

November 3, 2020 Election Handbook

2020 Presidential General Election



COUNTY OF SAN DIEGO REGISTRAR OF VOTERS
POLL WORKER HOTLINE: (858) 565-3360

NAME

SUPER POLL #



QUICK REFERENCE

My Super Poll address: _____

Facility Contact Name: _____

Phone & Email: _____

IMPORTANT CONTACTS	PHONE NUMBERS
Site Manager:	
Precinct Inspector:	
Recruitment Contact:	
Non-Emergency Police:	

<p>Poll Worker Hotline (858) 565-3360</p> <p>Monday, October 19th-Friday, October 30th: 8:00 a.m. - 5:00 p.m.</p> <p>Saturday, October 31st-Monday, November 2nd: 7:00 a.m. - 6:00 p.m.</p> <p>Election Day, Tuesday, November 3rd Available from 5:30 a.m. until last poll worker goes home</p>	<p>Observer Hotline (858) 495-5123</p>
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Notes

NOTE FROM THE REGISTRAR

Dear Poll Workers:

When we set out preparing for the 2020 election cycle who would have ever imagined that the world would be simultaneously fighting against a virus that has grappled every corner of the planet. It has taken the spotlight away from many well-known and traditional events, including the Summer Olympics, the decennial census, school graduations, and even primary elections for a number of states. Yet, the November election will continue on as scheduled. No war or natural disaster has stopped our country from selecting its elected leaders, and a pandemic won't stop us either – the November 3, 2020 Presidential General Election will carry on.

Like many households and businesses, the Registrar of Voters too has had to adapt for safe operations. The consolidation of neighborhood polling places into much larger “Super Poll” sites is such an example of changes we are needing to make. By immersing yourself in this training manual and understanding how the new super poll operations will function, you will be experiencing firsthand the adaptations made to conduct in-person voting during a pandemic.

Know that we have carefully thought through this new approach and with the help of our local public health officials, have deeply considered how to keep you and your team of poll workers healthy and safe while serving our voters.

Your past poll worker experience will certainly come in handy as we implement this new model, however, do keep an open mind that what you may know, may have completely changed. When you attend poll worker training, come with an attitude that there is much to absorb and practice. Also, that this new training is all about being a TEAM. It is so important that you get to know one another and work together as a team before we begin serving voters for four days (Saturday, October 31 thru 8 p.m. Tuesday, November 3, Election Day). So important, that we have segregated not two hours, but two days for you to learn and get to know your fellow poll workers!

Your full engagement will be necessary and it will require patience and diligence, something that we know you already possess. After you have participated in this election, we hope you will agree that the augmentations made are for the greater good and health of all. So, read on and read thoroughly, and don't ever hesitate to reach out to us.

Let me end by saying that our country has always been resilient, and our San Diego voting community has continuously demonstrated a great level of engagement. No pandemic will ever halt these two characteristics.

Vote Safer San Diego!



L. Michael Vu, Registrar

SAFE VOTING ENVIRONMENT PLANS (COVID)

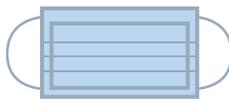
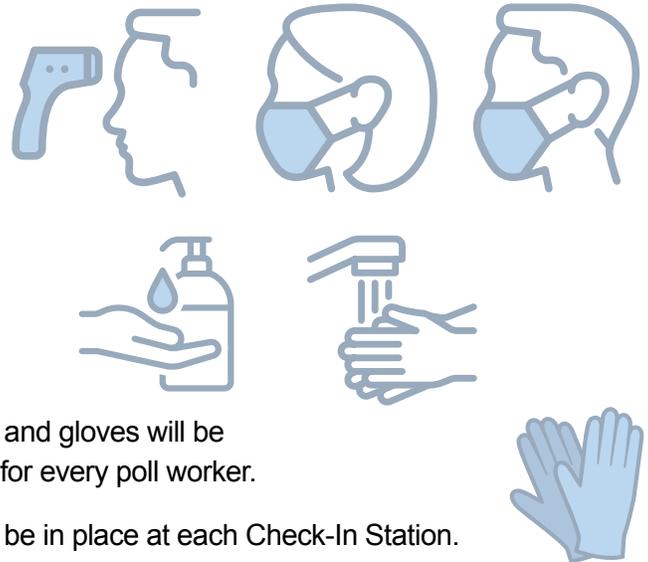
All registered voters in San Diego County have the right to vote safer at home and mail back their ballot to the Registrar of Voters (ROV) or drop it off at any of the mail ballot drop off locations (see sdvote.com for location details).



In addition, 235 Super Poll locations throughout the county will also be available for voters should they need to vote in person. Based on public health guidelines and consultation with local public health officials, the ROV's every effort is to create and maintain a healthy and safe voting environment for our poll workers and voters at all in-person voting locations.

PERSONAL PROTECTION:

- Daily temperature screenings and questionnaire for all poll workers are mandatory prior to each shift.
- Training will include COVID-19 safety protocols and proper use of personal protective equipment (PPE).
- Regular hand sanitizing or washing and the use of face coverings by all poll workers are mandatory.



- Face shields, masks, and gloves will be supplied by the ROV for every poll worker.

- Plexiglas dividers will be in place at each Check-In Station.



- Voters and observers will be encouraged to wear masks, gloves, and to use hand sanitizer when visiting the Super Polls. If requested, Super Polls will provide PPE (masks and gloves) for voters and observers.

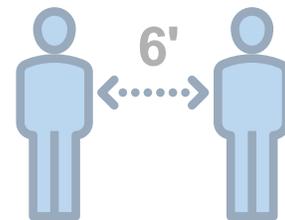
PHYSICAL DISTANCING:

- All poll worker training sites and Super Polls floor space has been increased to accommodate social distancing.



- Poll worker stations and voting equipment will be safely distanced throughout the voting location.

- Each Super Poll will ensure voter line area and inside the facilities will have distancing floor markers and display directional signage that offer guidance to voters.



- Health messaging signage will be posted in appropriate locations to remind staff and voters of protective measures.

DISINFECTING:

- Hand sanitizer and wipes will be supplied by the ROV for each training location and Super Poll sites.

- Specific instructional cleaning procedures and protocols will be provided for election equipment, supplies, and surfaces.

- Disinfecting of surfaces, equipment and shared objects will be completed by staff on regular intervals. Each Super Poll will have a site-specific protection plan



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ELECTION DAY RULES



Poll Hours

**Saturday, October 31st –
Monday, November 2nd :**

All Super Polls must open at 8:00 a.m.
and close at 5:00 p.m.

Election Day, Tuesday, November 3rd :

All Super Polls must open at 7:00 a.m.
and close at 8:00 p.m.



Bilingual Poll Workers

All Super Polls are assigned bilingual
poll workers to assist English as a
second language citizens.



Poll Worker Assignments

All poll workers must work at their
assigned stations, take their assigned
breaks, and cover each other's breaks as directed.



