
g. Discharge certificates, pardons, or other official documents issued to the individual by a governmental agency in connection with the resolution of a criminal case, indictment, sentence or other matter
h. Identification documents issued by government homeless shelters and other government temporary transitional facilities
i. Drug prescription issued by a government doctor or other governmental health provider
j. Vehicle certificate of ownership issued by a governmental agency
k. Bank statement
l. Government paycheck
m. Voter notification card issued by a government agency
n. Public housing identification card issued by a government agency
o. Student identification card issued by a government agency
p. Insurance or drug discount card issued by a government agency
q. Senior citizen and disabled discount cards issued by public transportation authorities
r. Identification documents issued by governmental disability agencies
s. Property tax statement issued by a governmental agency
t. Vehicle registration issued by a governmental agency

*The document must be dated since the date of the last general election, unless the document is intended to be of a permanent nature, such as a pardon or discharge.

If the voter presents one of the acceptable identifications listed above, the voter may be given a typical ballot. If a voter presents identification with a name and address, but it is not listed above or they have valid photo identification, but it is not one of the ones listed above, let them vote a typical ballot. If the voter has ID, but you are still unsure if it meets the above criteria, allow the voter to vote a typical ballot.

If the voter does not have any acceptable identification such as no photo ID, or has something with a name but not an address, or if the voter does not wish to present any identification, refer to Provisional Voting section of the manual and follow the instructions for a voter who places their ballot in a provisional envelope.

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# GLOSSARY

*The world of elections has its own language. This glossary defines the most common election terms you may encounter.*

**ADA:** Americans with Disabilities Act.

**ADA Sleeve:** White cardboard sleeve that holds the ADA accessible voting booth and posted items display panel inside of it.

**Ballot:** The paper on which the voter marks his or her choices

**Ballot Box:** White cardboard box that holds Precinct Inspector supplies. Also used as the ballot box on Election Day.

**Ballot Carton:** The small cardboard cartons that hold the paper ballots in the Precinct Inspector's supplies. There is one small white carton for voted ballots and small brown cartons for unused or spoiled ballots and ballot stubs.

**Ballot Statement:** Found on the back of the Roster, this form is used to account for the ballots issued to a precinct and to balance ballots cast with roster signatures.

**Ballot Stub:** The small portion of the ballot pad where the pad is stapled together. The stapled ballot stubs are all that remain of a ballot pad after all of the ballots and voter stubs have been provided to voters.

**Blue Envelope:** Blue envelope, found in Precinct Inspector's supplies, with six pockets tabbed for check in table items, surveys, ADA information, poll worker reference items, voter handouts and forms.

**Board or Precinct Board:** Team of poll workers who work at a specific polling place.

**Booth Ballot:** Yellow copy of the ballot in every language clipped in voting booth for voters' reference.

**Collection Center:** Site where you drop off your election supplies after the polling place closes on Election Night.

**Decertified Voter:** Voter who becomes ineligible to vote due to imprisonment or being on parole for a felony conviction.

**Election Supply Pouch:** Clear plastic bag that holds the Touchscreen Inspector supplies sealed with a green mini lock at the end of Election Night.

**Electioneering:** Campaigning, making speeches, passing out campaign literature, or doing anything that could be seen as promoting a particular candidate or measure.

**Facsimile Ballot:** Tan copy of the English ballot that is supplied when a voter requests a Chinese, Filipino, Spanish or Vietnamese ballot.

**Federal Election:** Any election with a federal office on the ballot (e.g. President, Vice-President, U.S. Senator or U.S. Representative).

**Field Support Rep:** Provides assistance and support to poll workers on Election Day.

**TIP**

*For quick visual reference, many items listed here are pictured on the* **Precinct Inspector (PI)** *and* **Touchscreen Inspector (TI)** *Supply Posters included in election supplies.*

COSD000078

**HAVA:** Help America Vote Act.

**Mail Ballot Envelope:** Colored envelopes that contain a voted mail ballot. Voter must sign the envelope for the ballot to count.

**Mail Ballot Voter:** A voter who requests and receives a mail ballot. Also a voter who lives in an area that has too few registered voters to establish a polling place and is declared a vote by mail precinct by the Registrar of Voters.

**Memory Card:** Electronic media storage card installed in touchscreen by ROV before Election Day, where touchscreen ballots are recorded. Removed from touchscreen by poll workers on Election Night and secured in Official Ballot Pouch.

