

**FOURTH SUPERVISORIAL DISTRICT,
SPECIAL PRIMARY ELECTION**
August 15, 2023

Poll Worker Manual



Name: _____



QUICK REFERENCE (Refer to ROV email)

VOTE CENTER INFORMATION

Location #: _____ Name: _____

Address: _____

Site Contact: _____

Site Contact Phone: _____ Site 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		
Technical Inspector		
Technical Inspector		

Recruitment Contact		
Primary: Human Resources (HR) Contact	Karen Richardson	(858) 505-7206
Backup: Human Resources (HR) Contact	Archie Narciso	(858) 505-7207

Curbside Voting (858) 505-7396	Poll Worker Hotline (858) 565-3360	Observer Hotline (858) 495-5123
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Call 9-1-1 in case of emergency or safety concerns

NOTE FROM THE REGISTRAR



County of San Diego

CYNTHIA L. PAES
Registrar of Voters

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

SHAWN K. BROM
Assistant Registrar of Voters

Hello Everyone!

We're excited to have you join us for another election. Thank you for being a part of this important process. The upcoming special primary election has been called to fill the vacant seat in the County's Fourth Supervisorial District for the remainder of the current term ending in January 2027. If no candidate receives a majority vote at the primary election, then a special general election will be held on Nov. 7, 2023.

With what is looking like a busy 2023, one area remains fundamental, consistent, and true to the success of our office and the overall election...that's YOU!

There are nearly 400,000 registered voters in the County's Fourth Supervisorial District, and they are *counting* on us! Your hard work and diligence will help us to maintain the trust and confidence of our community in the democratic process. Voters from all over the district will be looking to us to help them register and vote.

Under the Voter's Choice Act (VCA), every active registered voter in the district will automatically receive a ballot in the mail and vote centers will be open anywhere from one to eleven days. If you participated in the last two countywide elections in June 2022 and Nov. 2022, then this voting 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.

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! We wish you all the best and hope that you will find this experience rewarding and fulfilling.



CYNTHIA L. PAES

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WHAT'S NEW THIS ELECTION

- Every active registered voter in San Diego County's Fourth Supervisorial District 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.

Staffing and Training

- The number of poll workers assigned and equipment supplied to a Vote Center will vary by location.
- Typical boards will consist of:
 - 1 Site Manager + 1 Precinct Inspector + 6-10 Technical Inspectors
- Poll Worker Training:
 - 2 days
 - Site managers will attend poll worker training with their boards.
- Site Manager Training:
 - 1 day
 - Site Managers are required to attend a third day of training.

Vote Center Operations

- Total of 14 Vote Centers - seven locations open for 10 days plus Election Day, and seven additional locations open Election Day only.
- The Mail Ballot Bags will be located inside the Vote Center at the Greeter Station.
- All Vote Centers will pack out on Election Night.
- All supplies delivered directly by ROV: no mini-SUPU no storage containers.

VOTE CENTER 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

- Work as a TEAM!
- Do not participate in or allow voters or fellow poll workers to have political conversations at or near the Vote Center.
- Do not bring children or pets.
- Smoking and alcohol are not permitted.
- Covered drink containers are permitted but must not be placed on tabletops or near election equipment.
- Audio-visual devices that may disturb voters and staff are not allowed.
- Remain professional and 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 name tag.
- Bilingual poll workers will be assigned to many Vote Centers and will wear language-specific name tags so they are easily identified.
- If you need an answer or assistance, contact your Precinct Inspector or Site Manager. Never guess!



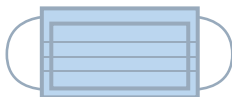
Supplies and Equipment

- 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, and refresh as necessary.



Health and Safety Guidelines

- Training will include COVID-19 recommendations for the safety and use of personal protective equipment (PPE) at a Vote Center.
- Masks, gloves, hand sanitizer and wipes will be provided for each training location and Vote Center.



VOTE CENTER RULES AND EXPECTATIONS

Emergencies and Vote Center Security



If you feel threatened or experience an emergency of any kind, immediately call 911, and when possible, also 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 de-escalation attempts, call 911 first, and when possible, also call the poll worker hotline to inform us of the emergency.

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 (if provided).

Know When: Confirm your scheduled work dates, including set-up and pack out dates. (Site Managers: confirm this information with your Board and 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
- Treat voters, visitors, and other board members with respect

Remember to Vote



Make sure to make arrangements to vote. You may:

- Vote early by mail
- Bring your ballot with you to your Vote Center
- Drop off your ballot at a Ballot Drop Box (BDB)
- 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 manner, and clothing should be appropriate and in good condition. T-shirts, buttons, or hats with improper or political slogans, graphics, or photos, are examples of inappropriate dress and may not be worn. Furthermore, poll workers should maintain a high standard of cleanliness and appearance.

Helpful Reminders



- Arrive on time and ready to assist your Board in conducting the election
- Bring snacks, extra water, and meals with you
- Take your breaks as scheduled by the SM; the suggested meal times are described on page 98.
- Stay safe and have fun! Thank you for working this election!

Vote Center Dates and Hours

August 5 to August 14

Seven 11-Day Vote Centers open:
8:00am to 5:00pm

Election Day, August 15

Additional Seven 1-Day Vote Centers open
All 14 Vote Centers open: 7:00am to 8:00pm

CALENDAR OF IMPORTANT TASKS AND DATES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 AUG	2	3	4	5
		PW Training (Group 1)		SM Training 1	11-Day VC-Setup	11-Day Vote Centers Open
					Poll Worker Hotline OPEN	
6	7	8	9	10	11	12
PW Training (Group 2)		SM Training 2	PW Training (Group 3)		PW Training (TBD)	
11-Day Vote Centers Open						
Poll Worker Hotline OPEN						
13	14	15	16	17	18	19
	1-Day VC-Setup	Election Day! All Vote Centers Open				
11-Day Vote Centers Open						
Poll Worker Hotline OPEN						
20	21	22	23	24	25	26
27	28	29	30	31	1 SEPT	2

Important payroll calendar and information can be found on page 98.

PRE-ELECTION AND ELECTION TIMELINE

Pre-Election, In-Person Voting and Election Day

Monday, July 31: Poll Worker Training Site Setup

- Trainers setup all poll worker Training Sites.

Tuesday, August 1 - August 10: Poll Worker Training

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

Thursday, August 3 and August 8: Site Manager Training

- Site Managers report to their assigned 1-day training.

Friday, August 4: Vote Center Setup 1 / Poll Worker Hotline Opens

- Boards assigned to 11-Day Vote Centers will set up their Vote Center.

Saturday, August 5: 11-Day Vote Centers

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

Monday, August 14: Vote Center Setup 2

- Boards assigned to the 1-Day Vote Centers will set up their Vote Center.

Tuesday, August 15: Election Day!

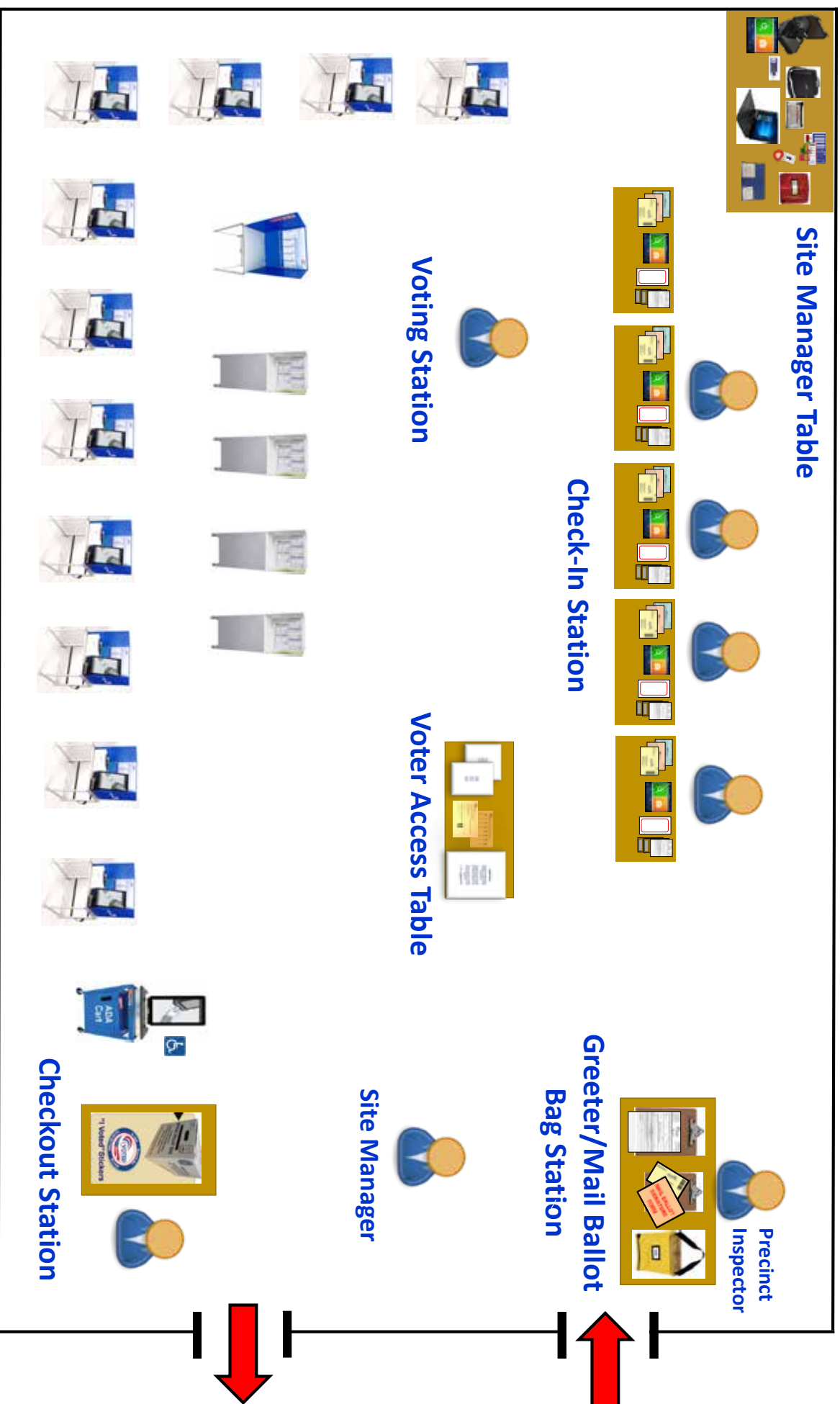
- On Election Day, all 14 Vote Centers are open from 7:00am to 8:00pm.
- Up to four additional poll workers are assigned to each 11-day location on Election Day.
- All boards pack out Election Night after closing the Vote Center.



Remember your “3 Knows!”

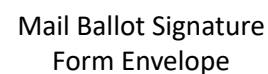
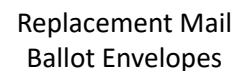
Know **where** you are working. Know **when** you are working. Know **what** is expected of you!

VOTE CENTER SAMPLE LAYOUT

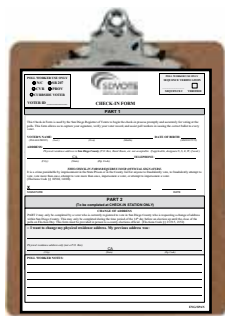


NOTE: VOTE CENTERS WILL VARY BY SIZE,
LAYOUT, EQUIPMENT, AND STAFFING.

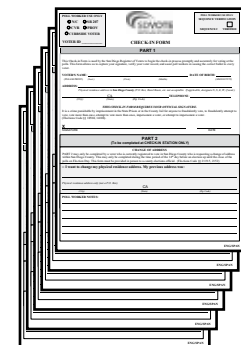
Setup Guides



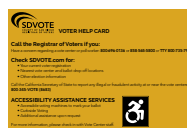
**Secrecy
Sleeves
are NOT
provided at
the Greeter
Station.**



Observer Sign-In Sheet



Blank Check-In Forms
(All 5 Federal languages)

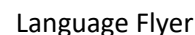
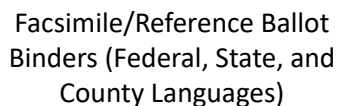
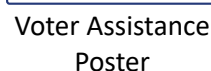
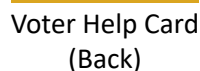
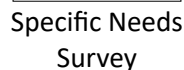


Voter Help Card (Front)

Greeter Station



- Station Job Aid
- Hand sanitizer



Check-In Table (example)

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

VOTER SIDE OF TABLE



Specific Needs Survey

GROUPS OF VOTERS (COUNT)		COUNT	
Native American	Spanish		
Hispanic/Latino	Chinese		
Asian	Other		
Black			
White			
Other			



Language Flyer

Leave space here for Voter to pass materials to Poll Worker and for EPB interactions.



Signature Guide

Magnifying Sheet

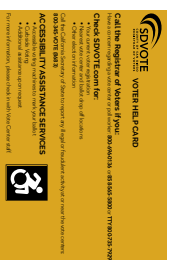
CVR Envelopes



Provisional Envelopes



Secrecy Sleeve



Voter Help Card (Front)



BMD Tickets



ePollbook (EPB)



Stylus

POLL WORKER SIDE OF TABLE

Prov/CVR Status Card



Clipboard (for collecting completed Check-In Forms)



Also found here:

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

Check-In Station



STATION DIAGRAMS



Ballot Marking Device (BMD),
Printer, BMD Voting Booth

Also found here:

- Accessible Voting Booth (ADA)
- Station Job Aid



ADA Cart with BMD



Cardboard
Voting Booth

Voting Station



Ballot Box



Also found here:

- Station Job Aid
- Hand Sanitizer



Secrecy Sleeve
Collection Area

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

Checkout Station

Also found here:

- Emergency Ballots



Cradlepoint



Laptop Bag



Vote Center Laptop



Red Bag



Official Ballot Pouch



Password Sheet



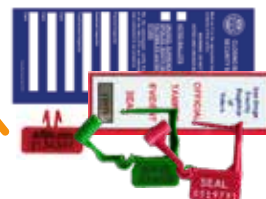
Blue Envelope



Poll Worker
Cards



MFA Token



Locks and Seals



ePollbook

Site Manager Table

STATIONS AND RESPONSIBILITIES

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

A typical Vote Center on Election Day may have up to 12 poll workers: 1 Site Manager, 1 Precinct Inspector, and 6-10 Technical Inspectors. The Vote Center board size may vary depending on the Vote Center location. Also, some Vote Centers will be assigned additional poll workers on Election Day. The Site Manager will assign poll workers to stations as required.