Not Allowed

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



Politics

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



Dress Code

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



Emergency Situations

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



Voted Ballot Return

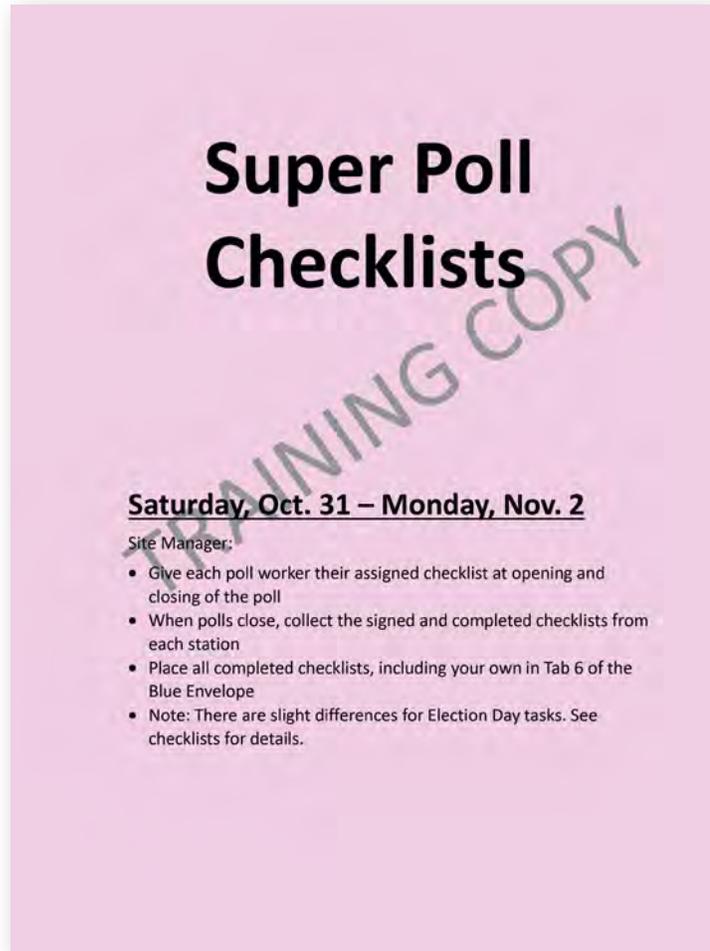
California Elections Code requires that
two election officials deliver the voted
ballots on election night.

CALENDAR OF IMPORTANT TASKS AND DATES

SEPTEMBER			OCTOBER			
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2	3
	Site Manager Training Group 1					
4	5	6	7	8	9	10
	Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m.					
	Site Manager Training Group 2					Site Manager Dress Rehearsals
11	12	13	14	15	16	17
	Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m.					
	Site Manager Dress Rehearsals					Training Supply and Production Storage Containers delivered to 24 Super Poll training sites.
18	19	20	21	22	23	24
	Poll Worker Hotline: 8:00 a.m. - 5:00 p.m.					
	Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m.					
	Last day to register to vote. Super Poll training site set-up	Poll Worker Training Group 1		Poll Worker Training Group 2		Poll Worker Training Group 3
				Begin delivery of Production Storage Containers to remaining Super Polls*		
25	26	27	28	29	30	31
	Poll Worker Hotline: 8:00 a.m. - 5:00 p.m.					Hotline: 7 a.m. - 6 p.m.
	Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m.					Super Polls are open to assist voters 8:00 a.m. - 5:00 p.m.
Poll Worker Training Group 3	Poll Worker Training Group 4		Poll Worker Training Group 5		DART Supply Pick-Up All report to assigned site to setup for production	
NOVEMBER						
1	2	3	4			
Poll Worker Hotline: 7 a.m. - 6 p.m.		3 ELECTION DAY Poll Worker Hotline will be open from 5:30 a.m. until the last poll worker goes home.	All report to assigned site to pack out of Super Poll			
Super Polls are open to assist voters 8:00 a.m. - 5:00 p.m.		Super Polls are open from 7:00 a.m. - 8:00 p.m.				
				*Actual delivery dates will be assigned to each Super Poll and Site Managers will be notified in advance.		

PRE-ELECTION TASKS

Work these tasks like a checklist to ensure these tasks are completed. There will be a pink checklist packet that will be provided to each Super Poll. The Site Manager will distribute checklists to poll workers to complete tasks for opening and closing the Super Poll. There are daily checklists for Site Manager, Line Manager, Greeter, Check-in, Voting and Checkout Stations. There will also be one move out checklist for day after election day.



For All Poll Workers – Pre-Election Checklist

- 1. Attend classroom training.**
Every poll worker is required to attend a two-day in-person classroom training.
- 2. Make alternate arrangements to vote.**
 - a. Vote your mail ballot. Mail the ballot, bring it with you to your Super Poll location or drop it off at a Mail Ballot Drop Off location.
 - b. You can vote early at the ROV. Times and dates are posted on the Calendar (page 5) or call (858) 565-5800 for details.
- 3. Friday, October 30th, meet at assigned Super Poll to set-up for voting.**
- 4. Confirm your work schedule on your appointment notice.**

Site Manager – Pre-Election Checklist

Yellow Packet

1. Review contents of the Super Poll information Yellow Packet (received upon graduation)

- Super Poll Location name, address and phone number
- Super Poll Location ID number
- Poll Worker Board names and contact info
- The sequence numbers assigned to the Poll
- Location of DART site and hours
- Storage Container delivery time and date
- Storage Container Security Seal Verification Log
- Site Specific Plan Layout
- Supply List



2. Write facility contact name, phone number and email on the inside front cover of handbook

3. Call the site contact to make personal introduction

- Provide site contact with your contact information
- Re-confirm:
 - Storage container delivery date, time, and placement location
 - Facility and Poll room access
 - Confirm site set-up schedule
 - Poll staff arrival and departure times
 - Poll operating hours
 - Load-out & storage container pick-up schedule

4. Review pictures of poll space

- Compare pictures of site to Site Specific Plan Layout

5. Review pictures of outside poll space

- Determine voter line placement
- Determine storage container placement

6. Call Precinct Inspector (PI) and set meeting for storage container delivery

PRE-ELECTION TASKS (CONTINUED)

Site Manager – Pre-Election Checklist (continued)

SATURDAY, OCTOBER 17TH

Training Site Storage Container Delivery

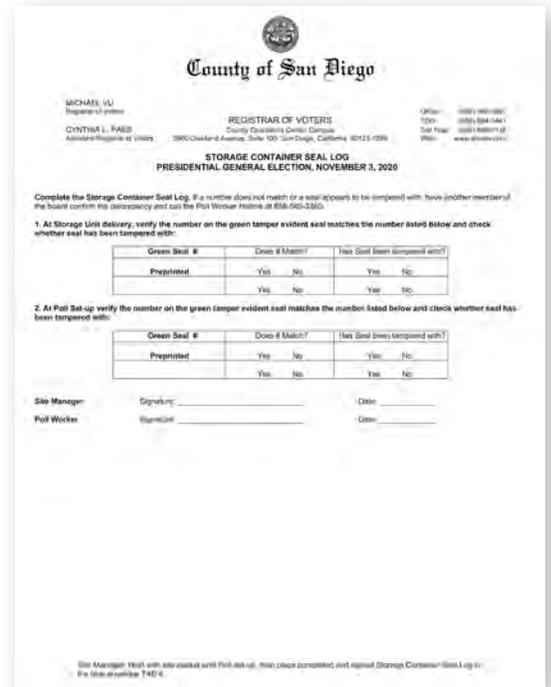
Super Poll locations serving as a training site will receive both training and production supplies and equipment on this date.

If you have been assigned to accept delivery at one of the 24 training sites, arrive at the poll location storage container delivery site 30 minutes before scheduled delivery time.