**Multiple Poll:** A polling place with two or more precincts.

**Official Ballot Pouch:** Clear zippered pouch containing seals and security items used in the precinct. Sealed with a green mini lock at the end of Election Night.

**Precinct:** A defined geographic boundary that determines which contests are on the ballot for the voters in that area.

**Precinct Number:** The six digit number used to identify a precinct.

**Provisional Envelope:** A peach envelope that contains the ballot of a provisional voter. Voter fills out one side and poll worker fills out the other side.

**Provisional Voter:** Voter whose eligibility to vote in that precinct cannot be established by poll workers on Election Day.

**Red Bag:** Bag used to secure the voted provisional and mail ballots, as well as surrendered mail ballots, on Election Night.

**Replacement Mail Ballot Envelope:** Yellow envelope given out at polls to a Mail Ballot Voter who does not have their official mail ballot envelope.

**Roster of Voters, or Roster:** A list of registered voters who live in the precinct; where each voter must sign in order to receive a ballot.

**ROV:** Registrar of Voters office.

**Sequence Number:** Four digit number used as the "nickname" for a precinct number.

**Spoiled Ballot:** A ballot given at the polls that has been damaged or on which a voter has made a mistake. It must be slightly torn, marked "spoiled," and placed in a brown carton.

**Street Index:** A list of each street in the precinct with the registered voters listed by address on each street.

**Surrendered Ballot:** A mail ballot that is turned in ("surrendered") by a mail ballot voter in order to vote a precinct ballot in person at a polling place.

**Touchscreen:** The electronic voting device that allows visually impaired or physically impaired voters to cast their votes privately and independently.

**Voter Stub:** Perforated portion removed from top of paper ballot and given to voter as confirmation of voting.

**Voting Booth Sleeve:** White cardboard sleeve that holds two voting booths inside.

**Write-in candidate:** A qualified candidate whose name is not printed on the ballot.

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# INDEX

# RECRUITMENT CONTACTS

| | | | |
|---|---|---|---|
| Direct Line: | **(858) 505-7224** | | |
| Main Line: | **(858) 565-5800** | Fax: | **(858) 505-7299** |

| | | |
|---|---|---|
| Poll Worker Recruitment Manager | **Pamela Jordan** | |
| Poll Worker Supervisor | **Cole Allen** | |
| Assistant | **Mary Bulcao** | **(858) 505-7292** |

## RECRUITMENT PROGRAMS

| | | |
|---|---|---|
| HIGH SCHOOL | **Vicki Starke** | **(858) 505-7234** |
| COLLEGE/STATE/GENERAL | **Erika Pospichal** | (**858) 505-7233** |
| COUNTY PROGRAMS | **Jean Vukotich** | (**858) 505-7235** |
| FIELD SUPPORT REP | **Maggie Cascio** | **(858) 505-7236** |

---

**REGION 1A - North County**

Specialist: **Mireya Lara**   **(858) 505-7221**   Assistant: **Martha 505-7312**

| | | |
|---|---|---|
| **Gabby 505-7326** | **Lucia 505-7327** | **Cynthia H. 505-7222** |
| 403500-407100 | 412000-417600 | 419500-421610 |
| **Symmantha 505-4202** | 435010-436800 | 430100-433810 |
| 422900-429900 | **Yvette 505-4201** | **Minny 505-4203** |
| | 408000-409970 | 443310-459560 |

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**REGION 1B - East County**

Specialist: **Linda Italiano**   **(858) 505-7230**   Assistant: **Sally 505-7222**

| | | |
|---|---|---|
| **Christina 505-7333** | **Nedra 505-4204** | **Gabriel 505-7334** |
| 470400-479390 | 553110-575160 | 492800-494990 |
| **Maxi 505-7328** | **Chinh 505-4206** | 541500-553100 |
| 466230-468700 | 360000-368100 | **Carol 505-7345** |
| 481200-487500 | 375090-376700 | 461200-462500 |
| | 504500-507000 | 499100-502200 |

---

**REGION 2A - South Bay**

Specialist: **Olimpia Lara**   **(858) 505-7229**   Assistant: **Magdalena 505-7346**

| | | |
|---|---|---|
| **Sean 505-7375** | **Amelito 505-7376** | **Michael 505-7377** |
| 235000-266200 | 531000-539200 | 385000-395600 |
| **Nga 505-4207** | **Rosabella 505-7351** | 438100-442800 |
| 270100-308600 | 510200-530710 | **Irene 505-7347** |
| | | 315000-356600 |
| | | 370000-373200 |