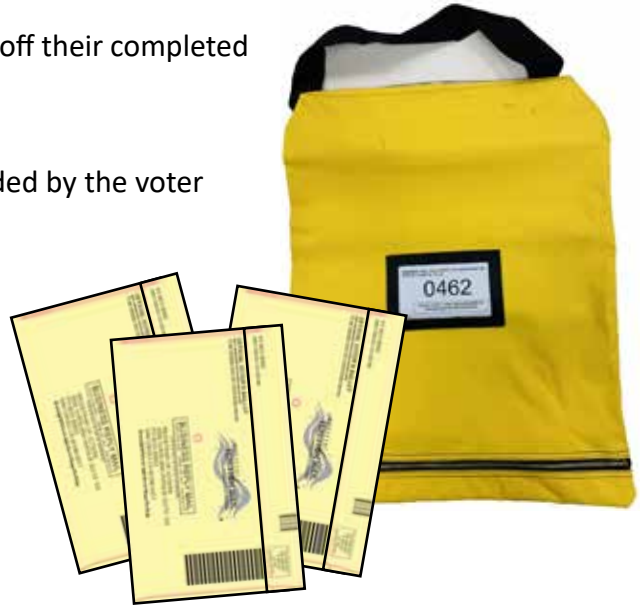
1. Mail Ballot Bag Station

The **Precinct Inspector** assigned to the Greeter Station will also be responsible for the **Mail Ballot Bag Station**. They will be responsible for collecting completed mail ballot envelopes from voters who are dropping them off and require no additional services from the Vote Center.

Mail Ballot Bag Station duties include:

- Welcome each voter and ask if they are dropping off their completed ballot sealed inside its return envelope
- Ask for voter's envelope, not their ballot
- 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
- Monitor the Mail Ballot Bag and never leave it unattended

Note: Only ballots sealed inside an envelope can be deposited in the Mail Ballot Bag.



2. Greeter Station

The **Precinct Inspector** assigned to the **Mail Ballot Bag Station** will also be responsible for the **Greeter Station**. They are responsible for welcoming each voter, providing the Check-In form, and directing them to the next station.

Greeter Station duties include:

- Greet and welcome each voter
- Provide a clipboard, pen, and Check-In Form
- Instruct voter to complete Part 1 legibly and completely
 - The Check-In Form is available in all 5 federal languages: English, Chinese, Filipino, Spanish, Vietnamese
- Direct voter to proceed to an available Check-In Station once voter completes Part 1 on their Check-In Form
- Welcome Observers and ask them to sign in on the Observer sign-in sheet
- Direct most Observer questions to the Site Manager

CHECK-IN FORM

PART 1
(To be completed at the station)

PART 2
(To be completed at the Check-In Station only)

STATIONS AND RESPONSIBILITIES

3. Check-In Station

Check-In Station will be staffed by **Technical Inspectors** at each ePollbook. Typically five Check-In tables will be set up, four with assigned staff and one available as back-up. At certain Vote Centers, additional Check-In tables will be setup.

Check-In Station duties include:

- 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
- Process wait time tickets
- Answer voter questions
- Direct voters to the Voting Station

The image shows a 'CHECK-IN FORM' for San Diego County, titled 'PART 1'. It includes fields for Voter ID, Name, Date of Birth, Address, and Telephone. Below these is a section for 'PART 2 (To be completed at CHECK-IN STATION ONLY)' which includes a 'CHANGE OF ADDRESS' section. To the right of the form is a vertical 'Assisting Voters' label. Below the form is a tablet displaying the 'SDVOTE' ePollbook interface, which shows the 'START' button and various status indicators.

This image shows a ballot instruction card with two main sections: '1. Keep it Secret' and '2. Cast Ballot'. The card is multilingual, with instructions provided in English, Spanish, and Chinese. It includes illustrations of a ballot box and a ballot.

A yellow 'BMD TICKET' (Ballot Marking Device Ticket) with a 'SEQUENCE #' field and a 'Voter Verified' checkbox. It includes instructions for poll workers to assist voters at a ballot marking device voting booth. The text is in English, Spanish, and Chinese.

A 'Conditional Voter Registration Envelope' from the Registrar of Voters, County of San Diego. It includes a 'Poll Worker completes Section 1' section with a checkbox for 'Conditional Voter Registration' and a 'Location ID Number' field.

A 'Provisional Envelope' from the Registrar of Voters, County of San Diego. It includes a 'Poll Worker completes Section 1' section with a checkbox for 'A, HAVA ID required and no ID provided'.

A 'PROVISIONAL/CONDITIONAL VOTER REGISTRATION STATUS CARD' from the Registrar of Voters, County of San Diego. It includes instructions for voters to determine their status and a 'Poll Worker completes Section 1' section.

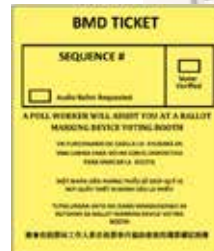
STATIONS AND RESPONSIBILITIES

4. Voting Station

There will be at least **one Voting Station Technical Inspector**.

Voting Station duties include:

- 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 # 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



5. Checkout Station

There will be **one Checkout Station Technical Inspector**.

Checkout Station duties include:

- Monitor the Ballot Box; never leave it unattended
- Verify that every ballot presented is either in a secrecy sleeve or in an envelope
- Check that CVR or Provisional envelopes have been completely filled out and signed
- Carefully insert the voter's ballot into the ballot box without viewing 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:

- 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 Poll Workers are correctly following all established procedures and providing a positive voting experience for all voters
- Perform Wait Time procedure
- Manage voter lines

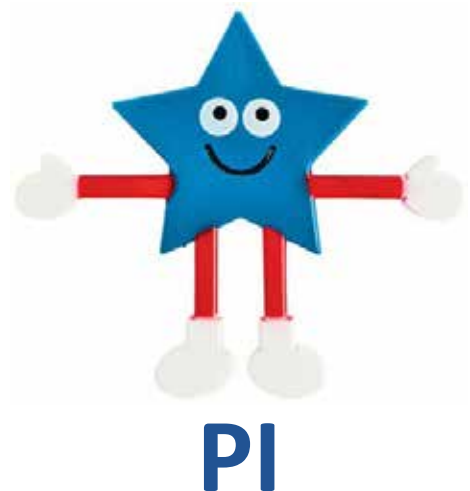


Precinct Inspector Responsibilities

The Precinct Inspector is primarily stationed at the Greeter Station, and responsible for assisting the Site Manager as needed, being flexible in their duties.

Precinct Inspector duties include:

- Assist voters at the Greeter and Mail Ballot Bag Stations
- Assist Site Manager as needed
- Cover staff (including Site Manager) when on break
- Direct questions from staff, voters, observers, and the general public to the Site Manager
- Ensure Poll Workers are correctly following all established procedures and providing a positive voting experience for all voters
- Secure and transport voted ballots and materials to the DART with one other poll worker each night.



OPENING THE VOTE CENTER

Daily Opening

Complete the tasks listed on the Daily Opening Checklist on page 81.

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.

All Poll Workers:

Arrive at your Vote Center on time, as scheduled

Follow the Daily Opening Checklist on page 81

Remember the Poll Worker Mission

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



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, wait for a member of the public to perform the first voter duties.

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 provide guidance for how to assist voters 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:



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!



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 can simply drop off their envelope with the Technical Inspector at the Mail Ballot Bag station.

If voters choose not to "Mail It" or "Drop It", then we can assist them at the Vote Center when they come to "Visit".



"VISIT" - Voters who visit a Vote Center are 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

Voted Mail Ballot Drop Off (Self) in envelope

When a voter presents their own mail ballot envelope to place in the Mail Ballot Bag, the poll worker 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.

PO BOX 85902
SAN DIEGO CA 92186

For information on returning your ballot see enclosed instructions or visit our website at www.sdsos.com

MADE A MISTAKE ON YOUR BALLOT?
CALL US AT (888) 865-8800.

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

Name of person returning ballot: _____ Relationship to voter: _____

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.

Jane Doe

08/15/2023
Date of signing

If the voter is unable to sign, they may make a mark adjacent to a person over the age of 18 years.

Name: _____

SCHURTSCHURTS - 108989 PELLE

Jane Doe
123 Street In
San Diego CA 92104

Voted Mail Ballot Drop Off (Someone Else's) in envelope

When a voter presents a mail ballot envelope on behalf of someone else (or in addition to their own envelope), then the poll worker 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. If they decline to fill out this box, still accept the envelope.
4. Once both boxes are complete and verified, the poll worker will place the envelope in the Mail Ballot Bag.

PO BOX 85902
SAN DIEGO CA 92186

OFFICIAL VOTER'S BALLOT

For information on returning your ballot see enclosed instructions or visit our website at www.sdsos.com

MADE A MISTAKE ON YOUR BALLOT?
CALL US AT (888) 865-8800.

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

Name of person returning ballot: *John Doe* Relationship to voter: *Partner*

Signature of person authorized to return ballot: *John Doe*

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.

Jane Doe

08/15/2023
Date of signing

If the voter is unable to sign, they may make a mark adjacent to a person over the age of 18 years.

Name: _____

SCHURTSCHURTS - 108989 PELLE

ASSISTING VOTERS

Voted Mail Ballot Drop Off- Missing Envelope

If a voter wishes to drop off their voted mail ballot but has misplaced their pre-printed envelope, the voter 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 and the signature box on the left side.
4. Once the required fields are completed, the poll worker will place the envelope in the Mail Ballot Bag.

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

John	Doe
First Name	Last Name
123 Street In	
San Diego CA 92104	
City	State Zip Code
08/14/2003	
Date of Birth	

John Doe
123 Street In
San Diego CA 92104
08/14/2003

John Doe
08/15/2003

Voted Mail Ballot - To be cast into Ballot Box at Checkout Station

This voter now becomes an In-Person voter who needs to be checked in

- If a voter wishes to cast their mailed ballot without its envelope directly into the ballot box, they must be Checked-In.
- The voter must start at 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

Check-In on ePollbook to vote in person

Active registered voters in District Four will receive a vote-by-mail (VBM) ballot. These voters are called “VBM Issued” voters on the ePollbook. If a VBM Issued voter chooses not to mail their ballot and instead wishes to vote inside a Vote Center, they have two options:

- ❖ Voting in person - Marking Ballot with BMD (see pages 22-23)
- ❖❖ Voting in person - Using mailed ballot without envelope (See pages 24-25)
- ❖❖❖ Voting in person - Emergency ballot (See page 26)

❖ Voting in Person, Marking Ballot with BMD (ePollbook states “BMD”)

A voter may visit any Vote Center to mark a ballot using the BMD.

Procedure for Assisting this Voter


Greeter Station

1. Greet the voter, provide a Check-In Form, and request they complete Part 1.
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 36).
6. When directed by the EPB mark the “No Change” (N/C) bubble to indicate the voter did not change their registration information. Write the Voter ID on the Check-In Form, and write the Sequence # on the Check-In Form and BMD Ticket.



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

ASSISTING VOTERS

Check-In Station (continued)

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

The image shows a screenshot of the 'Issue Ballot' system interface. The interface displays the voter's name (CAPTAIN MARVEL), birthdate (09/18/1988), voter ID (1079969885), address (23531 OLD RANCH RD, ALPINE, 91901), and precinct/sequence number (222100 0341). The sequence number '0341' is highlighted with an orange box. Below the interface is the 'CHECK-IN FORM' (PART 1) from the SDVOTE County of San Diego Registrar of Voters. It features a 'POLL WORKER USE ONLY' section with 'SEQUENCE VERIFICATION' showing '0341' and a 'VERIFIED' box with a checkmark. A red arrow points to the 'VERIFIED' box. To the right is a yellow 'BMD TICKET' with 'SEQUENCE # 0341' and a 'Voter Verified' box with a checkmark. An orange box highlights the sequence number on the ticket, and a red arrow points to the 'Voter Verified' box.

8. Provide secrecy sleeve and BMD Ticket to voter:
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.
 - Voter must 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 them to place their ballot into the Ballot Box.

The image shows a yellow 'BMD TICKET' with 'SEQUENCE # 0341' and a 'Voter Verified' box with a checkmark. A red arrow points to the 'Voter Verified' box.



ASSISTING VOTERS

Voting In Person

❖❖ Voting in Person - Using Mailed Ballot without Envelope (ePollbook states “Non-BMD”)

This is a voter who brings in the official ballot received in the mail so they can cast the ballot in person without an envelope at your Vote Center. We refer to this option as voting their “Mailed Ballot” in person. This voter will be checked in on an EPB, provided a secrecy sleeve, and will then be able to present their ballot at the Checkout Station for the poll worker to place in the Ballot Box without an envelope.

Procedure for Assisting This Voter

Greeter Station

1. Greet and provide voter a Check-In Form for them to complete Part 1 only.

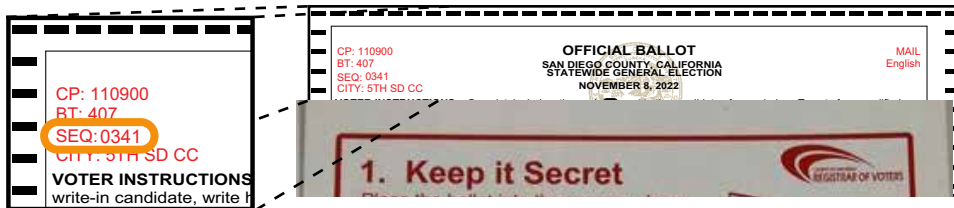


NEVER give a voter a secrecy sleeve at the Greeter Station.