- Locate storage container placement area
- If there are any issues with the delivery site at arrival, especially if delivery is more than 30 minutes late, call ROV phone number on Storage Container Seal Log
- Notify your site contact upon arrival

While waiting for delivery, review exterior of facility to assess:

- Route for equipment delivery
- Voter line placement
- Call the Poll Worker Hotline to confirm storage container delivery
- Call site contact to confirm storage container delivery



See page 68 for full image

MONDAY, OCTOBER 19TH

Training Site Setup

All Site Managers will assist with setting up assigned training locations.

Beginning FRIDAY, OCTOBER 23RD

Super Poll Site Storage Container Delivery

Storage container deliveries begin to remaining Super Polls. Specific dates and delivery times will be received in the Site Manager Yellow Packet.

FRIDAY, OCTOBER 30TH

Dispatch and Return Team (DART) Supply Pickup

Site Managers:

- Go to your assigned DART location to receive ePollbooks (EPBs)
- Go to Super Poll facility for site setup

Site Manager – Pre-Election Checklist (continued)

FRIDAY, OCTOBER 30TH

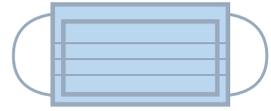
Super Poll Site Setup

Arrive at assigned Super Poll location:

- Access poll location by meeting with site contact
- Go over the schedule for the day, clarify site access and end of day lock-up procedure with site contact
- Re-confirm poll schedule and access with site contact
- If not able to access poll location within 15 minutes of pre-arranged time, call the Poll Worker Hotline (858) 565-3360

Prepare for poll worker arrival:

- Set up Poll Worker Sign In/Out sheet
- Prepare Personal Protective Equipment (PPE) for distribution
- Ready the Touchless Thermometer for poll workers to self-check temperature
- Remove necessary items from Site Manager Yellow Packet



Confirm:

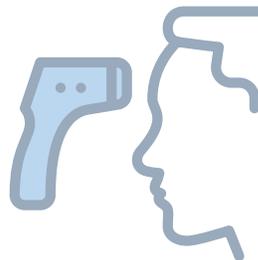
- Identification of poll worker parking area if necessary
- Locate restrooms at location and make sure they are open

Use site-specific plan layout found in the Yellow Packet to determine:

- Any specifics of the site that may require the Super Poll layout to be modified
 - If changing the site-specific layout, call the Poll Worker Hotline to report changes
- Power outlets for BMDs and ePollbooks. Work with the site contact to identify appropriate outlets for BMDs and ePollbooks as needed

Welcome poll workers:

- Have each poll worker take their own temperature
- Ensure all poll workers have appropriate PPE
- Ensure all poll workers have signed in and completed the daily questionnaire
- Give poll workers overview of Poll Location set up



PRE-ELECTION TASKS (CONTINUED)

SUPPLY INVENTORY

Assign poll workers to inventory all supplies. Use the Supply List found in the Appendix of this handbook. Call the Poll Worker Hotline as soon as possible if you are missing any supplies.

1. Open Storage Container

- Complete Storage Container Seal Log
- Re-lock and seal storage container when all supply carts have been taken inside

2. Ballot Inventory

- Open all ballot cartons by sequence number
- Count and record ballots by language on the Ballot Inventory Form
- Follow instructions on the Ballot Inventory Form
- Write the total count on the Ballot Statement Line as indicated



See pages 68-70 for full images

STATION AND EQUIPMENT SETUP

There are 5 stations at each Super Poll: Line Manager, Greeter, Check-In, Voting and Checkout Stations. Use the Site Specific Plan layout found in the Yellow Packet to setup. Ensure each station is equipped with the appropriate PPE and signage.

SITE MANAGER

- Distribute Site Specific Plan layout found in the Yellow Packet to each station
- Give Observer Sign-in Sheet to the Greeter Station
- Set up a Site Manager table with laptop, Cradlepoint and Blue Envelope
- Follow Cradlepoint instructions found on page in the Appendix of this handbook
- Provide charged walkie talkie to Line Manager
- Place sealed paper roster container under Site Manager table (DO NOT open unless instructed to do so by the Poll Worker Hotline)
- Monitor station set-up



Cradlepoint

STATIONS

1. Line Manager and Greeter

- Use the Site Specific Plan layout to determine the best flow for voters to enter and exit the Super Poll
- Determine Line Manager/Yellow Bag station placement
- Measure 25ft and mark for exit polling and 100ft for electioneering
- Confirm the plan for an exterior line
- Place social distance markers along run of line

- Mark the Observer Box with floor tape
- Prepare the black supply cart with mail ballot replacement envelopes, mail ballot signature manila envelope, yellow mail ballot bag and PPE

2. Check-In

- Set up the check-in tables using the Site Specific Plan layout
- Place supplies on check-in and ballot table as shown on page 14
- Set up ePollbooks and ensure Heartbeat connection is made
- For specific instructions, refer to ePollbook Manual found in the appendix of this handbook
- Ballots and Blue Envelopes should be placed in a secure location overnight when possible



3. Voting

- Assemble and position cardboard voting booths six feet apart
- Assemble BMD stations six feet apart
- Assemble and position one BMD on a blue ADA cart and place near the Greeter Station for easy access
- Place language booth ballots in all voting booths



4. Checkout

- Set up supply carts behind the Check-in Stations with remaining supplies
- Post outside: Voter Bill of Rights in five languages
- Place the Posted Items Display Panel (DOJ Panel) near the entrance for voters to read
- Post the Observer Policies and Procedures poster near the entrance door
- Post the Voter Assistance poster, Top Two Candidates form as well as any other postings
- Hang the American flag behind Check-In Station with stars to the left as you face it (whether horizontal or vertical)
- Place health posters and the A-frame as noted in your Site Specific Plan layout



