

# STATEWIDE GENERAL ELECTION

## November 8, 2022

### Poll Worker Manual



Name: \_\_\_\_\_



# QUICK REFERENCE (Refer to Official Appointment Notice)

## VOTE CENTER INFORMATION

Location #: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Site Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

IMPORTANT CONTACTS	NAME	PHONE NUMBER
Site Manager		
Precinct Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Recruitment Contact		
Human Resources (HR) Contact		
<b>Human Resources Phone Numbers</b> <i>(assigned by first letter of your last name)</i>		
A B C - Caitlin Diccianni: (858) 505-4280		
M N O P - Cynthia Kish: (858) 505-4283		
D E F G - Carissa Montes: (858) 505-4287		
Q R S T - Ann Ethelbah: (858) 505-7207		
H I J K L - Argelia Crouse: (858) 505-4289		
U V W X Y Z - (Staff TBD): (858) 505-7207		

**Poll Worker Hotline: (858) 565-3360**

**Observer Hotline: (858) 495-5123**

**Curbside Voting: (858) 505-7396**

Call 9-1-1 in case of emergency or safety concerns



# NOTE FROM THE REGISTRAR



## County of San Diego

REGISTRAR OF VOTERS

County Operations Center Campus

5600 Overland Avenue, Suite 100, San Diego, California 92123-1278

Telephone: (858) 565-5800 Toll-free: 1 (800) 696-0136 TTY / TDD: (800) 735-2929

Facsimile: (858) 505-7294 Web Address: [www.sdvote.com](http://www.sdvote.com)

**CYNTHIA L. PAES**  
Registrar of Voters

**ANDREW MCDONALD**  
Assistant Registrar of Voters

Hello Everyone!

Here it is! Your trusted Poll Worker Manual. Although much will look familiar, there have been some noteworthy changes. If ever in doubt, it is still the “go to” on how to properly manage your vote center.

Many of you may have already experienced these changes if you’ve helped us out with an election in 2022. The April 5 Special Vacancy Election for the 80<sup>th</sup> Assembly District was the first election conducted with the vote center model under the Voter’s Choice Act (VCA). Additionally, if you participated in the November 2020, September 2021, and June 2022 elections, then the vote center model won’t be new to you.

Neighborhood polling places have been replaced with larger “one stop shop” vote centers providing more services and flexibility for voters. Under the VCA, every active registered voter will automatically receive a ballot in the mail and vote centers will be open anywhere from four to eleven days.

With what is looking like a busy Statewide General Election on November 8, one area remains fundamental, consistent, and true to the success of our office and the overall election... that’s YOU! Thank you all for showing up to tackle another election with us. Every voter in San Diego County is counting on us!

Everything you need to know is in this manual. Read it, practice the various scenarios, attend training, read the manual again and practice some more. Do this by yourself and with the team of poll workers you will be working with.

Remember your positive interaction with a voter has an impact that could last their entire voting life. It will take positive energy, patience, and dedication, but if that means bolstering our democratic way, it is well worth it!

CYNTHIA L. PAES  
Registrar of Voters

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# WHAT'S NEW THIS ELECTION

## Voter's Choice Act (VCA) Implementation

- On October 19, 2021, the County of San Diego Board of Supervisors directed the Registrar's office to transition San Diego County to the vote center model under the Voter's Choice Act.
- Under the VCA, voters choose **when, where, and how they vote**.
- Every active registered voter in San Diego County will receive a ballot in the mail nearly a month before Election Day. Once voters receive their ballot, they can return it:
  - By mail
  - At a secure Ballot Drop Box (BDB) location
  - At any vote center
- Or a voter may choose to vote in person at any vote center in the county.



MAIL IT.

DROP IT.

VISIT.

## Staffing and Training

- Boards will consist of up to:
  - 1 Site Manager
  - 1 Precinct Inspector
  - 8 Technical Inspectors
- Poll Worker Training:
  - 2 days
- Site Manager Training:
  - 3 days
  - Plus Site Managers will attend Poll Worker Training with their board
- A team of expert trainers will train all Site Managers and poll workers.

## Vote Center Operations

- "Languages Spoken Here" Table Tent** will be provided to all vote centers allowing the board to indicate what additional languages are spoken within that vote center.
  - The table tent will be marked by the Site Manager during vote center setup, based upon the specific bilingual poll workers assigned to that vote center.
- Facsimile/Reference Ballots**
  - Previously named Reference Ballots have been renamed to "Facsimile/Reference Ballots"
- Packing Out the Vote Center**
  - 11-Day Vote Centers will pack out at end of Election Night and will not return to pack out the day after the election.
  - 4-Day Vote Centers will return the day after the election to pack out their vote center.

# ELECTION RULES AND EXPECTATIONS

## 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.

## Staff Expectations

- Do not participate in or allow voters or poll workers to have political conversations while at or near the vote center.
- Poll workers are not allowed to bring children or pets.
- Smoking and alcohol are not permitted.
- Covered drink containers are permitted throughout the vote center, but must not be placed on tabletops or near election equipment.
- Television, radios, or other devices that would disturb voters are not allowed.
- Be considerate when using your cell phone.
- Personal reading materials are permitted as long as they are not political in nature.



## Service to Voters

- Be friendly and welcoming!
- Take the time to listen to and address the voters' needs.
- Make sure the voters can see your nametag.
- Bilingual poll workers will be assigned to vote centers when community demographics indicate the need for bilingual services. These poll workers will wear language-specific nametags so they are easily identified by voters.
- If you need an answer for a voter or you need assistance, contact your Precinct Inspector or Site Manager. Never guess!



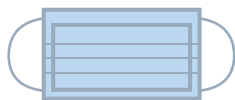
## Supplies and Equipment

- Monitor the equipment and supplies at your station, make sure devices are charging properly, and supplies are well-stocked.
- Periodically survey your station and make sure nothing has been left behind by voters or misplaced by staff.
- If assigned to Mail Ballot Bag Station, monitor the 25' media and 100' electioneering markers, refresh as necessary.



## Health and Safety Guidelines

- Training will include COVID-19 recommendations regarding safety and use of personal protective equipment (PPE).
- Face shields, masks, gloves, hand sanitizer and wipes will be provided for each training location and vote center.



# ELECTION RULES AND EXPECTATIONS

## Emergencies and Vote Center Security



If you experience an emergency of any kind, call 911 immediately; when possible, call the poll worker hotline to inform us of the emergency.

If a member of the public (voter/observer/poll watcher) is interfering with the election process AND is not responding to the SM/PI's attempts to de-escalate the situation, call 911.

The municipal non-emergency numbers can be found on the inside of the back cover of this manual.

## The 3 Knows!



**Know Where:** Get to know your assigned vote center, including your commute and assigned parking.

**Know When:** Confirm your scheduled work dates, including set-up and pack out dates. (Site Managers: confirm this information with your Board and your Site Contact.)

**Know What:** Understand your assigned station at the vote center, review the relevant sections in this manual, the available job aids, and resources!

## Principles of Success



- Work as a team
- Stay calm
- Use your resources
- Use your good judgment in all situations
- Treat every voter, visitor, and other board members with respect

## Remember to Vote



Make sure to make alternate arrangements to vote:

- Vote by mail
- Bring your completed ballot with you to your vote center
- Drop off your ballot at a Ballot Drop Box (BDB) location, OR
- Vote early at the Registrar of Voters

## Dress Code



As a representative of the Registrar of Voters, poll workers are to 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, are examples of inappropriate dress and may not be worn.

## Helpful Reminders



- Plan accordingly to arrive on time and ready to assist your Board in conducting the election
- Make sure to bring snacks, extra water, and meals with you
- Take your breaks when directed by the SM/PI; the suggested break/meal times are described in the Recruitment section on page 102.
- Stay safe and have fun! Thank you for working this election!

## In-Person Voting Dates and Hours

### Oct. 29 to Nov. 4

11-Day vote centers open:  
8:00am to 5:00pm

### Nov. 5 to Nov. 7

ALL vote centers open:  
8:00am to 5:00pm

### Election Day, Nov. 8

ALL vote centers open:  
7:00am to 8:00pm

# CALENDAR OF IMPORTANT TASKS AND DATES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 OCT	3	4	5	6	7 SM Training (Group 1)	8
9 SM Training (Group 1)	10 SM Training (Group 2)	11	12	13 SM Training (Group 3)	14	15
16 PW Training Site Setup	17 PW Training (Group 1)	18	19 PW Training (Group 2)	20	21 PW Training (Group 3)	22
23	24 PW Training (Group 4)	25	26 PW Training (Group 5)	27	28 PW Training (Group 6) Mini-SUPU 1 & Setup 1 Poll Worker Hotline OPEN	29 11-Day Vote Centers Open
30 PW Training (Group 7)	31 PW Training (Group 8)	1 NOV	2	3 Standby SM Training	4 Mini-SUPU 2 & Setup 2	5 All Vote Centers Open
11-Day Vote Centers Open						
Poll Worker Hotline OPEN						
6 All Vote Centers Open	7	8 Election Day!	9 Pack Out (4-Day Vote Centers)	10	11	12
Poll Worker Hotline OPEN				Important payroll calendar and information can be found on page 102.		

# PRE-ELECTION AND ELECTION TIMELINE

## Pre-Election, In-Person Voting and Election Day

### October 7 - October 15: Site Manager Training

- Site Managers report to their assigned 3-day training.

### October 16: Poll Worker Training Site Setup

- Trainers setup all PW Training Sites.

### October 17 - November 2: Poll Worker Training

- All Site Managers and poll workers report to their assigned 2-day training.

### October 28: Mini-Supply Pick-Up (SUPU) 1 and Vote Center Setup 1 (11-Day Vote Centers)

- Boards assigned to 11-Day Vote Centers will setup their vote center (including picking-up supplies from their assigned DART location).
- Poll Worker Hotline opens today.

### October 29: 40 Vote Centers Open (11-Day Vote Centers)

- Assigned boards open and operate the 11-Day Vote Centers.
- **40 Vote Centers are open from 8:00am to 5:00pm.**

### November 4: Mini-Supply Pick-Up (SUPU) 2 and Vote Center Setup 2 (4-Day Vote Centers)

- Boards assigned to the 4-Day Vote Centers (the remaining 180) will setup their vote center (including picking-up supplies from their assigned DART location).

### November 5: All Vote Centers Open (180 4-Day Vote Centers Open Today)

- All boards are now fully staffed and at assigned vote centers
- **All vote centers are open from 8:00am to 5:00pm**

### November 8: Election Day!

- **On Election Day, all vote centers are open from 7:00am to 8:00pm**
- 11-Day boards pack out tonight after closing the vote center

### November 9: Pack Out (4-Day Vote Centers)

- 4-Day boards report to assigned vote centers to pack out

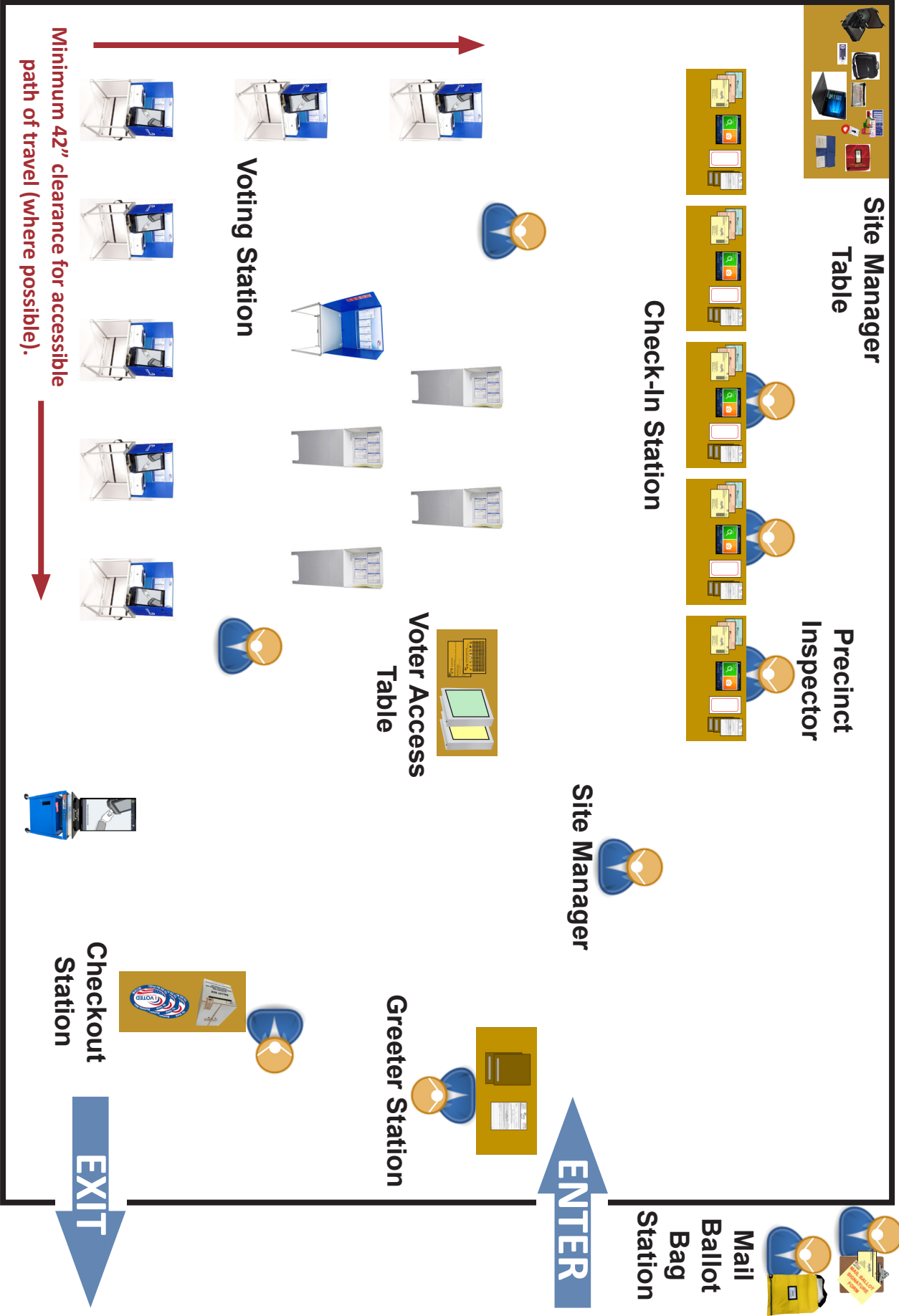


#### Remember your “3 Knows!”

Know **where** you are working. Know **when** you are working. Know **what** is expected of you!



# VOTE CENTER SAMPLE LAYOUT





# STATION DIAGRAMS

**Mail Ballot Bag**

**Also found here:**

- Station Job Aid

**Mail Ballot Bag Station**

**Replacement Mail Ballot Envelopes**

**MAIL BALLOT SIGNATURE FORM**

**Mail Ballot Signature Form Envelope**

**REMEMBER:**

**Secrecy Sleeves are NOT used at the Greeter Station.**

**Clipboard with Check-In Form**

**Observer Sign-In Sheet**

**Voter Help Card (Front)**

**Blank Check-In Forms (All 5 Federal languages)**

**Also found here:**

- Station Job Aid
- Hand sanitizer

**“Languages Spoken Here” Table Tent**

**Greeter Station**

**Specific Needs Survey**

**Voter Assistance Poster**

**Facsimile/Reference Ballot Binders (Federal, State, and County Languages)**

**Voter Help Card (Back)**

**Language Flyer**

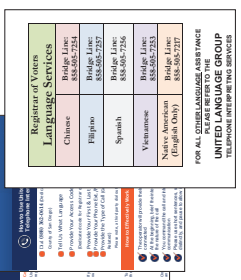
**“Languages Spoken Here” Table Tent**

**Voter Access Table**

## Setup Guides

- **Also on Voter Side of Check-In Table:**
- List of Qualified Write-In Candidates (if applicable)
- Hand Sanitizer

## Signature Guide    Magnifying Sheet

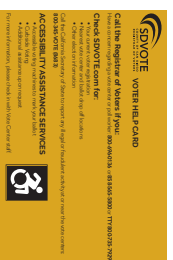


A blue and silver CVR Envelopes Signature Guard and a black and silver pen. The Signature Guard is a blue envelope with a silver metal strip across the top. The pen is black with silver accents. The text "CVR Envelopes" is written vertically on the left, and "Signature Guard" is written vertically on the right. Below the Signature Guard is a small image of the product box with the following text: "CVR Envelopes Signature Guard is a unique, innovative, and secure way to protect your signature. It's the only signature guard that's made of metal and is designed to be used with a ballpoint pen. The Signature Guard is made of a strong, durable metal that will protect your signature from being copied or forged. It's the only signature guard that's made of metal and is designed to be used with a ballpoint pen. The Signature Guard is made of a strong, durable metal that will protect your signature from being copied or forged."

## Signature Guide

1

## Language Flyer



Stylus

**POLL WORKER SIDE OF TABLE**

- Brown Box (for Spoiled/Surrendered items)
- Station Job Aid



# STATION DIAGRAMS



ADA Cart with BMD



Cardboard Voting Booth

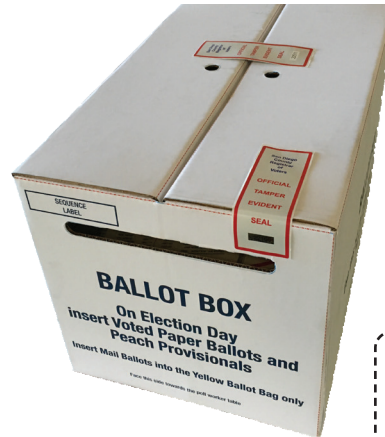


Ballot Marking Device  
(and BMD Voting Booth)

**Also found here:**

- Accessible Voting Booth (ADA)
- Station Job Aid

## Voting Station



Ballot Box



**Also found here:**

- Station Job Aid
- Hand Sanitizer

## Checkout Station



**REMEMBER:**  
Make sure these  
secrecy sleeves  
are empty prior  
to returning to  
Check-In Station

Secretory Sleeve  
Collection Area



Cradlepoint



Laptop Bag



Vote Center Laptop

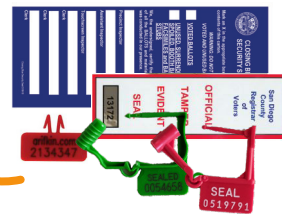


Red Bag

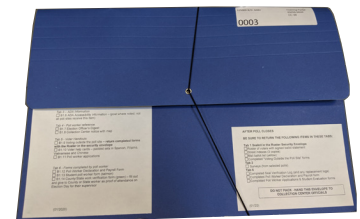


Official Ballot Pouch

Password Sheet



Locks and Seals



Blue Envelope



Poll Worker  
Cards



MFA Token

## Site Manager Table

**Also found here:**

- Emergency Ballots



# STATIONS AND RESPONSIBILITIES

A vote center has 5 stations: **Mail Ballot Bag, Greeter, Check-In, Voting, and Checkout.**

Vote centers may have up to 10 poll workers: 1 Site Manager, 1 Precinct Inspector, and 8 Technical Inspectors. Some vote centers may have different size Boards depending on a neighborhood's recent voter turnout. The Site Manager will assign poll workers to stations as required.

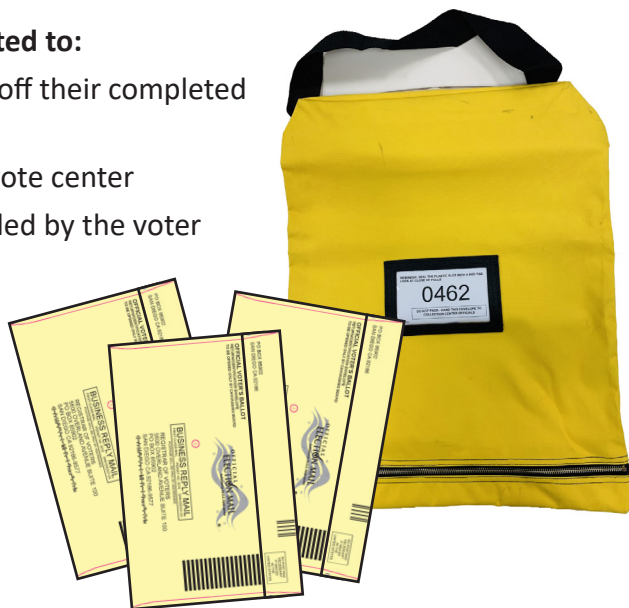
## 1. Mail Ballot Bag Station

There will be up to **two Mail Ballot Bag Technical Inspectors** stationed outside the vote center who are responsible for collecting completed mail ballot envelopes from voters who are dropping them off and require no additional services from inside the vote center. Technical Inspectors should remain near the entrance to the vote center and should not leave the premises.

**Mail Ballot Bag Station duties include, but are not limited to:**

- Welcome each voter and ask if they are dropping off their completed ballot sealed inside its return envelope
- Direct in-person voters and observers inside the vote center
- Verify the completeness of the envelope(s) provided by the voter
- Ensure that the ballot's envelope is sealed
- Provide an "I Voted" sticker
- If applicable, manage the voter line

**Note: Poll Workers should ask for a voter's envelope, DO NOT ask for a voter's "ballot" because it may cause confusion. Only ballots sealed inside an envelope can be deposited in the Mail Ballot Bag.**



## 2. Greeter Station

There will be **one Greeter Station Technical Inspector**, who is responsible for welcoming each voter, providing the Check-In form for the voter to complete, and directing them to the next station. The Site Manager will be roving to assist the Greeter Station as needed.

Greeter Station duties include, but are not limited to:

- Greet and welcome each voter
- Provide voters a clipboard, pen, and Check-In Form and instruct them to complete Part 1 legibly and completely
  - The Check-In Form is available in all 5 federal languages: English, Chinese, Filipino, Spanish, Vietnamese
  - Issue all available clipboards, pens, and Check-In Forms to voters, if present
- Once voters complete Part 1 on their Check-In Form, they will proceed to an available Check-In Station
- Greeters will also welcome Observers and ask them to sign in on the Observer sign-in sheet
- Direct most Observer questions to the Site Manager

# STATIONS AND RESPONSIBILITIES

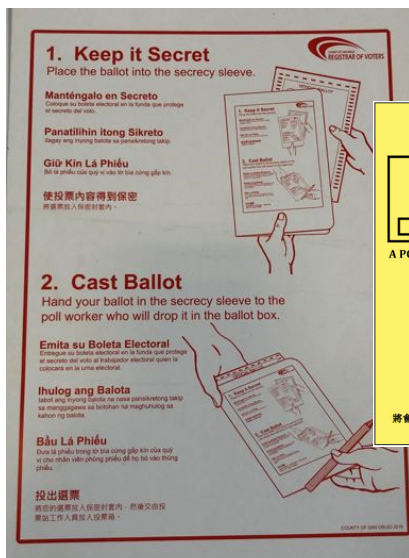
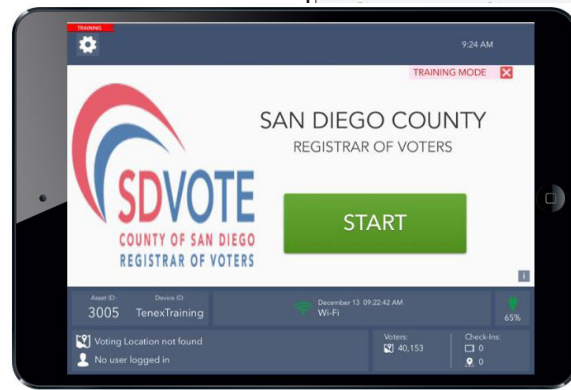
## 3. Check-In Station

The Check-In Station will be staffed by **two Technical Inspectors and the Precinct Inspector**. A total of five Check-In tables will be set up: three with assigned staff and two available as back-up. The Site Manager will be roving to assist the Check-In Station as needed.

**Check-In Station duties include, but are not limited to:**

- Using the voter's completed Check-In Form, check-in voters into the ePollbook (EPB)
  - All in-person voters must check-in on the EPB
- Process voters in the EPB per instructions given on the screen
- Verify with voter that their assigned Sequence # on the EPB matches their voting materials
- Check that CVR or Provisional envelopes have been completely and legibly filled out and signed
- Provide voters their voting materials
- Answer voter questions
- Direct voters to the Voting Station

The image shows a 'CHECK-IN FORM' from SDVOTE (San Diego County Registrar of Voters). It is divided into two parts. Part 1 is for the voter to fill out, including fields for Voter ID, Name, Date of Birth, Address, and Telephone. Part 2 is for the poll worker to complete, including fields for Sequence Number, Location ID Number, and a signature. There are also checkboxes for 'Audio Ballot Requested' and 'Voter Verified'.



The image shows a 'Conditional Voter Registration Envelope' from the Registrar of Voters. It is a form that voters fill out to register as conditional voters. It includes fields for Name, Address, and a signature. The envelope is in English and Spanish.

The image shows a 'Provisional Envelope' from the Registrar of Voters. It is a form that voters fill out to register as provisional voters. It includes fields for Name, Address, and a signature. The envelope is in English and Spanish.

The image shows a 'PROVISIONAL/CONDITIONAL VOTER REGISTRATION STATUS CARD' from SDVOTE. It is a card that voters receive after registering as provisional or conditional voters. It includes the voter's name, address, and the date of the election. The card is in English and Spanish.

# STATIONS AND RESPONSIBILITIES

## 4. Voting Station

There will be **two Voting Station Technical Inspectors**. The Site Manager will be roving to assist at the Voting Station as needed.

**Voting Station duties include, but are not limited to:**

- Accompany voters to an available BMD or voting booth
- Activate and pull up a voter's ballot using the Sequence # on the voter's BMD ticket
- Activate an accessible voting session, if requested by the voter
- Verify with the voter that the sequence number on the BMD Ticket matches the one listed on the BMD screen
- Instruct voters to read the instructions in the voting booth
- Answer voter questions and, if necessary, provide assistance using the BMD
- Direct voters to the Checkout Station



BMD TICKET	
SEQUENCE #	<input type="checkbox"/> Voter Verified
<input type="checkbox"/> Audio Ballot Requested	
A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH	
UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN UNA CÁMERA PARA VOTAR CON EL DISPOSITIVO PARA MARCAR LA BOLETA	
MỘT NHÂN VIÊN PHÒNG PHỎNG SẼ GIÚP QUÝ VỊ NƠI QUẦY THIẾT BỊ DÁN DẤU LÁ PHỎNG	
TUTULUNGAN KAYO NG ISANG MANGAGAWA SA BOTTOMAN SA BALLOT MARKING DEVICE VOTING BOOTH	
投票所投票站工作人員在投票亭內協助使用觸控標記設備	

## 5. Checkout Station

There will be **one Checkout Station Technical Inspector**. The Site Manager will be roving to assist the Technical Inspector as needed.

**Checkout Station duties include, but are not limited to:**

- Monitor the Ballot Box
- Check that CVR or Provisional envelopes have been completely and legibly filled out and signed
- Carefully insert the voter's ballot into the ballot box without seeing the ballot -- ensuring privacy
- Answer voter questions
- Collect secrecy sleeves
- Provide "I Voted" stickers



# STATIONS AND RESPONSIBILITIES



## Site Manager Responsibilities

The Site Manager is responsible for overseeing all activities at the Vote Center and will be flexible in their duties, including assisting at any station as needed.

**Site Manager duties include, but are not limited to:**

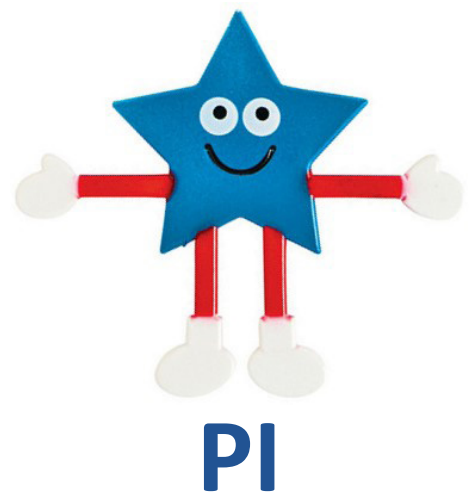
- Oversee all Vote Center activities
- Assist any station as needed
- Assist Curbside Voters
- Answer questions from staff, voters, observers, media, and the general public
- Ensure staff is correctly following all established procedures and providing a positive voting experience for all voters

## Precinct Inspector Responsibilities

The Precinct Inspector is responsible for assisting the Site Manager and being flexible in their duties, including assisting at any station as needed.

**Precinct Inspector duties include, but are not limited to:**

- Pick up additional election materials from the Mini-Supply Pick-up prior to vote center setup
- Check-in voters at the Check-In Station
- Assist Site Manager as needed
- Cover staff when on break
- Direct questions from staff, voters, observers, and the general public to the Site Manager
- Ensure staff is correctly following all established procedures and providing a positive voting experience for all voters
- Accompany voted ballots and materials to the DART each night with one other poll worker



# OPENING THE VOTE CENTER

## Daily Opening

Every morning before the vote center opens to the public, it is important to complete the tasks listed on the Daily Opening Checklist on page 84.

### All Poll Workers:

**Arrive** at your vote center on time, as scheduled

**Follow** the Daily Opening Checklist on page 84

**Remember** the Poll Worker Mission

**When it is time:**  
“The polls are now open!”



### Site Manager:

Call Poll Worker Hotline immediately if you are unable to access your vote center and/or to report any late or missing poll workers.

## First Voter Procedure

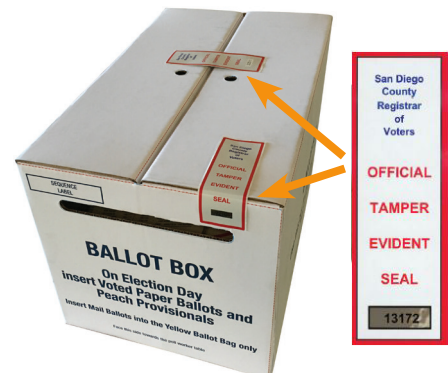
Each morning, the first voter in line has the responsibility to confirm that no ballots have been cast before the vote center opens.

Even if one of the poll workers wants to cast their own ballot, please wait for a member of the public to perform the first voter duties detailed here. The first voter procedure is performed each morning.