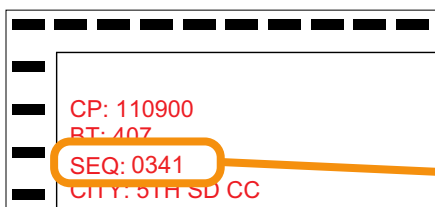
2. Direct the voter to the Check-In Station.

Check-In Station

3. Use the completed Check-In Form to find the voter in the EPB.
4. 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 EPB screen.




- If the Sequence # on the voter’s “mailed ballot” does not match, they will vote using the BMD, follow the instructions in the message box on-screen.
 - Also, accept the voter’s Mail Ballot Envelope and/or “mailed ballot” (if offered by the voter) and follow the surrendering process (page 36).

ASSISTING VOTERS

Check-In Station (continued)

7. Mark the “N/C” bubble and write the Voter ID and Sequence # on the Check-In Form.
8. Verify with voter that the Sequence # from the EPB matches the Check-In Form.

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

- Checkmark the “Verified” box on the Check-In Form (see red arrow below).

Issue Ballot Name: CAPTAIN MARVEL Birthdate: 09/18/1988 Voter ID: 1079969885 Address: 23531 OLD RANCH RD ALPINE, 91901 Precinct / Sequence #: 222100 / <u>0341</u>	POLL WORKER USE ONLY SEQUENCE VERIFICATION <u>0341</u> <input checked="" type="checkbox"/> SEQUENCE # VERIFIED
--	---

9. Direct voter to:
 - Voting Station if voter needs to mark their ballot and provide ballot marker OR
 - Checkout Station if voter has already marked their ballot.

Voting Station

10. 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

11. 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 In Person

❖❖❖ Voting in Person - Emergency Ballot (EPB states “Non-BMD”)

Emergency Ballots are available to all voters in the case of an emergency that 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.

See larger image on page 93

Emergency Ballot
FOURTH SUPERVISORIAL DISTRICT SPECIAL PRIMARY ELECTION, August 15, 2022
COUNTY OF SAN DIEGO

Instructions to voters:

- Voters may legally write up the full names of the candidates you choose in the empty selection box next to the contest name.
- To vote for offices that elect by district, please add the district number or letter.
- To vote for a political measure or proposition question, write the number.
- The only lines or lines in pairs to write your choice (selection) 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

COUNTY

BOARD OF SUPERVISORS, DISTRICT NO. 4

SELECTION

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 the voter has a question about the barcode on the BMD ballot, see page 69.

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 would like, you can visit the ROV during office hours. There, they will be able to provide you with a replacement ballot which you can put in an envelope and cast 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, follow the instructions provided in the Emergency Ballot carton.

ASSISTING VOTERS

Physical Residence Address Change (SB 207)

Senate Bill 207 (SB 207) allows a voter to update their physical residence 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 a conversation with the voter, you may find that the voter's address does not match their address in the EPB.
4. Voter completes "Part 2" of the Check-In Form if they changed their physical address.
 - Use the address information from the Check-In Form (Part 1) to update the voter's new residential address manually.

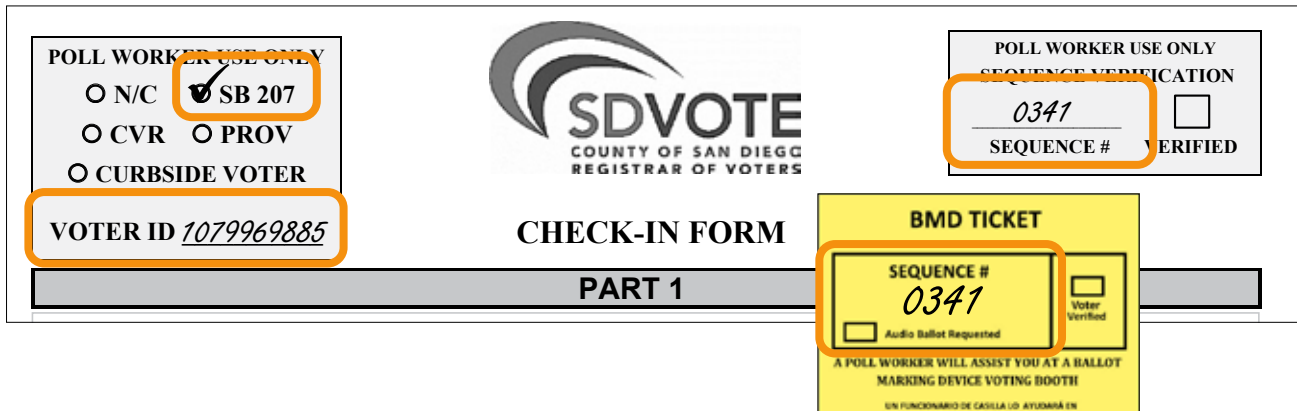
SIGNATURE		DATE	
PART 2 (To be completed at CHECK-IN STATION ONLY)			
CHANGE OF ADDRESS PART 2 may only be completed by a voter who is currently registered to vote in San Diego County who is requesting a change of address within San Diego County. This may only be completed during the time period of the 14 th day before an election up until the close of the Polling Election Day. This form must be provided in person to county elections officials. (Elections Code §§ 21110.5, 21152)			
<input checked="" type="checkbox"/> I want to change my physical residence address. My previous address was: 123 Street Ln			
Physical residence address only (not a P.O. Box) San Diego (City)		CA (State)	92104 (Zip Code)
POLL WORKER NOTES:			

5. After you have updated the voter's address in the EPB, if their sequence # has changed, the voter may not be eligible to vote the ballot mailed to their prior address. Call the Poll Worker Hotline to confirm next steps.

ASSISTING VOTERS

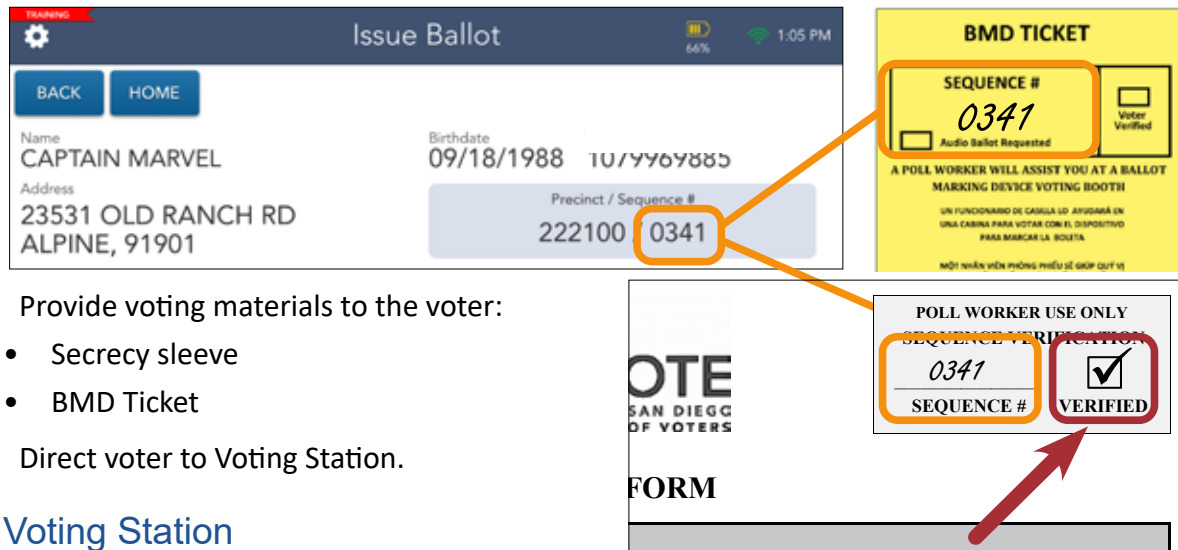
Check-In Station (Continued)

6. Mark the "SB 207" bubble and write the Voter ID and Sequence # on the Check-In Form and Sequence # on the 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 (checked). Both forms have a 'SEQUENCE #' of 0341. The BMD Ticket also has an 'Audio Ballot Requested' box (unchecked).

7. Ask voter to verify that the Sequence # displayed on the EPB matches the Check-In Form and BMD Ticket.
 - Checkmark the "Verified" box on the Check-In Form (see red arrow below).

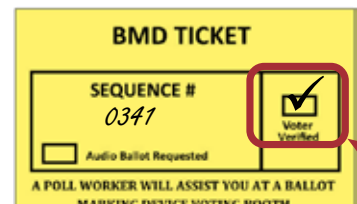


The image shows an 'Issue Ballot' screen on an EPB and a 'BMD TICKET'. The EPB screen displays the voter's name 'CAPTAIN MARVEL', birthdate '09/18/1988', address '23531 OLD RANCH RD ALPINE, 91901', and precinct/sequence number '222100 0341'. The BMD Ticket has a 'SEQUENCE #' of 0341 and a 'Voter Verified' box (checked). A red arrow points from the 'Voter Verified' box on the BMD Ticket to the 'Voter Verified' box on the Check-In Form.

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 you are available should they have any questions and once they have finished voting to proceed to the Checkout Station.
11. Activate the voter's ballot using the BMD Ticket.
 - The voter must 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.



The image shows a 'BMD TICKET' with a 'SEQUENCE #' of 0341 and a 'Voter Verified' box (checked). A red arrow points to the 'Voter Verified' box.

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 them to deposit their ballot in the Ballot Box.

ASSISTING VOTERS

Conditional Voter Registration (CVR)

- First-time voter
- First time voting in San Diego County

Conditional Voter Registration (CVR) allows a prospective voter to conditionally register to vote and vote on the same day at any Vote Center.

How will I know?

This voter most likely will not be found in the EPB. However, you must attempt to locate every voter in the EPB by using multiple search methods. Refer to Check-In Station Job Aid for “If voter is not found” tips.

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 the voter to determine if this is their first time voting, their 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. If the voter is registered under a prior name, process them under that registered name and inform them to register under their new name after the election. (SDVOTE.COM)
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 image displays two forms used in the voting process. The top form is the 'CHECK-IN FORM PART 1'. It features a 'POLL WORKER USE ONLY' section with several options: 'N/C', 'SB 207', 'CVR' (which is checked with a black mark), 'PROV', and 'CURBSIDE VOTER'. Below these is a 'VOTER ID' field. The bottom form is a yellow 'BMD TICKET'. It contains a 'SEQUENCE #' field with the number '0341' and a 'Voter Verified' checkbox. Both forms are branded with the 'SDVOTE COUNTY OF SAN DIEGO REGISTRAR OF VOTERS' logo.

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)

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

- 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).

- 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, 10 days after the election)
- Direct the voter to Voting Station.

Voting Station

- Direct the 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.
 - Voter must 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 CVR envelope.
- Poll worker will cast the voter’s sealed CVR envelope into the Ballot Box and provide the voter an “I Voted” sticker.

ASSISTING VOTERS

Provisional Voter - Box A - E

- Box A: HAVA ID Required... (is not applicable this election)
- Box B: Mail Ballot Has Been Returned to ROV
- Box C: Ballot Already Issued by EPB
- Box D: Unconfirmed Address
- Box E: Precinct Not in Election (Poll worker will draw Box E on envelope)

Provisional Voter - Box B and C

Provisional Box B or Box C is used when the EPB messaging shows 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 the 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. If the voter believes there has been an error, inform voter they are able to vote a provisional ballot for additional concerns call the hotline.
7. Mark the "PROV" 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, SR 207, CVR, PROV (checked), and CURBSIDE VOTER. The Voter ID is 1079969885. The BMD Ticket has a 'POLL WORKER USE ONLY' section with a bubble for SEQUENCE VERIFICATION and a box for VERIFIED. The Sequence # is 0341. The BMD Ticket also has a 'Voter Verified' box and a 'Audio Ballot Requested' box. The BMD Ticket has a note: 'A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH'.

ASSISTING VOTERS

Check-In Station (continued)

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

The left image is the 'Poll Worker completes Section 1' side of a Provisional Envelope. It has checkboxes for: A. NA/ID required and no ID provided; B. Mail ballot has been returned; C. Ballot already issued by EPB; D. Unconfirmed Address. A red checkmark is in Box B, and the text 'ONLY ONE' is written next to it. The right image is the 'Voter completes Section 2' side, showing a grid for marking ballots. Both images have orange boxes highlighting the sequence number '0341' and a checkmark in Box B.

10. 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).

The screenshot shows the 'Issue Ballot' screen with voter information: Name: CAPTAIN MARVEL, Birthdate: 09/18/1988, Voter ID: 1079969885, Address: 23531 OLD RANCH RD ALPINE, 91901, Precinct / Sequence #: 222100 0341. To the right is a 'SEQUENCE VERIFICATION' box with '0341' and a 'VERIFIED' checkbox with a red checkmark. An orange box highlights the sequence number '0341' on the screen, and a red arrow points from it to the 'VERIFIED' checkbox.

11. 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, 10 days after the election)

The BMD Ticket shows the sequence number '0341' and a 'Voter Verified' checkbox with a red checkmark. It also includes text about the poll worker assisting the voter at a ballot marking device voting booth.

12. Direct voter to Voting Station.

Voting Station

13. 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 seal the printed ballot inside their completed envelope and then proceed to the Checkout Station.

14. Activate the voter’s ballot using the BMD Ticket.
 - Voter must 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

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

The BMD Ticket shows the sequence number '0341' and a 'Voter Verified' checkbox with a red checkmark. It also includes text about the poll worker assisting the voter at a ballot marking device voting booth.

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, and 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 the 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, and 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. Manually enter the unconfirmed address using the EPB procedure.
7. Ask the 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.

On Election Day, this form must be provided in person to a County Elections Official. (Elections Code §§ 21172, 2192)

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

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

(City) CA (State) (Zip Code)



If after updating the voter’s residence address, the EPB now shows messaging regarding “Precinct Not in Election” (PNE), call the Poll Worker Hotline for help assisting this voter.