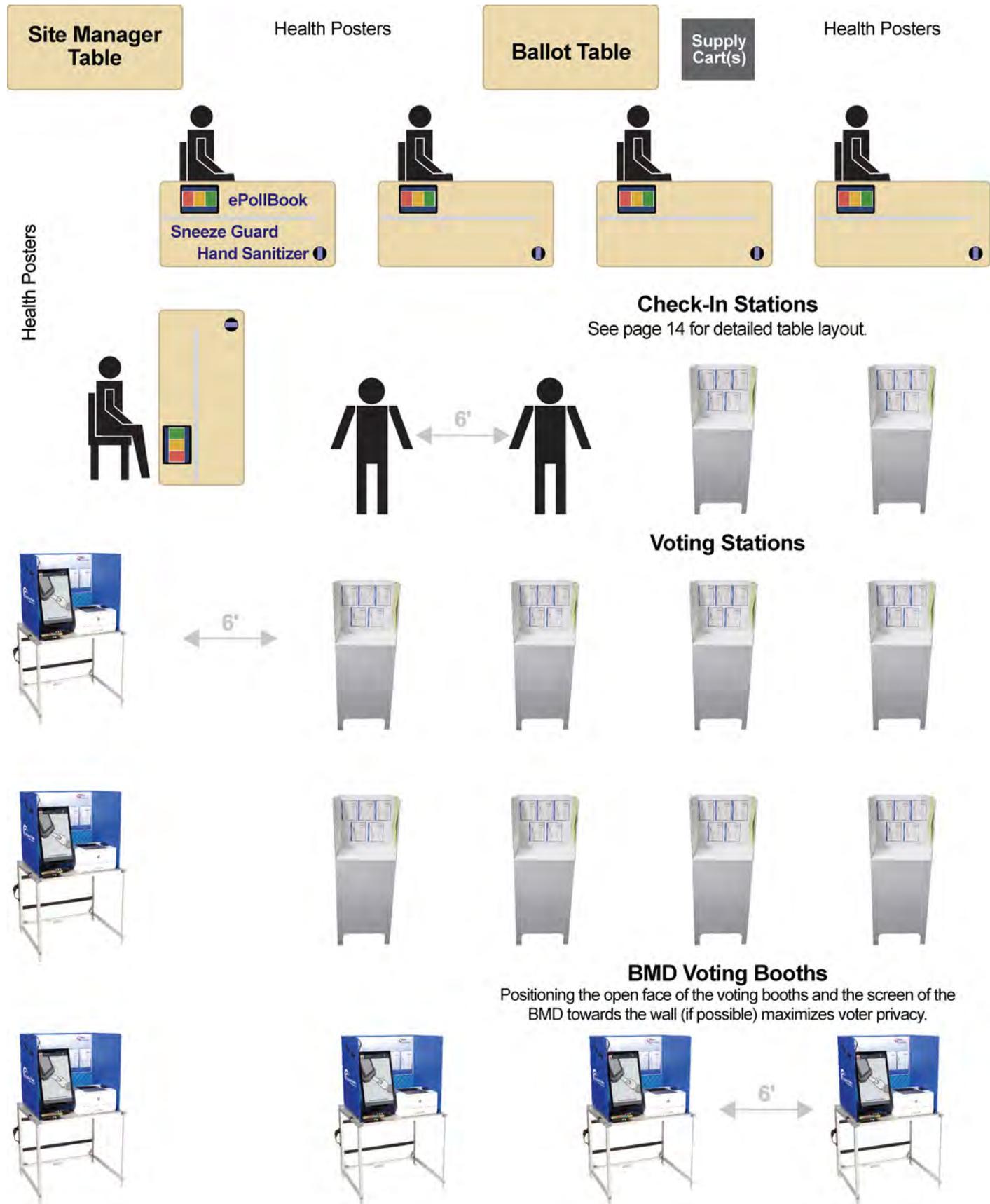
BEFORE LEAVING THE SITE

- Ensure storage container is locked
- Review opening morning procedures for next day with staff
- Staff signs out
- Close and lock poll location according to facility specifics

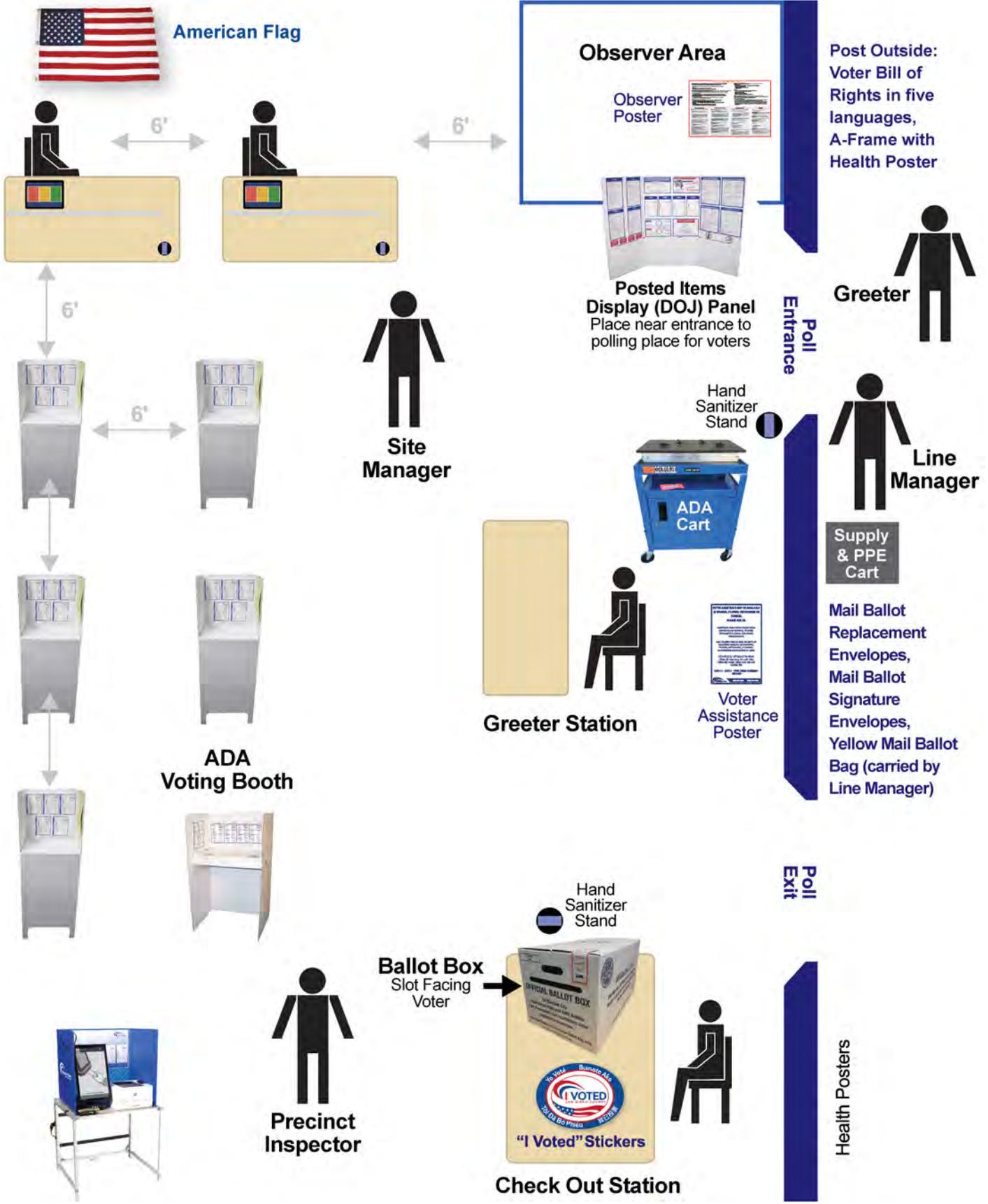
SUPER POLL DIAGRAM

Refer to your Site Specific Plan layout for your floorplan and PPE setup.