**Do not lock the Mail Ballot Bag or seal the Ballot Box until the first voter has confirmed they are empty.**

A poll worker will escort the first voter as they complete the First Voter Procedures:

1. Show the first voter that the Mail Ballot Bag is empty.
2. Lock the zipper of the Mail Ballot Bag using a Red Tab Lock (from the Official Ballot Pouch) so it cannot be opened again.
3. Show the voter that the Ballot Box is empty.
4. Seal the Ballot Box by placing Tamper Evident Seals (from the Official Ballot Pouch) where indicated.
5. Once the first voter has completed these duties, escort the first voter to the Greeter Station and provide them a Check-In Form to begin the voting process.





# ASSISTING VOTERS

## Legislative Overview

- **Assembly Bill 37**, signed into law by Governor Newsom on September 27, 2021, permanently requires that every eligible active registered voter shall be mailed a ballot for all elections. The law extends previous legislation enacted under AB 860 (2020) and SB 29 (2021).
- **The Voter's Choice Act, SB 450 (2016)**, which was adopted by the San Diego County Board of Supervisors on October 19, 2021, further specifies that voters must be offered a variety of options by which they can cast their vote in the manner they prefer.



The following pages will provide detailed guidance for how to assist every voter based upon their specific needs and disposition, as well as how to provide a positive voting experience for each voter!

### With the Voter's Choice Act, voters have the choice to:



**MAIL IT.**

If a voter chooses to "Mail it" they must sign and date their return envelope, seal their ballot inside, and return it through the U.S. Postal Service: postal carrier, placed in a USPS collection mailbox, or dropped off at any Post Office.

*If voters choose not to "Mail It" then they can "Drop It" or "Visit" and, in both cases, a Vote Center is able to assist!*



**DROP IT.**

If a voter chooses to "Drop it" they must sign and date their return envelope, seal their ballot inside and return it to any official Ballot Drop Box location, or directly to the ROV office.

A voter can also visit us at a vote center, where we are ready to receive their official ballot sealed in its security envelope until it can be counted at the ROV.

Voters dropping off their official ballot sealed in its security envelope will not need to enter the vote center and are able, in most cases, to simply drop off their envelope with the Technical Inspectors carrying the Mail Ballot Bag outside the vote center.

*If voters choose not to "Mail It" and do not wish to "Drop It" (or aren't able to), then we can assist them at the vote center when they come to "Visit"*



**VISIT.**

"VISIT" - Voters who visit us at a vote center will be assisted based on their voter scenario:

- **In-Person Voting**
- **Residential Address Change (SB 207)**
- **Conditional Voter Registration (CVR)**
- **Provisional Voters**

# ASSISTING VOTERS

## Mail Ballot Drop Offs - In Envelopes

### Voted Mail Ballot Drop Off (Self)

When a voter presents their own mail ballot envelope to place in the Mail Ballot Bag, one of the poll workers assigned to the Mail Ballot Bag Station will follow the procedure below:

1. Verify that the envelope is sealed and it has been signed by the voter.
2. Verify that the “Date of Signing” is completed.
3. Once verified, accept the envelope from the voter and place it in the Mail Ballot Bag.

The diagram shows a mail ballot envelope with several key areas highlighted for a self-drop-off:

- Top Left:** Instructions for returning the ballot: "For information on returning your ballot see enclosed instructions or visit our website at www.sdvote.com".
- Top Right:** Poll worker sign-off box with fields for "Poll worker use only", "Precinct", and "Poll worker sign".
- Right Side:** A section titled "MADE A MISTAKE ON YOUR BALLOT? CALL US AT (858) 565-5800." containing a "Person Authorized to Return" box. This box has fields for "Name of person returning ballot", "Relationship to voter", and "Signature of person authorized to return ballot".
- Center:** A large box for the voter's signature and date. It includes the text: "I declare, under penalty of perjury, that I am a legal resident within the election precinct in which I am voting, and that I am the person whose name appears on this envelope. I have not applied, nor do I intend to apply, for a mail ballot from any other jurisdiction for this same election. I understand that voting twice in the same election constitutes a crime." Below this is a red box with the text: "VOTER: Sign Here. Do Not Print. Signature must match your voter registration record. (Power of Attorney not acceptable) You must sign in your own handwriting for the ballot to count. Do not stamp your signature." There is a red 'X' mark in the box and a line for the "Date of signing".
- Bottom Left:** A witness box with fields for "Witness" and "Date". It includes the text: "If the voter is unable to sign, s/he may make a mark witnessed by a person over the age of 18 years." Below this is the text: "SDIE022R006 - 1QBRM YEL E".

### Voted Mail Ballot Drop Off (Not Self)

When a voter presents a mail ballot envelope on behalf of someone else (or in addition to their own envelope), then the poll workers will follow the procedure below:

1. Verify that the envelope is sealed and it has been signed by the voter.
2. Verify that the “Date of signing” is completed.
3. Verify that the person carrying the envelope has completed the authorization box on the upper right side of the envelope, this includes their name, relationship to voter, and signature.
4. Once both boxes are complete and verified, a poll worker will place the envelope in the Mail Ballot Bag.

The diagram shows a mail ballot envelope with several key areas highlighted for a non-self drop-off:

- Top Left:** Instructions for returning the ballot: "For information on returning your ballot see enclosed instructions or visit our website at www.sdvote.com".
- Top Right:** Poll worker sign-off box with fields for "Poll worker use only", "Precinct", and "Poll worker sign".
- Right Side:** A section titled "MADE A MISTAKE ON YOUR BALLOT? CALL US AT (858) 565-5800." containing a "Person Authorized to Return" box. This box has fields for "Name of person returning ballot", "Relationship to voter", and "Signature of person authorized to return ballot".
- Center:** A large box for the voter's signature and date. It includes the text: "I declare, under penalty of perjury, that I am a legal resident within the election precinct in which I am voting, and that I am the person whose name appears on this envelope. I have not applied, nor do I intend to apply, for a mail ballot from any other jurisdiction for this same election. I understand that voting twice in the same election constitutes a crime." Below this is a red box with the text: "VOTER: Sign Here. Do Not Print. Signature must match your voter registration record. (Power of Attorney not acceptable) You must sign in your own handwriting for the ballot to count. Do not stamp your signature." There is a red 'X' mark in the box and a line for the "Date of signing".
- Bottom Left:** A witness box with fields for "Witness" and "Date". It includes the text: "If the voter is unable to sign, s/he may make a mark witnessed by a person over the age of 18 years." Below this is the text: "SDIE022R006 - 1QBRM YEL E".



The images on these pages are scaled down representations; larger images can be found in the Reference section of the manual. The Mail Ballot Envelope can be found on page 89 and the Replacement Mail Ballot Envelope on page 89.

# ASSISTING VOTERS

## Replacement Envelope Requested

If a voter wishes to drop off their voted mail ballot, but does not have their pre-printed envelope, they may request a Replacement Mail Ballot Envelope. The poll worker and voter will complete the following steps:

1. Provide a replacement envelope to the voter.
2. Voter will place their voted mail ballot inside the envelope, then seal, sign, and date.
3. Voter must complete the address block on the right side of the envelope.
4. Once all of the necessary fields are completed, the poll worker will place the envelope in the Mail Ballot Bag.

The diagram shows a yellow Replacement Mail Ballot Envelope with a white return label. An orange arrow points from step 3 of the instructions to the 'Voter: Must Fill Out' section on the right. Another orange arrow points from step 2 to the 'Voter: Sign Here' section on the left. The return label contains the following text:

For information on returning your ballot see enclosed instructions or visit our website at [www.sdvote.com](http://www.sdvote.com)

**MADE A MISTAKE ON YOUR BALLOT?**  
CALL US AT (858) 565-5800.

**Person Authorized to Return**  
I am unable to return my ballot and hereby authorize:  
(Note: Compensation for returning ballots is prohibited by law.)

X Name of person returning ballot Relationship to voter  
X Signature of person authorized to return ballot

**VOTER: Sign Here. Do Not Print.**  
Signature must match your voter registration record. (Power of Attorney not acceptable)  
You must sign in your own handwriting for the ballot to count. Do not stamp your signature.

X \_\_\_\_\_  
Date of signing \_\_\_\_\_

**VOTER: MUST FILL OUT - Print Clearly**  
Your ballot may NOT count if you do not completely fill out the information below.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
San Diego County residence address as registered (not mailing address)  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Date of birth \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_  
If the voter is unable to sign, s/he may make a mark witnessed by a person over the age of 18 years.

SDIE0622R011 - MBDO YEL E

## Directing Voters to In-Person Voting

- If a voter wishes to cast their official ballot without its envelope directly into the ballot box, they must be directed to the Greeter Station to begin the check-in process.
- The voter will proceed to the Greeter Station if they are not dropping off a voted mail ballot in an envelope or requesting a replacement mail ballot envelope.



Remember, you may occasionally see other types of mail ballot envelopes (Remote-Accessible Vote-by-Mail (RAVBM), military, other California counties). Ask your Site Manager or call the Poll Worker Hotline if you have any questions about envelopes brought by a voter.

# ASSISTING VOTERS

## Voting In Person

Every active registered voter in San Diego County will automatically receive a ballot in the mail, these are called “VBM Issued” Voters. If VBM Issued Voters choose not to mail their ballot and instead wish to vote inside a vote center, they have two options:

- Voting BMD In Person (ePollbook states “BMD”) (see below)
- Voting “Mailed Ballot” In Person (ePollbook states “Non-BMD”). This is a voter who brings in the official ballot they received in the mail so they can cast the ballot in person at your vote center. (see page 24)

### Voting BMD In Person (ePollbook states “BMD”)

A voter may visit any vote center to cast an in-person ballot and will mark a ballot using the BMD.

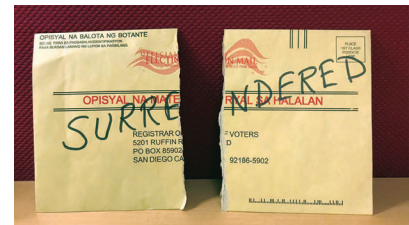
#### Procedure for Assisting this Voter


##### Greeter Station

1. Greet voter and provide a Check-In Form for the voter to complete (Part 1 only).
2. Direct the voter to the Check-In Station.

##### Check-In Station

3. Use the completed Check-In Form to find the voter in the ePollbook.
4. Select “No” on-screen when asked if voter is voting their “mailed ballot” in person.
5. Accept the voter’s “mailed ballot” envelope and/or “mailed ballot” (if offered by the voter) and follow the surrendering process (page 38).
6. Mark the “No Change” (N/C) bubble and write the Voter ID and Sequence # on the Check-In Form and BMD Ticket.



<p><b>POLL WORKER USE ONLY</b></p> <p><input checked="" type="radio"/> N/C   <input type="radio"/> SB 207</p> <p><input type="radio"/> CVR   <input type="radio"/> PROV</p> <p><input type="radio"/> CURBSIDE VOTER</p> <p><b>VOTER ID</b> <u>1079969885</u></p>	<p> <b>SDVOTE</b> COUNTY OF SAN DIEGO REGISTRAR OF VOTERS</p> <p><b>CHECK-IN FORM</b></p> <p><b>PART 1</b></p>	<p><b>POLL WORKER USE ONLY</b></p> <p><b>SEQUENCE VERIFICATION</b></p> <p><u>0341</u>   <input type="checkbox"/> VERIFIED</p> <p><b>SEQUENCE #</b></p>
		<p><b>BMD TICKET</b></p> <p><b>SEQUENCE #</b></p> <p><u>0341</u>   <input type="checkbox"/> Voter Verified</p> <p><input type="checkbox"/> Audio Ballot Requested</p> <p>A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH</p> <p>UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN</p>

# ASSISTING VOTERS

## Check-In Station (continued)

7. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
  - Checkmark the “Verified” box ONLY on the Check-In Form (see red arrow below).

**Issue Ballot**

BACK HOME

Name: CAPTAIN MARVEL  
Birthdate: 09/18/1988  
Voter ID: 1079969885  
Address: 23531 OLD RANCH RD, ALPINE, 91901  
Precinct / Sequence #: 222100 0341

**SDVOTE**  
COUNTY OF SAN DIEGO  
REGISTRAR OF VOTERS

**CHECK-IN FORM**  
PART 1

**POLL WORKER USE ONLY**  
SEQUENCE VERIFICATION  
0341  
SEQUENCE # VERIFIED

**BMD TICKET**  
SEQUENCE # 0341  
Voter Verified  
Audio Ballot Requested  
A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH  
UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN UNA CABINA PARA VOTAR CON EL DISPOSITIVO PARA MARCAR LA BOLETA  
MỘT NHÂN VIÊN PHÒNG PHIẾU SẼ GIÚP QUÝ VỊ NƠI QUẦY THIẾT BỊ DÁN DẤU LÁ PHIẾU  
TUTULUNGAN KAYO NG ISANG MANGAGAWA SA BOTOHAN SA BALLOT MARKING DEVICE VOTING BOOTH  
將會由投票站工作人員在投票亭內協助您使用選舉標記設備

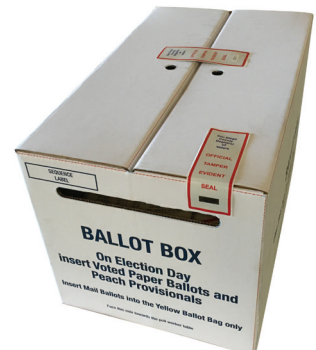
8. Provide voting materials to the voter:
  - Secrecy sleeve
  - BMD Ticket
9. Direct voter to Voting Station.

## Voting Station

10. Direct voter to an available BMD voting booth, remind voters to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
11. Activate the voter's ballot using the BMD Ticket. Ask voter to verify that the Sequence # on the voter's BMD Ticket matches the one on the BMD screen.
  - Checkmark the “Voter Verified” box on the BMD Ticket.

## Checkout Station

12. Poll worker will cast the voter's ballot by sliding the ballot from the secrecy sleeve into the Ballot Box without looking at the ballot, and provide an “I Voted” sticker.
  - If the voter insists, you may allow the voter to place their ballot in the Ballot Box.



## Assisting Voters

### Voting “Mailed Ballot” In Person (ePollbook states “Non-BMD”)

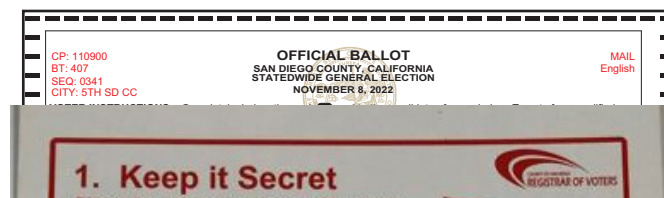
[illegible]

## Greeter Station

- 

DO NOT give this voter a secrecy sleeve at the Greeter Station.

3. Use the completed Check-In Form to find the voter in the EPB.
4. Select “Yes” on-screen when asked if voter is voting their “mailed ballot” in person.
5. **Immediately hand voter a secrecy sleeve; ask voter to slide their ballot toward the top of the secrecy sleeve so the Sequence # can be seen.**



6. Verify that the Sequence # on the voter's ballot matches their assigned Sequence # on-screen.

CP: 110900  
RT: 407  
SEQ: 0341  
CITY: 5TH SD CC

TRAINING

Voter Eligibility

100%

1:08 PM

BACK

HOME

Name

CAPTAIN MARVEL

Birthdate

09/18/1988

Voter ID

1079969885

Address

23531 OLD RANCH RD  
AL PINE 91901

Precinct / Sequence #

222100 / 0341


- 24



# ASSISTING VOTERS

## Check-In Station (continued)

9. If applicable, accept the voter's Mail Ballot Envelope and/or "mailed ballot" (if offered by the voter) and follow the surrendering process (page 38).
10. Mark the "N/C" bubble and write the Voter ID and Sequence # on the Check-In Form.

<b>POLL WORKER USE ONLY</b> <input checked="" type="radio"/> N/C <input type="radio"/> SB 207 <input type="radio"/> CVR <input type="radio"/> PROV <input type="radio"/> CURBSIDE VOTER  <b>VOTER ID</b> <u>1079969885</u>	 <b>CHECK-IN FORM</b> <b>PART 1</b>	<b>POLL WORKER USE ONLY</b> <b>SEQUENCE VERIFICATION</b> <u>0341</u> <input type="checkbox"/> <b>SEQUENCE #</b> <b>VERIFIED</b>
---	--	--

11. Verify with voter that the Sequence # from the EPB matches the Check-In Form.
  - Checkmark the "Verified" box on the Check-In Form (see red arrow below).

<b>TRAINING</b> <b>Issue Ballot</b> 66%   1:05 PM	
<b>BACK</b> <b>HOME</b>	
Name CAPTAIN MARVEL	Birthdate 09/18/1988   Voter ID 1079969885
Address 23531 OLD RANCH RD ALPINE, 91901	Precinct / Sequence # 222100 / <u>0341</u>

<b>POLL WORKER USE ONLY</b> <b>SEQUENCE VERIFICATION</b> <u>0341</u> <input checked="" type="checkbox"/> <b>SEQUENCE #</b> <b>VERIFIED</b>
---

12. Provide voting materials to the voter:
  - Pen (if marking their ballot)
13. Direct voter to Voting Station (or Checkout Station if ballot is already voted).

## Voting Station

14. Direct voter to an available voting booth, remind voters to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.

## Checkout Station

15. Poll worker will cast the voter's ballot by sliding the ballot from the secrecy sleeve into the Ballot Box without looking at the ballot, and provide an "I Voted" sticker.
  - If the voter insists, you may allow the voter to place their ballot in the Ballot Box.



# ASSISTING VOTERS

See larger image on page 96

## Voting In Person

### Voting Emergency Ballot (ePollbook states “Non-BMD”)

Emergency Ballots are available to all voters in the case of an emergency which affects BMD functionality.

However, there may be other instances when a voter may request an Emergency Ballot, such as: a voter insists on requesting a non-BMD option, a voter requests a “takeout,” or a voter returns with a completed takeout “Emergency Ballot.”

An Emergency Ballot is a blank, election-specific unofficial ballot on which the voter writes each contest and their selection using their Voter Information Pamphlet as a guide.

**Emergency Ballot**  
STATISTICAL GENERAL ELECTION, November 8, 2022  
COUNTY OF SAN DIEGO

**INSTRUCTIONS TO VOTER:**

- Vote by legibly writing the full name of the candidate you choose in the empty selection box next to the contest name.
- To vote for all races that are by district, please add the district number or name.
- To vote for a judicial measure or proposition question, write Yes or No.
- Use only black or blue ink pen to write your choice (selected on your ballot).
- Use your Sample Ballot or Sample Ballot found in your Voter Information Pamphlet (VIP). Look up your VIP with the QR Code provided (right) to find your candidate choices.

**CONTEST**

CONTEST	SELECTION
GOVERNOR	
LEUTENANT GOVERNOR	
SECRETARY OF STATE	
CONTROLLER	
TREASURER	
ATTORNEY GENERAL	
INSURANCE COMMISSIONER	
STATE BOARD OF EQUALIZATION – 4TH DISTRICT	
UNITED STATES SENATOR	
UNITED STATES SENATOR – PARTIAL TERM	
U.S. REPRESENTATIVE – CONG. DIST. #	
STATE SENATE – DISTRICT #	
STATE ASSEMBLY – DISTRICT #	
PATRICIA GUERRERO (CA Supreme Court)	MARTIN J. JENNING (CA Supreme Court)
GOODWIN LIU (CA Supreme Court)	JOSHUA P. GROBAN (CA Supreme Court)
AUDITH MCCONNELL (CA Court of Appeal)	MARTIN N. SUCCHANAN (CA Court of Appeal)
TRUC T. DO (CA Court of Appeal)	MARQUELL A. RAMIREZ (CA Court of Appeal)
CAROL D. COORINGTON (CA Court of Appeal)	MICHAEL L. RAPHANEL (CA Court of Appeal)
FRANK MENETREZ (CA Court of Appeal)	KATHLEEN E. O'LEARY (CA Court of Appeal)
WILLIAM W. BEGGSWORTH (CA Court of Appeal)	ELISEN C. MOORE (CA Court of Appeal)
JOSHUA MOTON (CA Court of Appeal)	MAURICE SANCHEZ (CA Court of Appeal)
SUPERIOR COURT JUDGE – OFFICE NO. 35	
SUPERIOR COURT JUDGE – OFFICE NO. 36	

Continue on next page

If you have any questions while assisting a voter requesting an Emergency Ballot, contact your Site Manager for assistance. Specific instructions on how to assist this voter will be found in the “Emergency Ballot” carton. For further assistance, call the Poll Worker Hotline.

For voters who insist on voting an “Emergency Ballot,” see the suggested script below:

**If a voter requests to vote on a “paper” ballot, the poll worker should first explain the BMD ballot marking process:**

- “I understand you would like to vote on a paper ballot. Our Ballot Marking Devices will print your selections on a ballot which you can review. You will then be able to cast your ballot directly into the ballot box just like in previous elections.”
- If voter has a question about the barcode on the BMD ballot, see page 71.

**If the voter insists on voting a non-BMD option, the poll worker should ask if the voter can bring in the official ballot they received in the mail.**

- “I’m hearing that you do not wish to vote using the BMD and would prefer a paper ballot like the one mailed to you a few weeks ago. Would you be able to return at a later time with your ballot, then you can vote that ballot and cast it directly into the ballot box?”
- “I understand that you aren’t able to retrieve the ballot mailed to your home, if you like you can visit the ROV office where they are able to provide you a new ballot which you can then vote immediately while at the office. Would you like directions?”

**If the voter does not wish to retrieve their ballot or visit the ROV and insists on voting in person at the vote center, the poll worker MUST advise the voter of the following information:**

- “You are able to vote an ‘Emergency Ballot,’ however I must advise you that once it reaches the ROV it will be remade by a team of two using the same equipment you see here, a Ballot Marking Device. You are welcome to vote here using the BMD.”

**If voter accepts the Emergency Ballot option, provide the unofficial emergency ballot following the instructions provided in the “Emergency Ballot” carton.**



## ASSISTING VOTERS

**Notes:**

[illegible]

## Assisting Voters

The following pages contain voter scenarios in which a voter requests changes or there are specific conditions which affect what steps a poll worker will take to assist that voter.

# ASSISTING VOTERS

## Residential Address Change (SB 207)

Senate Bill 207 (SB 207) allows a voter to update their residential address at a vote center and vote on the same day.

### How will I know?

While checking the voter in using the EPB, the address on their Check-In Form will NOT match the information found in the EPB or the voter may tell us that they moved recently and request to update their address prior to voting.

### Procedure for Assisting This Voter

#### Greeter Station

1. Greet voter and provide a Check-In Form for the voter to complete (Part 1 only).
2. Direct the voter to the Check-In Station.

#### Check-In Station

3. Use the completed Check-In Form to find the voter in the EPB.
  - After multiple search attempts and discussion with voter, you may find that the voter’s address does not match their registration in the EPB.
4. If they have moved, ask the voter to complete “Part 2” of the Check-In Form.
  - Use the address information from the Check-In Form (Part 1) to manually update the voter’s new residential address.

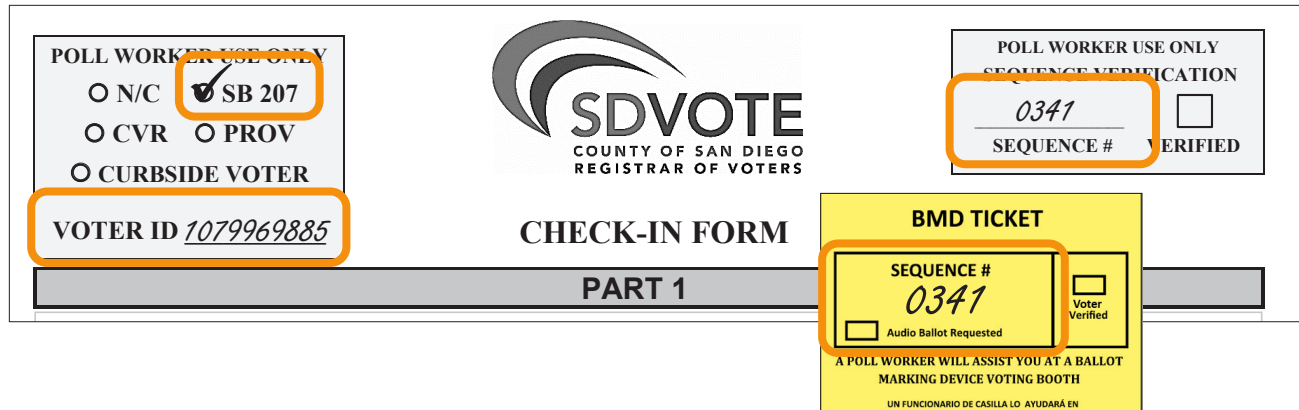
SIGNATURE		DATE	
<b>PART 2</b> (To be completed at CHECK-IN STATION ONLY)			
<b>CHANGE OF ADDRESS</b>			
PART 2 may only be completed by a voter who is currently registered to vote in San Diego County who is requesting a change of address within San Diego County. This may only be completed during the time period of the 14 <sup>th</sup> day before an election up until the close of the polls on Election Day. This form must be provided in person to a county elections official. (Elections Code §§ 2119.5, 2152)			
<input type="checkbox"/> <b>I want to change my physical residence address. My previous address was:</b>			
<hr/>			
<i>Physical residence address only (not a P.O. Box)</i>			
		CA	
(City)	(State)	(Zip Code)	
<b>POLL WORKER NOTES:</b>			
<hr/>			

5. If the voter’s Sequence # has changed, voter was mailed a ballot for their previous sequence. Accept the voter’s Mail Ballot Envelope and/or “mailed ballot” (if offered by the voter) and follow the surrendering process (page 38).

# ASSISTING VOTERS

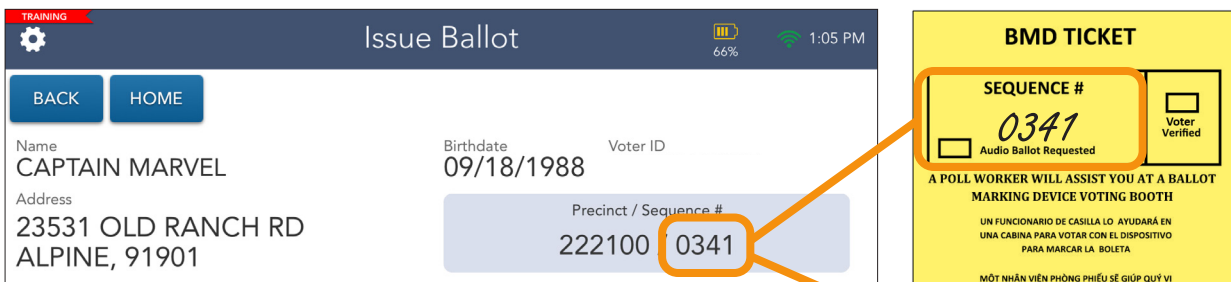
## Check-In Station (Continued)

6. Mark the “SB 207” bubble and write the Voter ID and Sequence # on the Check-In Form and BMD Ticket.



The image shows a 'CHECK-IN FORM' and a 'BMD TICKET' for the County of San Diego Registrar of Voters. The Check-In Form has a 'POLL WORKER USE ONLY' section with bubbles for 'N/C', 'SB 207' (checked), 'CVR', 'PROV', and 'CURBSIDE VOTER'. Below this is the 'VOTER ID' 1079969885. The BMD Ticket has a 'SEQUENCE #' of 0341 and a 'Voter Verified' box. A red arrow points from the 'SB 207' bubble to the 'SEQUENCE #' on the BMD Ticket.

7. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
  - Checkmark the “Verified” box on the Check-In Form (see red arrow below).



The image shows a mobile app screen titled 'Issue Ballot' with fields for Name (CAPTAIN MARVEL), Birthdate (09/18/1988), Voter ID, Address (23531 OLD RANCH RD ALPINE, 91901), and Precinct / Sequence # (222100 0341). A red arrow points from the '0341' in the 'Precinct / Sequence #' field to the '0341' on the BMD Ticket. The BMD Ticket also shows 'SEQUENCE #' 0341 and a 'Voter Verified' box.

8. Provide voting materials to the voter:
  - Secrecy sleeve
  - BMD Ticket
9. Direct voter to Voting Station.

## Voting Station

10. Direct voter to an available BMD voting booth, remind voters to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
11. Activate the voter’s ballot using the BMD Ticket. Ask voter to verify that the Sequence # on the voter’s BMD Ticket matches the one on the BMD screen.
  - Checkmark the “Voter Verified” box on the BMD Ticket.

## Checkout Station

12. Poll worker will cast the voter’s ballot by sliding the ballot from the secrecy sleeve into the Ballot Box without looking at the ballot, and provide an “I Voted” sticker.
  - If the voter insists, you may allow the voter to place their ballot in the Ballot Box.

# ASSISTING VOTERS

## Conditional Voter Registration (CVR)

Conditional Voter Registration (CVR) allows a prospective voter to conditionally register to vote and vote on the same day at any vote center. CVR voters are either voting for the first time or for the first time in San Diego County.

### How will I know?

When searching for the voter in the EPB, the voter will NOT be found after searching using different search methods. The voter may volunteer that they want to register to vote; however, the poll worker must still attempt multiple searches to confirm.

### Procedure for Assisting This Voter

#### Greeter Station

1. Greet voter and provide a Check-In Form for the voter to complete (Part 1 only).
2. Direct the voter to the Check-In Station.

#### Check-In Station

3. Use the completed Check-In Form to find the voter in the EPB. If voter is not found, double check all fields, compare to the Check-In Form, and search again using a different search option.
4. After at least two search attempts, check with voter to determine if this is their first time voting, first time voting in San Diego County, if they are registered using a different name, or changed their name.
5. When they confirm they are a new voter to San Diego County, process them as a CVR Voter and use the Check-In Form to conditionally register the voter by manually entering all provided information into the EPB.
6. Mark the "CVR" bubble and write the voter's Sequence # on the Check-In Form and BMD Ticket. Leave the Voter ID field blank. Since this is a new registration, no Voter ID has been assigned.