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

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

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).

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).

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, 10 days after the election)

13. Direct voter to Voting Station.

Voting Station

14. Direct the 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 seal the printed ballot inside their completed envelope and then proceed to the Checkout Station.

15. Activate the voter's ballot using the BMD Ticket.

- Voter must 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

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 surrendered items.
- 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.
- All items collected in the brown box throughout the day will need to be clipped together at the end of each day.



Check-In Form - Poll Worker Notes Section

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)		
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 th day before an election 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)
POLL WORKER NOTES:		
Voter's birthdate incorrect in EPB, voter made aware to correct on SDVOTE.com or at RDV		

Examples include:

- PW checked in incorrect voter
- Voter changed mind after check-in, left Vote Center, did not vote
- Voter registered 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
- All PNE voters

Provisional/CVR Status Card

The Provisional/CVR Status Card is ONLY provided to Provisional or CVR voters. The Status Card has a number that the voter may call to verify the disposition of their ballot 10 days following the election.



Remember, the Provisional/CVR Status Card is ONLY provided to Provisional/CVR voters.

This is NOT given out to every voter.

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	Chinese	Vietnamese	Tagalog	English	Other Languages
Spanish	✓	✓	✓	✓	✓	✓
Chinese	✓	✓	✓	✓	✓	✓
Vietnamese	✓	✓	✓	✓	✓	✓
Tagalog	✓	✓	✓	✓	✓	✓
English	✓	✓	✓	✓	✓	✓
Other Languages	✓	✓	✓	✓	✓	✓

SDVOTE VOTER HELP CARD

Call the Registrar of Voters if you:
 Have a concern regarding a vote center or poll worker: 800-496-0136 or 858-565-5800 or TTY 800-735-7929

Check SDVOTE.com for:
 • Your current voter registration
 • Nearest vote center and ballot drop off locations
 • Other election information

Call the California Secretary of State to report any illegal or fraudulent activity at or near the vote centers: 800-345-VOTE (8683)

ACCESSIBILITY ASSISTANCE SERVICES
 • Accessible voting machines to mark your ballot
 • Curbside Voting
 • Additional assistance upon request

For more information, please check in with Vote Center staff.

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 to 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 voting in San Diego County, contact your Site Manager. If further assistance is needed call the Poll Worker Hotline

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.

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

Consult the Reference Section to see the RAVBM envelope (page 86).

Challenging a Voter

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

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.

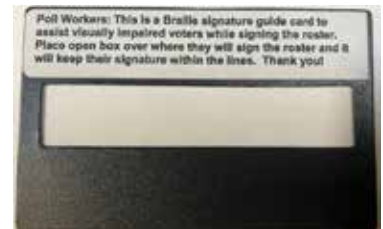
Accommodating all voters' needs is not just courteous, it's the law! There are several laws in place that have helped shape the options we provide for our voters.

- 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, Laotian, 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 have a limited ability 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, an ePollbook, and Poll Worker card.

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. Pull up voter's ballot and 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 may 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 the 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 acts in an aggressive, argumentative, or hostile manner.
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.**



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 tính sự đe dọa cho cử tri tại phòng phiếu.

- Xin vui lòng nhận 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 và 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.

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

- Thành gậy hình ảnh 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 tất cả lá phiếu khi ở trong phòng phiếu để bảo vệ quyền riêng tư và ngăn ngừa sự đe dọa cho cử tri.
- Việc truyền bá 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 ghi danh sự hiện diện của nhân viên phòng phiếu.
- Thủ tục mở cửa phòng phiếu.
- Thủ tục bỏ phiếu trong ngày bầu cử.
- Thủ tục đóng cửa phòng phiếu.

Không thể:

- Can thiệp vào tiến trình bỏ phiếu hoặc ảnh hưởng đến nhân viên phòng phiếu.
- Chụp hình hay quay phim bên trong phòng phiếu khi cử tri đang hiện diện.

公署觀察政策與程序

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，公眾不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。

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

- 若想在投票期間進行拍照或錄影，必須出示媒體證件並事先獲得投票站工作人員和選民的同意。
- 在投票站內，離開所有選票隔間，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。
- 請勿干擾投票站或投票站工作人員的工作。

投票站觀察員 (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選民登記。
- 投票站開放程序。
- 選民在投票站投票。
- 投票站關閉。

不可：

- 干擾投票站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 83-84** 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 an assigned DART location (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 (08/05 through 08/14), 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 (08/15), Vote Centers close at 8:00pm.

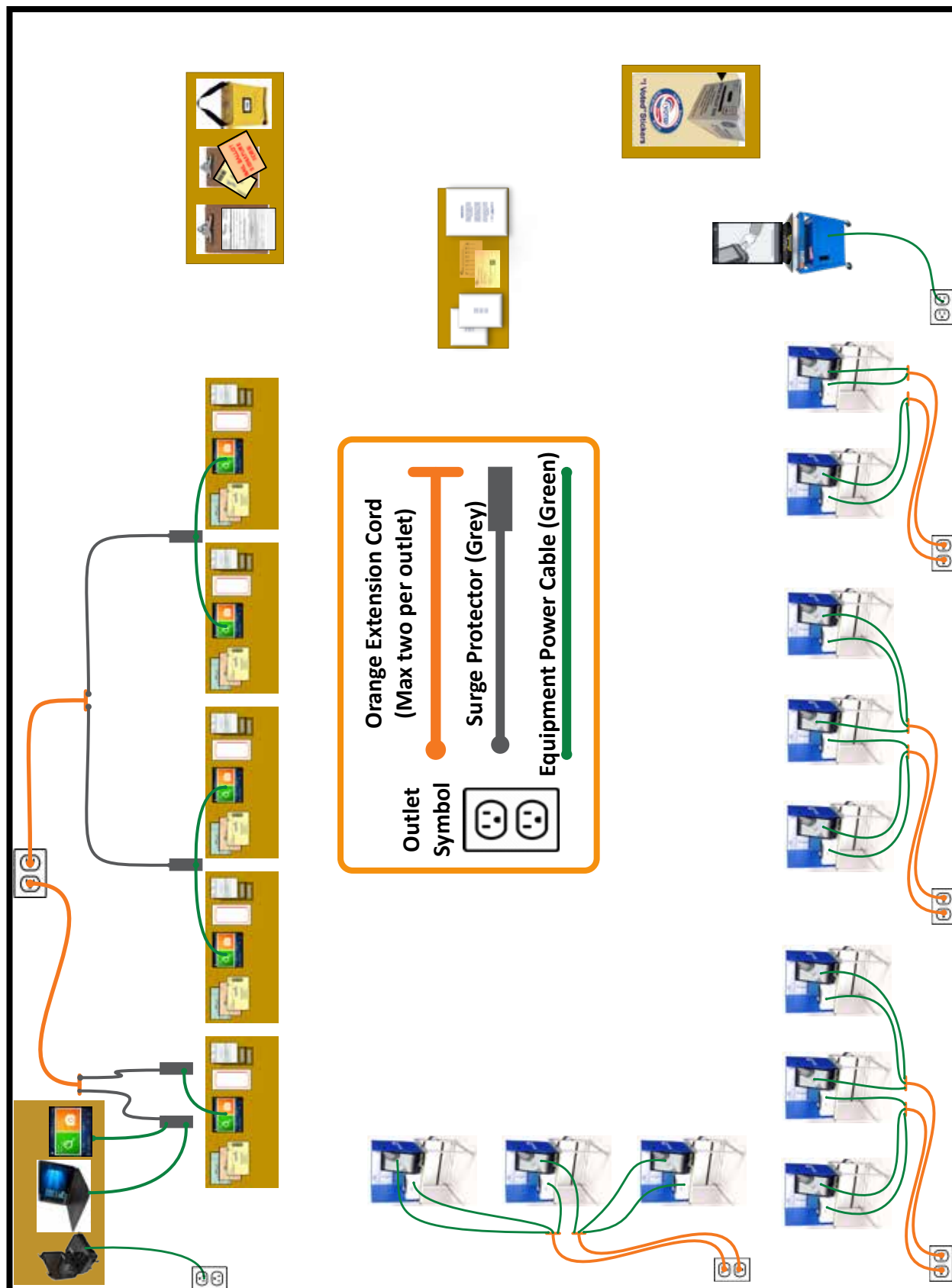


- 8:00pm is a firm closing time.** Voters may not join the line after 8:00pm.
- If there is a line, a poll worker will be assigned to stand at the end of the line to mark the last voter and be prepared to discuss with any arriving voters that it is after 8:00pm, the Vote Center is closed and the election has ended.



Closing procedures should be completed within 30 minutes of closing the Vote Center.

SAMPLE OUTLET LAYOUT (SUGGESTED)



NOTE: SELECT VOTE CENTERS WILL BE SUPPLIED EQUIPMENT IN ADDITION TO THAT SHOWN. SM WILL DETERMINE BEST OUTLET LAYOUT.

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 90.



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.
2. Circle the appropriate answer.
 - If any of the numbers do not match, have another member of the board confirm the discrepancy and call the Poll Worker Hotline.

SEAL VERIFICATION LOG										
4 th Supervisorial District, Special Election, August 15, 2023 Location L-000										
Complete the Seal Verification Log prior to opening the polls.										
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?	BMD Bag Red Mini Padlock #	Does # Match?	Printer Bag Red Mini Padlock #	Does # match?			
1111001	Yes No	1111002	Yes No	1111021	Yes No	1111022	Yes No			
1111003	Yes No	1111004	Yes No	1111023	Yes No	1111024	Yes No			
1111005	Yes No	1111006	Yes No	-	Yes No	-	Yes No			
1111007	Yes No	1111008	Yes No	-	Yes No	-	Yes No			
1111009	Yes No	1111010	Yes No	-	Yes No	-	Yes No			
1111011	Yes No	1111012	Yes No	-	Yes No	-	Yes No			
1111013	Yes No	1111014	Yes No	-	Yes No	-	Yes No			
1111015	Yes No	1111016	Yes No	-	Yes No	-	Yes No			
1111017	Yes No	1111018	Yes No	-	Yes No	-	Yes No			
1111019	Yes No		Yes No	-	Yes No	-	Yes No			
2. When the BMDs are set up, verify the numbers on the green and red mini padlocks on the BMDs match the numbers listed below:										
BMD #	Red Padlock	Does # match?	Green Padlock	Does # match?	BMD #	Does # match?	Red Padlock	Does # match?	Green Padlock	Does # match?
BMD 1	1111025	Yes No	11101	Yes No	BMD 11	Yes No	1111035	Yes No	11111	Yes No
BMD 2	1111026	Yes No	11102	Yes No	BMD 12	Yes No	1111036	Yes No	11112	Yes No
BMD 3	1111027	Yes No	11103	Yes No	BMD 13	Yes No	-	Yes No	-	Yes No

BMD Bag Red Mini Padlock #	Does # Match?	PRINTER Bag Red Mini Padlock #	Does # match?	BMD Bag Red Mini Padlock #	Does # Match?	Printer Bag Red Mini Padlock #
1111001	Yes No	1111002	Yes No	1111021	Yes No	1111022
1111003	Yes No	1111004	Yes No	1111023	Yes No	1111024
1111005	Yes No	1111006	Yes No	-	Yes No	-
1111007	Yes No	1111008	Yes No	-	Yes No	-

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

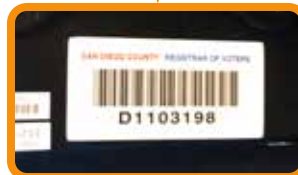
Step 4: BMD Seal Verification



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.



BMD 1	D1103198	Yes	No	11101	Yes	No	BMD 11	Yes	No	1111
BMD 2	1111026	Yes	No	11102	Yes	No	BMD 12	Yes	No	1111

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.

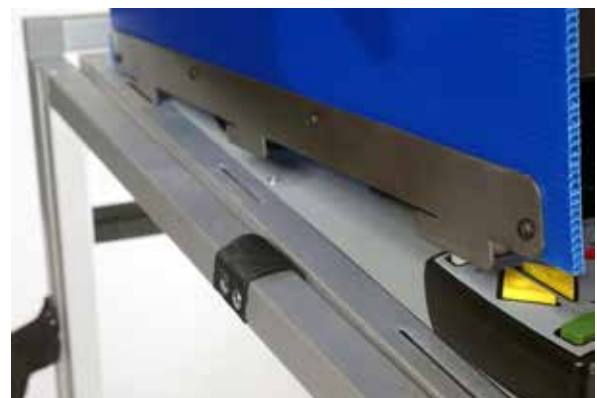


Plug Printer and BMD into orange extension cord and plug the extension cord into a wall outlet. See Outlet Layout on page 45 for guidance with appropriately connecting your equipment to available power sources.

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 68.



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



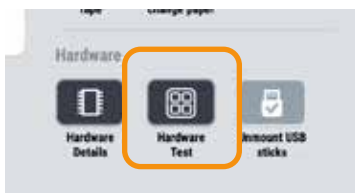
At the login prompt, enter the provided PIN, then press the Login button.

4



Make sure the Public Counter is at zero.

5



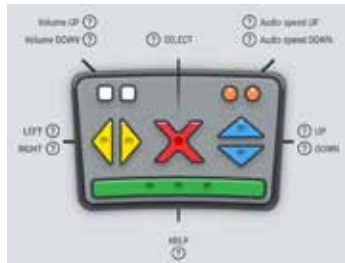
Press the Hardware Test button at the bottom of the Poll Administration screen.

6



Press the ATI button.