SETTING UP THE SUPER POLL



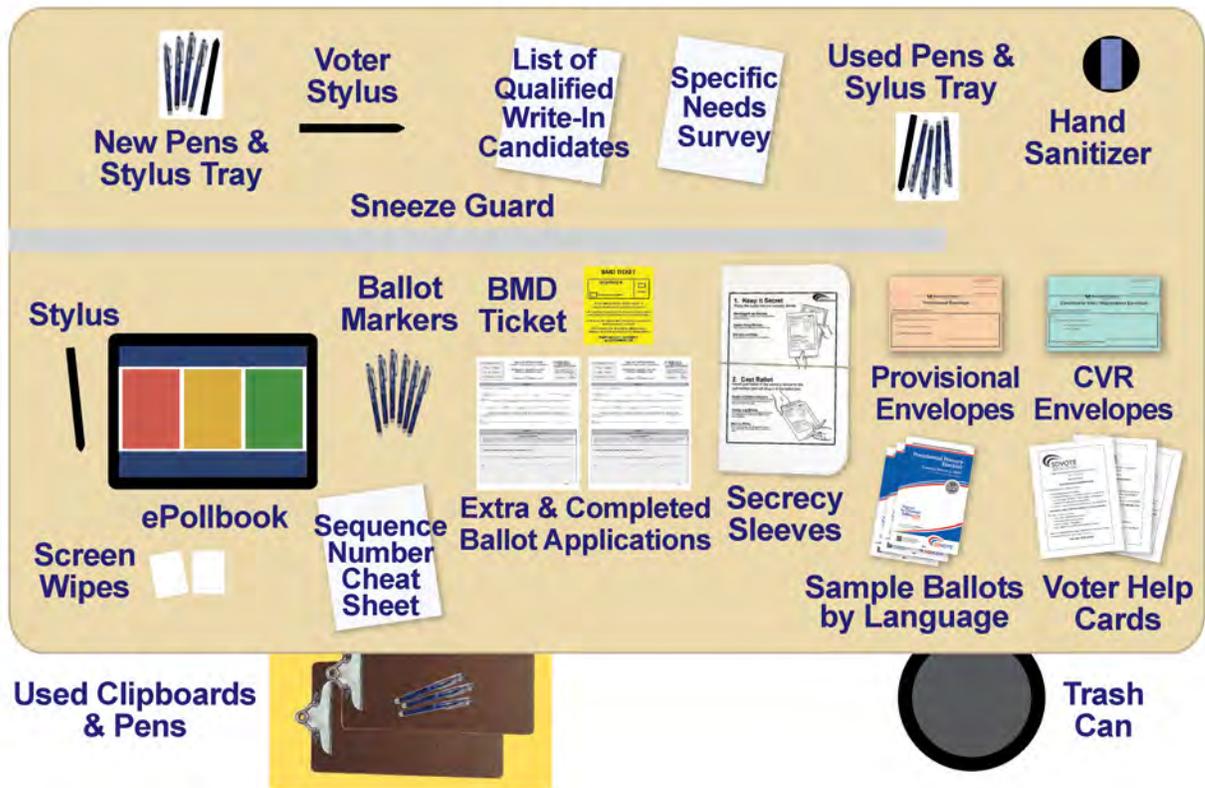
This is a suggested layout. Your Site Specific Layout plan will be provided.



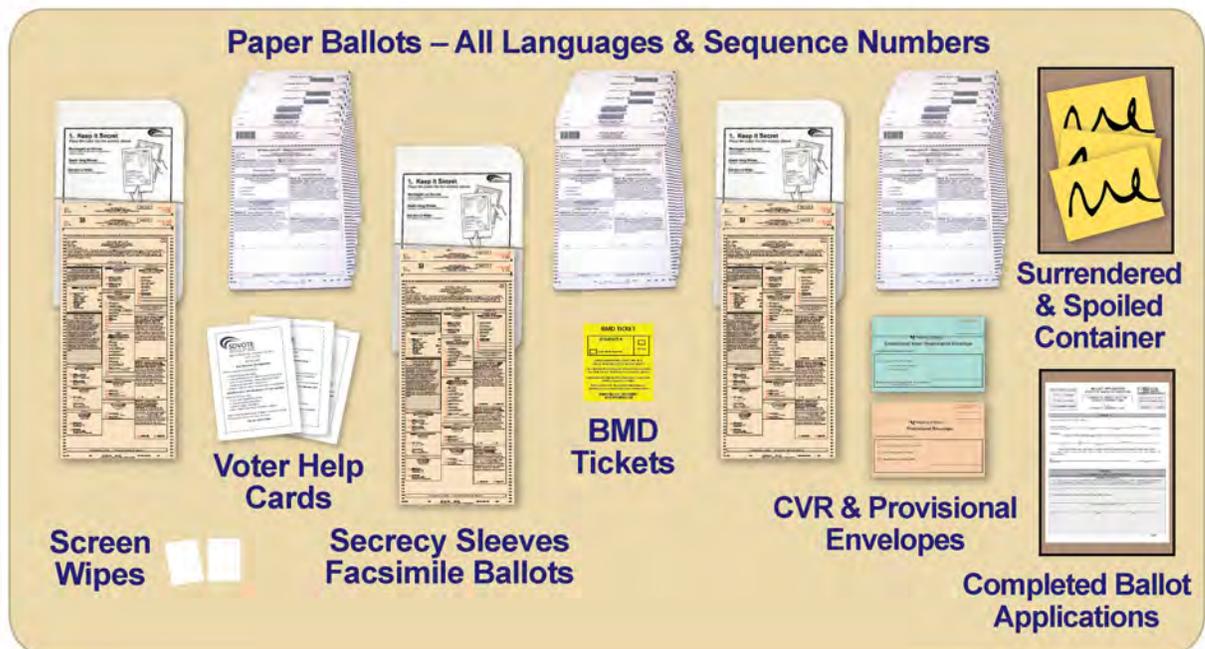
SETTING UP THE SUPER POLL

SUPER POLL DIAGRAM: TABLE & VOTING STATION SET-UPS

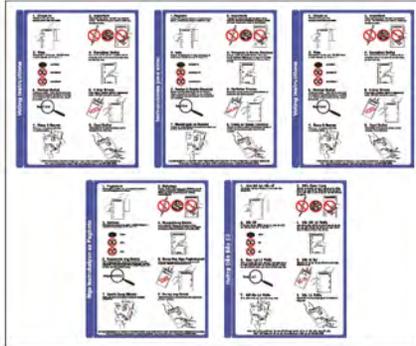
Check-In Station



Ballot Table



Instructions Posted In Booth



Choices Instructions

Voting Instructions

Booth Ballots
Post on right side in each cardboard booth



Same items to be posted in the ADA booths

OPENING THE SUPER POLL

Site Manager

- Make sure all stations have their daily checklist and understand their duties. Every opening checklist must be completed daily
- Ensure Cradlepoint is turned on
- Ensure PPE and signage are in place
- Post Site Specific Plan document

First voter

The Line Manager is responsible for assisting the first voter in line at each Super Poll on Saturday, October 31.

The first voter in line has the responsibility to confirm that no ballots have been cast before the polls open.

Even if one of the poll workers wants to cast their own ballot, please wait and let another member of the public perform the first voter duties detailed here.

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

At the Line Manager Station:

- Show the first voter that the yellow Mail Ballot Bag is empty
- The Line Manager will then lock the zipper of the Mail Ballot Bag using a Red Tab Lock (from the Official Ballot Pouch) so it cannot be opened again



The Line Manager will then escort the first voter to the Checkout Station while maintaining 6 ft. of social distancing:

- Show the first voter that the Ballot Box is empty
- The Line Manager will then seal the Ballot Box by placing Tamper Evident Seals (from the Official Ballot Pouch) where indicated

Once the first voter has completed these duties, the Line Manager will escort the first voter back in front of the line where they will be given a Ballot Application to begin the voting process.



Stations & Responsibilities

Site Managers will stay near the Check-In and Voting Station, assisting Technical Inspectors with the ePollbooks and voter questions.

Precinct Inspectors will stay near the Greeter and Checkout Station, assisting Technical Inspectors with those responsibilities and voter questions.

Site Managers and Precinct Inspectors will be flexible in their duties taking questions from staff, voters, observers and the general public. They are also responsible for making sure all staff is correctly following County procedures.