The diagram illustrates the forms used for Conditional Voter Registration (CVR). It features a central 'CHECK-IN FORM' with a 'PART 1' section. To the left is a 'POLL WORKER USE ONLY' box containing registration options: N/C, SB 207, CVR (checked), PROV, and CURBSIDE VOTER. Below these is a 'VOTER ID' field. To the right is another 'POLL WORKER USE ONLY' box for 'SEQUENCE VERIFICATION', showing the sequence number '0341' and a 'VERIFIED' checkbox. Below the main form is a yellow 'BMD TICKET' which also displays the sequence number '0341', an 'Audio Ballot Requested' checkbox, and a 'Voter Verified' checkbox. The BMD Ticket includes the text: 'A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH' and 'UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN'.

7. Poll worker completes the poll worker side of the envelope (write the Sequence # and vote center # in the upper-right box and place a checkmark in the CVR box in Section 1). See next page for image.

# ASSISTING VOTERS

## Check-In Station (continued)

8. Ask voter to legibly complete the voter side of a CVR Envelope (all of Section 2).

9. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
  - Checkmark the “Verified” box ONLY on the Check-In Form (see red arrow below).

10. Provide voting materials to the voter:
  - BMD Ticket
  - CVR envelope
    - Confirm that the voter side of the envelope is complete, including the voter’s signature
  - Prov/CVR Status Card (provided so the voter may check the status of their ballot, 30 days after the election)

11. Direct voter to Voting Station.

## Voting Station

12. Direct voter to an available BMD voting booth, remind voters to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
13. Activate the voter’s ballot using the BMD Ticket. Ask voter to verify that the Sequence # on the voter’s BMD Ticket matches the one on the BMD screen.
  - Checkmark the “Voter Verified” box on the BMD Ticket.

## Checkout Station

14. Verify that the voter has legibly completed all fields in Section 2 of their CVR envelope.
15. Poll worker will cast the voter’s ballot (CVR envelope) into the Ballot Box and provide the voter an “I Voted” sticker.

# ASSISTING VOTERS

## Provisional Voter - Box A

### HAVA ID Required, No ID Provided

Help America Vote Act (HAVA) is a law which provides for postal or electronic voter registration. In order to complete their registration, the voter must provide a current and valid identification upon their first in-person visit. If the voter is unable to present the necessary identification document at this time, they are able to continue to vote using the provisional process.

#### How will I know?

When checking the voter in using the EPB, the Voter Eligibility screen will show a yellow flag stating, "HAVA ID Req'd." in order to proceed the EPB will have the poll worker press "Record ID"

#### Procedure for Assisting This Voter

##### Greeter Station

1. Greet voter and provide a Check-In Form for the voter to complete (Part 1 only).
2. Direct the voter to the Check-In Station.

##### Check-In Station

3. Use the completed Check-In Form to search for voter in the EPB.
4. Upon reaching the Voter Eligibility screen the poll worker will see a yellow status flag indicating that the voter needs to provide ID to complete their registration.
5. Determine if the voter is able to satisfy the ID requirement, see page 97 for complete list of acceptable documents.



If the voter is able to satisfy the ID requirement, the poll worker will indicate that they verified the document. The voter will then be checked in using the "Voting BMD In Person" procedure (go to page 22, Step 6). If not, proceed to Step 6, below.

6. If voter is not able to satisfy the ID requirement, mark the "PROV" bubble and write the Voter ID and Sequence # on the Check-In Form and BMD Ticket.

<b>POLL WORKER USE ONLY</b> <input type="radio"/> N/C <input type="radio"/> SR 207 <input type="radio"/> CVR <input checked="" type="radio"/> <b>PROV</b> <input type="radio"/> CURBSIDE VOTER <b>VOTER ID</b> <u>1079969885</u>	 <b>CHECK-IN FORM</b> <b>PART 1</b>	<b>POLL WORKER USE ONLY</b> <b>SEQUENCE VERIFICATION</b> <u>0341</u> <input type="checkbox"/> <b>SEQUENCE #</b> <b>VERIFIED</b>
		<b>BMD TICKET</b> <b>SEQUENCE #</b> <u>0341</u> <input type="checkbox"/> <b>Voter Verified</b> <small>A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH</small>

7. Poll worker completes poll worker side of the envelope (write the Sequence # and vote center # in the upper-right box and place a checkmark in "Box A. HAVA ID required and no ID provided"). See next page for image.

# ASSISTING VOTERS

## Check-In Station

- Ask voter to legibly complete the voter side of a Provisional Envelope (all of Section 2).

The image shows two forms side-by-side. The left form is the 'Provisional Envelope' from the Registrar of Voters, County of Los Angeles. It has a 'Poll Worker Use Only' section at the top right with a 'Sequence #' field containing '0341' and a 'Location #' field containing 'L-230'. Below this is a 'Poll Worker completes Section 1' section with a 'Verified' box. The right form is 'Voter completes Section 2' from the Registrar of Voters. It has a 'Voter Verified' box at the top right. Both forms have the sequence number '0341' circled in orange.

- Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket
  - Checkmark the "Verified" box on the Check-In Form (see red arrow below).

The image shows three forms. The left form is the 'Issue Ballot' app, which displays a voter's information: Name (CAPTAIN MARVEL), Birthdate (09/18/1988), Voter ID (1079969885), Address (23531 OLD RANCH RD, ALPINE, 91901), and Precinct / Sequence # (222100 / 0341). The middle form is the 'BMD TICKET', which shows a 'SEQUENCE #' field with '0341' and a 'Voter Verified' box. The right form is the 'Poll Worker Use Only' form, which shows a 'SEQUENCE #' field with '0341' and a 'VERIFIED' box with a checkmark. A red arrow points from the 'VERIFIED' box to the 'Voter Verified' box.

- Provide voting materials to the voter:
  - BMD Ticket
  - Provisional envelope
    - Confirm that the voter side of the envelope is complete, including the voter's signature
  - Prov/CVR Status Card (provided so the voter may check the status of their ballot, 30 days after the election)
- Direct voter to Voting Station.

## Voting Station

- Direct voter to an available BMD voting booth, remind voters to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
- Activate the voter's ballot using the BMD Ticket. Ask voter to verify that the Sequence # on the voter's BMD Ticket matches the one on the BMD screen.
  - Checkmark the "Voter Verified" box on the BMD Ticket.

## Checkout Station

- Verify that the voter has legibly completed all fields in Section 2 of their Provisional envelope.
- Poll worker will cast the voter's ballot (Provisional envelope) into the Ballot Box and provide the voter an "I Voted" sticker.

# ASSISTING VOTERS

## Provisional Voter - Box B or Box C

### “Mail Ballot Has Been Returned to ROV” or “Ballot Already Issued by EPB”

Provisional Box B or Box C is used when we are alerted in the EPB that a vote may have already been accounted for on behalf of this voter. Box B is when a Mail Ballot has been received by the ROV and Box C is if the voter has already checked in at a vote center during this election. In both cases, if the voter feels there has been an error, the voter has the right to vote a provisional ballot.

#### How will I know?

When checking in the voter, the Voter Eligibility screen on the EPB will show a Provisional red flag stating: “VBM Ballot Already Returned” (Box B) OR “Ballot Already Issued by EPB” (Box C).

#### Procedure for Assisting This Voter

##### Greeter Station

1. Greet voter and provide a Check-In Form for the voter to complete (Part 1 only).
2. Direct the voter to the Check-In Station.

##### Check-In Station


3. Use the completed Check-In Form to find the voter in the EPB.
4. Upon reaching the Voter Eligibility screen, the poll worker will see a red flag indicating that the voter must vote a provisional ballot.
5. Discuss with voter the reasons why they might be receiving a provisional status and confirm if they still wish to vote.

#### Questions for Voters

Box B: “Do you remember mailing your envelope or is it possible your envelope could have been mailed by someone in your household?”

Box C: “Did you visit and check-in at a vote center during this election?”

6. Mark the “PROV” bubble and write the Voter ID and Sequence # on the Check-In Form and BMD Ticket.

<b>POLL WORKER USE ONLY</b> <input type="radio"/> N/C <input type="radio"/> SR 207 <input type="radio"/> CVR <input checked="" type="radio"/> <b>PROV</b> <input type="radio"/> CURBSIDE VOTER <b>VOTER ID</b> <u>1079969885</u>	 <b>SDVOTE</b> COUNTY OF SAN DIEGO REGISTRAR OF VOTERS <b>CHECK-IN FORM</b> <b>PART 1</b>	<b>POLL WORKER USE ONLY</b> <b>SEQUENCE VERIFICATION</b> <u>0341</u> <input type="checkbox"/> <b>SEQUENCE #</b> <b>VERIFIED</b>
		<b>BMD TICKET</b> <b>SEQUENCE #</b> <u>0341</u> <input type="checkbox"/> <b>Voter Verified</b> <small>A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN</small>



# ASSISTING VOTERS

## Check-In Station (continued)

- Poll worker completes poll worker side of the envelope (write the Sequence # and vote center # in the upper-right box and place a checkmark in Box B. OR Box C., follow EPB message instructions).
- Ask voter to legibly complete the voter side of a Provisional Envelope (all of Section 2).

**Provisional Envelope**

**Poll Worker Use Only**

Sequence # **0341**  
Location # **L-230**

**Registrar of Voters**  
COUNTY OF SAN DIEGO

**Poll Worker completes Section 1**

☐ A. HAVA ID required and no ID provided  
☐ B. Mail ballot has been returned  
☐ C. Ballot already issued by EPB  
☐ D. Unconfirmed Address

**ONLY ONE**

Write which political party ballot is in envelope:  
(PRESIDENTIAL PRIMARY ONLY)

**Voter completes Section 2**

1. Your ballot may NOT count if you do not complete this section in its entirety, numbers 1 through 6.  
 2. I am a U.S. citizen and resident of California. ☐ Yes ☐ No I am 18 or older. ☐ Yes ☐ No

2. First Name Middle Initial Last Name

3. Current Residence Address: No Business Address or P.O. Box City State Zip Code  
 Current Mailing Address: If different from above or P.O. Box City State Zip Code

4. Previous Residence Address City State Zip Code

5. I am a U.S. citizen and a resident of California and at least 18 years old. I am not currently serving a state or federal prison term for the conviction of a felony, nor am I currently being sentenced to state or federal prison for a felony conviction. I am not currently serving a state or federal prison term for the conviction of a felony, nor am I currently being sentenced to state or federal prison for a felony conviction. I am not currently serving a state or federal prison term for the conviction of a felony, nor am I currently being sentenced to state or federal prison for a felony conviction.

6. I want to choose a political party preference.  
☐ American Independence ☐ Democratic Party ☐ Green Party ☐ Libertarian Party ☐ Republican Party ☐ Other (specify):

7. I do not want to choose a political party preference.  
☐ No Party Affiliation

**PROV-GP-RS00001-0**

**NOV OFFICE USE ONLY**

ST Data Printed  
 New Data Printed  
 Ballot Type  
 Registered Political Party  
 Voter ID  
 Check ☐ Yes ☐ No  
 Station  
 Date  
 NOV OFFICE USE ONLY

- Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
  - Checkmark the “Verified” box ONLY on the Check-In Form (see red arrow below).

**Issue Ballot**

TRAINING

BACK HOME

Name: CAPTAIN MARVEL  
 Birthdate: 09/18/1988  
 Address: 23531 OLD RANCH RD, ALPINE, 91901  
 Voter ID: 1079969885  
 Precinct / Sequence #: 222100 **0341**

**BMD TICKET**

**SEQUENCE #**  
**0341**  
☐ Audio Ballot Requested  
☒ Voter Verified

A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH

UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN UNA CABINA PARA VOTAR CON EL DISPOSITIVO PARA MARCAR LA BOLETA

MỘT NHÂN VIÊN PHÒNG PHIẾU SẼ GIÚP QUÝ VỊ

**POLL WORKER USE ONLY**

**SEQUENCE VERIFICATION**

**0341**  
**SEQUENCE #**  
☒ **VERIFIED**

- Provide voting materials to the voter:
  - BMD Ticket
  - Provisional envelope
    - Confirm that the voter side of the envelope is complete, including the voter’s signature
  - Prov/CVR Status Card (provided so the voter may check the status of their ballot, 30 days after the election)

- Direct voter to Voting Station.

## Voting Station

- Direct voter to an available BMD voting booth, remind voter to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
- Activate the voter’s ballot using the BMD Ticket. Ask voter to verify that the Sequence # on the voter’s BMD Ticket matches the one on the BMD screen.
  - Checkmark the “Voter Verified” box on the BMD Ticket.

## Checkout Station

- Verify that the voter has legibly completed all fields in Section 2 of their Provisional envelope.
- Poll worker will cast the voter’s ballot (Provisional envelope) into the Ballot Box and provide the voter an “I Voted” sticker.

# ASSISTING VOTERS

## Provisional Voter - Box D

### Unconfirmed Address

An “unconfirmed address” is an address which is not currently recognized to be a valid street address in the EPB. This could happen for a variety of reasons including, but not limited to: newly developed areas, unlisted streets, voters without formal address (unhoused residents).

### How will I know?

A voter may request to change their address. However, when updating the voter’s address, the stated address will not be found as a valid address in the EPB.

### Procedure for Assisting This Voter

#### Greeter Station

1. Greet voter and provide a Check-In Form for the voter to complete (Part 1 only).
2. Direct the voter to the Check-In Station.

#### Check-In Station

3. Use the completed Check-In Form to find the voter in the EPB, find that the voter’s address does not match their registration, determine if the voter has moved since the last election.
4. If they have, ask the voter to complete “Part 2” of the Check-In Form.
5. Use the Check-In Form to manually update the voter’s residential address. If you find that the address provided by the voter is not listed in the EPB, search for the given address a second time to confirm that it was not an entry error.
6. Force-enter the unconfirmed address using the EPB procedure.
7. Ask Site Manager to look up the voter’s assigned precinct using the Precincting App; use the provided precinct to complete the address change for this voter.
8. Mark the “PROV” bubble and write the Voter ID and Sequence # on the Check-In Form and BMD Ticket.


Forms on Election Day: This form must be provided in person to a county elections official. (Elections Code §§ 21175, 21176)

☐ I want to change my physical residence address. My previous address was:

Physical residence address only (not a P.O. Box)

CA

(City) (State) (Zip Code)

<b>POLL WORKER USE ONLY</b> <input type="radio"/> N/C <input type="radio"/> SR 207 <input type="radio"/> CVR <input checked="" type="radio"/> <b>PROV</b> <input type="radio"/> CURBSIDE VOTER <b>VOTER ID</b> 1079969885	 <b>SDVOTE</b> COUNTY OF SAN DIEGO REGISTRAR OF VOTERS	<b>POLL WORKER USE ONLY</b> <b>SEQUENCE VERIFICATION</b> 0341 SEQUENCE # VERIFIED
<b>CHECK-IN FORM</b>		
<b>PART 1</b>		
<b>BMD TICKET</b> SEQUENCE # 0341 <input type="checkbox"/> Audio Ballot Requested A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN		<input type="checkbox"/> Voter Verified

# ASSISTING VOTERS

## Check-In Station (continued)

9. Poll worker then completes poll worker side of the envelope (write the Sequence # and vote center # in the upper-right box and place a checkmark in “Box D. Unconfirmed address”).
10. Ask voter to legibly complete the voter side of a Provisional Envelope (all of Section 2).

The image shows two forms side-by-side. The left form is the 'Registrar of Voters Provisional Envelope' with a 'Poll Worker completes Section 1' box. It has a 'Poll Worker Use Only' box at the top right containing 'Sequence Number 0341' and 'Location # 230'. Below, there are checkboxes for 'A. HAVA ID required and no ID provided', 'B. Mail ballot has been returned', 'C. Ballot already issued by EPB', and 'D. Unconfirmed Address' (which is checked). The right form is 'Voter completes Section 2' with fields for name, address, date of birth, and party preference.

11. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
  - Checkmark the “Verified” box on the Check-In Form (see red arrow below).

The image shows three forms. The left form is a computer screen titled 'Issue Ballot' showing voter information: Name CAPTAIN MARVEL, Birthdate 09/18/1988, Voter ID 1079969885, Address 23531 OLD RANCH RD ALPINE, 91901, and Precinct / Sequence # 222100 0341. The middle form is a yellow 'BMD TICKET' showing 'SEQUENCE # 0341' and a checked 'Voter Verified' box. The right form is a 'Poll Worker Use Only' box showing 'SEQUENCE # 0341' and a checked 'VERIFIED' box. Arrows point from the '0341' in the 'Issue Ballot' screen to the '0341' in the 'BMD TICKET' and the '0341' in the 'Poll Worker Use Only' box.

12. Provide voting materials to the voter:
  - BMD Ticket
  - Provisional envelope
    - Confirm that the voter side of the envelope is complete, including the voter’s signature
  - Prov/CVR Status Card (provided so the voter may check the status of their ballot, 30 days after the election)

13. Direct voter to Voting Station.

## Voting Station

14. Direct voter to an available BMD voting booth, remind voters to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
15. Activate the voter’s ballot using the BMD Ticket. Ask voter to verify that the Sequence # on the voter’s BMD Ticket matches the one on the BMD screen.
  - Checkmark the “Voter Verified” box on the BMD Ticket.

## Checkout Station

16. Verify that the voter has legibly completed all fields in Section 2 of their Provisional envelope.
17. Poll worker will cast the voter’s ballot (Provisional envelope) into the Ballot Box and provide the voter an “I Voted” sticker.

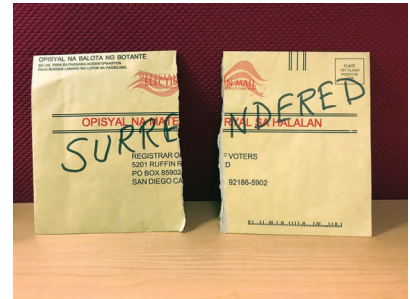
# ASSISTING VOTERS

## Additional Assisting Voters Procedures

### Surrendering Process

If the voter is not voting their “mailed ballot”, then the poll worker may collect any voting materials the voter provides:

- Accept the items and explain to the voter that you will surrender the items to dispose of them properly.
- Write SURRENDERED on the item (if the ballot is inside the envelope, do not remove).
- Tear item in half completely and place item in the Brown Box.



### Check-In Form

The Poll Worker Notes section at the bottom of the Check-In Form must be used to provide additional information that may be useful in processing this voter’s information post-election.

These notes might be regarding the voter’s registration information, communication with the voter, and processes or occurrences at the vote center.

PART 2 (To be completed at CHECK-IN STATION ONLY)		
<b>CHANGE OF ADDRESS</b> PART 2 may only be completed by a voter who is currently registered to vote in San Diego County who is requesting a change of address within San Diego County. This may only be completed during the time period of the 14 <sup>th</sup> day before an election up until the close of the polls on Election Day. This form must be provided in person to a county elections official. (Elections Code §§ 2119.5, 2152)		
<input type="checkbox"/> I want to change my physical residence address. My previous address was:		
Physical residence address only (not a P.O. Box)		
(City)	(State)	(Zip Code)
<b>POLL WORKER NOTES:</b>		
<i>Voter's birthdate incorrect in EPB, voter made aware to correct on SDVOTE.com or at RDV</i>		

Examples include:

- PW checked in incorrect voter
- Voter changed mind after check-in, left vote center, did not vote
- Voter found under previous name OR birthdate incorrect
- Voter made a mistake on “mailed ballot”, TI issued a BMD replacement
- Voter issued “takeout ballot”
- Voter issued Emergency ballot

### Provisional/CVR Status Card

The Provisional/CVR Status Card is ONLY provided to Provisional or CVR voters. The Status Card has a phone number that the voter may call to verify the disposition of their ballot 30 days following the election. The Status Card is NOT given out to every voter.

PROVISIONAL/CONDITIONAL VOTER REGISTRATION STATUS CARD TARJETA DE ESTATUS DE REGISTRO DE VOTANTE PROVISIONAL/CONDICIONAL STATUS KARD NG PROBISYONAL/ KONDISYONAL NA REHISTRASYON NG BOTANTE THẺ TÌNH TRẠNG GHI DANH CỬ TRI CÓ ĐIỀU KIỆN/TẠM THỜI 臨時/有條件選民登記狀況卡		
To determine the status of your provisional vote or conditional registration, call 30 days after Election Day	Para determinar el estatus de su voto provisional o registro condicional, llame 30 días después del Día de la Elección	Para matukoy ang status ng inyong probisyon na pagboto o kondisyon na rehistrasyon, tumawag nang 30 araw pagkatapos ng Araw ng Eleksyon
Nhằm xác định tình trạng bỏ phiếu tạm hoặc ghi danh cử tri có điều kiện, hãy gọi 30 ngày sau Ngày Bầu Cử	要確定您的臨時選票或有條件選民登記的狀況，在選舉日 30 天後致電	
(858) 565-5800   (800) 696-0136   TTY/TDD (800) 735-2929   sdvote.com		

# ASSISTING VOTERS

## Voter Access Table

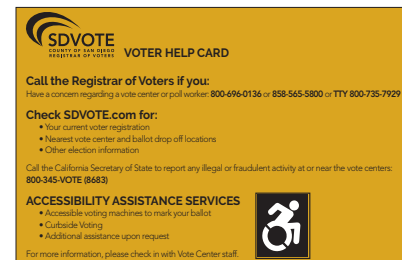
The Voter Access Table is available for all voters who may be interested in additional assistance, especially those voters who request language assistance. While poll workers will not staff this table directly, it is important to be aware of the specific resources available at this table and be able to direct voters to the appropriate resource.

The following resources are available at the Voter Access Table:

- **Facsimile/Reference Ballots**
- **Language Resources**
  - **ULG Flyer** containing information on how to access language resources and translation services
  - **“Languages Spoken Here” Table Tent** identifying the languages spoken by the poll workers at this vote center
- **Specific Needs Survey** for voters to describe their voting experience as it relates to accessibility services
- **Voter Help Card** provides information regarding other resources available to voters



Language	Spanish	Filipino	Vietnamese	Chinese	Arabic	Japanese	Korean
Speak	✓	✓	✓	✓	✓	✓	✓
Phone	✓	✓	✓	✓	✓	✓	✓
Ballots	✓	✓	✓	✓	✓	✓	✓
Facsimile	✓	✓	✓	✓	✓	✓	✓
Reference	✓	✓	✓	✓	✓	✓	✓
Ballots	✓	✓	✓	✓	✓	✓	✓
Outreach & Education	✓	✓	✓	✓	✓	✓	✓
Voter Registration	✓	✓	✓	✓	✓	✓	✓
Multi-Signup	✓	✓	✓	✓	✓	✓	✓



## Out of County Voters

When checking in a voter using the EPB, if at any time it is determined that they are a resident from outside of San Diego County, the poll worker should explain that only residents of San Diego County are eligible to register and vote in San Diego County.

The poll worker should also suggest that the voter might be able vote their mail ballot and drop the envelope off at the vote center OR return to their home county to vote in-person (if applicable).

If the voter insists on registering and voting in San Diego County, contact your Site Manager for assistance.



### Ways to determine a voter is visiting from out of County:

- Voter states they live outside the County
- Voter's address is known to be out of County
- When SM attempts to "precinct" the voter, their address is out of County

## Remote Accessible Vote by Mail (RAVBM)

The Remote Accessible Vote by Mail (RAVBM) system allows a voter to download their ballot onto a personal computer and mark their ballot privately and independently using their own assistive technology. It is commonly used by voters with a disability or voters deployed overseas serving in the military, though any voter may request and receive access to the RAVBM system.

RAVBM ballots are returned in an envelope assembled by the voter using printed labels provided digitally by the ROV. These envelopes are handled according to the standard Mail Ballot Drop Off processes detailed on pages 20-21.



Consult the Reference Section to see the RAVBM envelope (page 89).

**If you have questions regarding an envelope, contact your Site Manager before proceeding.**



# VOTING ACCESSIBILITY

All vote centers in San Diego County meet usable accessibility standards. Given the great diversity of the County of San Diego, you will meet voters with a wide variety of backgrounds and abilities. It is important to treat all voters with respect and sensitivity to their needs.

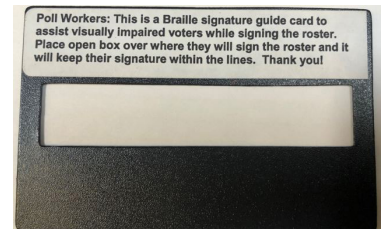
Accommodating all voters' needs is not just courteous, it's the law! There are several laws in place that have helped shape the options we provide for our voters.

- In 1990, Congress passed the "Americans with Disabilities Act." One of its mandates is to ensure equal access and participation of Americans with disabilities in the voting process.
- In 2002, Congress passed the "Help America Vote Act," or HAVA, and it further ensured that states and local election offices work to improve the accessibility of voting locations.

All poll workers will watch "Democracy for All - Disability Awareness and the Voting Process"; this video provides information on how to ensure a Specific Needs voter has a positive voting experience!

## Specific Needs Voters

- **A voter may be assisted with any procedure or process in the vote center by a family member, friend, or even a poll worker.** A voter cannot be assisted by their boss or union representative.
  - Assistance may include (but is not limited to): filling out forms, completing the Check-In process, reading the ballot aloud, and/or marking the ballot, all as directed by the voter.
  - The Assisted Voter Log (Blue Envelope, Tab 6) is only used when a voter requests assistance marking their ballot. Poll workers must write the voter's name on the log and have the voter repeat the following oath: "I (voter's name) do affirm that I request assistance marking my ballot." Do not write the name of the person(s) providing the assistance.
- **There are signature guide cards available** to help a voter sign in the correct space. There is also a magnifying sheet that can be used to magnify the text on forms.
- **The BMD enables all voters to vote privately and independently.** A voter can adjust the text size and contrast at any time, or they can use the audio instructions and handheld device to mark their ballot. The BMD also provides the ballot and audio instructions in the county's federally covered languages.



## Language Assistance

- The Registrar of Voters assigns bilingual poll workers to vote centers throughout the county and provides many resources for language voters at every location.
- Every poll worker must wear a visible nametag all day, and bilingual poll workers must wear the nametag that identifies which language they speak.
- The Voter Help Card has a phone number for language assistance in Chinese, Filipino, Spanish, Vietnamese, and hundreds of other languages. Voters may use their own mobile phones for language assistance.
- Facsimile/Reference Ballots are available in Arabic, Chinese, English, Filipino, Japanese, Korean, Laotian, Persian, Somali, Spanish, and Vietnamese.
- The BMD enables a voter to view the ballot in the five federally mandated languages.





# VOTING ACCESSIBILITY

## Vote Center Accessibility

- The Registrar of Voters will provide accessibility equipment when needed to accommodate voter access to a vote center. Accessibility devices may be placed at arrival points, on the paths of travel to the vote center, at entryways, or inside a vote center.
- If a vote center is assigned accessibility equipment, the Site Managers will receive instructions (in the Blue Envelope, Tab 4) regarding the proper installation/arrangement of all accessibility supplies (signs, cones, ramps, and doorstops). Not all vote centers receive accessibility equipment.



## Curbside Voting

Curbside voting is available for voters who are unable to enter the vote center. When a voter needs to vote curbside, the Site Manager or Precinct Inspector will assist them with voting outside the vote center (possibly from the voter's vehicle).

Vote Centers will be notified that there is a Curbside Voter in one of the following ways:

- The ROV will notify the Site Manager that a Curbside Voter is present, on their way, or arriving at a specific time. In this case, the voter made arrangements by calling the Curbside Voting number or the ROV directly.
- A friend or family member who accompanied the voter may advise poll workers of a voter who is unable to come inside the vote center.



## Curbside Voting Procedures

The Site Manager or Precinct Inspector will bring the ADA Cart equipped with the BMD and the "Curbside Voting Kit," which includes:

- A pre-assembled manila envelope containing: Check-In Form, secrecy sleeve, BMD Tickets, Provisional envelope, CVR envelope, Prov/CVR Status Card, and an "I Voted" sticker
- A clipboard with pen and stylus and an ePollbook

The Site Manager or Precinct Inspector will then:

1. Check-in the voter following the standard process (Check-In Form, check-in using EPB, etc.)
2. Issue voter their voting materials (as indicated by the EPB and as required by the voter's scenario) including their BMD Ticket.
3. Standby while voter marks their ballot. Be ready to answer questions or provide assistance, while ensuring voter privacy
4. When voter has finished voting, take the ballot (in its secrecy sleeve or envelope) to the vote center to cast in the Ballot Box on behalf of the voter
5. Restock the "Curbside Voting Kit" as necessary



**Note: Envelopes in Curbside Voting kit should only be used for Provisional or CVR curbside voters.**

*Individual steps to assisting a voter will be dependent upon the voter's scenario, see Assisting Voters (page 22) for more information on individual processes.*

# OBSERVER POLICIES AND PROCEDURES

## Observers and Poll Watchers

California Elections Code establishes strict policies and procedures for observers in order to prevent voter intimidation at vote centers. As poll workers, please be welcoming and friendly to observers and poll watchers and answer questions if you have time. Assisting voters is always your first priority.

**The purpose 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
- Prevent voter intimidation

### Observers

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 vote center to the closing of the vote center.

### Poll Watchers

Poll watchers may be 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.

All observers and poll watchers are asked to sign in upon entering the vote center. The Observer Sign-In/Out sheet is found in Tab 2 of the Blue Envelope and should be kept at the Greeter Station.

#### Observers may:



- Observe the process of opening the vote center and closing the vote center
- Request to see the Street Index on the vote center laptop at the convenience of poll workers
- Observe voting procedures throughout each voting day

#### Observers may NOT:



- Interfere with the voting process or with poll worker operations
- Photograph or videotape inside the vote center while the polls are open and while voters are present in the polls
- Touch any voting materials or voting equipment
- Sit at the poll worker table
- Discuss any ballot or political issue
- Be in the area where voters are voting their ballots (including near the Ballot Box or voting booths)

#### Examples of Interference:



- Talking to poll workers while voters are present or waiting to be helped
- Talking with voters who are voting
- Carrying on conversations that may create a distraction or disturbance
- Actively campaigning or electioneering
- Attempting to modify an election procedure
- Attempting to stop a voter from voting

## Electioneering

Electioneering is: campaigning, making speeches, passing out campaign literature, or doing anything that could be seen as promoting a particular candidate or measure on the ballot within 100 feet of the entrance to the vote center or curbside voting area.

- Wearing campaign-related items, including hats, shirts or lapel buttons in or within 100 feet of the vote center is not permitted.
- Political signs should not be posted within 100 feet of the vote center 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).