---

**REGION 2B - Central San Diego**

Specialist: **Sherri Luke**   **(858) 505-7220**   Assistant: **Anna 505-7384**

| | | |
|---|---|---|
| **Cynthia 505-7394** | **Sergio 505-7344** | **Richard 505-7378** |
| 105000-111520 | 150000-165100 | 115030-120420 |
| **Celeste 505-4210** | 195020-214300 | **Ziba 505-4212** |
| 130030-135690 | **Khiem 505-4211** | 125000-127540 |
| 171000-177320 | 180050-193000 | 145000-147100 |
| | 220000-231100 | 418200-418500 |

COSD000083

# POLL WORKER MISSION

*Take care of every voter correctly at the polls.*
*Make sure all voters and visitors have a positive voting experience.*
*Safely secure every ballot until it can be counted at the Registrar of Voters.*

# PRINCIPLES OF SUCCESS

**Use your good judgment in all situations**
**Treat every voter and visitor to your poll with respect**
**Work as a team**
**Stay calm**
**Use your resources**

# DEPARTMENT MISSION

Conduct voter registration and voting processes with the highest level of
professional election standards, accountability, security, and integrity.

# DEPARTMENT VISION

Earn and maintain public confidence in the electoral process.

# COUNTY MISSION

To efficiently provide public services that build strong and sustainable communities.

# COUNTY VISION

A county that is safe, healthy and thriving.


COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS

COSD000084

Every voter registers with a specific party, or selects no party preference (i.e. Nonpartisan).The voter's party preference is printed next to their name in the Roster of Voters, as shown in the examples below. This chart shows what party ballot the voter is eligible to receive in today's Presidential Primary.

| Voter Appears In Roster: | May Voter Request Different Ballot?: | Ballot Options For Voter: |
|---|---|---|

## NP (NONPARTISAN)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| VOTER     LESLIE | | NP | * |

**YES**
The NP voter may **select one** of four options

**NONPARTISAN BALLOT**
Option 1 (NP)

or

**NONPARTISAN DEMOCRATIC BALLOT**
Option 2 (NP-DEM)

or

**AMERICAN INDEPENDENT PARTY BALLOT**
Option 3 (AI)

or

**LIBERTARIAN PARTY BALLOT**
Option 4 (LIB)

**Choose 1 of 4 Options:**
**Nonpartisan voter may request a Nonpartisan, Nonpartisan Democratic (NP-DEM), American Independent (AI) or Libertarian (LIB) ballot.**

***IMPORTANT** Poll worker writes in the initials of the ballot selected by the NP voter.

## DEM (DEMOCRATIC)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| VOTER     LESLIE | | DEM | XXX |

**NO** → **DEMOCRATIC PARTY BALLOT**

## REP (REPUBLICAN)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| VOTER     LESLIE | | REP | XXX |

**NO** → **REPUBLICAN PARTY BALLOT**

## AI (AMERICAN INDEPENDENT)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| VOTER     LESLIE | | AI | XXX |

**NO** → **AMERICAN INDEPENDENT PARTY BALLOT**

## LIB (LIBERTARIAN)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| VOTER     LESLIE | | LIB | XXX |

**NO** → **LIBERTARIAN PARTY BALLOT**

## GRN (GREEN)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| VOTER     LESLIE | | GRN | XXX |

**NO** → **GREEN PARTY BALLOT**

## PF (PEACE AND FREEDOM)

| VOTER NAME | SIGNATURE | | |
|---|---|---|---|
| VOTER     LESLIE | | PF | XXX |

**NO** → **PEACE AND FREEDOM PARTY BALLOT**

# If you have a question about your registration, please call the Registrar of Voters Office at 858-565-5800.

COSD000085

# Let's Issue Primary Party Ballots Correctly!

**Be sure to review this information with your board on Election Morning!**

## Assistant Inspectors must check the blue pages first for each voter's name.

1. The poll worker must ask the voter to state their name, find the name in the roster, and repeat the name.
2. The poll worker must then ask the voter to state their address, and repeat the address.
3. Before handing the voter a pen to sign the roster, point out the party preference column to the voter. The initials on the roster correlate to the Political Party Ballot Chart (page 39 in the manual).