7



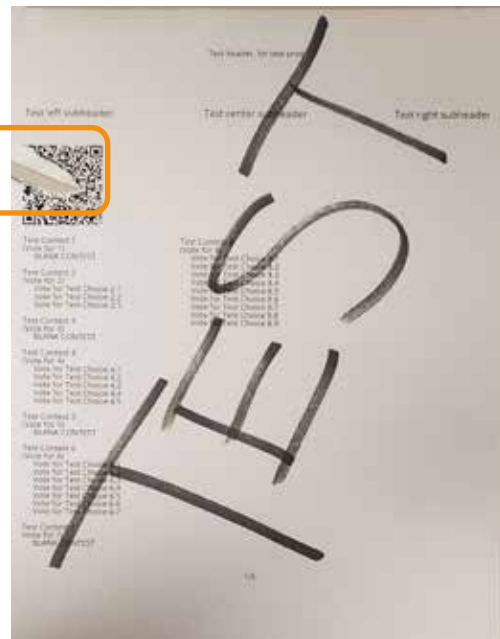
Press each button on the ATI to test functionality (green checkmark). When complete, tap the “Back to Menu” button.

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

Daily Ballot Statement

12

DAILY BALLOT STATEMENT – Part I

Vote Center Location #: _____

BMD Total Ballots Printed Report

Instructions:

***NOTE:** Not all vote centers have the same number of BMD units.

1. Daily, before the Vote Center opens, record in the yellow "Open" columns below, the number of "Total Ballots Printed" shown on each BMD screen. To understand where to find this number on the BMD, refer to pg. 56 of the poll worker manual.
2. Daily, after the Vote Center closes, record in the gray "Close" columns below, the number of "Total Ballots Printed" shown on each BMD screen.
3. On Election Day only, add all red boxes together and record in the red box at the bottom of this document.

	BMD #1		BMD #2		BMD #3		BMD #4		BMD #5		BMD #6		BMD #7		BMD #8		BMD #9		BMD #10	
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Fri 8/4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat 8/5																				
Sun 8/6																				
Mon 8/7																				

Total ballots printed: 0

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

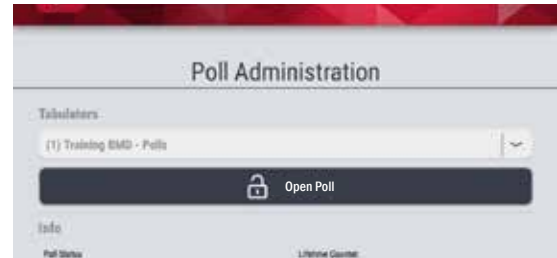
Opening the Polls (First Day of Voting ONLY)

1



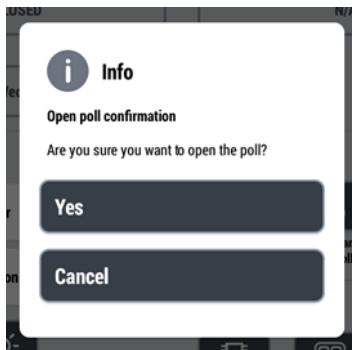
Insert Poll Worker Card and log-in.

2



Tap the Open Poll button.

3



Tap the Yes button to confirm opening the poll.

4



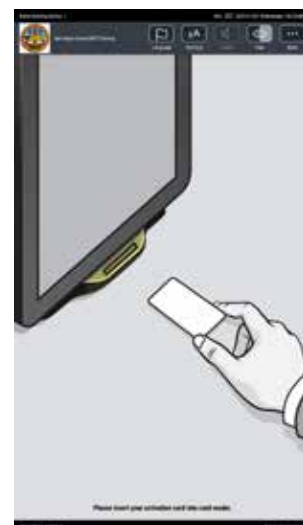
Remove the Poll Worker Card and keep it on the lanyard.

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



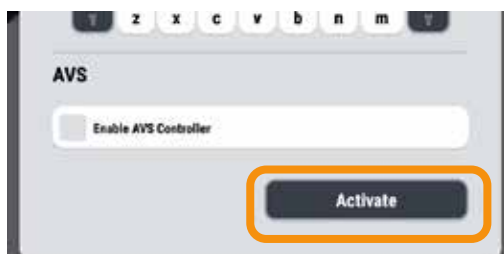
Insert the Poll Worker Card.

2



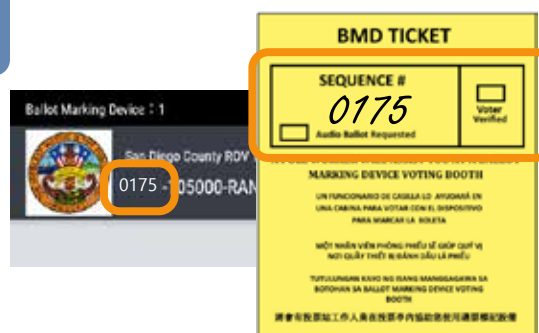
At the Ballot Activation screen, enter the voter's Sequence # from their BMD ticket.

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.

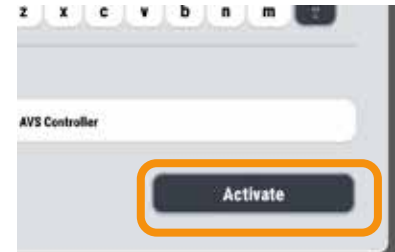
Activating an Accessible Voting Session

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



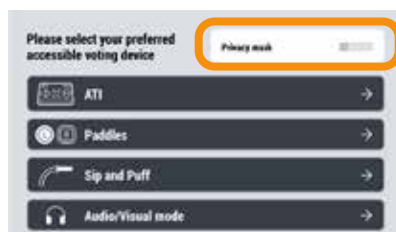
Select the voter’s requested language option.

4



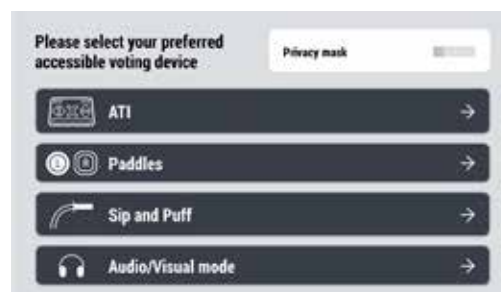
Give the voter the ATI device and give them a moment to become comfortable holding it. Give the voter the headphones and ask them to put them on now.

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.



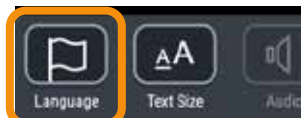
The audio instructions will start immediately when the ATI or Audio option is selected.

Operating the BMD

Voting Session Guide

Language Selection

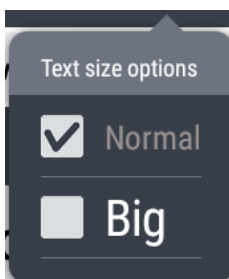
Before they begin voting, voters may select which language they wish to see during their voting session.



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.

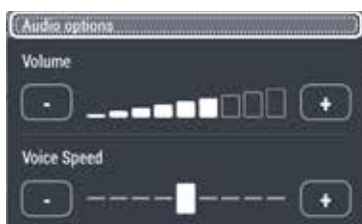


Text Size



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.

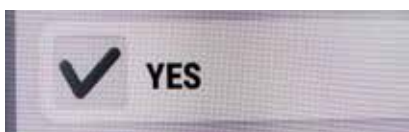
Navigating the Ballot

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

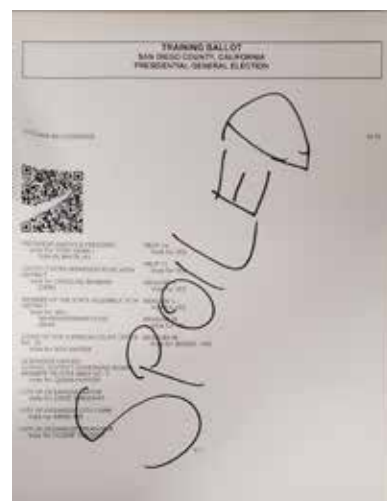
When the voter is satisfied with their selections they will press the "Review" button at the bottom of the screen.

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

Spoiling a Ballot

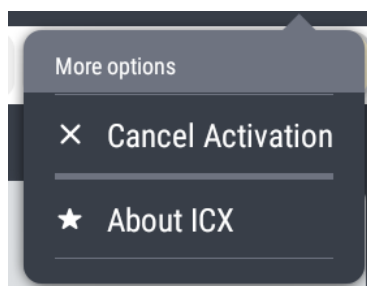
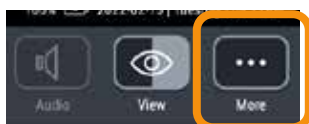
If at any time a voter notices they made a mistake after marking their ballot, the ballot must be spoiled.

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

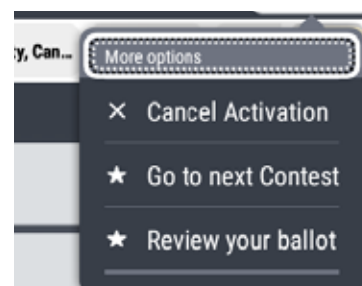


Canceling a Ballot Activation

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

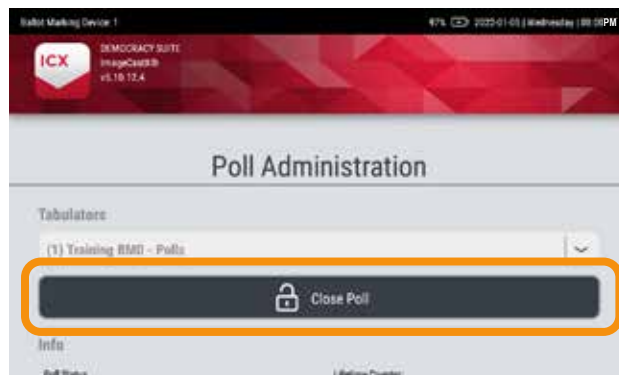
Close the Poll (Election Night ONLY)

1



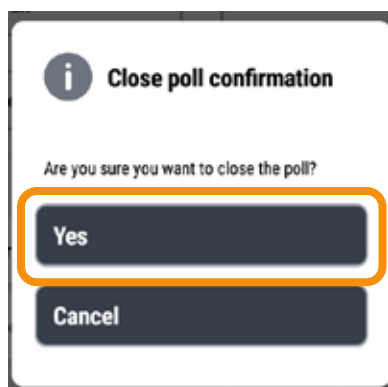
Insert the Poll Worker Card. Switch to the Login tab on the Ballot Activation screen. Enter the PIN and then press the Login button.

2



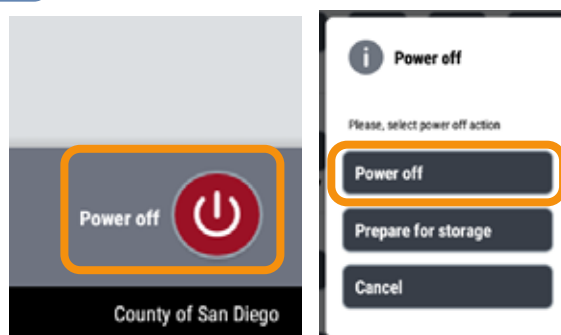
Press the Close Poll button.

3



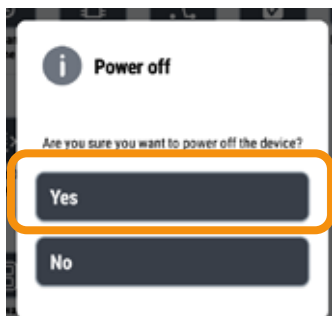
A confirmation message will display. Press Yes.

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 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



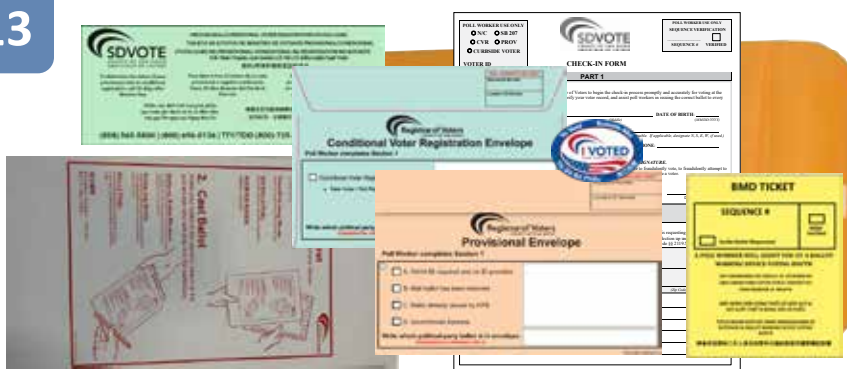
Plug power strip into wall outlet. Power on the UPS and Printer. Unplug cord from wall to check that the UPS remains on, then plug in again to keep charged when not in use. UPS will emit a beeping noise every 60 seconds when not plugged in to a power source. See Outlet Layout on page 45 for guidance 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.

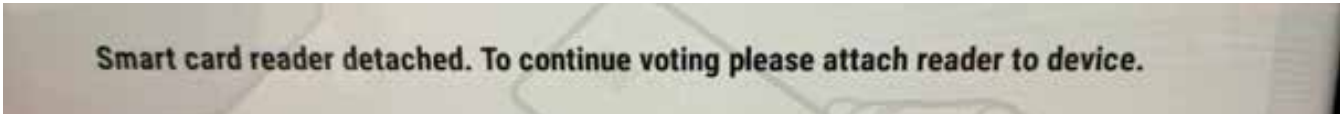
Poll Administration Screen appears instead of Ballot Activation Screen

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.

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 45 for guidance with appropriately connecting your equipment to available power sources.



CRADLEPOINT GUIDE

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 72).

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 71, 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.

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 45 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).