### Steps to Address Violations of Observer or Electioneering Policy

1. Politely remind the observer/poll watcher of the Observer Policies & Procedures poster as well as the postings titled: “Warning: Electioneering Prohibited” and “Warning: Corrupting the Voting Process is Prohibited.”
2. Suggest a solution (see Poll Worker Tip “Electioneering Solutions”).
3. Provide the Observer Hotline number, if an observer/poll watcher has questions or concerns (page 2).
4. Call the Poll Worker Hotline if the person takes an aggressive, argumentative, or hostile attitude.
5. Call 9-1-1 if any member of the public is interfering with the election process and is not responding to attempts to de-escalate the situation.
  - An example would be: someone threatening or preventing voters from voting or attempting to delay the voting process through force.

#### Electioneering Solutions:



- Logos on shirts or buttons can be covered with painter’s tape.
- The individual may turn a political shirt inside out in a nearby restroom.
- Political face masks may be replaced with a disposable one provided by the vote center.

### As a poll worker, it is your responsibility to:

- Review the Observer Policies & Procedures poster and the postings titled: “Warning: Electioneering Prohibited” and “Warning: Corrupting the Voting Process is Prohibited.”
- 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 Site Manager asks you to modify your procedures during the election**

# OBSERVER POLICIES AND PROCEDURES

## Observer Policies and Procedures Poster

### OBSERVER POLICIES

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.
- A voter may voluntarily take a picture of his or her voted ballot as long as the activity does not intimidate, interfere or disrupt the voting process.
- 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 se debe adherir estrictamente a las políticas descritas a continuación para proteger la privacidad 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.
- Un votante puede tomarse una fotografía con su boleta sufragada siempre y cuando la actividad no intimide, interfiera, o interrumpa el proceso de votación.
- Los teléfonos celulares no deben ser utilizados dentro 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 la seguridad de todas las boletas electorales mientras está en la casilla electoral para proteger la privacidad 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 las Elecciones (Secciones 14221, 14223, 18370 del Código Electoral de California)

- Pregunta al elector si desea ser entrevistado.
- Si el elector dice que sí, esperar a que el elector termine de votar.
- Si el elector dice que no, no insistir.

#### MGA PATAKARAN AT PAMAMARAAN NG TAGA-OBSERBA

Ang publiko ay puwedeng obserbahan ang mga pamamaraan sa Araw ng Eleksyon, ngunit kailangang mahigpit na sumunod sa mga patakaran nakasaad sa ibaba upang protektahan ang pagkapribado ng botante at maiwasan ang intimidasyon sa botante sa mga botohan.

- Mangyaring maging magalang sa aming mga manggagawa sa botohan dahil sila ay nagtatrabaho ng mahabang araw at ginagawa ang kanilang makakaya.
- Manatiling tahimik at huwag istorbohin ang mga manggagawa sa botohan o mga botante.
- Bigyan ang mga manggagawa sa botohan ng makatwirang espasyo na isagawa ang mga pamamaraan sa eleksyon.

#### Pag-videotape o Potograpiya (Kodigo ng mga Eleksyon sa California § 18540, 18541, 18370, 14221, 14291)

- Ang mga miyembro ng publiko ay maaaring kumuha ng litrato o mag-videotape sa loob ng lugar ng botohan bago magbukas ang mga botohan at pagkatapos magsara ng mga botohan.
- Ang mga miyembro ng publiko ay maaari lamang kumuha ng litrato o mag-videotape sa loob ng lugar ng botohan habang ang mga botohan ay bukas kung walang mga botanang naroroon sa mga botohan at ang aktibidad ay hindi makakagambala sa mga operasyon ng manggagawa sa botohan.
- Ang botante ay maaaring boluntaryong kumuha ng litrato ng kanyang binotohang balota hangga't ang aktibidad ay hindi iniintimida, ginagambala o tinitigil ang proseso ng pagboto.
- Ang mga selyular ay hindi maaaring gamitin sa loob ng botohan, maliban sa emerhensya.

#### Media (Kodigo ng mga Eleksyon sa California § 18540, 18541, 18370, 14221, 14291)

- Magbigay ng mga kredensyal sa media at kumuha ng permiso sa mga manggagawa sa botohan at botante bago behinulutan ang anumang paglilitrato o pag-videotape habang oras ng pagboto.
- Panatilihin ang pagiging selonito ng litrato ng mga balota habang nasa botohan upang protektahan ang pagkapribado ng botante at maiwasan ang intimidasyon sa botante.
- Magsagawa ng paglalantong sa mga bumoto na (exit polls) nang hindi bababa sa 25 piye mula sa pasukan ng botohan.
- Huwag gambalan ang proseso ng pagboto o mga operasyon ng manggagawa sa botohan.

#### Mga Taga-bantay ng Botohan (Kodigo ng mga Eleksyon sa California § 14221, 14223, 18370)

Maaaring obserbahan ang

- Cebuano ng mga botante at hindi ng kanya sa paghahwalat ng mga manggagawa sa botohan.

#### Media



- Media may also conduct “exit polls” at least 25 feet from the vote center by interviewing voters as they leave
- Media, like observers, may not interfere with the voting process; call the Poll Worker Hotline if there are any concerns





A copy of this poster will be placed near the entrance of the vote center. All visiting observers and media will be directed to review the poster to familiarize themselves with the applicable rules and expectations.

## ES & PROCEDURES

### 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.

#### THỦ TỤC VÀ QUY ĐỊNH CHO QUAN SÁT VIÊN

Công chúng được hoan nghênh đến quan sát những thủ tục trong Ngày Bầu Cử, tuy nhiên phải triệt để tuân hành các quy định chính yếu dưới đây để bảo vệ sự riêng tư và tránh sự đe dọa cho cử tri tại phòng phiếu.

- Xin vui lòng nhã nhặn với nhân viên phòng phiếu vì họ đang làm việc cả một ngày dài và với hết sức mình.
- Xin giữ im lặng và đừng quấy rầy nhân viên phòng phiếu hay cử tri.
- Để cho nhân viên phòng phiếu có không gian hợp lý để điều hành tiến trình bầu cử.

#### Quay Phim hay Chụp Hình (Bộ Luật Bầu Cử California, Điều 18540, 18541, 18370, 14221, 14291)

- Công chúng có thể chụp hình hay quay phim từ bên trong phòng phiếu trước khi phòng phiếu mở cửa và sau khi đóng cửa.
- Công chúng có thể chụp hình hay quay phim bên trong địa điểm bỏ phiếu trong thời gian phòng phiếu mở cửa nhưng phải không có sự hiện diện của cử tri trong phòng phiếu và hành động này không làm ảnh hưởng đến việc điều hành của nhân viên phòng phiếu.
- Cử tri có thể tự nguyện chụp hình lá phiếu đã bầu của họ miễn sao việc chụp hình không đe dọa, gây trở ngại hoặc làm gián đoạn tiến trình bầu cử.
- Điện thoại di động có thể không được dùng trong phòng phiếu, trừ trường hợp khẩn cấp.

#### Truyền Thông (Bộ Luật Bầu Cử California, Điều Khoản 18540, 18541, 18370, 14221, 14291)

- Trình bày hành nghề truyền thông và được nhân viên phòng phiếu và cử tri cho phép trước khi có bất cứ hình chụp và quay phim có thể được cho phép trong thời gian bầu cử.
- Giữ gìn sự bí mật của lá phiếu khi ở trong phòng phiếu để bảo vệ quyền riêng tư và ngăn ngừa sự đe dọa cho cử tri.
- Việc thò tay vào cử tri phải không gần hơn 25 feet từ cửa vào phòng phiếu.
- Không được gây trở ngại tiến trình bầu cử hoặc làm trở ngại nhân viên phòng phiếu làm việc.

#### Quan sát Viên Phòng Phiếu (Bộ Luật Bầu Cử California, Điều Khoản 14221, 14223, 18370)

Có thể quan sát:

- Danh sách cử tri và địa chỉ trong sự thuận tiện của nhân viên phòng phiếu.
- Thủ tục mở cửa phòng phiếu.
- Thời gian bỏ phiếu trong ngày bầu cử.
- Thủ tục đóng cửa phòng phiếu.

Không thể:

- Can thiệp vào tiến trình bầu cử hoặc can thiệp vào phòng phiếu.
- Chụp ảnh hay quay phim bên trong phòng phiếu khi cử tri đang bỏ phiếu.
- Tiếp xúc hay nói chuyện với cử tri.

#### 公眾觀察政策與程序

歡迎公眾觀察選舉日的程序，但必須嚴格遵守如下政策，以保護選民的隱私權，並防止選民在投票站受到恐嚇。

- 請禮貌對待投票站工作人員，因為他們正在盡最大努力工作並將辛勤工作一整天。
- 保持安靜，切勿打擾投票站工作人員或選民。
- 使投票站工作人員有合理的空間執行選舉程序。

#### 錄影或拍照 (California州選舉法規第18540、18541、18370、14221、14291節)

- 於投票站開放前和投票站關閉後，公眾可以在投票站內拍照或錄影。
- 於投票站開放期間，公眾祇能在投票站內沒有選民時拍照或錄影，且不得干擾投票站工作人員的工作。
- 選民可自願為其已填妥的選票拍照，只要該行為不威脅、干擾或破壞投票過程。
- 不得在投票站內使用手機，除非發生緊急情況。

#### 媒體 (California州選舉法規第18540、18541、18370、14221、14291節)

- 若想於投票期間進行拍照或錄影，必須出示媒體證件並事先徵得投票站工作人員和選民的同意。
- 在投票站內，確保所有選票保密，以保護選民的隱私權，並防止選民受到恐嚇。
- 在投票站出口進行民意調查時，必須距離投票站入口處至少25英尺。
- 切勿干擾投票流程或投票站工作人員的工作。

#### 投票站監督員 (California州選舉法規第14221、14223、18370節)

可觀察：

- 在投票站工作人員方便時，可以查看選民名冊和街道索引。
- 投票站開放程序。
- 選舉日的投票程序。
- 關閉程序。

不可：

- 干擾投票流程或投票站工作人員的工作。



The Observer Policies & Procedures poster includes a translation of the text for each of the Federally mandated languages: English, Chinese, Filipino, Spanish, and Vietnamese

# CLOSING PROCEDURES

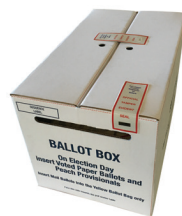
**Remember, Closing Procedures can only begin after all voters have exited the vote center.**

When closing the vote center, use the **Daily Closing Checklist on pages 86-87** and reference the **Closing Job Aid** (the Site Manager has a copy and there is an additional copy in the Pink Election Day Checklist Booklet after the Official Daily Closing Checklist).

1

Site Manager must use the **Daily Closing Checklist** each day to ensure the vote center is closed according to the required procedure.

2



Site Manager and board members work together to **accurately account for all voted materials received throughout the day.**

3

Site Manager and board **secure all voted materials to deliver them to DART (Dispatch and Return Team).**



4



Two poll workers **escort the voted materials to DART and transfer custody of the voted materials to the DART representatives.**

The remaining poll workers clean and reset the vote center for the next day of operation.

## Before Election Day

Leading up to Election Day (10/29 through 11/7), vote centers close at 5:00pm.



- 5:00pm is not a firm closing time. Within reason, voters may join the line until the vote center is closed and/or continue to drop off ballots until the Mail Ballot Bag is locked for the night.

## Election Day

On Election Day (11/8), vote centers close at 8:00pm.



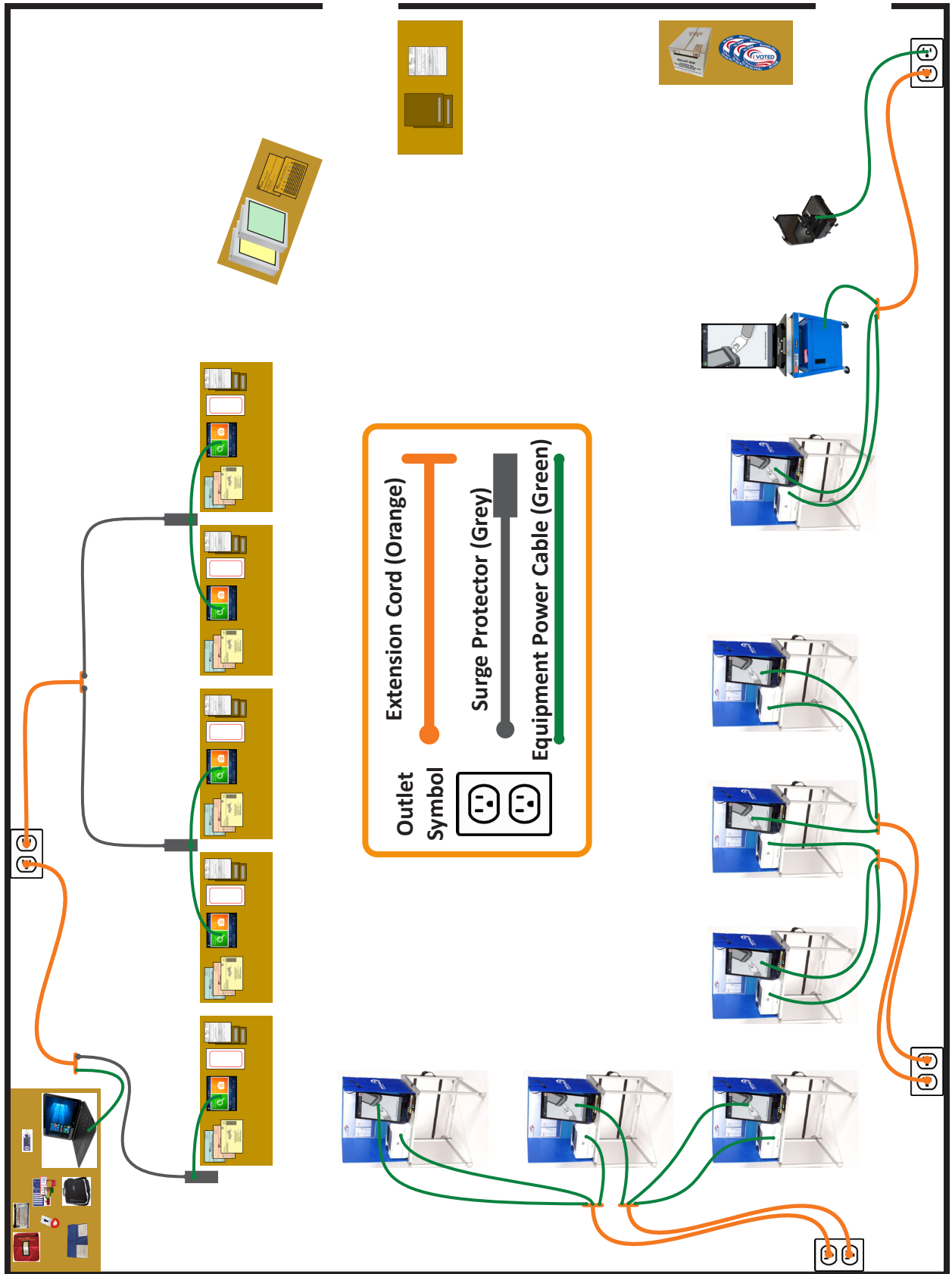
- 8:00pm is a firm closing time.** Voters may not join the line or drop off ballots after 8:00pm.
- If there is a line, a Mail Ballot Bag Technical Inspector must stand at the end of the line to mark the last voter and be prepared to discuss with any arriving voters that it is after 8:00pm, the vote center is closed and the election has ended.



Closing procedures should be completed within 30 minutes of closing the vote center.



## OUTLET LAYOUT (SUGGESTED)



# BALLOT MARKING DEVICE (BMD) MANUAL

## Equipment

### BMD Security Bag contents:

- BMD Tablet
- Headphones
- ATI Device (for accessible voting)
- BMD power cord (in small cardboard box)
- ATI cable (attached to rear of BMD)
- Printer cable (attached to rear of BMD)
- Extension cord (orange)



### BMD Printer Security Bag contents:

- Printer
- Printer power cord
- Ballot paper pre-loaded in Printer



### Voting Booth (and Privacy Screen):



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# Set Up

## Step 1: Set Up the BMD Booth

1



Position the voting booth with the folded legs toward you. The blue privacy screen will be on the other side of the folded booth.

(Velcro strap should be on top and the carrying handle on the left.)

2



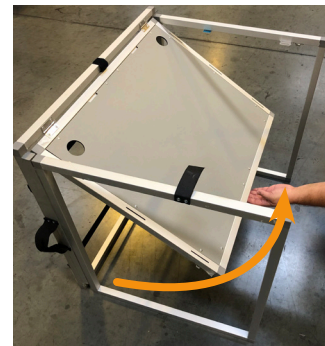
Lift blue privacy screen out of its metal support and elastic straps, set aside.

3



Undo Velcro strap to release booth legs and unfold them toward yourself.

4



After the booth legs are extended on both sides, raise the tabletop up. Keep hands/fingers clear of pinch points and make sure the tabletop clears the support brackets on each side.

5



Set tabletop on the support brackets and then secure the latch locks (underside of the tabletop) to secure the table top to the legs.

6



Arrange the BMD booth in the vote center before placing BMD tablet or printer on tabletop. (All BMDs must be visible from the Check-In table.)

**Note:** If the room accommodates, the BMD booth should be 42" from the wall to allow for accessible travel.

## Set Up

### Step 2: Security Bags - Seal Verification



**Please wait** until instructed (by your Site Manager or Precinct Inspector) to remove any mini-padlocks. When instructed, follow the directions on this page to complete the Seal Verification step before removing any Red Padlocks from the security bags.

Due to the Secretary of State chain of custody requirements, the Red Padlocks on the Ballot Marking Device Security Bag and Printer Security Bag must be verified and checked for tampering.



It is important to complete the Seal Verification Log, found in the Blue Envelope, before you begin setting up the Ballot Marking Device because any inconsistency or tampering must be reported immediately. An example of the log can be found on page 93.



The Site Manager will give the Voting Station Technical Inspector the Official BMD Seal Verification Log. There is one per vote center.

1. Verify that the Red Padlock numbers on every BMD Security Bag and Printer Security Bag match the Red Padlock numbers listed on the Seal Verification Log.
  - If any of the numbers do not match, have another member of the board confirm the discrepancy and call the Poll Worker Hotline.
2. Circle the appropriate answer.

SEAL VERIFICATION LOG					
STATEWIDE GENERAL ELECTION, NOVEMBER 8, 2022					
					Location L-001
Complete the Seal Verification Log prior to opening the polls.					
Part I. Initial Padlock Verifications					
1. Before unpacking the BMD and BMD PRINTER security bags, verify the numbers on the red mini padlocks match the numbers listed below:					
BMD Bag Red Mini Padlock #	Does # Match?	Printer Bag Red Mini Padlock #	Does # match?		
6899001	Yes No	6899002	Yes No		
6899003	Yes No	6899004	Yes No		
6899005	Yes No	6899006	Yes No		
6899007	Yes No	6899008	Yes No		
6899009	Yes No	6899010	Yes No		
6899011	Yes No	6899012	Yes No		
6899013	Yes No	6899014	Yes No		
6899015	Yes No	6899016	Yes No		
2. Set up all BMDs and verify the numbers on the green and red mini padlocks on the BMDs match the numbers listed below:					
BMD Serial #	Does # match?	Red padlock #	Does # match?	Green Padlock #	Does # match?
1 D110021	Yes No	6899017	Yes No	36401	Yes No

match the numbers listed below:

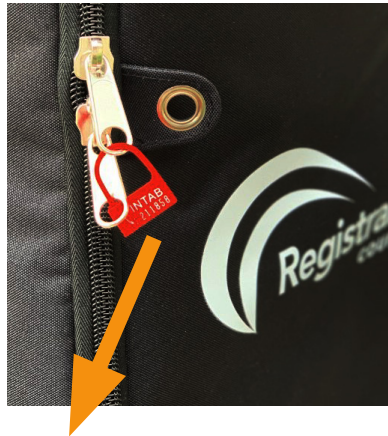
BMD Bag Red Mini Padlock #	Does # Match?	Printer Bag Red Mini Padlock #	Does # match?
6899001	Yes No	6899002	Yes No
6899003	Yes No	6899004	Yes No
6899005		6899006	



## Set Up

### Step 3: Unpack the BMD Security Bag

1



Break the Red Padlock off the larger BMD Security Bag and put the broken Red Padlock into the Official Ballot Pouch.

2



Place the bag either on the floor or on a table (whichever is easiest and comfortable for you to lift the BMD out of the case). Open the BMD Security Bag.

3



Remove power cord, headphones, ATI controller, and orange extension cord from the bag and set aside. If you are missing any items, call the Poll Worker Hotline.

4



Using two hands, lift the BMD from the bag and remove foam packaging and protective plastic bag; DO NOT throw away. Place packaging and the power cord box back into the security bag for pack-out. Set the BMD on the Voting booth table.

# Set Up

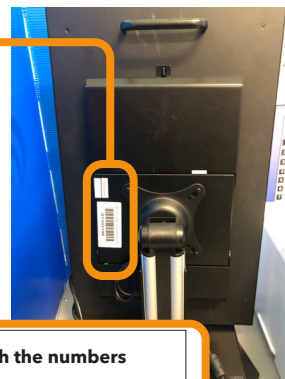
## Step 4: BMD Seal Verification



If, during these steps, any serial numbers or Padlocks do NOT match the Seal Verification Log, call the Poll Worker Hotline immediately.

1

Verify that the BMD Serial number on the back of each BMD tablet match the pre-printed serial numbers on the Seal Verification Log (see inset of form below) and circle the appropriate answer.



2. Set up all BMDs and verify the numbers on the green and red mini padlocks on the BMDs match the numbers listed below:

BMD Serial #	Does # match?	Red padlock #	Does # match?	Green Padlock #	Does # match?
1 D1103198	Yes No	6899017	Yes No	36401	Yes No

2

On the back of the BMD, verify that the number on the Red Padlock (upper padlock) matches the Red Padlock number pre-printed on the Seal Verification Log (see inset above) and circle the appropriate answer.

**DO NOT remove this padlock.**



Next, verify that the number on the Green Padlock (lower padlock) matches the Green Padlock number pre-printed on the Seal Verification Log (see inset above) and circle the appropriate answer.

**DO NOT remove this padlock.**

3

After the Seal Verification Log is complete, the Site Manager and one other poll worker will sign and date.

Turn BMD around so that the back of the screen is facing the cable hole on the left side of the voting booth.

During the election, Part 2 of the Seal Verification Log is used to document: broken and replaced Padlocks and/or BMDs rotated out of service by ROV.

The completed and signed Seal Verification Log is placed in the Blue Envelope, Tab 6.





## Set Up

### Step 5: Unpack the Printer Security Bag

1



Break the Red Padlock off the Printer Security Bag and put the broken Padlock into the Official Ballot Pouch.

2



Place the Printer Security Bag either on the floor or on a table (whichever is easiest and comfortable for you to lift the printer out of the case) and open the Printer Security Bag.

3



Remove the power cord from the security bag.  
If you are missing any items, call the Poll Worker Hotline.

4



Undo velcro strap and, using two hands, lift the printer up and out of the case.  
Place the printer on Voting Booth table to the right of the BMD. Place printer so the cable ports are facing the rear of the voting booth.

## Set Up

### Step 6: Connect the BMD

1

The BMD comes with three cords:



BMD Power Cord  
(Red Sticker)



Printer USB Cord  
(Yellow Sticker)



ATI-RJ45 Cord  
(Orange Sticker)

2



The printer USB and ATI-RJ45 cords are both attached to the back of the BMD. You will find them coiled between the stand and the BMD.

Carefully tilt the BMD monitor and unroll the cords to begin connecting the components.

3

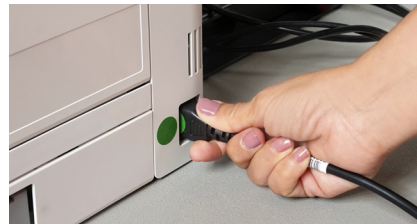


Locate and plug the BMD power cord into the back of the BMD (match red stickers).

4



Insert the printer USB cord into the printer. This plug is shaped like the letter "D" (match yellow stickers).



Plug the printer power cord into the printer (match green stickers).

5



Connect the RJ-45 cable to the ATI (match orange stickers) and place ATI Unit in front of the BMD screen.



Plug Headphones into ATI Unit (match the mint green plug with the mint green sticker).

6



Collect both the BMD and Printer power cords and feed plug ends of cord through the left or right cord hole in the Voting Booth table.

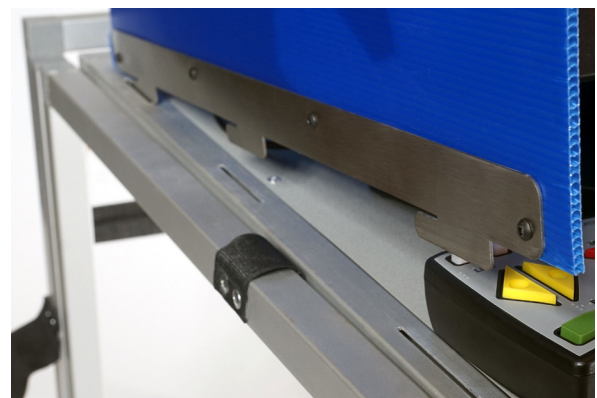


Plug Printer and BMD into orange extension cord and plug the extension cord into a wall outlet. See Outlet Layout on page 47 for guidance with appropriately connecting your equipment to available power sources.

7



Unfold the privacy screen and position around the back of the BMD and printer. Make sure to manage all loose cords between the privacy screen and behind the BMD and printer.



Insert the anchor teeth on the privacy screen into the provided slots in the booth table and slide back (to lock in place).



## Set Up

### Step 7: Power On and Test

1



The BMD Tablet automatically powers on when plugged in. If it does not, see “Troubleshooting” on page 70.



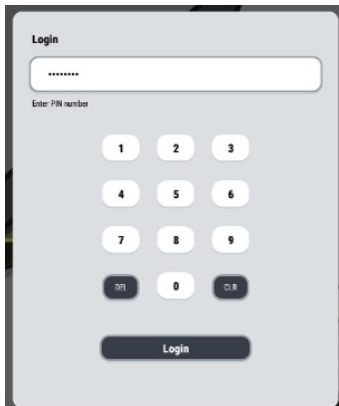
Next, power on the printer by pressing the Power button on the front of the printer.

2



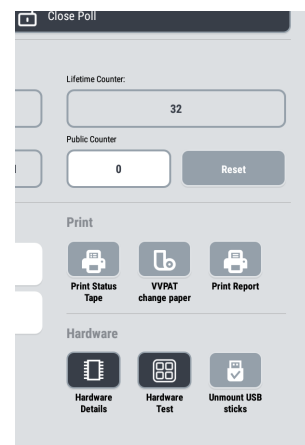
Insert the Poll Worker Card (found in the Official Ballot Pouch) into the yellow slot at the bottom of the BMD with the chip facing up.

3



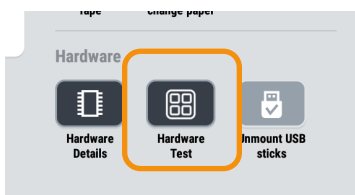
At the login prompt, enter the provided PIN, then press the Login button.

4



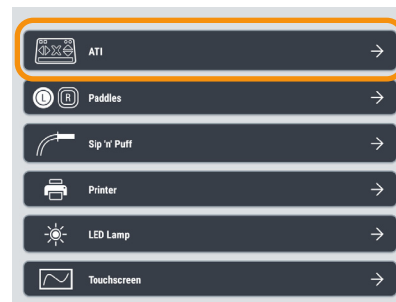
Make sure the Public Counter is at zero.

5



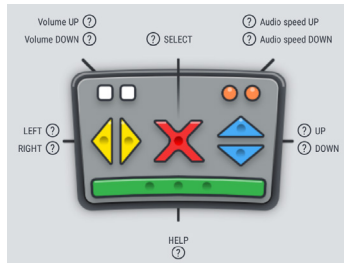
Press the Hardware Test button at the bottom of the Poll Administration screen.

6



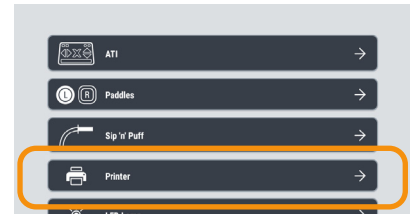
Press the ATI button.

7



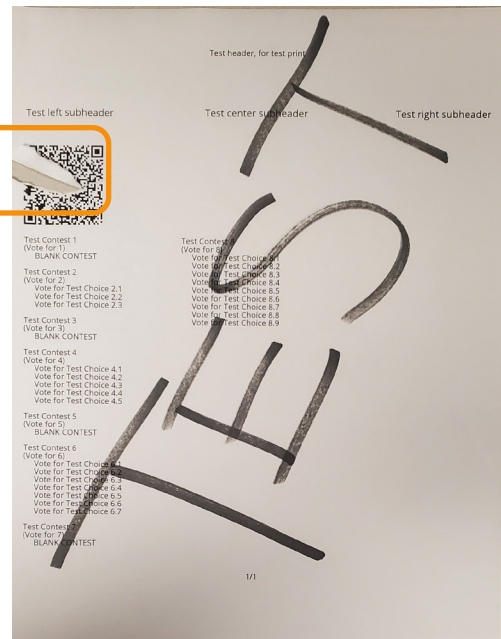
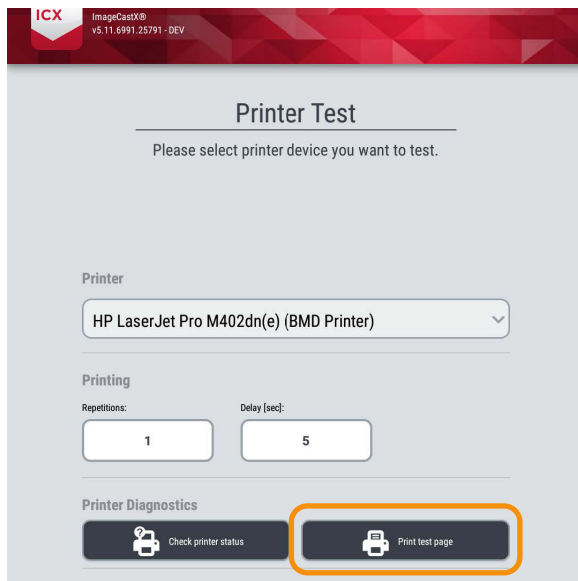
Press each button on the ATI to test functionality (green checkmarks). When complete, tap the “Back to Menu” button.