   **3a.** If the voter has registered with a party preference, say "This is the ballot you'll be receiving today."

   **3b.** If the voter has registered NP, use the Political Party Ballot Chart to show the voter their four options.

- **Each voter's party preference (as selected when the voter registered) is printed in the roster next to the signature line. Every voter who selected a party preference must be issued that party's ballot.**
- **If the voter did not select a party preference, the voter is Nonpartisan (also called No Party Preference or NPP). "NP" is printed on the roster, and the voter has four ballot options.**

| VOTER NAME | | SIGNATURE | | | |
|---|---|---|---|---|---|
| GRANGER | HERMIONE | | | DEM | XXX |
| HAGRID | RUBEUS | | | REP | XXX |
| LONGBOTTOM | NEVILLE | | | AI | XXX |
| MALFOY | DRACO | | | LIB | XXX |
| MCGONAGALL | MINERVA | | | GRN | XXX |
| POTTER | HARRY | | | PF | XXX |
| WEASLEY | RONALD | | | NP | ✱ |

## The Nonpartisan voter has four ballot choices:

| NONPARTISAN BALLOT | | NONPARTISAN DEMOCRATIC BALLOT | | AMERICAN INDEPENDENT PARTY BALLOT | | LIBERTARIAN PARTY BALLOT |
|---|---|---|---|---|---|---|
| Option 1 (NP) | or | Option 2 (NP-DEM) | or | Option 3 (AI) | or | Option 4 (LIB) |
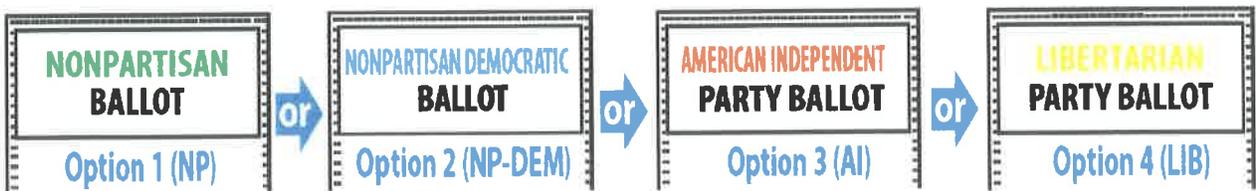
**Nonpartisan** OR **Nonpartisan Democratic** OR **American Independent Party** OR **Libertarian Party**

Five (5) copies of the Political Party Ballot Chart (page 39 in the manual) are in your supplies, to use at your check-in table. Use the Chart to show each Nonpartisan voter what their four options are, and to show all voters which ballot they will receive.

✱ For every Nonpartisan voter, write the initials of their ballot selection in the blank space next to "NP."

## If a voter insists on voting a ballot that is not allowed by the Political Party Ballot Chart:

If, for example, a Nonpartisan voter demands a Republican Party ballot, or a Green Party voter demands a Democratic Party ballot, have that voter sign the *peach provisional roster* instead of signing the regular roster next to their name. The Precinct Inspector will then assist them with voting provisionally.

If a voter has a question about whether the ballot will count, call the Hotline. **If a Mail Ballot voter surrenders their Mail Ballot,** they must also adhere to the Political Party Ballot Chart when receiving a poll ballot.

**Turn this page over to clarify the difference between Democratic and Nonpartisan Democratic Ballots!**

COSD000086

# Let's Issue Primary Party Ballots Correctly!

**Be sure to review this information with your board on Election Morning!**

It is important to know that the Nonpartisan Democratic ballot is different than the Democratic Party Ballot.

Registered Democrats receive the Democratic Party Ballot, which contains the San Diego County Democratic Party Central Committee:

| VOTER NAME | | SIGNATURE | BAL ISS |
|---|---|---|---|
| GRANGER | HERMIONE | | **DEM** XXX |

Nonpartisan voters who choose the Nonpartisan Democratic option must be given the Nonpartisan Democratic ballot:

| VOTER NAME | | SIGNATURE | NP | BAL ISS |
|---|---|---|---|---|
| WILLIAMS | RONALD | Ronald Williams | NP | Dem |

You should keep these pads of ballots as far apart as possible on your check-in table.

This is a suggested layout to keep your ballot pads organized, with Nonpartisan options together and party ballots together.

Remember that you are required to have language ballots other than English on your table if they are supplied at your poll.

NONPARTISAN

NONPARTISAN DEMOCRATIC

LIBERTARIAN

AMERICAN INDEPENDENT

GREEN

REPUBLICAN

PEACE AND FREEDOM

DEMOCRATIC

COSD000087