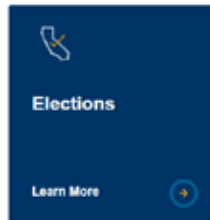
The following applications will be available to assist voters, visitors, and poll workers:

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:



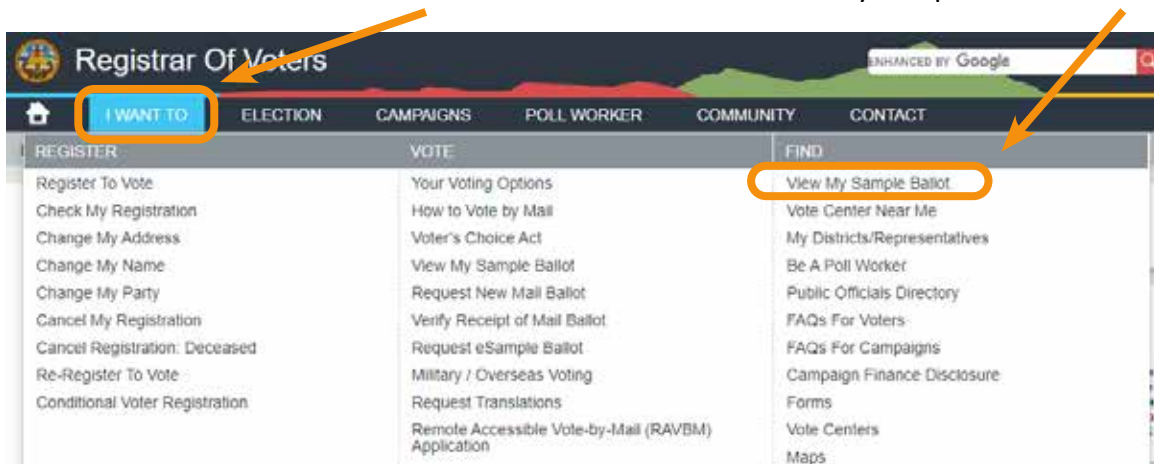
SDVOTE.com

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.

VOTE CENTER LAPTOP

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.

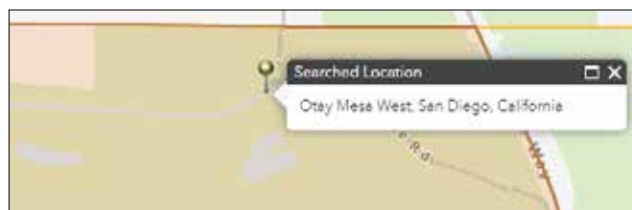
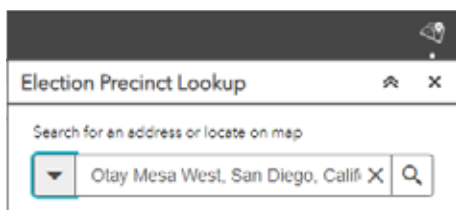


Once the Precincting Application opens, press the “Home” button on the left edge of the screen. There are two ways to locate a voter’s address using the Precincting App:

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

OR

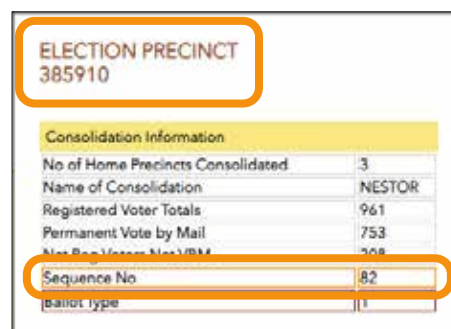
Navigate to the voter’s address and place a pin on the map using the mouse/touchpad.



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”



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).



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 7/14/23 ljk

Vote Center Supply List – August 15, 2023

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

1 Day Sites

- ☐ NO BOX for 1 Day Sites

3

BROWN BOX - SPOILED AND SURRENDERED BALLOTS

11 Day Sites

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

1 Day Sites

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

SUPPLY LIST

LAST UPDATED 7/14/23 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, labeled 1, 2, 3 etc.

Vote Centers will have varying amounts of BMD/Printer carts.

CART(S) BMD's

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

CART(S) PRINTERS

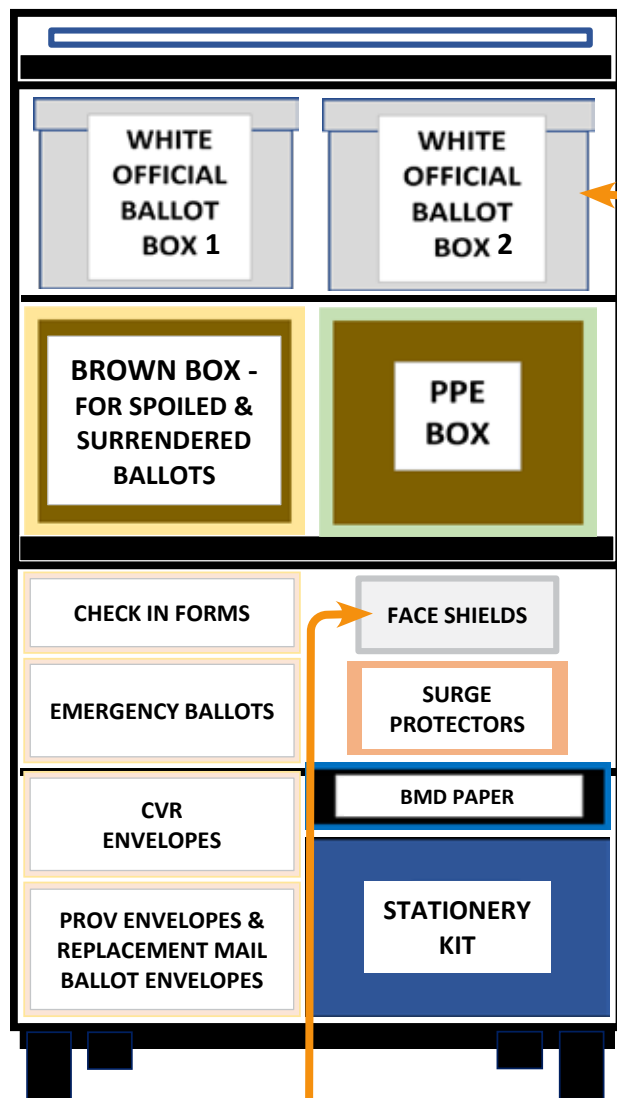
☐ Printers,
☐ LAPTOP
☐ CRADLEPOINT
☐ E POLL BOOKS (2 GRAY CASES FOR EACH VOTE CENTER)

METAL COLLAPSIBLE CRATE – FOR LOOSE ITEMS

- 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

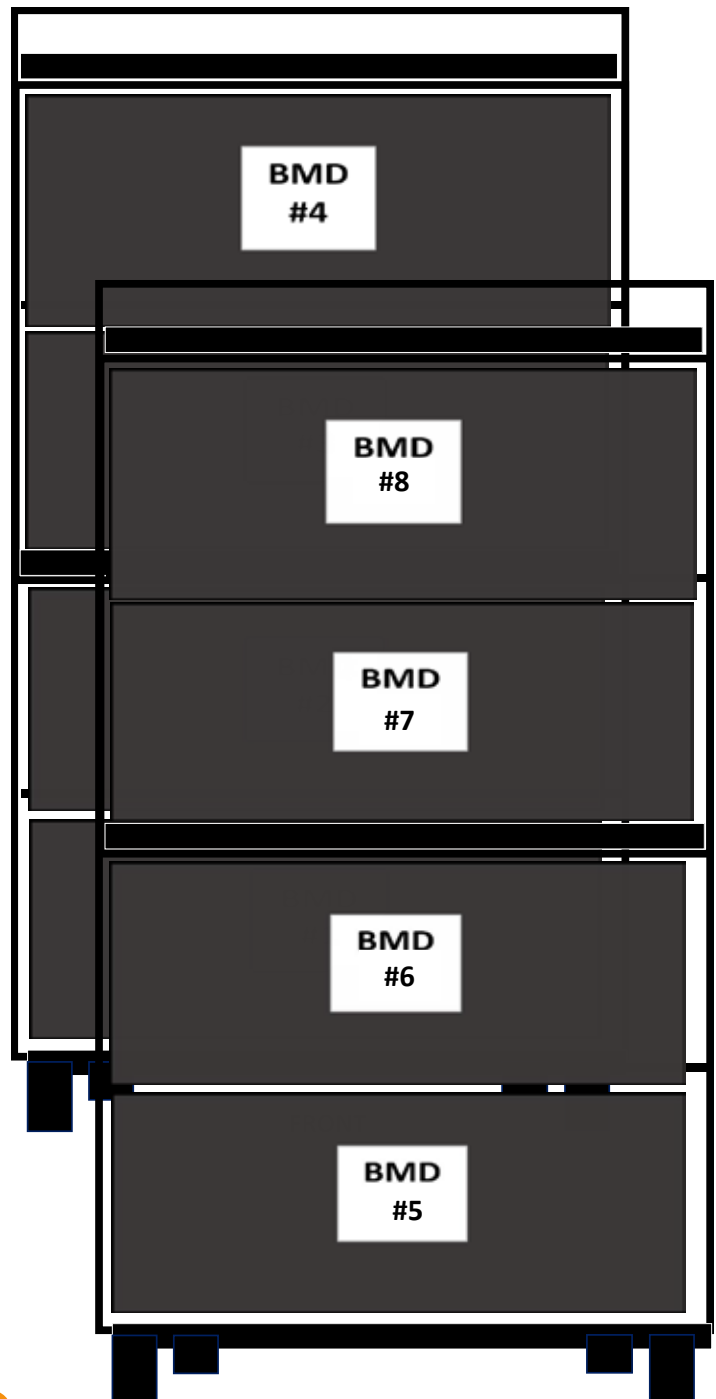
Supply Cart 1



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



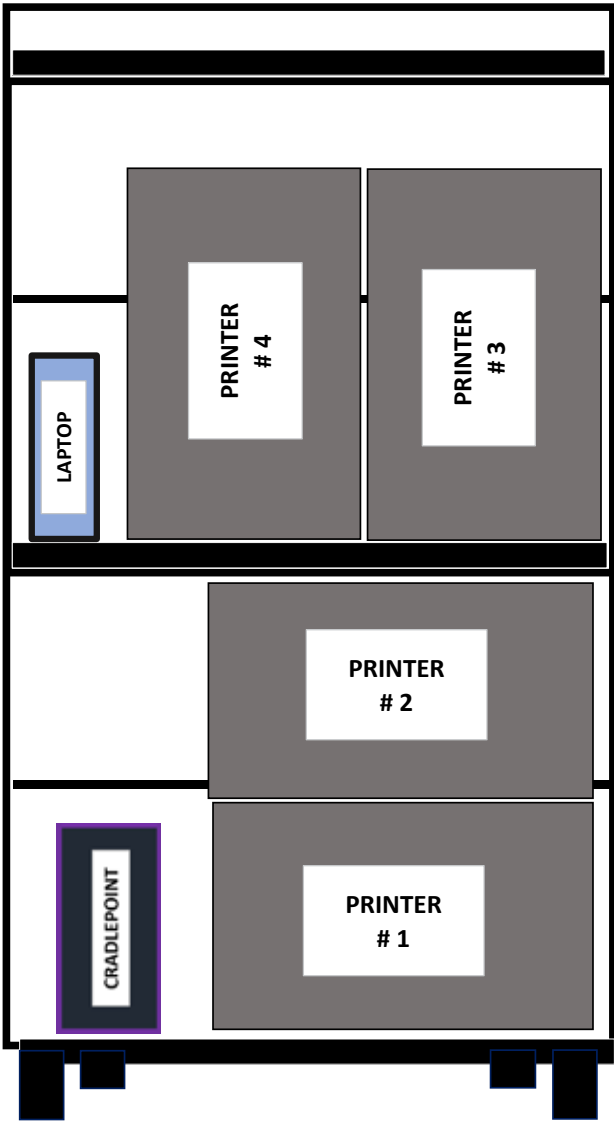
Supply Carts #2 and #3 both have four BMD Security Bags each