8



Next, tap the Printer button.

9



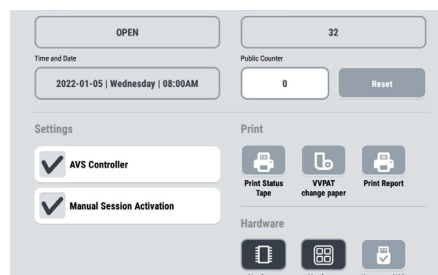
Tap the “Print test page” button, once the test page has printed, write TEST in large letters across the page and partially tear the page through the QR Code. Place this TEST page in the Brown Box. This is NOT a ballot and will not be counted during Closing.

10



Press the Close button.

11



Ensure that the AVS Controller and Manual Session Activation boxes are checked.

# Set Up

## Step 8: Daily Ballot Statement

12

### DAILY BALLOT STATEMENT

Location #: \_\_\_\_\_

#### Part I. BMD Ballot Count Report

1. Daily, before the Vote Center opens, record under "Open", the number of "Total Ballots Printed" shown on each BMD screen.
2. Daily, after the Vote Center closes, record under "Close", the number of "Total Ballots Printed" shown on each BMD screen.

Where to locate the "Total ballots printed:" on the BMD screen:



	BMD #1		BMD #2		BMD #3		BMD #4		BMD #5		BMD #6		BMD #7		BMD #8	
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Set Up Friday, 10/28/2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Saturday, 10/29/2022																
Sunday, 10/30/2022																
Monday, 10/31/2022																
Tuesday, 11/1/2022																

The first row of Part I of the Daily Ballot Statement must be verified as part of Vote Center Setup. You will record the Total Ballots Printed twice each day – once before the vote center opens and once when the vote center closes.

Place the Daily Ballot Statement in the Blue Envelope - Tab 6.

## STOP HERE!



You have now finished setting up the BMDs. You should not proceed to "Operating the BMD" until the morning of the first day of voting.



### Basic Security Protocols



- Do not leave Poll Worker Cards unattended
- Do not leave passwords in places where they are visible. Keep confidential.
- Always remove the Poll Worker Card after activating a session
- Allow the voter privacy by returning to your station
- If a voter spoils a ballot, ask if they need assistance. If they spoil more than 2 ballots, call the Hotline.



# Operating the BMD

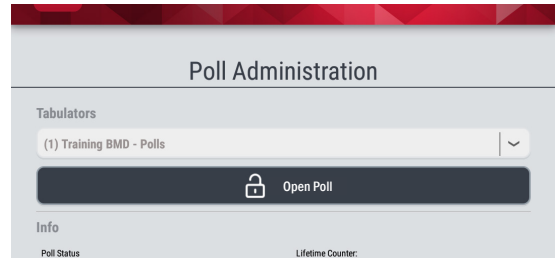
## Opening the Polls (First Day of Voting ONLY)

1



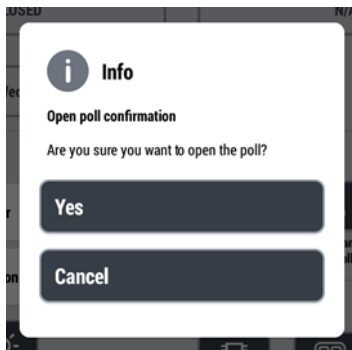
Insert Poll Worker Card and log-in.

2



Tap the Open Poll button.

3



Tap the Yes button to confirm opening the poll.

4



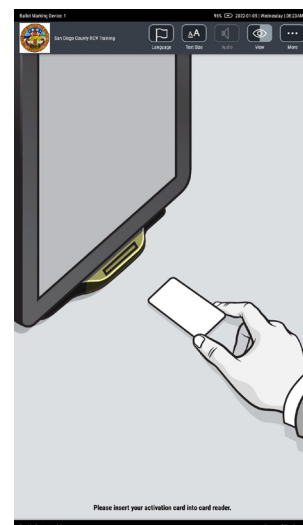
Remove the Poll Worker Card and keep it on the lanyard.

5

Repeat for all BMDs in the vote center.

Congratulations! Your BMDs are ready for voting to begin!

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



# Operating the BMD

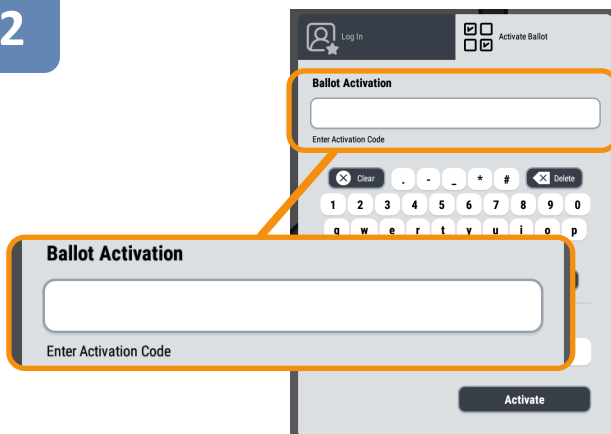
## Activating a Voting Session

1



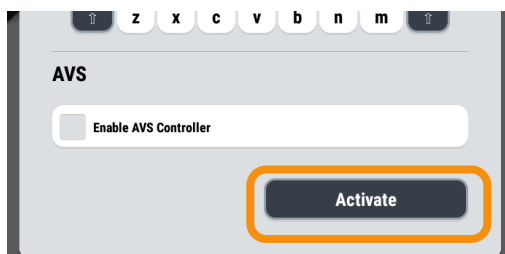
Insert the Poll Worker Card.

2



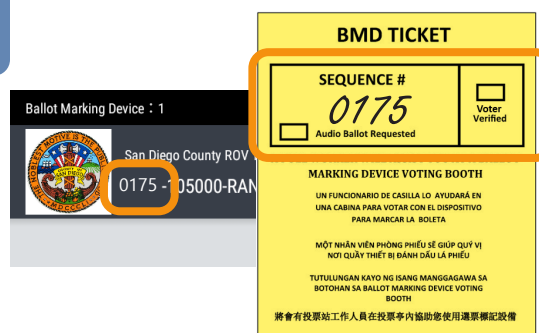
At the Ballot Activation screen, enter the voter's Sequence # from their BMD ticket.

3



Press "Activate" and remove the Poll Worker Card. Do not leave the Poll Worker Card unattended.

4



Verify with voter that the Sequence # on the screen matches the number on the BMD ticket. Once verified, check the "Voter Verified" box. Place the BMD ticket in apron pocket and allow the voter to begin voting.

### Important Reminders for Voting Station Technical Inspectors



- Provide the voters their privacy, but remain nearby in case any assistance is required.
- After the voter has finished voting and has printed their ballot, they may need assistance putting their ballot into an envelope and/or the Ballot Box, be sure to maintain the confidentiality of their vote if you are assisting a voter.



### For Accessible Voting Sessions (next page):

- Voters should be comfortably positioned with the ATI or other device (voter provided).
- Voters may require assistance with putting on headphones (can be their own).
- Always confirm that the voter is requesting assistance before providing it.

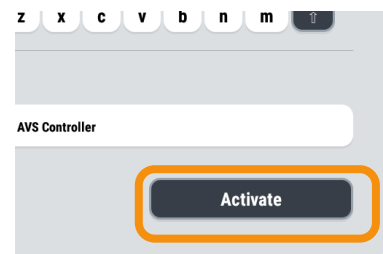
## Activating an Accessible Voting Session

1



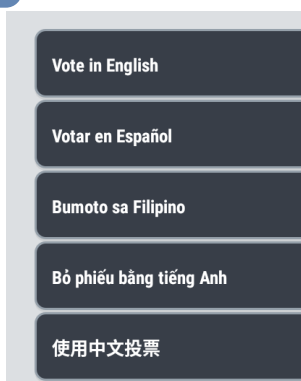
Insert the Poll Worker Card. At the Ballot Activation screen, select the “Enable AVS Controller” option, then enter the voter’s Sequence # from their BMD Ticket.

2



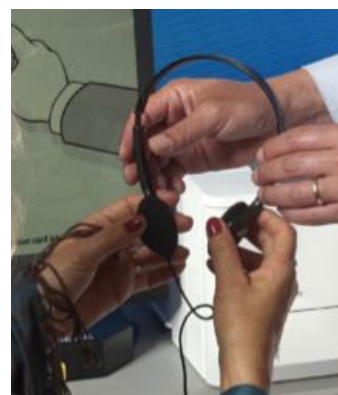
Press “Activate” and remove the Poll Worker Card. Do not leave the Poll Worker Card unattended.

3



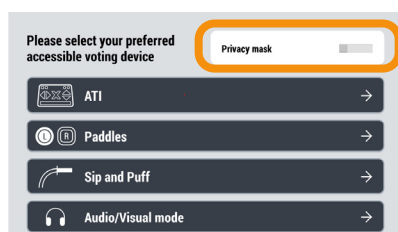
Select the voter’s requested language option.

4



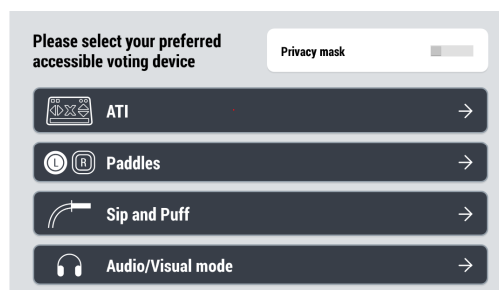
Give the voter the ATI device and give them a moment to become comfortable holding it. Give the voter the headphones and ask them to put them on now.

5



Ask the voter if they want to see the screen. If not, activate the Privacy Mask by selecting the option on screen.

6



Select the appropriate accessible voting device as requested by the voter. Allow voter to listen to the audio instructions and vote.



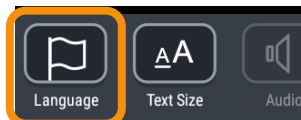
The audio instructions will start immediately when the ATI or Audio option is selected.

# Operating the BMD

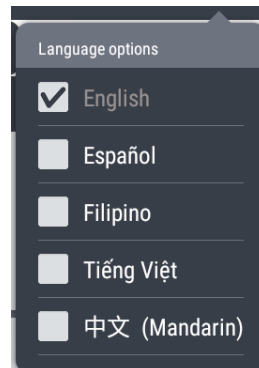
## Voting Session Guide

### Language Selection

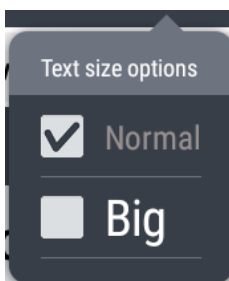
Before they begin voting, voters may select which language they wish to see during their voting session.



Voters may also change the on-screen language at any time during the voting session using the menu option at the top of the screen.

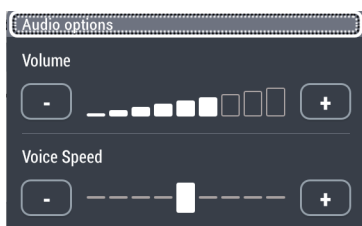
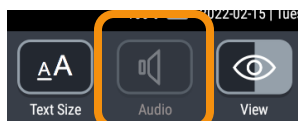


### Text Size



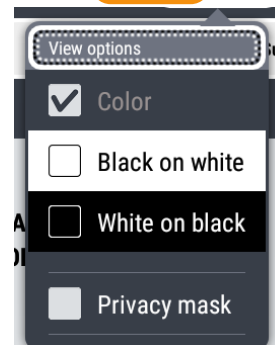
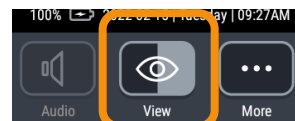
Voters may change the size of the screen text using the menu option at the top of the screen.

### Audio Options



When using the ATI/audio ballot feature, Accessible Voting Session (AVS), voters can change the volume and speed.

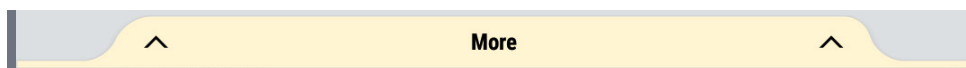
### Viewing Options



Voters may switch between different contrast and color options for ease of reading. During an AVS a privacy mask is also available.

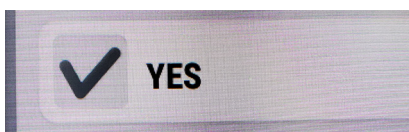
### Navigating the Ballot

Voters should navigate the ballot using the provided tabs and buttons. Voters may need to use the MORE buttons so see all available candidates.



## Making Selections

Voters must select the box next to their choice to vote for that choice (AVS: Must touch selections twice to confirm selection).





To vote for a write-in candidate, tap the "Write-in" selection, then type in the candidate's name using the pop-up keyboard. Tap the "Accept" button when finished.

## Voter Review

When the voter is satisfied with their selections they will press the "Review" button at the bottom of the screen.

Warning messages may appear on the Review screen regarding any blank or undervoted contest. During review, the voter may make changes to any contest.

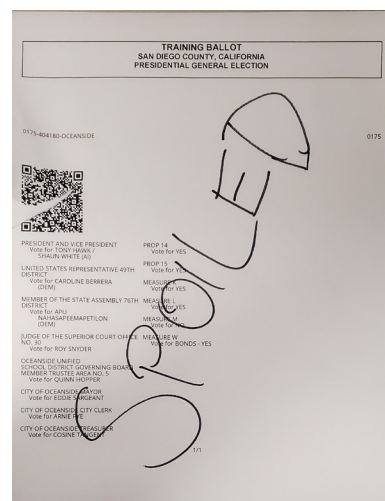
 This contest is blank!

 This contest is undervoted!

## Spoiling a Ballot

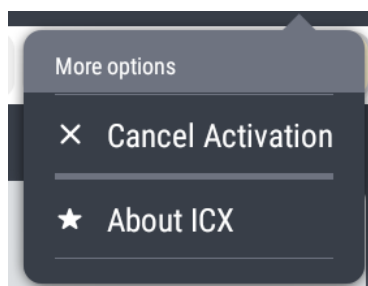
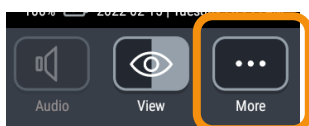
If at any time a voter notices they made a mistake after marking their ballot, the ballot must be spoiled.

1. Write SPOILED across the ballot that was spoiled
2. Tear slightly through the center of the ballot (through the barcode if it is a BMD ballot)
3. Voter does NOT need to be checked-in again
4. Activate the voter's ballot on the BMD using the Sequence #
5. Place spoiled ballot in the Brown Box

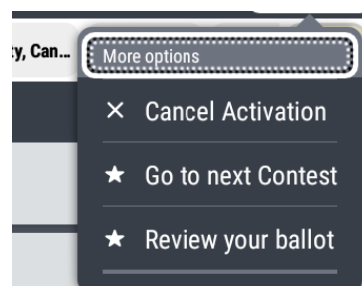


## Cancelling a Ballot Activation

At any time during a voting session, a poll worker may need to cancel a ballot activation via the "More" button. Reasons for this might include: voter wishes to stop voting and leave the Vote Center, the voter wishes to switch to an Accessible Voting Session, or the incorrect Sequence # was activated.



Voting Session



Accessible Voting Session

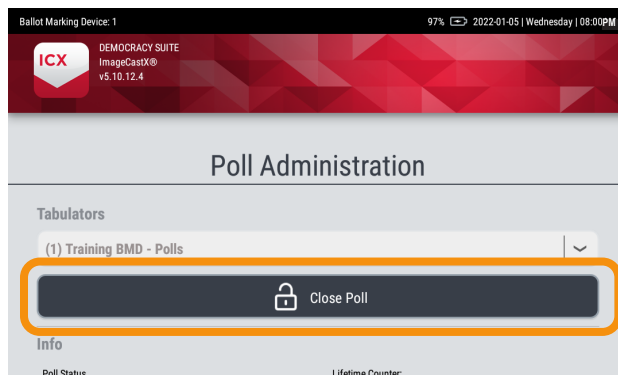
# Close the Poll (Election Night ONLY)

1



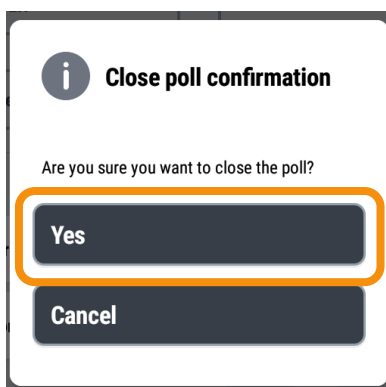
Insert the Poll Worker Card. Switch to the Login tab on the Ballot Activation screen. Enter the PIN and then press the Login button.

2



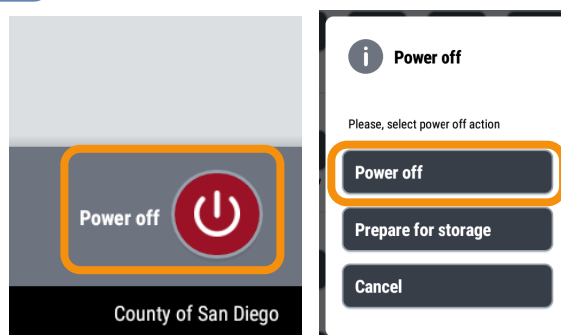
Press the Close Poll button.

3



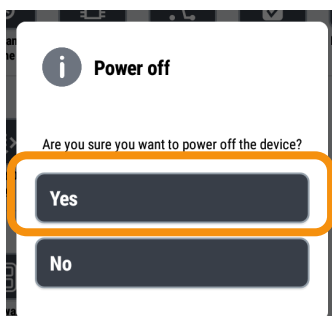
A confirmation message will display. Press Yes.

4



Press the Power Off button in lower right corner of the screen and when prompted, select "Power Off".

5



At the next prompt, confirm by pressing "Yes." When the screen goes dark, remove the Poll Worker Card and put it in the Official Ballot Pouch.

6



Tap the power button on the Printer to turn off.



# BMD Pack-Out

## Step 1: Pack BMD Printer

1



Slide the privacy screen toward the front of the booth so the teeth come out of the slots and carefully lift the screen up and over the BMD tablet, then fold closed. Set the folded screen to the side.

2



Unplug the Printer from the extension cord and back of the Printer. Wrap the power cord and set aside.

3



Unplug the USB cord from the back of the Printer.

4



Using two hands, return the printer to the Printer Security Bag and secure with the Velcro strap. Place the power cord in the Printer Security Bag on one side (NOT ON TOP OF PRINTER).

5



Unplug the BMD power cord from the extension cord and BMD, return cord to provided cardboard box.

6



Unplug the extension cord from wall outlet. Coil and set aside; make sure to remove any tape from floor/walls that was used to secure the extension cord.

## BMD Pack-Out

### Step 2: Pack the BMD

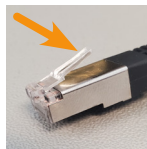


For easier, damage-free packing, ensure that the BMD cords are placed so that the BMD screen can close in a completely vertical position.

1



Avoid breaking the ATI cable by depressing the tab on the connector and slowly withdrawing the plug from the ATI.



Carefully detach the ATI cable from the ATI. Unplug the headphones from the ATI and set both ATI and headphones aside.

2



Coil the ATI cable and Printer USB cord together, then secure them behind the BMD screen (between the tablet and the stand).

3



Place plastic protective BMD bag over BMD

4



Repackage the BMD in the protective foam.

5



Place BMD into the BMD Security Bag so the screen is facing down.

6



Pack headphones, ATI Unit, and BMD power cord in the BMD Security Bag using the spaces provided in the foam packaging.

7



Coil the extension cord and place in BMD Security Bag. Zip the BMD Security Bag and BMD Printer Security Bag closed; lock both Security Bags with Mini Red Padlocks.

### Step 3: Pack the BMD Voting Booth

1



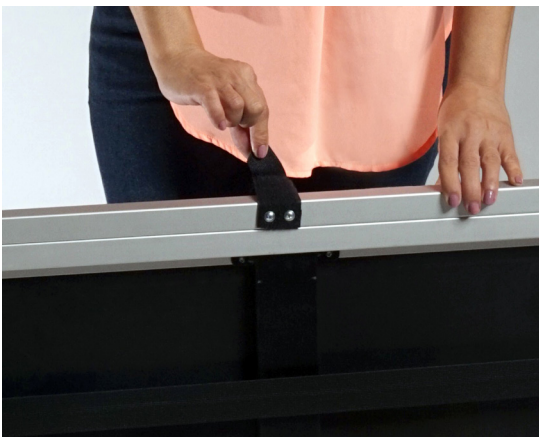
Once the booth tabletop is cleared of all items, unlatch the locks, and lower the tabletop.

2



Fold the booth legs toward the center so that they fold flat against the collapsed tabletop.

3



Secure the Velcro strap to lock the booth.

4



Slide the blue Privacy Screen between the booth and the elastic straps with the teeth side up.



Once you have packed the BMD Security Bag, the BMD Printer Security Bag, and the BMD Voting Booth, return these items to the supply carts/crates as indicated by the Supply List.



The remaining pages of this section contain information about setting up the ADA Cart as well as a list of common questions, technical issues, and solutions.

As always, if you and your Site Manager are unsure about a procedure or solution, please call the Poll Worker Hotline for assistance.



## ADA Cart Setup



Note: You may also reference the ADA Cart setup video on [SDVote.com](http://SDVote.com) for additional help.

1



Lock the ADA Cart wheels before you start.

2



Plug the Uninterruptible Power Supply (UPS) into the power bar on the back of the cart.

3



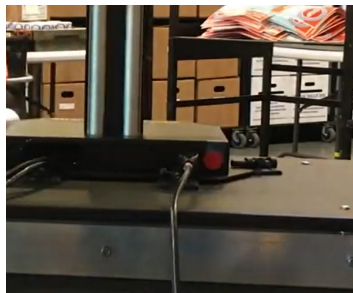
Confirm the black fuse cap (back of the UPS) is closed

4



Secure the BMD tablet to the top of the cart and lock it in using the slide latches.

5



Connect the BMD power cord; then thread the power cord and the printer USB cord (from the BMD) into the hole mid-shelf.



6



Plug the printer power cord and USB cord into the printer. Confirm the printer has paper but do not place it in the cart yet.

7



Plug the printer and BMD power cords into the UPS.



The UPS is heavy and should always be lifted/moved with two staff. The ADA Cart has several pinch points and sharp edges, prevent injuries by handling with care.

8



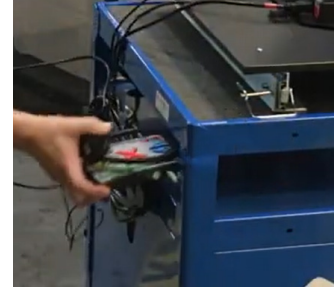
Place printer in the ADA Cart, move it as far to the right as possible.

9



Place the UPS to the left of the printer and slide into cart.

10



Connect ATI cord and headphones to the ATI and place both on cart shelf

11



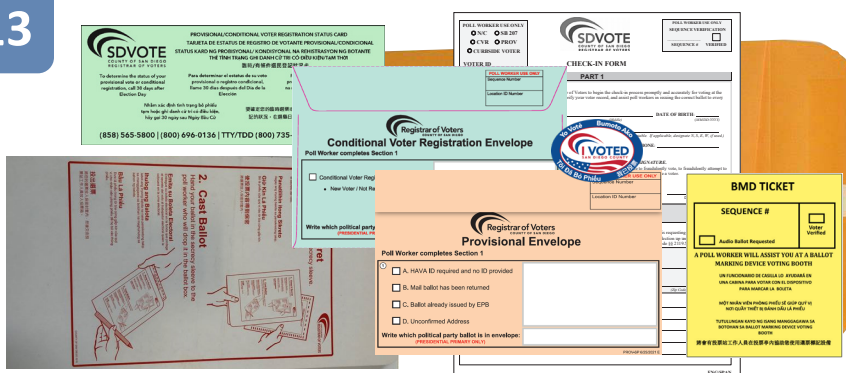
Plug power strip into wall outlet. Power on the UPS and Printer. Unplug cord from wall to check that the UPS remains on, then plug in again to keep charged when not in use. UPS will emit a beeping noise every 60 seconds when not plugged in to a power source. See Outlet Layout on page 47 for guidance with appropriately connecting your equipment to available power sources.

12



Tape/Velcro door closed.

13



Place 5 of each of the following into a manila envelope: Check-In Form, BMD Ticket, Secrecy Sleeve, Green CVR Envelope, Peach Provisional Envelope, Prov/CVR Status Card, and "I Voted" Sticker. Place on the ADA Cart shelf.



Also place a clipboard with a pen and a stylus on the ADA Cart shelf.

## BMD Troubleshooting/FAQ

### Setup Troubleshooting

#### If the Tablet does not automatically power on when plugged in:

1. Break the lower Green Padlock on the power door and put the broken Padlock into the Official Ballot Pouch.
2. Open the power button door, then press and hold the power button for 1-2 seconds and tablet will power on.
3. Get a new Green Padlock from the Official Ballot Pouch and write the number on the back of the Seal Verification Log. Secure the power door with the new Green Padlock.

#### Test Ballot Prints Faintly

Print two more; if problem persists, must call the Hotline.

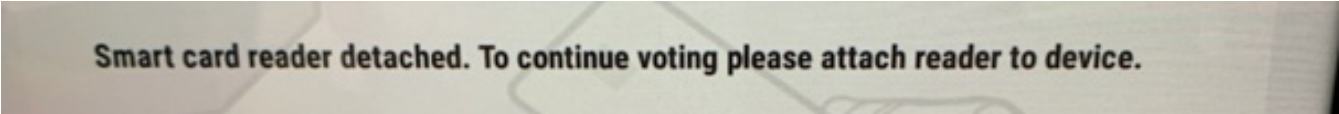
#### Poll Administration Screen appears instead of Ballot Activation Screen

If the Poll Administration Screen appears when you insert the Poll Worker Card, then the Poll is not “Open” on that BMD. Tap the OPEN POLL button, then tap the YES Confirmation.

### Operations Troubleshooting

#### BMD Message: “Unable to read smart card.” OR “Smart card reader not detected.” OR “Smart card reader detached.”

Remove Poll Worker Card, wait 30 seconds, slowly reinsert Poll Worker Card (ensuring that it is fully inserted). If problem persists, try using a different Poll Worker Card. If still unresolved, call the Poll Worker Hotline.



Smart card reader detached. To continue voting please attach reader to device.

#### BMD Message: “USB Change Detected”

Check all device connections (ATI and Printer). If all components are connected properly: power off printer, wait 30 seconds, then power on printer. If printer reset doesn’t resolve message, remove and replace Poll Worker Card. If still unresolved, call the Poll Worker Hotline.

#### BMD Message: “Printer Not Connected”

Check printer connections. If connected properly: power off printer, wait 30 seconds, then power on printer. If printer reset doesn’t resolve message, call the Poll Worker Hotline.

#### ATI Connectivity Issues:

Check the jack connection at the lower back of the BMD screen, The jack should be seated firmly and parallel to the back of the BMD screen.



## Voter FAQ

## Why does the audio ballot keep repeating?

When listening to the AVI Help and Instructions, if Audio Volume or Audio Speed is changed, instructions will repeat from the beginning. During a voting session, each selected text will be repeated 3 times until the voter navigates to another text or makes a selection.

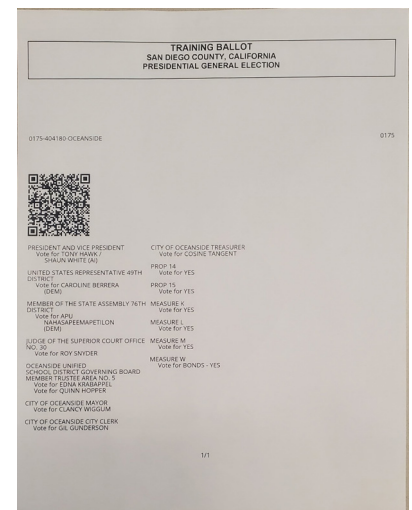
## Is the printed paper from the BMD printer a receipt?

No, this is your official voted ballot and must be placed into the Official Ballot Box at the Checkout Station.

## What information is in the barcode printed on the BMD ballots?

The barcode contains the voter's selections in a way that can be read by the tabulation equipment. This barcode does not contain voter information and does not identify the voter in any way.

Inform the voter that the BMD devices and printed ballots are tested pre-election through a Logic and Accuracy test to ensure voter selections are accurately marked and counted as intended by the voter. As well, a manual tally is conducted on ballots post-election to ensure they were accurately tabulated.



**Notes:**

[illegible]

# CRADLEPOINT GUIDE

## Overview

Cradlepoint is a device which provides a secured wireless internet connection for the ePollbooks and the laptop. The Site Manager is responsible for ensuring the Cradlepoint is properly functioning and remaining charged throughout the election. If you have problems or questions, call the Poll Worker Hotline.

## Cradlepoint Equipment

- Cradlepoint case



Cradlepoint  
Serial Number

- AC cord pouch



- AC cord and adapter



## Setting Up the Cradlepoint

1

Open the Cradlepoint case by unlatching the clasps on the side with the carrying handle.



2

Open the fan caps on both sides of the case before turning on the battery. Always leave the fan caps open when operating.



3

Connect the AC cord to the adapter block. Then connect the adapter cord (long, thin cord) to the left side of the Cradlepoint case (as pictured).

**Plug the other end of the cord directly into a wall outlet. DO NOT use an extension cord.**

See Outlet Layout on page 47 for guidance with appropriately connecting your equipment to available power sources.



## Daily Opening

Each morning, plug the AC Adapter into the Cradlepoint case. Then, press and hold the silver button in the center of the case interior.