1. Line Manager Station

There will be one Line Manager who will be stationed outside the Super Poll entrance. The Line Manager will:

- Assist the first voter at the Super Poll on Saturday, October 31
- Manage and work the voter line maintaining 6 ft. distancing
- If gloves are requested by voter, ensure voter sanitizes hands before wearing gloves
- Accept Mail Ballot Signature forms
- Accept Mail Ballots being dropped off. Check for voter signature. The Line Manager will carry a Yellow Mail Ballot Bag for voters to deposit their Mail Ballots
- Answer voter questions and provide assistance as needed
- Work together with the Greeters to keep the voter line moving
- Assist the Greeters (i.e. collecting used clipboards and pens)
- **SANITIZE clipboards, pens, and all other touched items as scheduled**

2. Greeter Station

There will be up to two Greeters at the Super Poll. One Greeter outside the Super Poll entrance and one inside the entrance. The Greeters will:

- Greet and welcome each voter
- Hand voters a Ballot Application on a clipboard with a pen
- Answer voter questions and provide assistance as needed
- Communicate with each other throughout the day to allow the next voter in line to enter the facility
- Direct voters to an available Check-In Station
- Assist Line Manager to keep the line moving
- **SANITIZE clipboards, pens, and all other touched items as scheduled**

See page 71 for form

ASSISTING VOTERS (CONTINUED)

3. Check-In Station

There will be up to seven Check-In Station Technical Inspectors (TI). The Check-In Technical Inspectors will:

- Check in voters using ePollbooks. All voters must check in at a Check-In Station using an ePollbook to be issued a paper or BMD ballot
- Receive voter's ballot application
- Process voter in ePollbook
- Ask Voter to verify Seq # on application is same as on paper ballot
- Checkmark the Verify Seq # box
- Give voters their voting materials
 - Ballot
 - BMD Ticket (voters voting on the BMD)
 - Ballot stub
 - Ballot marker
 - Secrecy sleeve or Envelope (for CVR or Provisional voters only)
- Direct voters to the Voting Station
- **SANITIZE ePollbooks, stylus pens and all other touched items as scheduled**

4. Voting Station

There will be up to two Technical Inspectors at this station. The Voting Station Technical Inspectors will be responsible for:

- Seven Ballot Marking Device (BMD) voting booths and 16 cardboard voting booths, and one ADA BMD cart
- Paper Ballot voters: when a voter comes to this station with a paper ballot in a secrecy sleeve, the TI will:
 - Direct the voter to an available cardboard voting booth
 - Assist voters with questions
 - Advise the voter when finished voting to place their voted ballot inside the secrecy sleeve
 - Direct voter to the Checkout Station
- BMD voters: when a voter comes to this station with a BMD ticket, the TI will:
 - Walk with the voter, while maintaining 6 ft. of distance, to an available BMD voting booth
 - Instruct voters to read the instructions in the voting booth. Remind the voter to use the "More" button as it appears to see all candidates for that contest
 - Activate the correct BMD ballot for each voter using the Sequence number as the activation code
 - Ask voter to verify that the Seq # on their BMD ticket is same as on the BMD ballot
 - Checkmark the Verify Seq # box

- Assist voters with questions and/or using the BMD
- Advise voters when finished voting to make sure they put their printed ballot into the secrecy sleeve or fold and seal in the envelope they were given
- Direct voter to the Checkout Station
- **SANITIZE voting area and equipment as scheduled**

5. Checkout Station

There will be one Technical Inspector at this station. The Checkout Station Technical Inspector will:

- Monitor the Ballot Box
- Assist voters with questions
- Ensure voters have completely and neatly filled out and signed their envelopes
- Collect ballot markers and secrecy sleeves
- Remind Voter to keep their voter stub
- Issue “I Voted” stickers
- **SANITIZE ballot markers and all other touched items as scheduled**



ASSISTING VOTERS

ASSISTING VOTERS (CONTINUED)

Four Common Voter Types:

1. **Vote By Mail (VBM)**
2. **Residence Address Change Voter (SB207)**
3. **Conditional Voter Registration Voter (CVR)**
4. **Provisional Voter**

The ePollbook will guide you through the steps when assisting four main voter categories. Refer to the ePollbook Manual in the Appendix of this handbook for details on how to assist these voters.

1. Vote By Mail (VBM) Voter – "Mail Ballot Voter"

In response to our Governor's orders, all active registered voters will receive a ballot in the mail for this election. Due to this, voters will have a status of "VBM Ballot Issued" in their voter profile in the ePollbook, and will still be able to vote in person if they wish.

Mail Ballot Voters have the option to:

- Mail their ballot in the postage paid return envelope that comes with their mail ballot
- Drop off their mail ballot at a designated Mail Ballot Drop Off (MBDO) Location. A list of three locations near the voter's home is included with their mail ballot voting materials
- Drop off their voted mail ballot at any Super Poll
- Surrender their mail ballot and vote in-person at a Super Poll



See page 25 for the four reasons a Vote By Mail Voter will come to a Super Poll

2. Residence Address Change Voter (SB207)

Senate Bill 207 (SB207) allows a voter to update their residential address at the Super Polls and vote on the same day. This voter does not vote provisionally.

- The Technical Inspector at the Check-In Station will direct this voter to fill out Part 2 of the Ballot Application and update the voter's address in the ePollbook

A screenshot of a form titled "PART 2 (To be completed at CHECK-IN STATION ONLY)". The form is for a "CHANGE OF ADDRESS" and includes instructions for voters who are currently registered to vote in San Diego County but are requesting a change of address within San Diego County. The form must be completed during the time period of the 3rd day before an election up until the close of the polls on Election Day. The form includes a checkbox for "I want to change my address. My previous address was:" followed by a line for "Residence address only (not a P.O. Box)", and lines for "City", "State", and "Zip". The form is labeled "ENG" in the bottom right corner.

3. Conditional Voter Registration (CVR) Voter

Conditional Voter Registration allows a prospective voter to conditionally register and vote on the same day at the Super Polls. This is a voter who is voting for the first time in San Diego County.

- The Technical Inspector at the Check-In Station will give this voter a green CVR Envelope and instruct them to completely (and neatly) fill out ALL the information on the voter side of the envelope, Section 2. This includes the Citizen Yes/No box and their signature.
- The Technical Inspector will use the information on the envelope to enter the voter's information into the ePollbook.

ASSISTING VOTERS

HOT TIP!

ALWAYS fold a CVR or Provisional voter's paper ballot so that it will fit in the envelope. This is a reminder to the voter AND to all poll workers that this ballot must be cast in a CVR or Provisional envelope.

See image of CVR envelope on page 64

ASSISTING VOTERS (CONTINUED)

4. Provisional Voter

There are three reasons why a voter may need to vote provisionally

1. HAVA ID is required and voter cannot provide an acceptable form of ID
2. The ePollbook shows voter's mail ballot has been returned to the ROV
3. The ePollbook shows a ballot has already been issued to the voter at a Super Poll

- The Technical Inspector at the Check-In Station will determine if a voter will be voting provisionally, guided by the ePollbook
- The Technical Inspector will give this voter a peach Provisional Envelope with the reason they are a provisional voter checked and will instruct the voter to completely (and neatly) fill out ALL the information on the voter side of the envelope, Section 2. This includes the Citizen Yes/No box and their signature.