Checklists

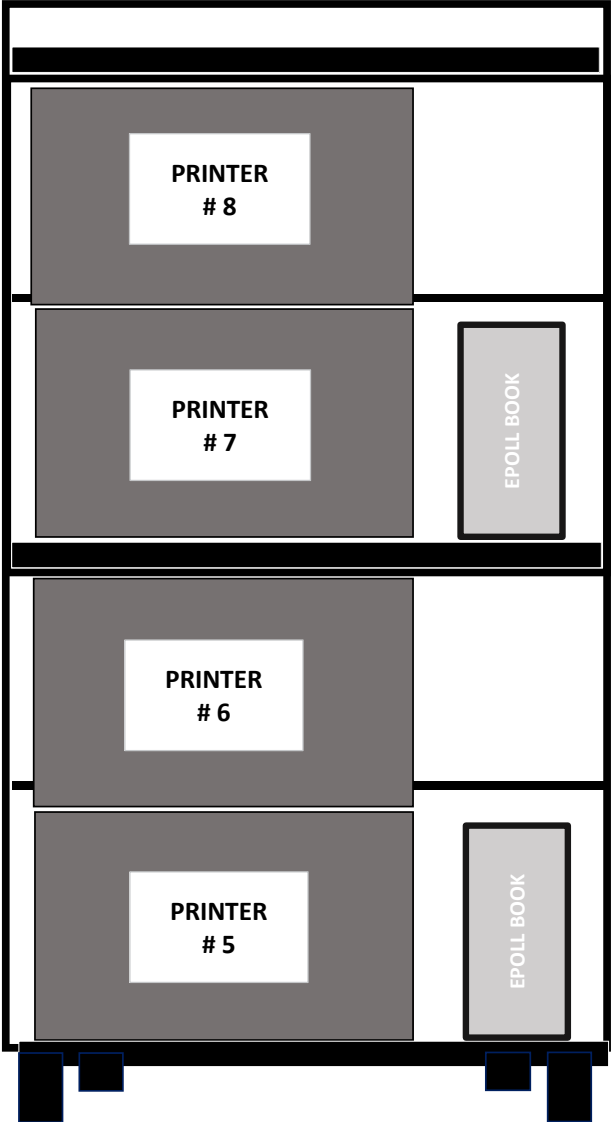
NOTE: SOME VOTE CENTERS MAY RECEIVE ADDITIONAL EQUIPMENT AND SUPPLIES

SUPPLY CART DIAGRAMS

Supply Cart 4



Supply Cart 5



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: _____

Checklists

SITE MANAGER DUTIES		Checkmark each task once completed.
•Site Manager Arrival		
1. Turn on cellphone and keep it charged. Keep cellphone on person with the ringer on to receive calls from ROV.		
2. Access Vote Center with assistance from the site contact or their designee.		
• Note: If unable to access the Vote Center within 15 minutes of the 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) facility emergency procedures, 6) end of day lock-up procedures, and 7) any scheduled events that may impact Vote Center access or parking.		
• Note: 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.		
•Poll Worker Arrival		
1. Welcome arriving poll workers and ensure they sign in for the day.		
• Note: If poll workers do not show, call the Poll Worker Hotline		
2. Review Vote Center Setup Checklist with all poll workers and discuss the setup plan (manual pg. 79-80).		
3. Assign each poll worker specific tasks and to a station for setting up.		
•Site Layout and Voter Flow		
1. Walk Vote Center and note the location of power outlets and entrances/exits.		
2. Utilize the "Equipment Layout" and "Stations and Staffing" diagrams prepared for your Vote Center to identify voter flow and the location of each station. Also, refer to the Vote Center Sample Layout as a guide (manual pg. 10).		
3. Calculate the electrical outlets required to power the BMDs, EPBs, ADA Cart, Cradlepoint, and Laptop. Refer to your Vote Center's Equipment Layout diagram and the Outlet Layout diagram (man. pg. 45). Verify outlets are operational.		
4. Identify placement for voter waiting lines at the stations and outside the Vote Center.		
VOTE CENTER SUPPLIES AND INVENTORY		
• Inventory Supplies Before Setup – All Vote Centers		
1. Inventory each supply cart before unpacking using the Supply Cart Diagrams (manual pgs. 77-78).		
2. Unpack carts and inventory all supplies using the Vote Center Supply List (manual, pages 75-76). SM to delegate tasks.		
• Note: If there are missing supplies, prepare a list of items (including quantities) and make one call to the Poll Worker Hotline		
VOTE CENTER STATIONS AND TABLES		
•Site Manager Table		
1. Set up Site Manager Table using the Table Diagram as a guide (manual pg. 13). Set up the following first:		
a) Epollbook: Power on, ensure it is charging and establishes a green-fan connection.		
b) Cradlepoint: Power on, verify that the modem lights are on, and monitor that the battery maintains a sufficient charge (manual pgs. 70-72).		
c) Vote Center Laptop: Check Vote Center email for correspondence from ROV (use MFA token, see Laptop Instructions).		
•Mail Ballot Bag Station (Located at Greeter Table, next to the entrance)		
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 toward Vote Center.		
• Note: Signage is displayed only during voting hours and taken inside at the end of each day.		
5. Identify a proper location for placement of the Curbside Voting sign.		

Vote Center Setup Checklist

VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION #: _____ DATE: _____

Checklists

•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 the 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. Priority: As soon as possible, set up all EPBs, ensure each is charging, and establish a green-fan connection.		
3. Update all EPBs--verify each EPB is downloading delta files from ROV. Do NOT power down EPBs until all have downloaded the required delta files (See SM for the file download number.)		
4. Confirm that power cords are fully plugged in and all are securely taped down to prevent trip hazards.		
• Note: Use provided blue tape to secure cords (Do not use other types of tape).		
5. 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 a location for each BMD voting booth; use the Vote Center Sample Layout Diagram as a guide (manual pg. 10).		
• Note: Layout may look different from the diagram		
3. Set up BMD voting booths, BMDs, and printers; follow instructions in manual pgs. 46-56. 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, assemble Curbside Voting Kit, place Kit on cart shelf (manual pg. 66- 67).		
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 found in Blue Envelope--Tab 6.		
7. Complete Part I of the Daily Ballot Statement by recording the number of ballots printed for each BMD.		
• Note: If any BMD count shows that ballots have been printed, immediately call the Poll Worker Hotline		
8. Assemble and select a location for the 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).		
END OF SETUP DAY		
•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 the Technical Inspector to accompany Precinct Inspector, verify transportation is available, and describe the Chain of Custody form and end-of-night DART procedures.		
4. Power off Laptop.		
5. Secure Official Ballot Pouch in the laptop bag.		
6. Ensure all poll workers sign out for the day.		
7. Power off every EPB.		
8. Power off Cradlepoint (manual pg. 71).		
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.		

Vote Center Setup Checklist

Fourth Supervisorial District, Special Primary Election
August 15, 2023

Daily Opening Checklist

DAILY OPENING CHECKLIST

VOTE CENTER LOCATION #:

Checkmark each task once completed.

	Sat 08/05	Sun 08/06	Mon 08/07	Tues 08/08	Wed 08/09	Th 08/10	Fri 08/11	Sat 08/12	Sun 08/13	Mon 08/14	E-Day 08/15
DUTIES FOR SITE MANAGER/PRECINCT INSPECTOR											
1. Turn on cellphone and keep it charged. Keep cellphone on person with the ringer on to receive calls from ROV.											
2. Access Vote Center at 7:30 am (6:00 am on Election Day). ●Note: If access is delayed by more than 15 minutes, call the Poll Worker Hotline											
3. Ensure all poll workers sign in for the day. ●Note: If poll workers do not show, call the Poll Worker Hotline											
4. Power on the Cradlepoint. Verify that battery level is at "FF" (fully full) and that modem lights are on (manual pg. 70-72).											
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 that First Voter protocols are performed each day the Vote Center is open (manual pg. 18).											
MAIL BALLOT BAG STATION RESPONSIBILITIES											
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 toward Vote Center.											
3. Place feather Vote Here sign near the 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). Place sign 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 it 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 for the First Voter Procedure.											
GREETER STATION RESPONSIBILITIES											
1. Inventory and restock supplies at Greeter Station (manual pg. 11). Make sure the station is presentable: organized, neat, and free from clutter.											
2. Ensure posters are neatly displayed in clear view of voters.											
3. Ensure the American Flag is hung with respect and care.											

Daily Opening Checklist

Fourth Supervisorial District, Special Primary Election
August 15, 2023

Page 1 of 2

Daily Opening Checklist

DAILY OPENING CHECKLIST

VOTE CENTER LOCATION #:

(Continued)

Checkmark each task once completed.

Sat	Sun	Mon	Tues	Wed	Th	Fri	Sat	Sun	Mon	E-Day
08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15

CHECK-IN STATION RESPONSIBILITIES

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 to each EPB by touching *Allow Login Again* at the *Device Locked* 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 the seal and open Brown box.
 - Note: Call Poll Worker Hotline if seal shows evidence of tampering or is missing.

VOTING STATION RESPONSIBILITIES

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 Seal Verification Log, "Part II. BMD Daily Padlock Verification" (Blue Envelope-Tab 6).
 - Note: Call Poll Worker Hotline if any padlock shows evidence of tampering or is missing.
3. Ensure all printer trays are loaded with official ballot paper (use ROV-supplied paper only).
4. **First Day of Voting Only:** Using a Poll Worker Card, perform "Open the Poll" function on all BMDs (manual pg. 57). Do not close the polls until Election night after all voting is completed.
5. Obtain Daily Ballot Statement (Blue Envelope-Tab 6). Complete Part I daily by recording the total number of ballots printed for each BMD.
 - Note: If BMD "Open" counts do not match the previous day's "Close" counts, immediately call the Poll Worker Hotline

CHECKOUT STATION RESPONSIBILITIES

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 Seals 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.

Daily Opening Checklist

Fourth Supervisorial District, Special Primary Election
August 15, 2023

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
08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15

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

- SM 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).
- SM assign PW to collect and inspect all secrecy sleeves, verify they are empty, and return to Check-In Station.
- SM assign PW to obtain/report "Total Ballots Printed" # for 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 – Site Manager and Poll Worker

- 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 the empty Ballot Box and return it to Supply Cart.

D: WHITE BALLOT CARTON – Site Manager and Poll Worker

- 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 – Site Manager

- Place the Provisional and CVR envelopes in the Red Bag. Do not close the zipper until instructed in the 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 – Poll Workers

- Collect all Check-In Forms and place them inside a 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 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 – Site Manager

- 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

Fourth Supervisorial District, Special Primary Election

August 15, 2023

Return Checklist to Tab-2 of Blue Envelope

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
08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15

F: BROWN BOX – Precinct Inspector and Poll Worker

1. 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 the 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.

G: MAIL BALLOT BAG – Poll Workers

1. 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)

H: DAILY BALLOT STATEMENT – Site Manager

1. Complete Daily Ballot Statement Parts I and II (return Daily Ballot Statement to Blue Envelope-Tab 6).
2. **On Election Night Only:** Calculate the Grand Total for Part I of the Daily Ballot Statement.
3. **On Election Night Only:** Calculate the Grand Totals for Part II of the Daily Ballot Statement.
4. **On Election Night Only:** Complete Daily Ballot Statement – Part III; all board members sign and date.
5. **On Election Night Only:** Place the completed Daily Ballot Statement into the White Ballot Carton. Then, return to the Closing Checklist section, "D: White Ballot Carton," and complete steps 4-6 (sealing Carton and signing Security Seal).

I: DART ITEMS AND CHAIN OF CUSTODY – Precinct Inspector and Poll Worker

1. 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 sealed; sign Form and record the date and time.
3. **On Election Night Only:** 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 for DART.
6. PI call SM after delivering items to DART.

J: DAILY CLOSE-OUT TASKS

J1: Perform as Soon as Polls Close – Poll Workers

1. Retrieve all exterior signage (wear a safety vest).
2. Replenish supplies at all stations in preparation for the next voting day.
3. Ensure each EPB is charging; log out each one for the day; power off.

J2: Perform Just Before Leaving Vote Center – Site Manager

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. **On Election Night Only:** Perform "Close Poll" procedure on all BMDs (manual pg. 62).
3. Ensure all poll workers sign out for the day.
4. Power down the Vote Center Laptop and the Cradlepoint.
5. SM call Poll Worker Hotline and notify leaving the Vote Center.
6. SM monitor their phone until home for calls from ROV.

Packout: All sites pack out on Election Night. Refer to Vote Center Packout Checklist.

Daily Closing Checklist
Fourth Supervisorial District, Special Primary Election
August 15, 2023

Return Checklist to Tab-2 of Blue Envelope

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.	
All Vote Centers: Packout will occur on Election Night.	
•Preparation	
1. Review Packout plan with all poll workers:	
<ul style="list-style-type: none"> Instruct poll workers to follow ROV training and work at a safe, steady pace. Request they ask for help before lifting heavy objects. Pack and organize Vote Center supplies and carts by following the Supply List and Supply Cart Diagrams (manual pgs. 75-78) and Supply Cart Dropdown Sheets (attached to carts). Supplies should be returned to their original locations. Site Manager is responsible for packing: Official Ballot Pouch, EPBs, Laptop, and Cradlepoint. Note: Keep the Cradlepoint and Laptop powered on until just prior to departure (to check email). 	
•Packing Process	
1. Working in teams of 2, power off and disassemble all BMDs and BMD Booths (manual pgs. 63-65). Pack BMDs, power cords, and printers into their respective security bags and lock bags with Red Padlocks (Official Ballot Pouch).	
<ul style="list-style-type: none"> Note: Do not remove the paper from printers 	
2. Site Manager, with poll worker assistance, power down, unplug, & pack EPBs. Return each to its proper case. Leave one EPB out for all poll workers to sign out on before leaving the Vote Center.	
3. Site Manager, with poll worker assistance, power down and disassemble ADA Cart. Pack BMD and printer into security bags and lock. Ensure UPS (battery) is powered off and return it to the ADA cart for storage. Velcro cabinet door shut.	
4. Disassemble and pack all cardboard voting booths. Do not bend or fold.	
5. Pack all outdoor signage (poll workers wear safety vests when collecting outdoor signage).	
6. Remove all posted items and all adhesive/tape/tacky from the walls.	
<ul style="list-style-type: none"> Note: Be careful so as not to cause damage to the walls 	
7. Pack all supplies, envelopes, and other materials following the Supply List and Supply Cart Diagrams (manual pgs. 75-78).	
8. Remove tape from floors and outside Vote Center (e.g., electioneering markers).	
<ul style="list-style-type: none"> Note: Be careful so as not to cause damage to the floor 	
9. All locations: Assemble all supply carts and leave them inside the facility for Warehouse pickup.	
10. After supply carts have been packed, check facility for any remaining supplies and check outdoors for signage.	
CONCLUSION	
1. Have all Poll Workers sign out for the day.	
2. Pack Site Manager table EPB and place case on supply cart.	
3. Power off and pack the Cradlepoint (manual pg. 71).	
4. Power off and pack Laptop into the Laptop Bag.	
5. Place the Poll Worker Checklist Booklet into the Laptop Bag and pack on cart.	
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.	
a) Thank the site contact for hosting the Vote Center. b) All Vote Centers: Remind the site contact that the Warehouse team will need access for supply pickup.	
8. Call the Poll Worker Hotline before leaving the facility to inform them that the Vote Center Packout is complete.	
THANK YOU FOR YOUR WORK THIS ELECTION!	

Checklists

Mail Ballot Envelope

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

POSTAGE WILL BE PAID BY ADDRESSEE

BUSINESS REPLY MAIL

REGISTRAR OF VOTERS
5600 OVERLAND AVENUE SUITE 100
SAN DIEGO CA 92186-9577
44-4444444-4444444-4444444

OFFICIAL ELECTION MAIL

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

PO BOX 55902
SAN DIEGO CA 92186

For information on returning your ballot see enclosed instructions or visit our website at 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.

SDIE022R006 - 1QBRM YEL E

+

Jane Doe
123 Street In
San Diego CA 92104

Replacement Mail Ballot Envelope

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

POSTAGE WILL BE PAID BY ADDRESSEE

BUSINESS REPLY MAIL

REGISTRAR OF VOTERS
5600 OVERLAND AVENUE SUITE 100
SAN DIEGO CA 92186-9577
44-4444444-4444444-4444444

OFFICIAL ELECTION MAIL

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

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

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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.