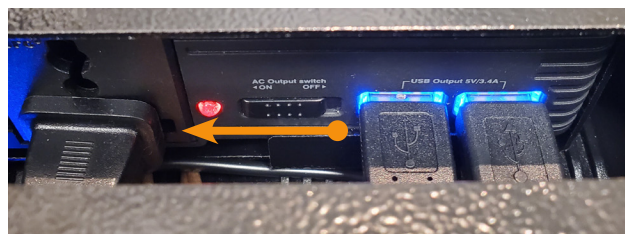
**Allow at least 5 minutes for the Cradlepoint to power-up before checking connections to any devices.**



## Operating Notes

In order for the Cradlepoint to function properly, the AC switch must be in the ON position.

The ON position is when the switch is shifted left, toward the red light.



If everything is functioning properly, these lights will be on throughout the day.



There should be one (1) blinking green light and four (4) blue lights. If any of these lights are off or are other colors, see Troubleshooting (page 74).

## Daily Closing

In order to preserve battery, you must power down the Cradlepoint each night:

1. Unplug the power cord from the wall outlet
2. Once unplugged, press and hold the silver button on the Cradlepoint until you hear the fan turn off; the lights will turn off as well

## Packing the Cradlepoint

After powering down the Cradlepoint during Vote Center Packout:

1. Unplug the AC Adapter and disconnect its cord from the adapter, return both pieces of the cord back to the provided cloth pouch (tied to the Cradlepoint case).
2. Close the Cradlepoint lid and snap the clasps closed to secure the lid; close the fan caps.
3. Place the Cradlepoint on a supply cart as indicated in the provided Supply Cart Diagrams.

## Cradlepoint Troubleshooting/FAQ

### The Cradlepoint display lights say “FF”, what does this mean?

The “FF” light indicates that the Cradlepoint is fully charged or “Fully Full” (per AT&T). If the battery level falls below 100%, the display will show a number which is the battery percentage.



### What do I do if the Cradlepoint is not charging or the number on my Cradlepoint is dropping?

1. Ensure the Cradlepoint is plugged directly into a wall outlet.
2. Check all plugs inside and outside of the Cradlepoint, including the USB plugs.
3. Try another outlet inside the Vote Center.
4. Call the Poll Worker Hotline if the battery percentage is dropping or is below 50%.

### I followed the setup steps, but the Cradlepoint will not turn on. What should I do?

Check inside the Cradlepoint and ensure the AC switch is positioned to the left. If not, slide the AC switch to the left and the red light should come on. This switch should never be turned off. If the Cradlepoint will not turn on after ensuring the AC switch is in the “On” position, call the Poll Worker Hotline for assistance.



### The lights inside my Cradlepoint don't match the picture on page 73, what do I do?

1. Ensure AC Switch is in the ON position.
2. If the AC Switch is on and the lights are still off or incorrect colors, manually power down the Cradlepoint, wait one minute, and power back on the Cradlepoint.
3. Wait five minutes for the Cradlepoint to power on completely and reconnect.
4. If the lights still do not correctly light up, call the Poll Worker Hotline for additional assistance.

### The Cradlepoint is powered on and charging, but my ePollbooks or laptop are not connecting to it. What should I do?

1. There may be a coverage issue with that particular spot at the Vote Center. Try moving the Cradlepoint to a different location in the Vote Center. If you are unable to connect both the Vote Center Laptop and the ePollbooks, call the Poll Worker Hotline for assistance.
2. For ePollbooks: See how to connect the EPB and Cradlepoint in the EPB Manual.
3. For the Vote Center Laptop: Call the Poll Worker Hotline.

**Notes:**

[illegible]



# VOTE CENTER LAPTOP

## Overview

Each vote center will be assigned a laptop, with a secured internet connection via the Cradlepoint. It will be located at the Site Manager table and should be plugged in and charging all day. See Outlet Layout on page 47 for guidance with appropriately connecting your equipment to available power sources. The laptop will be used primarily by the Site Manager and the Precinct Inspector (when the Site Manager is not available).

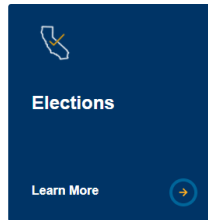
The following applications will be available to assist voters, visitors, and poll workers:

### California Secretary of State Website

The California Secretary of State (SOS) website can be used if voters, poll workers or visitors have questions about California election law or procedures, or want to review or change their voting preferences.

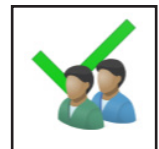


1. Select "Elections" from the menu (second box).
2. User makes a selection from the menu options:



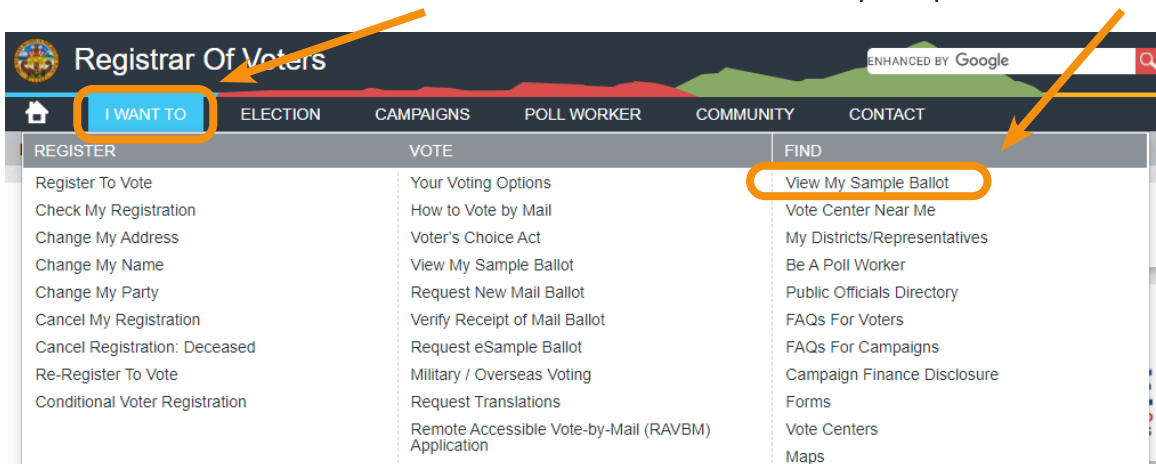
### SDVOTE.com

The County of San Diego Registrar of Voters' website provides access to information such as: sample ballots, information about the Voters' Choice Act, specific information about district/elected representatives, and resources for poll workers.



Users can select from a variety of options, an example might be a voter's sample ballot:

1. Select "I Want To" from the menu bar.
2. Select "View My Sample Ballot".



3. Ask voter to provide their information in order to view their Sample Ballot.

## Precincting Application

The Precincting Application (“Pete’s Tool”) can be used to identify or verify a voter’s precinct by searching for an address or locating voter’s residence on the map.

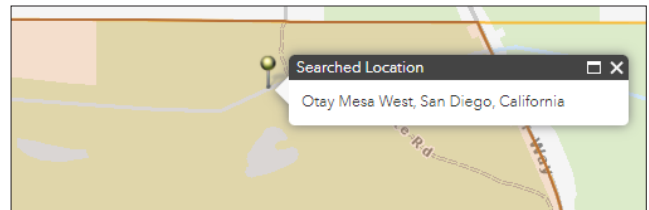


Once the Precincting Application opens, press the “Home” button on the left edge of the screen. There are two ways to locate a voter’s address using the Precincting App:

Enter the voter’s complete address in the Election Precinct Lookup box and click the magnifying glass.

OR

Navigate to the voter’s address and place a pin on the map using the mouse/touchpad.



The voter’s precinct will populate on the map inside the highlighted precinct area.

Full information regarding the voter’s precinct, consolidation, and other ROV information will populate on the right side of the screen.

- The **voter’s precinct** is listed at the top, labeled, “Election Precinct”
- The **voter’s Sequence #** is listed in the second to last fields marked “Sequence No”

Consolidation Information	
No of Home Precincts Consolidated	3
Name of Consolidation	NESTOR
Registered Voter Totals	961
Permanent Vote by Mail	753
Not Reg/Voters Not VBM	208
Sequence No	82
Ballot type	1

## Street Index - Password required (see the Password Sheet in the Official Ballot Pouch)

The Street Index provides information about which voters have already voted. This information may be requested by observers/poll watchers. The Street Index is a public record and is available to anyone who requests it at a vote center.



If the observer or poll watcher does not have the specific precinct they wish to view, the Site Manager may need to use the Precincting Application to determine the precinct.

1. After logging in select precinct from the Precinct dropdown menu.
2. A list of streets within that precinct will populate. The list of streets is alphabetical and can be expanded to look for individual voters (based on their known street address).

November 8, 2022, Statewide General Election  
San Diego County  
Street Index Report

Precinct: 135000

Voted at Poll Sites: Both Yes No  
Issued VBM: Both Yes No  
Returned VBM: Both Yes No

AFFINITY CT SAN DIEGO, CA 92131 --- Voted at Poll Sites: 0 --- VBM Requested: 378 --- VBM Returned: 246  
AFFINITY CT UNIT SAN DIEGO, CA 92131 --- Voted at Poll Sites: 0 --- VBM Requested: 1 --- VBM Returned: 0

3. The precinct information can be filtered using the provided options: number of voters who voted at vote centers, VBM issued, and VBM returned.

# SUPPLY LIST

LAST UPDATED 9/7/22 ljk

## Vote Center Supply List – November 8, 2022

### CART 1

1

#### WHITE OFFICIAL BALLOT BOX (1 of 2)

##### REQUIRED POSTINGS AND PAMPHLETS

- ☐ Language Assistance Table Tent
- ☐ Observer's Policies and Procedures
- ☐ Required Postings Poster (DOJ)
- ☐ Station Supply Handout (supply images)
- ☐ US Flag
- ☐ Voter Assistance Poster
- ☐ Voter Bill of Rights
- ☐ Open Primary (Top Two Notice)
- ☐ Federal Facsimile/Reference Ballot Binder
- ☐ State Language Facsimiles/Reference Ballot Binder
- ☐ State Voter Guides
- ☐ Warning – Electioneering & Corruption Posters

##### OFFICIAL BALLOT POUCH CONTAINING SEALS AND LOCKS

- ☐ MFA Token
- ☐ Poll Worker Retractable Lanyards
- ☐ Green padlocks – to secure BMD power button if needed
- ☐ Red padlocks –to secure the BMD and printer bags after poll closes
- ☐ Closing Blue Security Seals – to seal & complete all ballot cartons/brown boxes
- ☐ Red tab locks –to secure the red bag, and the yellow bag after poll closes
- ☐ Ballot box seals –tamper evident seals to secure Official Ballot Box after first voter views empty

##### BLUE ACCORDIAN ENVELOPE

###### Tab 1-

###### Tab 2 – Poll Worker Resources

- ☐ Pink Election Day Checklist Booklet
- ☐ PW Timesheet
- ☐ Observer Sign In sheet
- ☐ PW Job Aids
- ☐ Accident Forms
- ☐ Universal Language Group (ULG) Flyer/Language Assistance
- ☐ ePollbook Manual

###### Tab 3 – Envelopes

- ☐ Check-In Forms Security Envelopes
- ☐ Mail Ballot Signature Form Envelopes
- ☐ Curbside Voting Packet Envelopes

###### Tab 4 - Poll worker reference

- ☐ ADA Accessibility information
- ☐ DART Location Notice
- ☐ Election Officer's Digest

###### Tab 5 – Voter Handouts

- ☐ Specific Needs Survey

###### Tab 6 - Forms completed by Poll Workers

- ☐ Challenge/Assisted Voter List
- ☐ Daily Ballot Statement
- ☐ Seal Verification Log
- ☐ Vote Center Official Chain of Custody
- ☐ Wait-Time Ticket

2

#### WHITE OFFICIAL BALLOT BOX, (2 of 2)

11 Day Sites

- ☐ Clipboards

4 Day Sites

- ☐ NO BOX for 4 Day Sites

3

#### BROWN BOX - SPOILED AND SURRENDERED BALLOTS

11 Day Sites

- ☐ Provisional red bags
- ☐ Vote By Mail yellow bags

4 Day Sites

- ☐ Clipboards
- ☐ Provisional red bag
- ☐ Vote By Mail yellow bag

# SUPPLY LIST

LAST UPDATED 9/7/22 ljk

4

## PPE – PERSONAL PROTECTION EQUIPMENT

- ☐ Gloves Staff/Voters
- ☐ Hand sanitizer
- ☐ Masks – Staff/ Voters
- ☐ PDI Super Sani-Cloth® For disinfectant/cleaner/electronics
- ☐ Face Shields /11d will have a separate box of Face Shields N95 Masks
- ☐ N95 Instruction Packets/1 signature form
- ☐ Disposable headphone covers

5

## CHECK IN FORMS

- ☐ VOTER HELP CARDS
- ☐ PROV/CVR STATUS CARDS
- ☐ SECRECY SLEEVES
- ☐ BMD TICKETS

6

## FACE SHIELDS – ONLY FOR 11 DAY SITES

7

## EMERGENCY BALLOTS

- ☐ Instructions

8

## SURGE PROTECTORS

- ☐ Surge protectors, white

9

## CONDITIONAL VOTER REGISTRATION ENVELOPES

- ☐ Green

10

## BMD PAPER (2)

- ☐ Paper Reams

11

## PROVISIONAL ENVELOPES

- ☐ Peach, Yellow Vote By Mail Replacement Envelopes –(same box)

12

## BLUE BIN - STATIONERY KIT

- |   |  |
|---|--|
| <input type="checkbox"/> Post It Notes          | <input type="checkbox"/> Push Pins                       |
| <input type="checkbox"/> Ballot Markers         | <input type="checkbox"/> Rubber Bands                    |
| <input type="checkbox"/> Binder Clips           | <input type="checkbox"/> Rulers                          |
| <input type="checkbox"/> Calculators            | <input type="checkbox"/> Safety Vest                     |
| <input type="checkbox"/> First Aid Kits         | <input type="checkbox"/> Scissors                        |
| <input type="checkbox"/> Glue Sticks            | <input type="checkbox"/> Scotch Tape                     |
| <input type="checkbox"/> Highlighters           | <input type="checkbox"/> Specific needs signature guides |
| <input type="checkbox"/> ID Badges              | <input type="checkbox"/> Stylus                          |
| <input type="checkbox"/> I Voted Stickers       | <input type="checkbox"/> Staplers and Staples            |
| <input type="checkbox"/> Lanyards w/ covers     | <input type="checkbox"/> Table Covers Black              |
| <input type="checkbox"/> Magnifying Sheets      | <input type="checkbox"/> Tape Measure                    |
| <input type="checkbox"/> Mini Flags with stands | <input type="checkbox"/> Trash Liners                    |
| <input type="checkbox"/> Note Pads              | <input type="checkbox"/> Trays                           |
| <input type="checkbox"/> Packing Tape           | <input type="checkbox"/> UHU Adhesive                    |
| <input type="checkbox"/> Painters Tape          |  |
| <input type="checkbox"/> Paper Clips            |  |
| <input type="checkbox"/> Pens                   |  |
| <input type="checkbox"/> Poll Worker Pins       |  |

13

## FLAT WHITE BALLOT CARTONS

- ☐ Top shelf of CART 1. Unassembled –

### CART 2 BMD's

- ☐ BMD's– BMD's are locked with red padlock
- ☐ Extension cords (in BMD bag)
- ☐ ATI
- ☐ Headphone
- ☐ BMD Power Cord

### CART 3 BMD'S

- ☐ BMD's– BMD's are locked with red padlock
- ☐ Extension cords (in BMD bag)
- ☐ ATI
- ☐ Headphone
- ☐ BMD Power Cord

### CART 4 PRINTERS

- ☐ Printers, on bottom two shelves of cart, on left hand side of cart
- ☐ LAPTOP
- ☐ CRADLEPOINT

### CART 5 PRINTERS

- ☐ Printers, on bottom two shelves of cart, on left hand side of cart
- E POLL BOOK**
- ☐ E Poll Book on right side of middle and bottom shelf (Upon return to ROV)

## METAL COLLAPSIBLE CRATE – FOR LOOSE ITEMS

- IF STORAGE CONTAINER DELIVERY – IN 4 X 4' METAL CRATE
- IF TRUCK DELIVERY – IN YELLOW LAUNDRY BIN OR OTHER ROLLING CART(S)

## OFFICIAL BALLOT BOXES – use new each day

### BMD VOTING BOOTHS

BMD voting booths with privacy screens

### 'VOTE HERE' SIGN

### 'CURBSIDE VOTING' SIGN

### WHITE VOTING BOOTHS

Carboard voting booth, unassembled

### POLL SIGN BAGS

Yellow Poll Sign bags

### FEATHER FLAG

Feather Flag with base inside bag

### ADA BOX

ADA brown large cardboard box with ADA items inside  
*SITE SPECIFIC - This box will only be in the crate or on pallet if needed*

### ROUND PLASTIC WEIGHTS AND / OR SANDBAGS

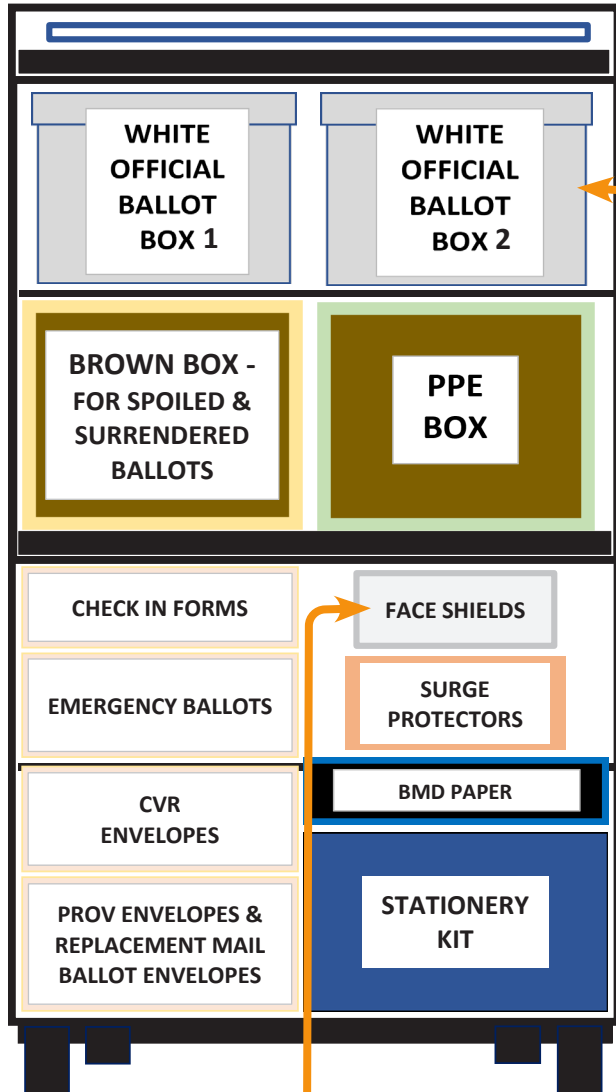
*Items will vary depending on what is available*

### ADA CART

ADA Cart, blue, on wheels  
UPS (Universal Power Supply) inside

# SUPPLY CART DIAGRAMS

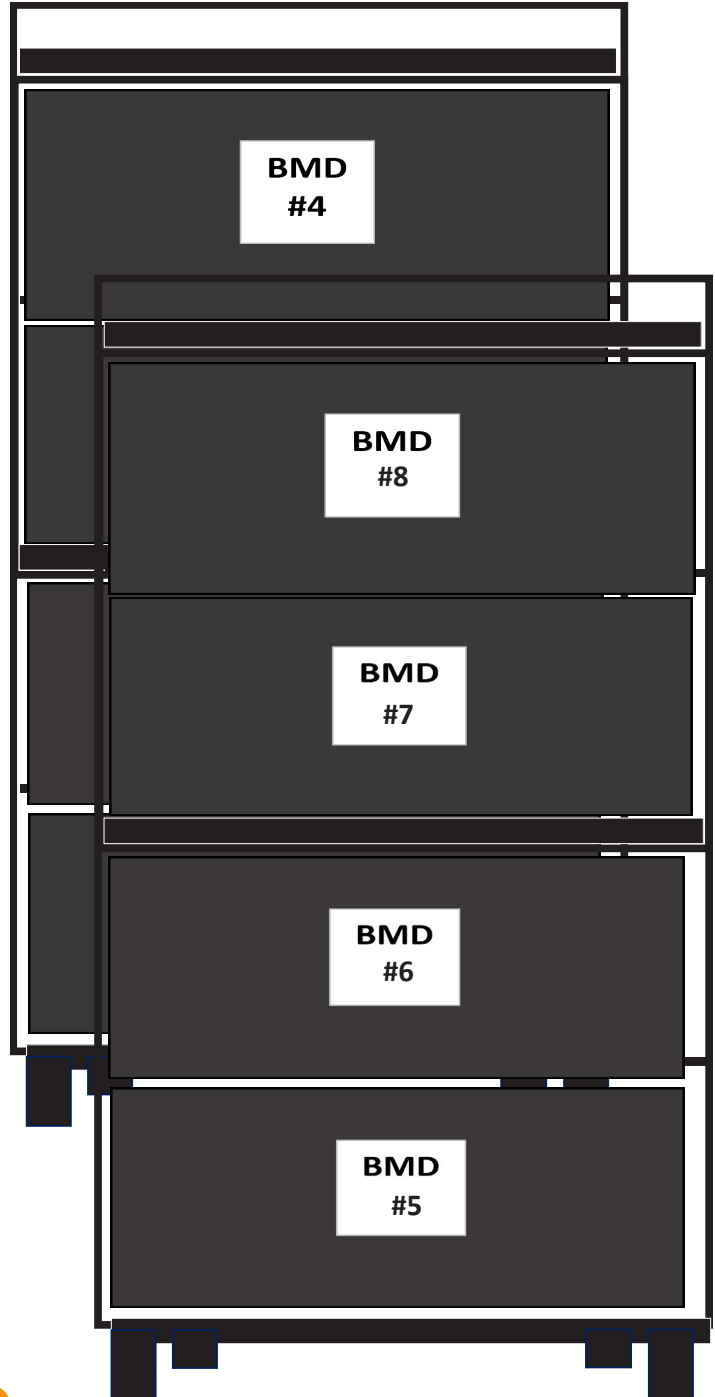
Supply Cart 1



ONLY for 11-day vote centers. 4-day vote centers will find face shields in the PPE Box

Only for 11-day vote centers. 4-day vote centers will find these supplies in the Brown Box

Supply Carts 2 & 3

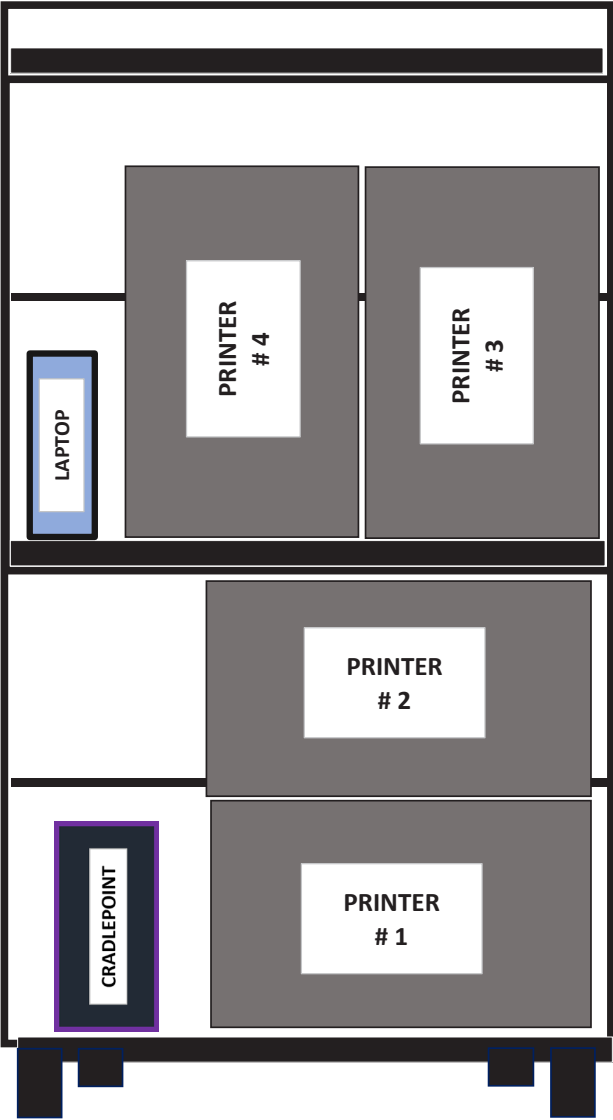


Supply Carts #2 and #3 both have four BMD Security Bags each

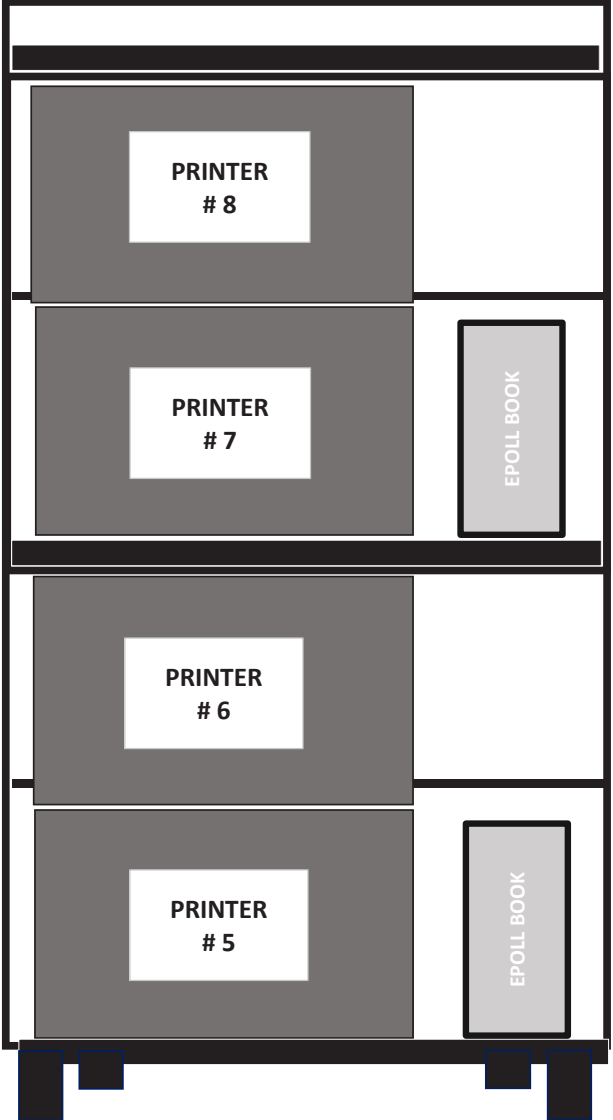


# SUPPLY CART DIAGRAMS

Supply Cart 4



Supply Cart 5



Checklists

Additional White Official Ballot Boxes (used each day of voting) are found with the other collapsible metal crate items.

# Vote Center Setup Checklist

## VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_ DATE: \_\_\_\_\_

SITE MANAGER DUTIES		Checkmark each task once completed.
<b>•Site Manager Arrival</b>		
1. Turn on cellphone and keep charged. Keep cellphone on person with ringer on to receive calls from ROV.		
2. Access Vote Center with assistance from site contact or their designee.		
• If unable to access the Vote Center within 15 minutes of start time, call the Poll Worker Hotline		
3. Discuss with site contact: 1) the poll worker access and departure schedule for setup and all voting days, 2) site access procedures and rules, 3) poll worker parking, 4) restroom location, 5) building emergency procedures, 6) end of day lock-up procedures, and 7) any scheduled events that may impact Vote Center access or parking.		
• Call Poll Worker Hotline to report issues or concerns		
4. Remind the site contact that Vote Center hours are extended on election day; confirm site has a plan to accommodate.		
<b>•Poll Worker Arrival</b>		
1. Welcome arriving poll workers and ensure they sign the Poll Worker Roster.		
• If poll workers do not show, call the Poll Worker Hotline		
2. Review Vote Center Setup Checklist with all poll workers and discuss setup plan (manual pg. 82-83).		
3. Assign each poll worker specific tasks and to a station for setting up.		
<b>•Site Layout and Voter Flow</b>		
1. Walk Vote Center and note location of power outlets and entrance/exits.		
2. Utilizing the Vote Center Sample Layout as a guide (manual pg. 10), identify voter flow and the location of each station.		
3. Calculate number of power outlets required for BMDs, EPBs, ADA Cart, Cradlepoint, and Laptop. (Outlet Layout Diagram, manual pg. 47). Identify location of outlets sufficient to power Vote Center Stations and verify outlets are operational.		
4. Identify placement for voter waiting lines at the Stations and outside the Vote Center.		
<b>VOTE CENTER SUPPLIES AND INVENTORY</b>		
<b>• Storage Container Instructions – 4-Day Vote Centers Only (11-Day Vote Centers Skip Steps 1-5)</b>		
1. Follow instructions and complete Storage Container Seal Log (supplied at Mini-SUPU). Place log in Blue Envelope-Tab 6.		
2. Open Storage Container--use caution and watch for shifting carts and loose supplies.		
3. Transfer contents of Supply Carts to an empty cart outside of Storage Container; transfer the Supply Cart Diagram to the new cart; carefully wheel cart inside Vote Center; repeat process until container is empty.		
4. Close and lock empty Storage Container.		
<b>• Inventory Supplies Before Setup – All Vote Centers</b>		
1. Inventory each supply cart prior to unpacking by using the Supply Cart Diagrams (manual pgs. 80-81).		
2. Unpack carts and inventory all supplies using the Vote Center Supply List (manual, pages 78-79). SM to delegate tasks.		
• If there are missing supplies, prepare a list of items (including quantities) and make one call to the Poll Worker Hotline		
<b>VOTE CENTER STATIONS AND TABLES</b>		
<b>•Site Manager Table</b>		
1. Using the Site Manager Table Diagram as a guide (manual pg. 13), set up the following:		
• Cradlepoint: Power on Cradlepoint and monitor to verify battery level is maintaining a sufficient charge and that modem lights are on (manual pgs. 72-74).		
• Vote Center Laptop: Check Vote Center email for correspondence from ROV (use MFA token, see Laptop Instructions).		
• Blue Envelope: Inventory Contents using Vote Center Supply List (manual pg. 78).		
<b>•Mail Ballot Bag Station</b>		
1. Assemble and organize supplies at the Mail Ballot Bag Station using Station Diagram as a guide (manual pg. 11).		
2. Measure and mark 25'/100' distances from Vote Center entrance and Curbside Voting area (exit polling/electioneering).		
3. Set up any outdoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4).		
4. Assemble outdoor signage and identify placement to maximize visibility and point traffic towards Vote Center.		
• Note: Signage displayed only during voting hours and taken inside at the end of each day.		
5. Identify proper location for placement of curbside voting sign.		