Voter completes Section 2

2 • Complete this section in its entirety
 • Your ballot may NOT count if you do not fill out the information below
 • After voting insert your voted ballot in this envelope, seal it, and return it to staff

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

Jane Voter
 First Name Middle Initial Last Name

123 Main Street San Diego CA 92101
 CURRENT Residence Address (No Business Address or P.O. Box) City State Zip Code

Previous Residence Address City State Zip Code

CURRENT Mailing Address (if different from above or P.O. Box) City State Zip Code

California Driver License or California Identification Card #: 19876543 Birth Date: 04081960
 Social Security # (Last 4 digits): 1111 Birth Place: California
(Only if CA Driver License or CA ID Card # NOT provided above) (Name of U.S. State or country of birth)

I want to choose a political party preference I do not want to choose a political party preference

American Independent Democratic Party Green Party No Party / None
 Libertarian Party Peace and Freedom Party Republican

Other (specify): _____

READ AND SIGN THE VOTER'S DECLARATION BELOW:
 I am a U.S. citizen and a resident of California and am 18 years or older. I am not currently imprisoned or on parole for the conviction of a felony. I am not prohibited from voting by a court because of a mental incompetency. I understand that voting twice is a crime and I have not voted previously in this election either by mail or at any other polling place. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Jane Voter 11/03/20
 Signature Date

Affidavit Number: _____

ROV OFFICE USE ONLY

Old Cons Precinct: _____
 New Cons Precinct: _____
 Ballot Type: _____
 Registered Political Party: _____
 Voter ID: _____
 Count: Yes No
 Reason: _____
 Initials: _____

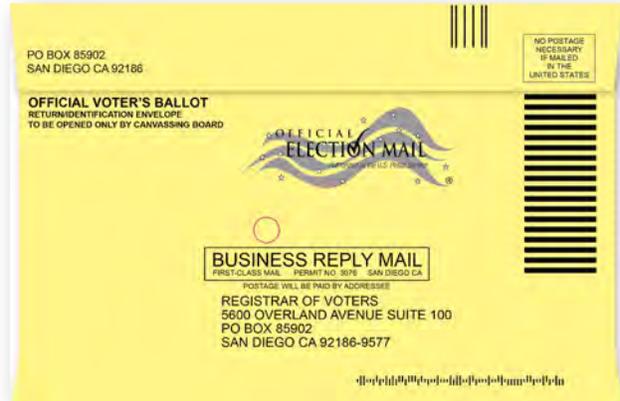
ROV OFFICE USE ONLY

See image of provisional envelope on page 65

Four reasons a Mail Ballot Voter will come to a Super Poll

1. Voter is dropping off their own mail ballot and envelope

- Line Manager confirms Mail Ballot Envelope is sealed, signed, and dated before voter places it into the yellow Mail Ballot Bag



2. Mail ballot is being dropped off by someone other than the voter

- Line Manager confirms Mail Ballot Envelope contains a mail ballot, is sealed, signed, and dated by the voter
- The person dropping off the mail ballot fills in the box providing their printed name, relationship to the voter, and signature before it is placed into the yellow Mail Ballot Bag

3. Voter is dropping off their own mail ballot but needs an envelope

- Line Manager will give the voter a Replacement Mail Ballot Envelope
- The voter completely fills out the envelope, places their mail ballot inside, signs, dates, and seals
- The Line Manager ensures the envelope is completely and neatly filled out with the mail ballot inside before the voter places it into the yellow Mail Ballot Bag

For the first three reasons, Mail Ballot Voters will be assisted at the Line Manager Station and do not need to stand in line or enter the Super Poll.

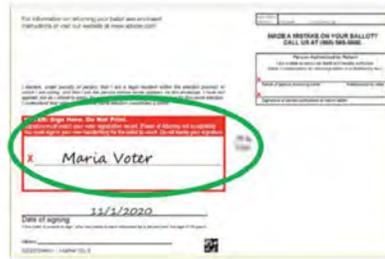
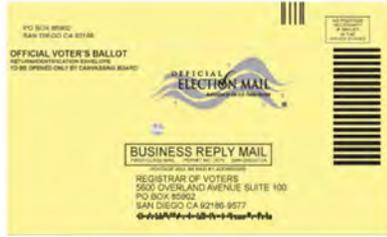
4. A Mail Ballot Voter wants to vote at a Super Poll

This voter will be given a Ballot Application by the Greeter and be directed to a Check-In Station for assistance.

- Voter has their mail ballot to surrender
 - a. Write "Surrendered" on the ballot and the envelope
 - b. Tear both items in half
 - c. Place surrendered items in the SURRENDERED and SPOILED Ballot Container
 - d. Continue following the instructions on the ePollbook and proceed with the check-in process – checking in this voter will suspend their mail ballot so the voter cannot vote twice
- Voter DOES NOT have their mail ballot to surrender
 - a. Continue following the instructions on the ePollbook and proceed with the check-in process – checking in this voter will suspend their mail ballot so the voter cannot vote twice



LINE MANAGER ENVELOPE & FORMS REFERENCE GUIDE



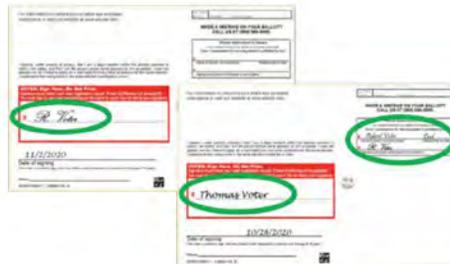
Mail Ballot Envelopes

VOTER SHOWS SIGNATURE BEFORE PLACING INTO YELLOW BAG



Mail Ballot Envelopes -
Voter Did Not Sign

VOTER COMPLETES VOTER SIDE OF ENVELOPE BEFORE PLACING INTO YELLOW BAG



Mail Ballot Envelopes -
Returning Multiple Envelopes

COMPLETED VOTER SIDE OF ENVELOPES ARE SHOWN -
VOTER SIGNATURES & PERSON AUTHORIZED TO RETURN BOX -
BEFORE PLACING INTO YELLOW BAG

ASSISTING VOTERS



Voted Mail Ballot-
No envelope
OR



VOTER COMPLETES REPLACEMENT MAIL BALLOT ENVELOPE, SEALS ITEMS INSIDE AND PLACES INTO YELLOW BAG



OFFICIAL BALLOT
SAN DIEGO COUNTY, CALIFORNIA
PRESIDENTIAL GENERAL ELECTION
NOVEMBER 3, 2020

0519-325600-LOMA
PORTAL

UNITED STATES REPRESENTATIVE - 16ND DISTRICT
BLANK CONTEST

STATE SENATOR - 38TH DISTRICT
BLANK CONTEST

MEMBER OF THE STATE ASSEMBLY - 33RD DISTRICT
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 18
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 22
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 26
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 30
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 34
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 38
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 36
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 32
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 28
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 24
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 20
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 16
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 12
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 8
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 4
BLANK CONTEST

JUDGE OF THE SUPERIOR COURT - OFFICE NO. 0
BLANK CONTEST

Voted RAVBM Ballots

ASSISTING VOTERS



Other California County Mail Ballot envelopes

VOTER SHOWS SIGNATURE SIDE THEN PLACES INTO YELLOW BAG



COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS
3500 OVERLAND AVENUE, SUITE 300, SAN DIEGO, CA 92123
PHONE (619) 542-2800 FAX (619) 542-7200 TTY (619) 542-7200
EMAIL: RAVMail@hdsanmy.ca.gov

MAIL BALLOT SIGNATURE FORM
NOTICE: YOU DID NOT SIGN YOUR VOTE BY MAIL RETURN ENVELOPE

Suzy Voter

I, *Suzy Voter*, am a registered voter of San Diego County, State of California. I declare under penalty of perjury that I requested and returned a Vote-By-Mail Ballot and that I have not and will not vote more than one ballot in this election. I am a resident of the precinct in which I have voted, and I am the person whose name appears on the Vote-By-Mail Ballot Envelope. I understand that if I commit or attempt any fraud in connection with voting, or if I aid or abet fraud or attempt to aid or abet fraud in connection with voting, I may be convicted of a felony punishable by imprisonment for 16 months to two or three years. I understand that my failure to sign this statement means that my Vote-By-Mail ballot is not eligible to be counted.