SDIE062R011 - 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

BUSINESS REPLY MAIL

REGISTRAR OF VOTERS
5600 OVERLAND AVENUE SUITE 100
SAN DIEGO CA 92186-9577
44-4444444-4444444-4444444

OFFICIAL ELECTION MAIL

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

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

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

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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.

SDIE032R006 - 1QBRM E

+


74748852 RAVBM 1199
2 999001

Minnie Mouse
1234 Magic Street

4/5/2022

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

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)

PRON-09 6/25/2011 E

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

1 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 than above or P.O. Box) City State Zip Code

Previous Residence Address City State Zip Code

4 California Driver License or California Identification Card # Birth Date: Month Day Year of U.S. Birth or country of birth

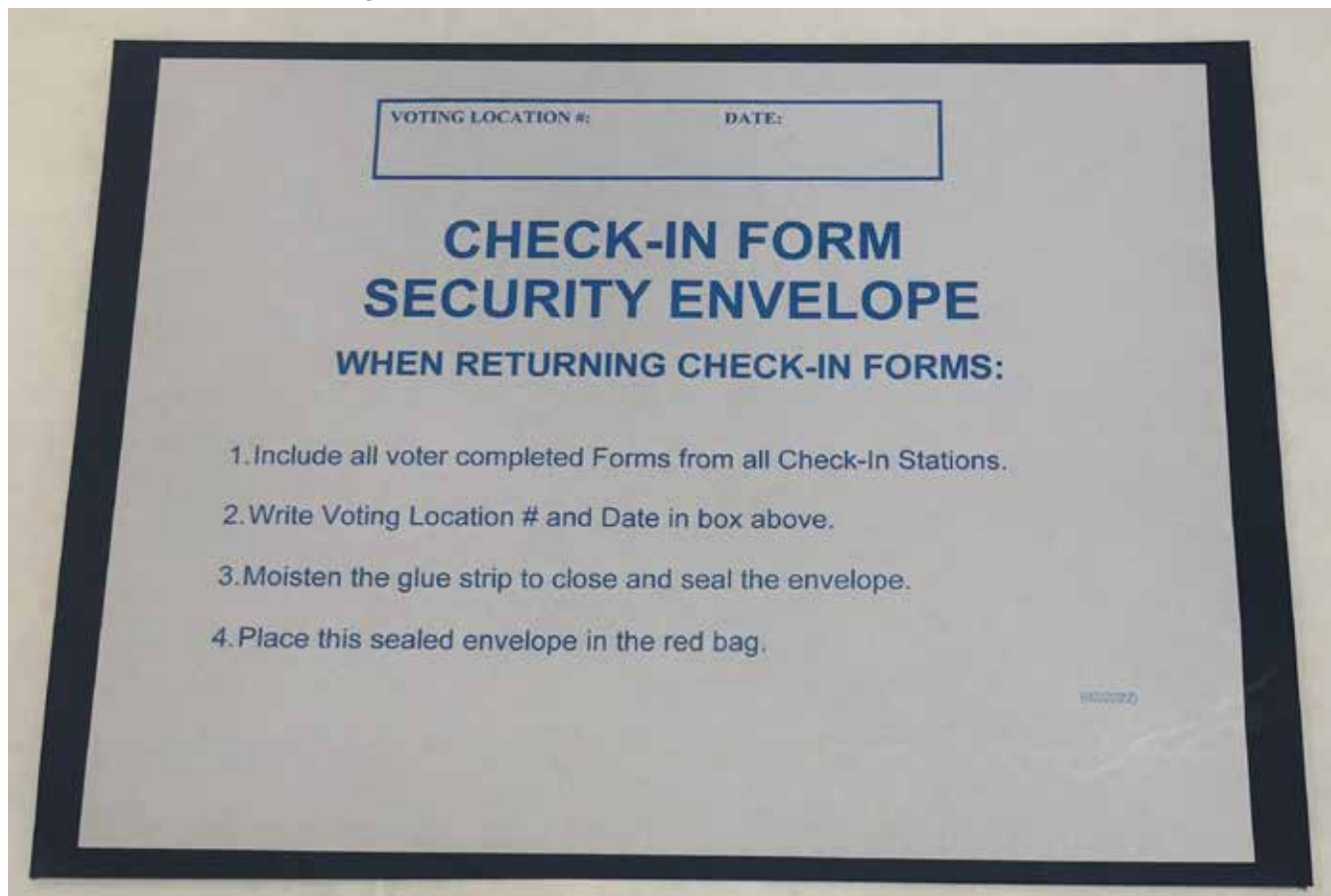
5 I want to choose a political party preference American Independent Democratic Party Libertarian Party Peace and Freedom Party Other (Specify) I do not want to choose a political party preference

6 READ AND SIGN THE VOTER'S DECLARATION BELOW. I am 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 commission of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to vote in this election if I am not eligible to vote on this term. 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 Address Number Date

PRON-09 6/25/2011 E

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 that, "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, there is a small, faint blue stamp that reads "800022".

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.

800022

Mail Ballot Signature Form Envelope



A yellow envelope with a white border. In the top left corner, there is a logo for the "COUNTY OF SAN DIEGO REGISTRAR OF VOTERS" with the address "P.O. BOX 85654 SAN DIEGO, CA 92180-5554". The main text on the envelope, "MAIL BALLOT SIGNATURE FORM", is printed in large, bold, red capital letters.

COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS
P.O. BOX 85654
SAN DIEGO, CA 92180-5554

**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 14th 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:

ENG/SPAN

Official Seal Verification Log

SEAL VERIFICATION LOG

4th Supervisorial District, Special Election, August 15, 2023 Location L-000

Complete the Seal Verification Log prior to opening the polls.

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?	BMD Bag Red Mini Padlock #	Does # Match?	Printer Bag Red Mini Padlock #	Does # match?
1111001	Yes No	1111002	Yes No	1111021	Yes No	1111022	Yes No
1111003	Yes No	1111004	Yes No	1111023	Yes No	1111024	Yes No
1111005	Yes No	1111006	Yes No	-	Yes No	-	Yes No
1111007	Yes No	1111008	Yes No	-	Yes No	-	Yes No
1111009	Yes No	1111010	Yes No	-	Yes No	-	Yes No
1111011	Yes No	1111012	Yes No	-	Yes No	-	Yes No
1111013	Yes No	1111014	Yes No	-	Yes No	-	Yes No
1111015	Yes No	1111016	Yes No	-	Yes No	-	Yes No
1111017	Yes No	1111018	Yes No	-	Yes No	-	Yes No
1111019	Yes No	-	Yes No	-	Yes No	-	Yes No

2. When the BMDs are set up, verify the numbers on the green and red mini padlocks on the BMDs match the numbers listed below:

BMD #	Red Padlock	Does # match?	Green Padlock	Does # match?	BMD #	Does # match?	Red Padlock	Does # match?	Green Padlock	Does # match?
BMD 1	1111025	Yes No	11101	Yes No	BMD 11	Yes No	1111035	Yes No	11111	Yes No
BMD 2	1111026	Yes No	11102	Yes No	BMD 12	Yes No	1111036	Yes No	11112	Yes No
BMD 3	1111027	Yes No	11103	Yes No	BMD 13	Yes No	-	Yes No	-	Yes No
BMD 4	1111028	Yes No	11104	Yes No	BMD 14	Yes No	-	Yes No	-	Yes No
BMD 5	1111029	Yes No	11105	Yes No	BMD 15	Yes No	-	Yes No	-	Yes No
BMD 6	1111030	Yes No	11106	Yes No	BMD 16	Yes No	-	Yes No	-	Yes No
BMD 7	1111031	Yes No	11107	Yes No	BMD 17	Yes No	-	Yes No	-	Yes No
BMD 8	1111032	Yes No	11108	Yes No	BMD 18	Yes No	-	Yes No	-	Yes No
BMD 9	1111033	Yes No	11109	Yes No	BMD 19	Yes No	-	Yes No	-	Yes No
BMD 10	1111034	Yes No	11110	Yes No	BMD 20	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.

BMD DAILY LOG

- 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
8/4/2023 Friday		
8/5/2023 Saturday		
8/6/2023 Sunday		
8/7/2023 Monday		
8/8/2023 Tuesday		
8/9/2023 Wednesday		
8/10/2023 Thursday		
8/11/2023 Friday		
8/12/2023 Saturday		
8/13/2023 Sunday		
8/14/2023 Monday		
8/15/2023 Tuesday		

2. Note any BMD Mini-Padlock replacement(s) and the reason in the section below.

BMD #	NEW Mini Red Padlock	NEW Mini Green Padlock	Date Replaced	Reason for Replacement

3. Note any BMD replacement(s) and the reason in the section below.

REPLACED BMD #	NEW Mini Red Padlock	NEW Mini Green Padlock	Date Replaced	Reason for Replacement

Poll Worker Signature _____ Date _____

Poll Worker Signature _____ Date _____

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

DAILY BALLOT STATEMENT – Part I
BMD Total Ballots Printed Report

Vote Center Location #: _____

Instructions:

NOTE: Not all vote centers have the same number of BMD units.

1. Daily, before the Vote Center opens, record in the yellow "Open" columns below, the number of "Total Ballots Printed" shown on each BMD screen. To understand where to find this number on the BMD, refer to pg. 56 of the poll worker manual.
2. Daily, after the Vote Center closes, record in the gray "Close" columns below, the number of "Total Ballots Printed" shown on each BMD screen.
3. On Election Day only, add all red boxes together and record in the red box at the bottom of this document.

	BMD #1		BMD #2		BMD #3		BMD #4		BMD #5		BMD #6		BMD #7		BMD #8		BMD #9		BMD #10	
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Fri 8/4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat 8/5																				
Sun 8/6																				
Mon 8/7																				
Tues 8/8																				
Wed 8/9																				
Thurs 8/10																				
Fri 8/11																				
Sat 8/12																				
Sun 8/13																				
Mon 8/14																				
E-day 8/15																				

	BMD #11		BMD #12		BMD #13		BMD #14		BMD #15		BMD #16		BMD #17		BMD #18		BMD #19		BMD #20	
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Fri 8/4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sat 8/5																				
Sun 8/6																				
Mon 8/7																				
Tues 8/8																				
Wed 8/9																				
Thurs 8/10																				
Fri 8/11																				
Sat 8/12																				
Sun 8/13																				
Mon 8/14																				
E-day 8/15																				

On Election Day only, add the numbers in all red boxes above and record in the red box below:

DAILY BALLOT STATEMENT – Part II & III
Manual Ballot Counts and Check-In Record

Vote Center Location #: _____

Instructions:

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

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).

	Ballots Cast (in Ballot Box)			Envelopes Cast (in Ballot Box)		# Check-Ins from EPB		Spoiled BMD Ballots
	BMD Printed Ballots	Mailed Ballots	Emergency	Provisional	CVR	Regular	Provisional	
Saturday, 8/5/23								
Sunday, 8/6/23								
Monday, 8/7/23								
Tuesday, 8/8/23								
Wednesday, 8/9/23								
Thursday, 8/10/23								
Friday, 8/11/23								
Saturday, 8/12/23								
Sunday, 8/13/23								
Monday, 8/14/23								
Election Day, 8/15/23								
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: _____
TECHNICAL INSPECTOR: _____ TECHNICAL INSPECTOR: _____

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

Official Chain of Custody

COUNTY OF SAN DIEGO REGISTRAR OF VOTERS

OFFICIAL CHAIN OF CUSTODY

Fourth Supervisorial District, Special Primary Election

August 5 – August 15, 2023

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

Emergency Ballot (Blank)

 <div style="display: inline-block; vertical-align: middle;"><h2 style="margin: 0;">Emergency Ballot</h2><p style="margin: 0; font-size: 0.9em;">FOURTH SUPERVISORIAL DISTRICT SPECIAL PRIMARY ELECTION, August 15, 2023</p><p style="margin: 0; font-size: 0.8em;">COUNTY OF SAN DIEGO</p></div>		POLL WORKER USE ONLY SEQ:
Instruction to voters:		
<ul style="list-style-type: none">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 offices that elect by district, please add the district number or letter.To vote for a judicial, measure or proposition question, write Yes or No.Use only black or blue ink pen to write your choice (selection) on your ballot.Use your Sample Ballot or eSample Ballot found in your Voter Information Pamphlet (VIP). Look up your VIP with the QR Code provided (right) to find your candidate choices.		 www.sdvote.com
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">CONTEST</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">COUNTY</div> <div style="border: 1px solid black; padding: 5px;">BOARD OF SUPERVISORS, DISTRICT NO. 4</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">SELECTION</div> <div style="border: 1px solid black; height: 20px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 20px;"></div>	

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, 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.

Multi-Factor Authentication: (MFA) authentication method using 2 or more mechanisms to validate a user's identity.

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

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

PNE (Precinct Not in Election): The precinct in which the voter resides is not eligible to participate in the special election.

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/M Meal Times

All board members 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 including the Site Manager 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.

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

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.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AUGUST 2023			1	2	3	4 - Setup #1	5 - 11-Day Site
	6	7	8	9	10	11	12
	13	14 - Setup #2	15 - Election Day	16	17	18 - Payday	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1 - Payday	

RECRUITMENT CONTACTS

Main line: (858) 565-5800

Fax: (858) 505-7299

Email: pollworker@sdcounty.ca.gov

Recruitment:

Nikole Klinkhamer: (858) 505-7220

Karen Oropeza: (858) 505-7229

Daniela Vitobaldi: (858) 505-4205

Office Support Specialist:

Martha Jimenez

Recruitment Election Manager:

Kim Lange

Non-Emergency Law Enforcement:

San Diego Police: (619) 531-2000

National City Police: (619) 336-4411 x0

La Mesa Police: (619) 667-1400 x6

SDSU Police: (619) 594-1991

El Cajon Police (619) 579-3311

For Lemon Grove and all unincorporated areas of San Diego County:

San Diego County Sheriff: (858) 565-5200

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.