### Vote Center Setup Checklist

Statewide General Election  
November 8, 2022

# Vote Center Setup Checklist

## VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_ DATE: \_\_\_\_\_

•Greeter Station		Checkmark each task once completed.
1. Assemble and organize supplies at the Greeter Station using Station Diagram as a guide (manual pg. 11).		
2. Hang required posters and notices so that each language is visible. Display American flag with respect and care.		
3. Set up any indoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4).		
•Check-In Station		
1. Assemble and organize supplies at the Check-In Station using Station Diagram as a guide (manual pg. 12).		
2. Confirm power cords are fully plugged in and cords are securely taped down to prevent trip hazards.		
• Use provided blue tape to secure cords (Do not use other types of tape).		
3. Ensure every EPB is charging and has established a green-fan connection.		
4. Inspect all secrecy sleeves to ensure each one is empty.		
•Voter Access Table		
1. Assemble and organize supplies at the Voter Access Table using Station Diagram as a guide (manual pg. 11).		
•Voting Station		
1. Site Manager: Check all Red Padlocks on the BMD and Printer Security Bags; verify that locks are free from tampering and that the padlock numbers match the padlock numbers on the Seal Verification Log. Record results on Seal Verification Log (Blue Envelope-Tab 6).		
2. Select location for each BMD voting booth; use the Vote Center Sample Layout Diagram as a guide (manual pg. 10).		
• Layout may look different from diagram (depending on configuration of site)		
3. Set up BMD voting booths, BMDs, and printers; follow instructions in manual pgs. 48-58. Poll workers are to work together and use due care to avoid injury and to protect against damage.		
4. Ensure all printer trays are loaded with official ballot paper (use ROV supplied paper only).		
5. Site Manager and poll worker: Set up ADA Cart and assemble Curbside Voting Kit and place on cart shelf (manual pg. 68-69).		
6. Site Manager: Verify all serial numbers and Red and Green Padlock numbers on back of each BMD match the serial and padlock numbers on the Seal Verification Log (Blue Envelope-Tab 6). Return form to Blue Envelope.		
7. Complete "Part I. BMD Ballot Count Report" of the Daily Ballot Statement.		
• If any BMD count shows that ballots have been printed, immediately call the Poll Worker Hotline		
8. Assemble and select location for cardboard and ADA voting booths.		
•Checkout Station		
1. Assemble and organize supplies at the Checkout Station using Station Diagram as a guide (manual pg. 13).		
<b>END OF SETUP DAY</b>		
•Site Manager to Confirm/Review with Poll Workers		
1. Review with poll workers expectations of timeliness and proper conduct to prepare for voting days (manual pg. 7).		
2. Assign Vote Center station responsibilities to poll workers. Review Daily Opening Checklist responsibilities.		
3. Discuss with board daily DART requirements: identify Technical Inspector to accompany Precinct Inspector, verify transportation available, familiarize with Chain of Custody form, call Site Manager after delivery of voting materials.		
4. Email the <a href="mailto:ROV-HR@sdcounty.ca.gov">ROV-HR@sdcounty.ca.gov</a> with poll worker attendance exceptions (see instructions on Poll Worker Roster). The subject line of the email must read: "Poll Worker Roster (today's date) VC ###"		
5. Power off Laptop.		
6. Secure Official Ballot Pouch in laptop bag.		
7. Power off every EPB.		
8. Power off Cradlepoint (manual pg. 73).		
9. Call Poll Worker Hotline before leaving the facility.		
10. Close Vote Center and ensure it is securely locked per the site contact's instructions.		

Checklists

### Vote Center Setup Checklist

Statewide General Election  
November 8, 2022

# Daily Opening Checklist

## DAILY OPENING CHECKLIST

VOTE CENTER LOCATION #:

Checkmark each task once completed.

Checklists

	Sat 10/29	Sun 10/30	Mon 10/31	Tues 11/01	Wed 11/02	Th 11/03	Fri 11/04	Sat 11/05	Sun 11/06	Mon 11/07	E-Day 11/08
<b>DUTIES FOR SITE MANAGER/PRECINCT INSPECTOR</b>											
1. Turn on cellphone and keep charged. Keep cellphone on person with ringer on to receive calls from ROV.											
2. Access Vote Center at 7:30 am (6:00 am on Election Day). ● If access is delayed by more than 15 minutes, call the Poll Worker Hotline											
3. Set out Poll Worker Roster and ensure all poll workers sign in. ● If poll workers do not show, call the Poll Worker Hotline											
4. Power on the Cradlepoint. Verify battery level is at "FF" (fully full) and that modem lights are on (manual pg. 72-74).											
5. Power on all EPBs and confirm all are charging and have established a green-fan connection with the Cradlepoint.											
6. Power on Vote Center Laptop.											
7. Check Vote Center email account for ROV correspondence (use MFA token).											
8. Walk Vote Center to look for safety issues/hazards and ensure all areas are presentable, organized, and free of clutter.											
9. Verify PWs are wearing ROV nametags, incl. bilingual PWs.											
10. At 8:00am (7:00am on Election Day), open the Vote Center. Step outside and announce that the polls are now open.											
11. Verify First Voter protocols are performed each day the Vote Center is open (manual pg. 18).											
<b>MAIL BALLOT BAG STATION RESPONSIBILITIES</b>											
1. Inventory and restock supplies at Mail Ballot Bag Station (manual pg. 11). Make sure station is presentable: organized, neat, and free from clutter.											
2. Place yellow poll signs at nearby intersections to achieve maximum visibility and point traffic towards Vote Center.											
3. Place feather Vote Here sign near main entrance to Vote Center (or voter parking lot if available) for maximum visibility.											
4. Place Curbside Voting sign at a readily accessible curbside location (or parking lot if available). Ensure this sign is placed near the entrance to the Vote Center.											
5. Place Vote Here (A-Frame) sign at entrance to Vote Center.											
6. Verify 25' exit poll marker/tape and replace if needed.											
7. Verify 100' electioneering marker/tape and replace if needed.											
8. Ensure posters are neatly displayed in clear view of voters.											
9. Obtain a Red Tab Lock from Official Ballot Pouch in preparation to perform the First Voter Procedure.											
<b>GREETER STATION RESPONSIBILITIES</b>											
1. Inventory and restock supplies at Greeter Station (manual pg. 11). Make sure station is presentable: organized, neat, and free from clutter.											
2. Ensure posters are neatly displayed in clear view of voters.											
3. Ensure American Flag is hung with respect and care.											

# Daily Opening Checklist

## DAILY OPENING CHECKLIST

VOTE CENTER LOCATION #:

(Continued)

Checkmark each task once completed.

	Sat 10/29	Sun 10/30	Mon 10/31	Tues 11/01	Wed 11/02	Th 11/03	Fri 11/04	Sat 11/05	Sun 11/06	Mon 11/07	E-Day 11/08
<b>CHECK-IN STATION RESPONSIBILITIES</b>											
1. Inventory and restock supplies at Check-In Station (manual pg. 12). Make sure station is presentable: organized, neat, and free from clutter.											
2. Confirm each EPB is charging and has established a green-fan connection with the Cradlepoint.											
3. Log in each EPB by touching <i>Allow Login Again</i> at the <i>Device Locked</i> screen.											
4. Walk area and scan for trip hazards. Confirm power cords are fully plugged in and all cords are securely taped down.											
5. Verify Blue Security Seal on Brown Box is tamper-free. If tamper-free, break seal and open Brown box. <ul style="list-style-type: none"> <li>Call Poll Worker Hotline if seal shows evidence of tampering or is missing.</li> </ul>											
<b>VOTING STATION RESPONSIBILITIES</b>											
1. Walk area and scan for trip hazards. Confirm BMD and printer power cords are fully plugged in and securely taped down.											
2. Inspect all BMD padlocks, including ADA Cart, and verify all are secure and free from tampering; record results on BMD Daily Log (Blue Envelope-Tab 6). <ul style="list-style-type: none"> <li>Call Poll Worker Hotline if any padlock shows evidence of tampering or is missing.</li> </ul>											
3. Ensure all printer trays are loaded with official ballot paper.											
4. <b>First Day of Voting Only:</b> Using a Poll Worker Card, perform "Open the Poll" function on all BMDs (manual pg. 59). Do not close the polls until all voting is completed on Election night.	11 Day							4 Day			
5. Obtain Daily Ballot Statement (Blue Envelope-Tab 6). Complete "Part I. BMD Ballot Count Report" each day. <ul style="list-style-type: none"> <li>If BMD "Open" counts do not match the previous day's "Close" counts, immediately call the Poll Worker Hotline</li> </ul>											
<b>CHECKOUT STATION RESPONSIBILITIES</b>											
1. Inventory and restock supplies at Checkout Station (manual pg. 13). Make sure station is presentable: organized, neat, and free from clutter.											
2. Obtain a Ballot Box from Supply Cart and assemble. Use a new Ballot Box for each day of voting.											
3. Obtain Tamper Evident Seal from Official Ballot Pouch in preparation to perform the First Voter procedure.											

Save this checklist in TAB-2 of the Blue Envelope to complete each day.

### Remember the 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.

### Daily Opening Checklist

Statewide General Election

November 8, 2022



# Daily Closing Checklist

## DAILY CLOSING CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_

Checkmark each task once completed.

Sat	Sun	Mon	Tues	Wed	Th	Fri	Sat	Sun	Mon	E-Day
10/29	10/30	10/31	11/01	11/02	11/03	11/04	11/05	11/06	11/07	11/08

### A: CLOSING THE POLLS

- At 5:00pm each day and 8:00pm on Election Day, close the Vote Center. Step outside and announce that the polls are closed.

A person may not join the line to vote or cast a mail ballot after 8:00pm on Election Day. On Election Day, have a poll worker stand at the end of the line at 8:00 pm. **Wait until all voters have exited the Vote Center before beginning Closing tasks.**

### B: CLOSING CHECKLIST ASSIGNMENTS

- Assign PI and PWs the following Closing Sections: 1) "E2: Check-In Forms and EPB Counts," 2) "F: Brown Box," 3) "G: Mail Ballot Bag" and "I: Dart Items and Chain of Custody" (PI).
- Assign PW to collect and inspect all secrecy sleeves, verify they are empty, and return to Check-In Station.
- Assign PW to obtain/report "Total Ballots Printed" # from each BMD.
- All PWs assist where needed, and when available, begin performing tasks under Closing Section, "J1: Perform After Polls Close."

- On Election Night Only:** SM assign PW to gather these items and return them to the Blue Envelope: 1) Observer Sign In Sheet, 2) PW Job Aids (from all stations), 3) ULG Flyers, and 4) Specific Needs Surveys.

- SM perform the following Checklist Sections with PW assistance: "C," "D," "E1," "E3," "H," and "J2."

**Concurrently Perform Closing Activities: Poll workers must leave for DART within 30 minutes of closing Vote Center.**

### C: OFFICIAL BALLOT BOX

- SM and PW unseal the Ballot Box and sort contents in like piles. Deposit any Mail Ballot Envelopes into Mail Ballot Bag. Next, count: 1) BMD ballots, 2) Mailed ballots (w/o envelope), 3) Emergency ballots, 4) Provisional envelopes, and 5) CVR envelopes.
- Record the counts for each category on the Daily Ballot Statement – Part II (Blue Envelope-Tab 6) on the line for today's date.
- Break down empty Ballot Box and return it to Supply Cart.

### D: WHITE BALLOT CARTON

- SM and PW place items from the Ballot Box into White Ballot Carton: 1) BMD ballots, 2) Mailed ballots (w/o env.), & 3) voted Emerg. ballots.
- Complete the fields on the carton's front flap by transferring the counts from today's line on the Daily Ballot Statement – Part II.
- On Election Night Only:** Do not seal until Closing Section: "H: Daily Ballot Statement" is complete.
- Seal the White Ballot Carton using a Closing Blue Security Seal.
- Mark the "Voted Ballots" box and have all poll workers sign the seal.
- Place the completed White Ballot Carton aside. (DART Item)

### E: RED BAG

#### E1: Provisional and CVR Envelopes

- SM place the Provisional and CVR envelopes in the Red Bag. Do not close zipper until instructed below in Red Bag section "E3" below.
- Transfer the Provisional and CVR envelope counts from the Daily Ballot Statement onto the Red Bag Card (inside plastic sleeve).

#### E2: Check-In Forms and EPB Counts

- PW collect all Check-In Forms and place inside Check-In Form Security Envelope(s) (found in the Blue Envelope - Tab 3) and seal.
- Complete the fields on the Check-In Form Security Envelope.
- Place this envelope in the Red Bag.
- PI access the "Check-In Totals" screen on an EPB; provide the grand totals for today's both Regular & Provisional check-ins to Site Manager for recording on the Daily Ballot Statement - Part II.

#### E3: Mail Ballot Signature Form Envelope and Locking Bag

- SM seal and place Mail Ballot Signature Form Envelope in Red Bag (do not return empty Mail Ballot Signature Form Envelope to DART).
- Zip and lock the Red Bag using a Red Tab Lock.
- Set the sealed Red Bag aside. (DART Item)

### Daily Closing Checklist

Statewide General Election

November 8, 2022

Return Checklist to Tab-2 of Blue Envelope

# Daily Closing Checklist

## DAILY CLOSING CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_

Checkmark each task once completed.

	Sat 10/29	Sun 10/30	Mon 10/31	Tues 11/01	Wed 11/02	Th 11/03	Fri 11/04	Sat 11/05	Sun 11/06	Mon 11/07	E-Day 11/08
<b>F: BROWN BOX</b>											
1. PW/PI separate the spoiled BMD ballots from all other items in the Brown Box; sort and count the number of spoiled BMD ballots only.											
2. Inform SM of the number of spoiled BMD ballots; SM record number on Daily Ballot Statement-Part II, on the line for today's date.											
3. Clip together all spoiled and surrendered items from today (including BMD Tickets). Daily, date clipped sets and return to Brown Box.											
4. Seal the Brown Box using a Closing Blue Security Seal.											
5. Mark the "Surrendered..." box and have all poll workers sign the seal.											
6. Place the sealed Brown Box back at the Check-In Station.											
<b>G: MAIL BALLOT BAG</b>											
1. PW check with SM for Mail Ballot Envelopes from Ballot Box.											
2. Close and lock Mail Ballot Bag's deposit slot using Red Tab Lock.											
3. Set the Mail Ballot Bag(s) aside. (DART Item)											
<b>H: DAILY BALLOT STATEMENT</b>											
1. SM complete Daily Ballot Statement Parts I and II (return Daily Ballot Statement. to Blue Env.-Tab 6).											
2. <b>On Election Night Only:</b> Calculate the Grand Total for Part I of the Daily Ballot Statement.											
3. <b>On Election Night Only:</b> Calculate the Grand Totals for Part II of the Daily Ballot Statement.											
4. <b>On Election Night Only:</b> Complete Daily Ballot Statement – Part III; all board members sign and date.											
5. <b>On Election Night Only:</b> Place the completed Daily Ballot Statement into the White Ballot Carton. Then, return to Closing Checklist section, "D: White Ballot Carton" and complete steps 4-6 (sealing Carton, signing Security Seal).											
<b>I: DART ITEMS AND CHAIN OF CUSTODY</b>											
1. Precinct Inspector and one poll worker complete the Official Chain of Custody Form by recording the quantity for each category. All items listed on the Form must be delivered to DART every day, even if empty.											
2. Verify that all items listed have been accounted for and are sealed; sign Form and record the date and time.											
3. <b>On Election Night Only:</b> The Blue Envelope must go to DART along with the other DART items. Do not return the Poll Worker Roster and Poll Worker Checklists with the Blue Envelope.											
4. The same two poll workers take the completed Official Chain of Custody form and all the items listed to the assigned DART location.											
5. SM call PW Hotline to notify PWs have departed site for DART.											
6. PI call SM after delivering items to DART.											
<b>J: DAILY CLOSE-OUT TASKS</b>											
<b>J1: Perform as Soon as Polls Close</b>											
1. Retrieve all exterior signage (wear safety vest).											
2. Replenish supplies at all stations in preparation for next voting day.											
3. Ensure each EPB is charging; log out each one for the day; power off.											
<b>J2: Perform Just Before Leaving Vote Center</b>											
1. Secure all locks, seals, cards, passwords, and MFA Token in the Official Ballot Pouch. Store the Official Ballot Pouch inside the Laptop Bag.											
2. <b>On Election Night Only:</b> Perform "Close Poll" procedure on all BMDs (manual pg. 64).											
3. Email the <a href="mailto:ROV-HR@sdcounty.ca.gov">ROV-HR@sdcounty.ca.gov</a> with poll worker attendance exceptions (see instructions on Poll Worker Roster). The subject line of the email must read: "Poll Worker Roster (today's date) VC ###"											
4. Power down the Vote Center Laptop and the Cradlepoint.											
5. SM call Poll Worker Hotline and notify leaving Vote Center.											
6. SM monitor phone until you get home for calls from ROV.											
<b>Packout: 11-Day sites</b> pack out on Election Night. Refer to Vote Center Packout Checklist.											
<b>4-Day sites</b> pack out the day after Election Day. Refer to Vote Center Packout Checklist.											

### Daily Closing Checklist

Statewide General Election

November 8, 2022

Return Checklist to Tab-2 of Blue Envelope

Checklists

# Vote Center Final Packout Checklist

## VOTE CENTER FINAL PACKOUT CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_ DATE: \_\_\_\_\_

*Checkmark each task once completed.*

PACKOUT	
All Vote Centers <i>must</i> adhere to ROV scheduled Packout times. Call Poll Worker Hotline to report any conflicts.	
11-Day Vote Centers: Packout scheduled for Election Night, without a Storage Container	
4-Day Vote Centers: Packout scheduled for the day following Election Day, with a Storage Container	
• <b>Activities exclusive to 4-Day Vote Centers are marked with an asterisk*; 11-Day Vote Centers skip these steps</b>	
<b>•Preparation</b>	
1. Monitor cellphone for calls from ROV.	
2. *Welcome arriving poll workers and ensure they all sign the Poll Worker Roster.	
3. *Power on the Cradlepoint (manual pgs. 72-74).	
4. *Power on Vote Center Laptop; using the MFA Token check Vote Center email account for ROV correspondence.	
5. Review Packout plan with all poll workers:	
<ul style="list-style-type: none"> <li>Instruct poll workers to follow ROV training and work at a safe, steady pace. Request they ask for help before lifting heavy objects.</li> <li>Pack and organize Vote Center supplies and Supply Carts by following the Supply List and Supply Cart Diagrams (manual pgs. 78-81).</li> <li>Supplies should be returned to original locations (except for DART acquired supplies).</li> <li>Site Manager is responsible for packing: Official Ballot Pouch, EPBs, Laptop, and Cradlepoint.</li> <li><b>Note: Keep the Cradlepoint and Laptop powered on until just prior to departure (to check email).</b></li> </ul>	
<b>•Packing Process</b>	
1. Working in teams of 2, power off and disassemble all BMDs and BMD Booths (manual pgs. 65-67). Pack BMDs, power cords, and printers into their respective security bags and lock bags with Red Padlocks (Official Ballot Pouch).	
• <b>Do not remove paper from printers</b>	
2. Site Manager and one poll worker: Power down and disassemble ADA Cart. Pack BMD and printer into their security bags and lock bags. Ensure UPS (battery) is powered off and return it to ADA cart for storage. Velcro cabinet door shut.	
3. Disassemble and pack all cardboard voting booths. Do not bend or fold.	
4. Pack all outdoor signage (for 11-Day sites, poll workers wear safety vests when collecting outdoor signage).	
5. Remove all posted items and all adhesive/tape/tacky from walls.	
• <b>Be careful so as not to cause damage to the walls</b>	
6. Pack all supplies, envelopes, and other materials following the Supply List and Supply Cart Diagrams (manual pgs. 78-81).	
7. Remove any tape from floors as well as outside Vote Center (e.g., electioneering markers).	
• <b>Be careful so as not to cause damage to the floor</b>	
8. *Working in teams of 2, place all supplies into Storage Container.	
• *Transfer contents of supply carts to an empty cart inside Storage Container; transfer the Supply Cart Diagram to the new cart; repeat process until all supplies and carts are in the Storage Container.	
• *Load and organize the Storage Container following the instructions posted in Storage Container.	
9. <b>11-Day locations:</b> Assemble all supply carts and leave inside facility for Warehouse pickup.	
10. After supply carts have been packed, check facility for any remaining supplies and check outdoors for signage.	
<b>CONCLUSION</b>	
1. Email the ROV-HR@sdcounty.ca.gov with poll worker attendance exceptions (see instructions on Poll Worker Roster). The subject line of the email must read: "Poll Worker Roster (today's date) VC ###"	
2. Power off and pack the Cradlepoint (manual pg. 73).	
3. Power off and pack Laptop into the Laptop Bag.	
4. Place the Poll Worker Checklist Booklet and the Poll Worker Roster into the Laptop Bag.	
5. *Finalize Packout by placing remaining items in Storage Container (e.g., Cradlepoint, Laptop). Ensure Storage Container cargo strap is snugly around the carts and there is no slack in the strap. Close door and lock Storage Container.	
6. On behalf of the ROV, thank the poll workers and let them know that the ROV appreciates their hard work this election!	
7. Inform the site contact that the Vote Center has been packed out and the team is leaving the facility.	
• <b>Thank the site contact for hosting the Vote Center.</b>	
• <b>11-Day Vote Centers: Remind the site contact that Warehouse team will need access for supply pickup.</b>	
8. Call the Poll Worker Hotline before leaving the facility to let them know that the Vote Center Packout is complete.	
<b>THANK YOU FOR YOUR WORK THIS ELECTION!</b>	

### Vote Center Final Packout Checklist

Statewide General Election

November 8, 2022

## Mail Ballot Envelope

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

POSTAGE WILL BE PAID BY ADDRESSEE

**OFFICIAL ELECTION MAIL**

**BUSINESS REPLY MAIL**

REGISTRAR OF VOTERS  
5600 OVERLAND AVENUE SUITE 100  
PO BOX 85902  
SAN DIEGO CA 92186-9577

PO BOX 85902  
SAN DIEGO CA 92186

OFFICIAL VOTER'S BALLOT  
TO BE OPENED ONLY BY CANVASSING BOARD

For information on returning your ballot see enclosed instructions or visit our website at [www.sdvote.com](http://www.sdvote.com)

Polls officer use only: Precinct#: Poll worker sign:

**MADE A MISTAKE ON YOUR BALLOT?  
CALL US AT (858) 565-5800.**

**Person Authorized to Return**  
I am unable to return my ballot and hereby authorize:  
(Note: Compensation for returning ballots is prohibited by law.)

X Name of person returning ballot Relationship to voter

X Signature of person authorized to return ballot

I declare, under penalty of perjury, that I am a legal resident within the election precinct in which I am voting, and that I am the person whose name appears on this envelope. I have not applied, nor do I intend to apply, for a mail ballot from any other jurisdiction for this same election. I understand that voting twice in the same election constitutes a crime.

**VOTER: Sign Here. Do Not Print.**  
Signature must match your voter registration record. (Power of Attorney not acceptable)  
You must sign in your own handwriting for the ballot to count. Do not stamp your signature.

X

Date of signing

Witness \_\_\_\_\_ Date \_\_\_\_\_  
If the voter is unable to sign, s/he may make a mark witnessed by a person over the age of 18 years.

SDIE0222R006 - 1QBRM YEL E

## Replacement Mail Ballot Envelope

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

POSTAGE WILL BE PAID BY ADDRESSEE

**OFFICIAL ELECTION MAIL**

**BUSINESS REPLY MAIL**

REGISTRAR OF VOTERS  
5600 OVERLAND AVENUE SUITE 100  
PO BOX 85902  
SAN DIEGO CA 92186-9577

PO BOX 85902  
SAN DIEGO CA 92186

OFFICIAL VOTER'S BALLOT  
TO BE OPENED ONLY BY CANVASSING BOARD

For information on returning your ballot see enclosed instructions or visit our website at [www.sdvote.com](http://www.sdvote.com)

**MADE A MISTAKE ON YOUR BALLOT?  
CALL US AT (858) 565-5800.**

**Person Authorized to Return**  
I am unable to return my ballot and hereby authorize:  
(Note: Compensation for returning ballots is prohibited by law.)

X Name of person returning ballot Relationship to voter

X Signature of person authorized to return ballot

I declare, under penalty of perjury, that I am a legal resident within the election precinct in which I am voting, and that I am the person whose name appears on this envelope. I have not applied, nor do I intend to apply, for a mail ballot from any other jurisdiction for this same election. I understand that voting twice in the same election constitutes a crime.

**VOTER: Sign Here. Do Not Print.**  
Signature must match your voter registration record. (Power of Attorney not acceptable)  
You must sign in your own handwriting for the ballot to count. Do not stamp your signature.

X

Date of signing

Witness \_\_\_\_\_ Date \_\_\_\_\_  
If the voter is unable to sign, s/he may make a mark witnessed by a person over the age of 18 years.

SDIE0622R011 - MBDO YEL E

**VOTER: MUST FILL OUT - Print Clearly**  
Your ballot may NOT count if you do not completely fill out the information below.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

San Diego County residence address as registered (not mailing address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_

## Remote Accessible Vote-by-Mail (RAVBM) Envelope

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

POSTAGE WILL BE PAID BY ADDRESSEE

**OFFICIAL ELECTION MAIL**

**BUSINESS REPLY MAIL**

REGISTRAR OF VOTERS  
5600 OVERLAND AVENUE SUITE 100  
PO BOX 85902  
SAN DIEGO CA 92186-9577

PO BOX 85902  
SAN DIEGO CA 92186

OFFICIAL VOTER'S BALLOT  
TO BE OPENED ONLY BY CANVASSING BOARD

For information on returning your ballot see enclosed instructions or visit our website at [www.sdvote.com](http://www.sdvote.com)

Polls officer use only: Precinct#: Poll worker sign:

**MADE A MISTAKE ON YOUR BALLOT?  
CALL US AT (858) 565-5800.**

**Person Authorized to Return**  
I am unable to return my ballot and hereby authorize:  
(Note: Compensation for returning ballots is prohibited by law.)

X Name of person returning ballot Relationship to voter

X Signature of person authorized to return ballot

I declare, under penalty of perjury, that I am a legal resident within the election precinct in which I am voting, and that I am the person whose name appears on this envelope. I have not applied, nor do I intend to apply, for a mail ballot from any other jurisdiction for this same election. I understand that voting twice in the same election constitutes a crime.

**VOTER: Sign Here. Do Not Print.**  
Signature must match your voter registration record. (Power of Attorney not acceptable)  
You must sign in your own handwriting for the ballot to count. Do not stamp your signature.

X

Date of signing

Witness \_\_\_\_\_ Date \_\_\_\_\_  
If the voter is unable to sign, s/he may make a mark witnessed by a person over the age of 18 years.

SDIE0322R006 - 1QBRM E


74748852 RAVBM 1199  
2 999001

Minnie Mouse  
1234 Magic Street

4/5/2022

# Conditional Voter Registration (CVR) Envelope

**POLL WORKER USE ONLY**  
 Sequence Number  
 Location ID Number

  
**Registrar of Voters**  
 COUNTY OF SAN DIEGO

## Conditional Voter Registration Envelope

### Poll Worker completes Section 1

☐ Conditional Voter Registration  
 • New Voter / Not Registered

☐ Conditional Voter Registration  
 • After voting, insert your voted ballot in this envelope, seal it, and return it to staff

**Write which political party ballot is in envelope:**  
(PRESIDENTIAL PRIMARY ONLY)

**Voter completes Section 2**

• Your ballot may NOT count if you do not complete this section in its entirety, numbers 1 through 6

• After voting, insert your voted ballot in this envelope, seal it, and return it to staff

- I am a U.S. citizen and resident of California. ☐ Yes ☐ No I am 18 or older. ☐ Yes ☐ No
- First Name

Middle Initial

Last Name
- Current Residence Address (No Business Address or P.O. Box)

City

State

Zip Code

Current Mailing Address (if different from above or P.O. Box)

City

State

Zip Code
- Previous Residence Address

City

State

Zip Code
- California Driver License or California Identification Card # : \_\_\_\_\_

Birth Date : \_\_\_\_\_

Birth Place : \_\_\_\_\_ (Name of U.S. State or country of birth)

(only if CA Driver License or CA ID Card NOT provided above)
- I want to choose a political party preference  
☐ American Independent ☐ Democratic Party ☐ Green Party  
☐ Libertarian Party ☐ Peace and Freedom Party ☐ Republican

I do not want to choose a political party preference  
☐ No Party / None
- READ AND SIGN THE VOTER'S DECLARATION BELOW:**

I am a U.S. citizen and at least 18 years old. I am not currently serving a state or federal prison term for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Signature is mandatory

Signature \_\_\_\_\_

Date \_\_\_\_\_

Attacker's Number: \_\_\_\_\_

**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**

**POLL WORKER USE ONLY**  
 Sequence Number  
 Location ID Number

  
**Registrar of Voters**  
 COUNTY OF SAN DIEGO

## Conditional Voter Registration Envelope

### Poll Worker completes Section 1


☐ Conditional Voter Registration  
 • New Voter / Not Registered

☐ Conditional Voter Registration  
 • After voting, insert your voted ballot in this envelope, seal it, and return it to staff

**Write which political party ballot is in envelope:**  
(PRESIDENTIAL PRIMARY ONLY)

# Provisional Envelope

**POLL WORKER USE ONLY**  
 Sequence Number  
 Location ID Number

  
**Registrar of Voters**  
 COUNTY OF SAN DIEGO

## Provisional Envelope

### Poll Worker completes Section 1

☐ A. HAVA ID required and no ID provided  
☐ B. Mail ballot has been returned  
☐ C. Ballot already issued by EPB  
☐ D. Unconfirmed Address

**Write which political party ballot is in envelope:**  
(PRESIDENTIAL PRIMARY ONLY)

**Voter completes Section 2**

• Your ballot may NOT count if you do not complete this section in its entirety, numbers 1 through 6

• After voting, insert your voted ballot in this envelope, seal it, and return it to staff

- I am a U.S. citizen and resident of California. ☐ Yes ☐ No I am 18 or older. ☐ Yes ☐ No
- First Name

Middle Initial

Last Name
- Current Residence Address (No Business Address or P.O. Box)

City

State

Zip Code

Current Mailing Address (if different from above or P.O. Box)

City

State

Zip Code
- Previous Residence Address

City

State

Zip Code
- California Driver License or California Identification Card # : \_\_\_\_\_

Birth Date : \_\_\_\_\_

Birth Place : \_\_\_\_\_ (Name of U.S. State or country of birth)

(only if CA Driver License or CA ID Card NOT provided above)
- I want to choose a political party preference  
☐ American Independent ☐ Democratic Party ☐ Green Party  
☐ Libertarian Party ☐ Peace and Freedom Party ☐ Republican

I do not want to choose a political party preference  
☐ No Party / None
- READ AND SIGN THE VOTER'S DECLARATION BELOW:**

I am a U.S. citizen and at least 18 years old. I am not currently serving a state or federal prison term for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Signature is mandatory

Signature \_\_\_\_\_

Date \_\_\_\_\_

Attacker's Number: \_\_\_\_\_

**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**

**POLL WORKER USE ONLY**  
 Sequence Number  
 Location ID Number

  
**Registrar of Voters**  
 COUNTY OF SAN DIEGO

## Provisional Envelope

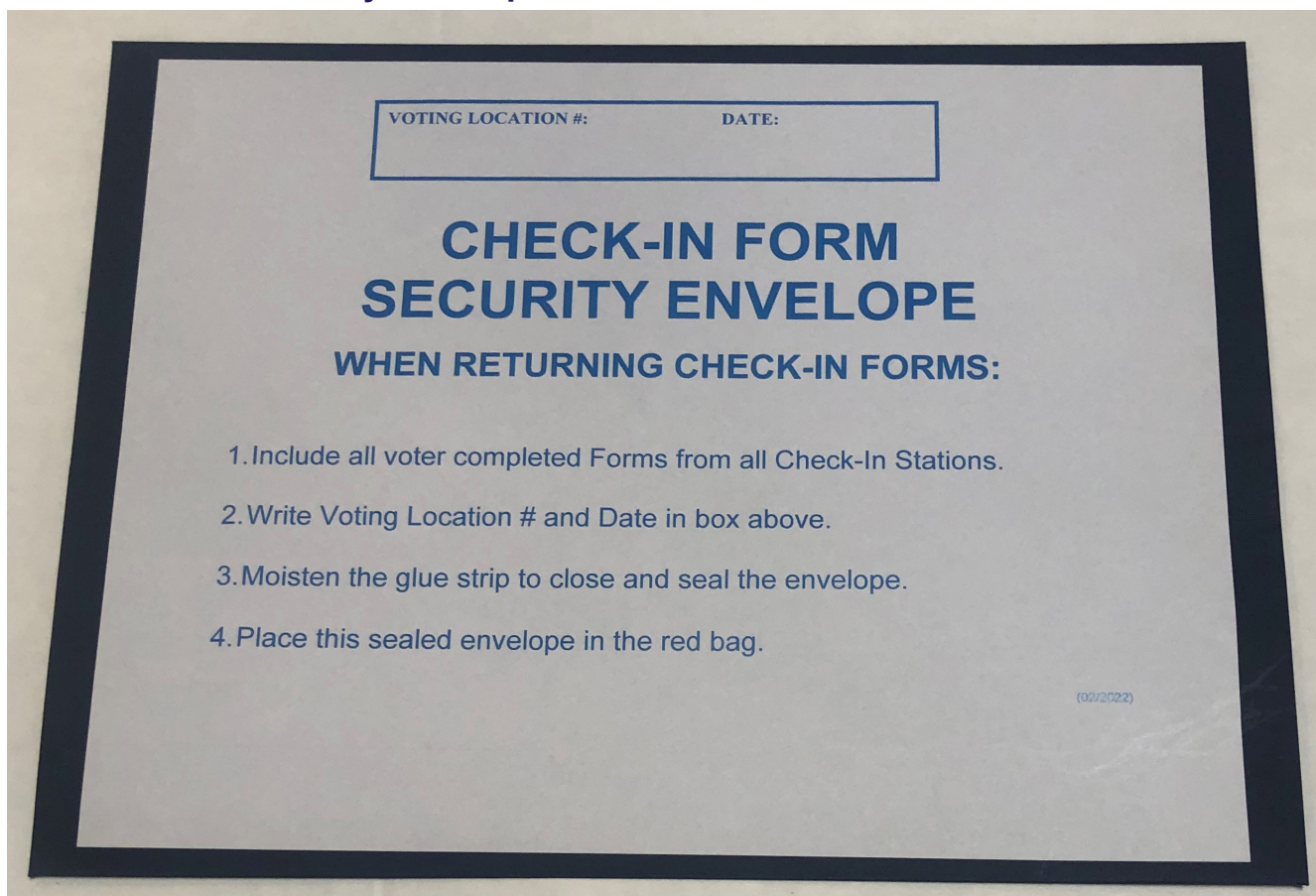
### Poll Worker completes Section 1

☐ A. HAVA ID required and no ID provided  
☐ B. Mail ballot has been returned  
☐ C. Ballot already issued by EPB  
☐ D. Unconfirmed Address

**Write which political party ballot is in envelope:**  
(PRESIDENTIAL PRIMARY ONLY)



## Check-In Form Security Envelope



A white security envelope with a black border. At the top, there is a rectangular box divided into two sections: "VOTING LOCATION #:" on the left and "DATE:" on the right. Below this box, the text "CHECK-IN FORM SECURITY ENVELOPE" is printed in large, bold, blue capital letters. Underneath, "WHEN RETURNING CHECK-IN FORMS:" is printed in smaller, bold, blue capital letters. A list of four instructions follows, numbered 1 through 4. In the bottom right corner, the date "(02/2/22)" is printed in small text.

VOTING LOCATION #:      DATE:

**CHECK-IN FORM  
SECURITY ENVELOPE**

**WHEN RETURNING CHECK-IN FORMS:**

1. Include all voter completed Forms from all Check-In Stations.
2. Write Voting Location # and Date in box above.
3. Moisten the glue strip to close and seal the envelope.
4. Place this sealed envelope in the red bag.

(02/2/22)

## Mail Ballot Signature Form Envelope



A tan-colored envelope. In the top left corner, there is a logo for the "COUNTY OF SAN DIEGO REGISTRAR OF VOTERS" with the address "P.O. BOX 85656 SAN DIEGO, CA 92186-5656". The main text "MAIL BALLOT SIGNATURE FORM" is printed in large, bold, red capital letters in the center of the envelope.

COUNTY OF SAN DIEGO  
REGISTRAR OF VOTERS  
P.O. BOX 85656  
SAN DIEGO, CA 92186-5656

**MAIL BALLOT  
SIGNATURE  
FORM**

# Check-In Form



## POLL WORKER USE ONLY

- ☐ N/C   ☐ SB 207  
☐ CVR   ☐ PROV  
☐ CURBSIDE VOTER

VOTER ID \_\_\_\_\_

## POLL WORKER USE ONLY SEQUENCE VERIFICATION

SEQUENCE # \_\_\_\_\_ VERIFIED ☐

## CHECK-IN FORM

### PART 1

This Check-in Form is used by the San Diego Registrar of Voters to begin the check-in process promptly and accurately for voting at the polls. This form allows us to capture your signature, verify your voter record, and assist poll workers in issuing the correct ballot to every voter.

VOTER'S NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
 (PLEASE PRINT) (Last) (First) (Middle) (MM/DD/YYYY)

ADDRESS: \_\_\_\_\_  
 Physical residence address in **San Diego County** (P.O. Box, Rural Route, etc. not acceptable. If applicable, designate N, S, E, W, if used.)

\_\_\_\_\_ CA \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
 (City) (State) (Zip Code)

### THIS CHECK-IN FORM REQUIRES YOUR OFFICIAL SIGNATURE.

It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code §§ 18560, 14108).

**X**

SIGNATURE

DATE

### PART 2

(To be completed at CHECK-IN STATION ONLY)

#### CHANGE OF ADDRESS

PART 2 may only be completed by a voter who is currently registered to vote in San Diego County who is requesting a change of address within San Diego County. This may only be completed during the time period of the 14<sup>th</sup> day before an election up until the close of the polls on Election Day. This form must be provided in person to a county elections official. (Elections Code §§ 2119.5, 2152)

☐ I want to change my physical residence address. My previous address was:

Physical residence address only (not a P.O. Box)

\_\_\_\_\_ CA \_\_\_\_\_  
 (City) (State) (Zip Code)

#### POLL WORKER NOTES:

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ENG/SPAN

# Official Seal Verification Log

Part II. BMD Daily Padlock Verification			
1. Look at the back of each BMD to ensure all Mini-Padlocks are tamper free.			
• Alert Site Manager immediately if any Mini-Padlocks show evidence of tampering or are missing.			
Date	Initial Mini-Padlocks Tamper Free? (Y/N)	Comments	
10/28/2022 (Friday)			
10/29/2022 (Saturday)			
10/30/2022 (Sunday)			
10/31/2022 (Monday)			
11/1/2022 (Tuesday)			
11/2/2022 (Wednesday)			
11/3/2022 (Thursday)			
11/4/2022 (Friday)			
11/5/2022 (Saturday)			
11/6/2022 (Sunday)			
11/7/2022 (Monday)			
11/8/2022 (Tuesday)			

2. Note any BMD Mini-Padlock replacement(s) and the reason in the section below.			
BMD Serial #	NEW Mini Red Padlock	NEW Mini Green Padlock	Date Replaced

3. Note any BMD replacement(s) and the reason in the section below.			
REPLACED BMD Serial #	NEW Mini Red Padlock	NEW Mini Green Padlock	Date Replaced

Part II. BMD Daily Padlock Verification

1. Look at the back of each BMD to ensure all Mini-Padlocks are tamper free.

• Alert Site Manager immediately if any Mini-Padlocks show evidence of tampering or are missing.

Part I. Initial Padlock Verifications

1. Before unpacking the BMD and BMD PRINTER security bags, verify the numbers on the red mini padlocks match the numbers listed below:

BMD Bag Red Mini Padlock #	Does # Match?	Printer Bag Red Mini Padlock #	Does # match?
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No

2. Set up all BMDs and verify the numbers on the green and red mini padlocks on the BMDs match the numbers listed below:

BMD Serial #	Does # match?	Red padlock #	Does # match?	Green Padlock #	Does # match?
1	Yes No		Yes No		Yes No
2	Yes No		Yes No		Yes No
3	Yes No		Yes No		Yes No
4	Yes No		Yes No		Yes No
5	Yes No		Yes No		Yes No
6	Yes No		Yes No		Yes No
7	Yes No		Yes No		Yes No
8	Yes No		Yes No		Yes No

If a number does not match or a seal appears to be tampered with, have another member of the board confirm the discrepancy and call the Poll Worker Hotline at 858-565-3360. DO NOT USE the equipment until it is placed back into service as instructed by the Registrar of Voters.

Poll Worker Signature

Date

Poll Worker Signature

Date

Place completed and signed Seal Verification Log in the blue envelope TAB 6.

Reference - FORMS

L-001

# Daily Ballot Statement

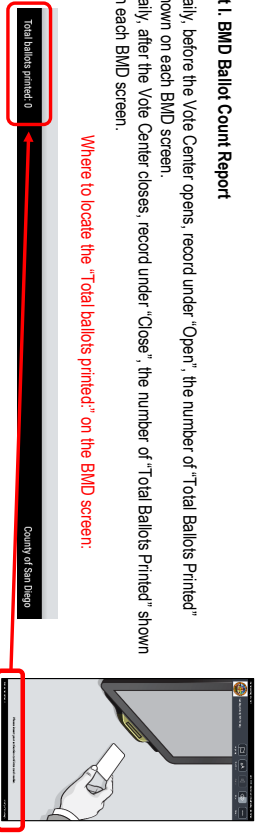
## DAILY BALLOT STATEMENT

Location #: \_\_\_\_\_

### Part I. BMD Ballot Count Report

1. Daily, before the Vote Center opens, record under "Open", the number of "Total Ballots Printed" shown on each BMD screen.
2. Daily, after the Vote Center closes, record under "Close", the number of "Total Ballots Printed" shown on each BMD screen.

Where to locate the "Total ballots printed" on the BMD screen:



	BMD #1		BMD #2		BMD #3		BMD #4		BMD #5		BMD #6		BMD #7		BMD #8	
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Set Up Friday, 10/28/2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Saturday, 10/29/2022																
Sunday, 10/30/2022																
Monday, 10/31/2022																
Tuesday, 11/1/2022																
Wednesday, 11/2/2022																
Thursday, 11/3/2022																
Friday, 11/4/2022																
Saturday, 11/5/2022																
Sunday, 11/6/2022																
Monday, 11/7/2022																
Election Day, 11/8/2022																

Total BMD Ballots Printed  
(Add the final "Close" numbers in the red boxes above and write total here.)

DO NOT  
TRANSFER  
ANY NUMBERS  
TO PART II

### Part II. Manual Ballot Counts and Check-In Record

1. Daily, after the vote center closes, manually count and record the number of each category (column) below.
2. On Election Day, obtain the Grand Totals by adding daily numbers down for each category (column).

NOTE: These are a manual count of ballots and materials. DO NOT transfer numbers from Part I.

	Ballots Cast (in Ballot Box)		Envelopes Cast (in Ballot Box)		# Check-ins from EPB		Spoiled BMD Ballots
	BMD	Mailed Ballots	Emergency	Provisional	CVR	Regular	
Saturday, 10/29/2022							
Sunday, 10/30/2022							
Monday, 10/31/2022							
Tuesday, 11/1/2022							
Wednesday, 11/2/2022							
Thursday, 11/3/2022							
Friday, 11/4/2022							
Saturday, 11/5/2022							
Sunday, 11/6/2022							
Monday, 11/7/2022							
Election Day, 11/8/2022							
Grand Total							

### Part III. Ballot Statement Certification

ALL BOARD MEMBERS: READ AND SIGN

We certify that the number of voters who voted in this Vote Center in this election is noted above as the number of check-ins in the electronic roster of voters. All voters whose signatures appear on a Check-In Form voted, except as noted. The total number of official ballots cast and spoiled are found in sealed ballot cartons and the number accounted for is as indicated on this Daily Ballot Statement. We further certify that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged (EC § 14-107).

SITE MANAGER: \_\_\_\_\_

PRECINCT INSPECTOR: \_\_\_\_\_

TECHNICAL INSPECTOR: \_\_\_\_\_

TECHNICAL INSPECTOR: \_\_\_\_\_

TECHNICAL INSPECTOR: \_\_\_\_\_

TECHNICAL INSPECTOR: \_\_\_\_\_

TECHNICAL INSPECTOR: \_\_\_\_\_

TECHNICAL INSPECTOR: \_\_\_\_\_

TECHNICAL INSPECTOR: \_\_\_\_\_

TECHNICAL INSPECTOR: \_\_\_\_\_

Place the completed form in Tab 6 of the Blue Envelope each night except on Election Night, place inside the Voted Ballot Carton.

# Official Chain of Custody

## COUNTY OF SAN DIEGO REGISTRAR OF VOTERS

### OFFICIAL CHAIN OF CUSTODY

Statewide General Election October 29-November 8, 2022

Vote Center #: \_\_\_\_\_

Date: \_\_\_\_\_

#### Section I: Poll Workers – Voted Ballots Released From Vote Center to DART

\_\_\_\_\_ # OF WHITE VOTED BALLOT CARTONS

DART rec'd: #/INITIAL \_\_\_\_\_

\_\_\_\_\_ # OF YELLOW MAIL BALLOT BAGS

DART rec'd: #/INITIAL \_\_\_\_\_

\_\_\_\_\_ # OF RED BAGS

DART rec'd: #/INITIAL \_\_\_\_\_

\_\_\_\_\_ # OF BLUE CHECK-IN FORM SECURITY ENVELOPES IN RED BAG

\_\_\_\_\_ # ELECTION NIGHT ONLY- BLUE ENVELOPE (ACCORDIAN)

DART rec'd: #/INITIAL \_\_\_\_\_

Confirm the number of items being released to DART. Sign and date below, and confirm that all items are locked or sealed before leaving the vote center.

Print: \_\_\_\_\_

Poll Worker 1 Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Poll Worker 2 Sign: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ All items locked/sealed: YES \_\_\_\_\_ NO \_\_\_\_\_

#### POLL WORKER NOTES:

#### Section II: DART - Receipt of Ballots from Vote Center

Confirm the number of items being **received from Vote Center** by writing the number and placing initials on the lines above. Confirm that all items are locked or sealed.

#### NOTE ANY DISCREPANCIES OR ISSUES:

#### Section III: ROV Warehouse - Receipt of Ballots from DART

INITIALS OF LOGISTICS MANAGER \_\_\_\_\_

#### NOTE ANY DISCREPANCIES OR ISSUES:

White copy: Poll Worker

Yellow copy: ROV (Warehouse) Pink copy: ROV (Election Systems)

8/24/2022



## Reference - BALLOTS

[illegible]

## HAVA IDs List

### 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       | f. Military identification card    |
| b. Public housing identification card                         | g. Passport                        |
| c. A credit or debit card with a photo                        | h. Employee identification card    |
| d. Insurance plan identification card                         | i. Student identification card     |
| e. Identification card provided by a commercial establishment | 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.

## Disability Sensitivity at the Polls (from the California Secretary of State website)

The rules of etiquette and good manners apply when working with every voter who enters a polling place. In addition, the following guidance may be helpful when working with people with disabilities.

### Meeting a Person With a Disability

- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.
- **Speak directly to a person with a disability,** not just to others accompanying a person.
- **Offer assistance, but do not insist on providing it.** It is best to ask all voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who is disabled.
- **Don't ask about or mention a person's disability** unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.
- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

### Interacting With a Person Who Uses a Mobility Device (e.g., wheelchair, scooter, cane, etc.)

- **Provide personal space.** Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of his or her personal space.
- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.
- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

### Meeting Someone With a Disability That Affects Speech

- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.

# Disability Sensitivity at the Polls

## Meeting Someone Who Has a Visual Impairment

- **Greetings.** Identify yourself and introduce anyone else who may be with you. Also, don't leave the person without saying you are leaving.
- **Guiding.** If asked to be a sighted guide, place your arm against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.
- **Guide and service animals.** Do not pet or distract a guide or service animal. The animal is responsible for the owner's safety and is working. People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use guide or service animals as well.

## Communicating With Someone Who Is Deaf or Uses an Assistive Hearing Device

- **Let the person take the lead** in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).
- **Talk directly to the person** even if a sign language interpreter is present. If the person lip reads, face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.

## Use Appropriate Language

- Instead of disabled person, handicapped, or crippled, say **person with a disability**
- Instead of an able-bodied person, say **person without a disability**
- Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**
- Instead of the blind, say **person who is blind or visually impaired**
- Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**
- Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**
- Instead of epileptic, say **person with epilepsy**
- Instead of a Down's person or Mongoloid, say **person with Down Syndrome**

# GLOSSARY

**ADA:** Americans with Disabilities Act.

**ADA Cart:** Contains a BMD, printer and battery (UPS) to be rolled outside for curbside voting.

**Audio Tactile Interface (ATI):** Used at the BMD for an accessible voting session.

**AVS Controller:** Controller used to enable an Accessible Voting Session (on the BMD).

**Ballot Box:** White cardboard box that holds election supplies. A new Ballot Box is used for each day of the election.

**Ballot Carton:** White ballot carton for packing and sealing voted ballots for transport to ROV.

**Ballot Marking Device (BMD):** The electronic device that allows voters to mark their selections on a tablet and print out their ballot. The BMD is suitable for all voters.

**Blue Envelope:** Contains six tabbed pockets which contain items such as: election logs and forms, surveys, ADA information, poll worker reference items, and voter handouts. Returned on Election Night.

**BMD Ballot:** The ballot printed from the BMD with a voter's selections and cast into the Ballot Box.

**BMD Ticket:** Ticket with the voter's Sequence #. Created at the Check-In station so that the correct ballot can be activated on BMD.

**Board or Precinct Board:** Team of poll workers who work at a specific vote center. A board consists of a Site Manager, a Precinct Inspector, and several Technical Inspectors (number varies each election).

**Brown Box:** Used to collect spoiled ballots, surrendered mail ballots/envelopes, and used BMD Tickets.

**Chain of Custody Form:** Records what items are being released to a DART official at the end of each voting day.

**Check-In Form:** Filled out by voter to check in to vote at the vote center. This form comes in all five federally mandated languages.

**Check-In Form Security Envelope:** Envelope used to return all completed Check-In Forms to the ROV. Will be returned in the Red Bag.

**Conditional Voter Registration (CVR):** Under California Elections Code, CVR gives a voter the ability to register and vote on any voting day, including election day.

**Cradlepoint:** Provides WI-FI connectivity to the ePollbook (EPB) and Vote Center Laptop.

**Daily Ballot Statement:** Used to record the total number of Ballots Cast and other important election information. Found in Tab 6 of the Blue Envelope. Returned on Election Night in the White Ballot Carton.

**DART:** Dispatch And Return Team.

**DART Ballot Return Center:** Site where voted election materials are dropped off after the vote centers close each night.

**Department of Justice Poster (DOJ Poster):** Must be posted inside facilities near the entrance of the vote center. Previously known as "DOJ Panel."

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

**Emergency Ballot:** Blank, election-specific ballot used if all other voting devices are non-functioning.

**ePollbook (EPB):** Electronic roster of registered voters. Each voter must sign and be checked-in to the ePollbook to receive a ballot.

**Facsimile/Reference Ballots:** A set of binders which include copies of the ballot in mandated languages. The 5 federally mandated languages (English, Chinese, Filipino, Spanish, and Vietnamese) are yellow facsimile ballots are available upon request in all vote centers. Additional state and county languages (Arabic, Japanese, Korean, Laotian, Persian, and Somali) are green facsimiles and are provided only at vote centers where these additional language resources are indicated.

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

**HAVA:** Help America Vote Act. Addresses improvements to voting systems and voter access.

**Inactive Voter:** Voters are considered "inactive" when a county elections official receives information (for example, from the post office) indicating the voter has moved out of state or mail is returned undeliverable without a forwarding address.

**Mail Ballot Bag:** Yellow bag used to secure Mail Ballots dropped off at the vote center.



## GLOSSARY (CONTINUED)

**Mail Ballot Signature Form:** Voter must fill out this document for one of the following reasons: Vote-by-mail or Provisional envelope not signed by voter or signature could not be verified on voter's Vote-by-mail or Provisional envelope.

**N/C ("No Change"):** If a voter requests no changes or updates to their registration, they are considered a "No Changes" voter.

**Observer:** Groups or individuals expressing an interest in observing the election process, from watching the poll workers set up a vote center to watching the closing of the vote center. No person may interfere with the operation of a vote center.

**Official Ballot Pouch:** Clear zippered pouch containing seals, security items, and the Poll Worker Cards for the BMDs.

**Poll Watcher:** 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.

**Precinct Inspector (PI):** see definition on page 17.

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

**Provisional Voter:** Voter whose eligibility to vote in that precinct cannot be established by poll workers; also "PROV."

**Provisional/CVR Status Card:** Handout provided to voters with information on how to verify the status of their Provisional or CVR envelope.

**RAVBM:** Remote Accessible Vote-by-Mail; allows voters to download a ballot on a personal computer and mark it privately and independently using their own assistive technology. Available to all registered voters.

**Red Bag:** Used to secure ballots in provisional and CVR envelopes, and the Check-In Form Security Envelope with completed Check-In Forms.

**Replacement Ballot:** BMD ballot provided to the voter at a vote center.

**Replacement Mail Ballot Envelope:** Yellow envelope provided at a vote center to a voter who does not have their official Mail Ballot envelope.

**ROV:** Registrar of Voters.

**Senate Bill 207 (SB 207):** Legislation which allows voters to change their residence address without submitting a new Voter Registration.

**Seal Verification Log:** Form which contains Padlock numbers (assigned to specific BMD Security Bags and BMD tablets) and BMD serial numbers. Used to verify that no tampering has taken place. Must be completed at Vote Center Setup.

**Sequence #:** Four-digit number that identifies a voter's precinct and ballot type.

**Site Manager (SM):** see definition on page 17.

**Spoiled Ballot:** Any ballot that has been damaged or on which a voter made a mistake. It must be slightly torn through, marked "spoiled," and placed in the brown box before voter is issued a new ballot.

**Surrendered Ballot:** A voter may choose to turn in the ballot that was received in the mail, if so write "surrendered", tear in half, and place in the Brown Box.

**Unconfirmed Address (UA):** Registered voter is changing their residential address but the ePollbook cannot find their new address. (Non-listed streets or newly developed area)

**Uninterruptible Power Supply (UPS):** Equipment to provide battery backup of network equipment should the commercial power fail.

**Vote-by-Mail Issued (VBM Issued) Voters:** Voters who receive a mail ballot, whether by request or by legislation, are categorized as "VBM Issued" Voters.

**Voter's Choice Act (VCA):** Election model allows voters to choose how, when, and where to cast their ballot by: Mailing every voter a ballot, expanding in-person early voting and allowing voters to cast a ballot at any vote center within their county.

**Vote Center:** Neighboring precincts grouped together into one large poll to provide in-person vote centers throughout the county. Previously referred to as: voting location, super poll, or polling place.

**Voter Help Card:** Handout for voters which includes phone numbers for voters to call for additional support and information, including language assistance.

**Write-In Candidate:** A qualified candidate whose name is not printed on the ballot.

# RECRUITMENT REMINDERS

## Break/Meal Times

All poll workers are entitled to a set number of breaks (paid) and meal time(s) (unpaid), dependent upon the length of the work day. All poll workers **MUST** take their breaks/meal times as directed by the Site Manager, who will coordinate break/meal time schedules, based on the needs of the vote center.

**During the voting days leading up to Election Day, poll workers will receive a 1-hour meal period and two 15-minute breaks.\***

Meal Period	PWs Out
11:00 am - 12:00 pm	2
11:30 am - 12:30 pm	2
12:00 pm - 1:00 pm	2
12:30 pm - 1:30 pm	2
1:00 pm - 2:00 pm	2

\*These are suggested break schedules. The Site Manager will use their best judgment to schedule each board member to receive these lunch breaks as allowed by time and voter turnout.

## Payroll Information

The County of San Diego issues payroll checks one week after the end of a two-week pay period. Pay periods are set in advance by the County. Below you will find the pay periods and paydays applicable for this election. Each set of colored days will be paid out on the corresponding colored payday.

**On Election Day, election workers will receive two 45-minute meal periods and three 15-minute breaks.\***

First Meal Period	PWs Out
9:30 am - 10:15 am	2
10:15 am - 11:00 am	2
11:00 am - 11:45 am	2
11:45 am - 12:30 pm	2
12:30 pm - 1:15 pm	2

Second Meal Period	PWs Out
1:30 pm - 2:15 pm	2
2:15 pm - 3:00 pm	2
3:00 pm - 3:45 pm	2
3:45 pm - 4:30 pm	2
4:30 pm - 5:15 pm	2

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
OCTOBER 2022							8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28 - Payday Setup	29 - 11-Day Site
NOVEMBER 2022	30	31	1	2	3	4 - Setup	5 - 4-Day Site
	6	7	8 - Election Day	9	10	11 - Payday	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25 - Payday	

# RECRUITMENT CONTACTS

Main Line: (858) 565-5800

Fax: (858) 505-7299

## Region 1A North County

Lead: Mary Rowin (858) 505-4293

Terri Lynn Pope (858) 505-4273

Don Conley (858) 505-7328

Martha Maya (858) 505-4292

Leah Watters (858) 505-4276

Richard Lee (858) 505-4277

## Region 1-B East County

Lead: Donna Peralta (858) 505-7230

Yvonne Alcoser (858) 505-4232

Chanh Tran (858) 505-4208

Mikaylah Noel (858) 505-4235

Griselda Reyes Gonzalez (858) 505-4275

## Region 2-A South Bay

Lead: Jolie Ramage (858) 505-7229

Sandra Huerta (858) 505-4226

Keri Belisle (858) 505-4210

Gary Lamb (858) 505-4209

Lucinda Durazo (858) 505-4227

Daniela Vitobaldi (858) 505-4228

## Region 2-B Central San Diego

Lead: Cynthia Hernandez (858) 505-7220

Karen Oropeza (858) 505-4222

Anil Singh (858) 505-7311

Nikole Klinkhamer (858) 505-4207

Dylann Jelden (858) 505-4219

## **Call Center**

Patty Boulder (858) 505-4225

Pamela Netinho (858) 505-4224

## **Recruitment Programs**

County Employee Coordinator: Jean Vukotich (858) 505-4233

Site Manager Coordinator: Suzan Berard (858) 505-4223

## **Non-Emergency Law Enforcement**

Carlsbad Police (760) 931-2197

National City Police (619) 336-4411 x0

Chula Vista Police (619) 691-5151

Oceanside Police (760) 435-4900

Coronado Police (619) 522-7350

San Diego Police (619) 531-2000

El Cajon Police (619) 579-3311

CSU San Marcos (760) 750-4567

Escondido Police (760) 839-4722

Palomar College (760) 744-1150 x2289

La Mesa Police (619) 667-1400 x6

SDSU Police (619) 594-1991

For Del Mar, Encinitas, Imperial Beach, Lemon Grove, Poway,  
San Marcos, Santee, Solana Beach, Vista, and all  
unincorporated areas of San Diego County:

**San Diego County Sheriff (858) 565-5200**

**UCSD Police (858) 534-4357**

For traffic-related issues:

**CA Highway Patrol (800) 835-5247**

### **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.

### **Poll Worker Oath**

I do hereby solemnly declare that I will support the Constitution of the State of California. I further affirm that I am a Citizen of the United States of America or lawfully admitted for permanent residence in the United States and that I will, to the best of my ability, faithfully discharge the duties of Election Officer.

### **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 region that is building better health, living safely and thriving.