COMPLETE ALL INFORMATION

VOTER SIGNATURE: *Suzy Voter*
DATE: 11/03/20

WITNESS SIGNATURE, if necessary
(If witness signature is required, the witness must be a resident of the precinct and the sign of 18 years.)
SIGNATURE: *LPS Suzy St*
RESIDENTIAL ADDRESS: *San Diego* City, *CA* State, *92100* ZIP Code
DATE OF BIRTH: *11/03/75* Day, *03* Month, *75* Year

FOR VOTE BY MAIL USE ONLY

ANYONE

Mail Ballot Signature Form

VOTER SHOWS COMPLETED FORM THEN PLACES INTO MAIL BALLOT SIGNATURE FORM ENVELOPE



SPECIAL CIRCUMSTANCES

On Election Day there are a variety of voter scenarios you may encounter. Voters with special circumstances are detailed in this section.

Voter makes a mistake: spoiled ballot

If a voter makes a mistake and requests another ballot, do three things:

1. Write "SPOILED" across the ballot that was spoiled.
2. Tear the spoiled ballot slightly.
3. Place it in a SURRENDERED and SPOILED Ballot Container.

Take a new ballot from your pad; give the voter the new ballot, and "spoil" the old ballot using the steps above.

A voter can spoil only two ballots; the third ballot received is their last one. If the voter needs assistance, see below. If the voter asks for a fourth ballot, call the hotline.

Assisted voter

- A voter can be assisted with their ballot by one or two people such as a family member, friend or poll worker. A voter cannot be assisted by their boss or union representative
- Assistance may include reading the ballot aloud to the voter or marking the ballot as directed by the voter
- Ask the voter who is being assisted to repeat the following oath:
"I (voter's name) do affirm that I request assistance marking my ballot."
- Write the voter's name on the Assisted Voter Log in Tab 6 of the Blue Envelope.
Do not write the name of the person(s) providing assistance

Voting outside the Super Poll (curbside voting)

Sometimes a voter cannot enter the Super Poll to vote. The Line Manager will walkie talkie the Site Manager to send one of the seven Check-In Station Technical Inspectors to assist the curbside voter.

- The Technical Inspector will bring a Ballot Application on a clipboard, a pen, an ePollbook, sequence number list, and two stylus to the curbside voter's vehicle
- Maintain social distancing to the best of your ability while assisting the voter in their car
- While maintaining 6 ft. social distancing, ask the voter to roll down their window. Hand the Ballot Application and a pen to the voter to fill out completely and sign. Please keep at a distance when possible
- When the Ballot Application is handed back to the Technical Inspector, they look up the voter in the ePollbook and hand the voter a stylus to sign in the ePollbook
- After receiving the stylus back from the voter, the Line Manager will return to the poll and get the appropriate voting materials (either a paper ballot or BMD)
- If a paper ballot is required, make sure to get the appropriate items such as the ballot on a clipboard, ballot marker, voter stub, an envelope (CVR or Provisional) or secrecy sleeve, and an "I Voted" sticker

- If the voter will be using the BMD, fill out a BMD ticket, bring the blue BMD ADA cart, Poll Worker Card, a secrecy sleeve or envelope, and an “I Voted” sticker

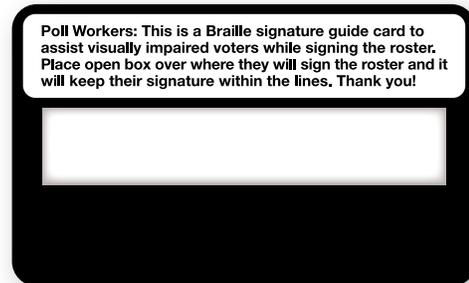
When the voter is finished:

- Take the ballot from the voter (ballot should be inside a secrecy sleeve or envelope) and the ballot marker if one was used
- Give the voter an “I Voted” sticker
- Upon return to the poll, deposit the voted ballot in the ballot box



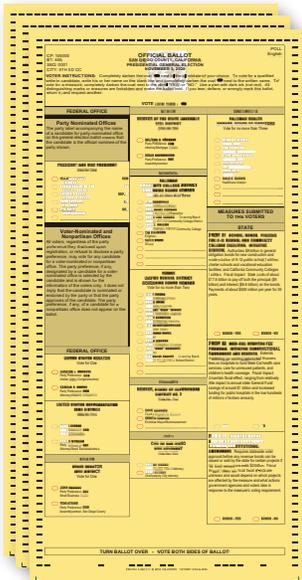
Voter with a visual impairment

- In your supplies, there is a signature guide card to help a voter with a visual impairment sign in the correct space
- There is also a magnifying sheet that can be used to magnify the text on forms and the ballot, etc.
- The BMD enables voters with a disability to vote privately and independently



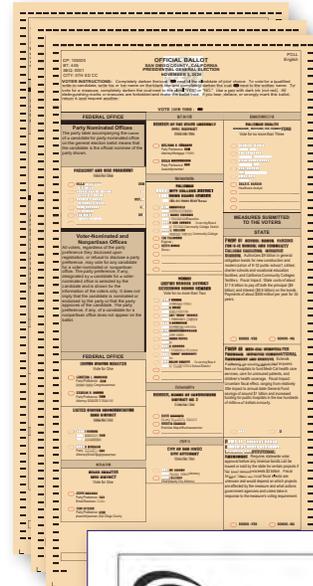
Language Assistance

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



- If you do not have ballots in the language requested, the yellow packets of Booth Ballots contain a copy of the ballot in all five federally mandated languages – English, Chinese, Filipino, Spanish, and Vietnamese – so a voter may read the Booth Ballot inside the Voting Booth and cast their votes on an English ballot

Yellow Booth Ballots



Tan Facsimile Ballots

Voter Help Card



- Ballots are available in all five languages on the BMD
- Bilingual poll workers are available to assist in many Super Polls
- The Voter Help Cards in your supplies provide a phone number voters can call for assistance in hundreds of other languages

ASSISTING VOTERS

OBSERVER POLICIES AND PROCEDURES

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

The focus of the observer policies written in California Elections Code is to:

- **Allow for the public to witness all election procedures**
- **Prevent interference with the voting process**
- **Prevent voter intimidation**

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

Who are Observers or Poll Watchers?

Any member of the public may be an observer, meaning any person may observe the entire election process, from watching the poll workers set up the poll to watching the closing of the poll. They may also observe the counting of the ballots.

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

Poll Watchers may ask to see who has voted at your Super Poll. Direct this request to your Site Manager for assistance.

The same rules must be followed by all observers and poll watchers (see more details on pages 30-31).

New this election

Due to COVID-19, special procedures have been put in place for this election:

- Observers will sign in before entering the Super Poll
- There will be a designated observer viewing area for one observer at a time
- Observers will have the opportunity to observe the Super Poll activities from the designated observer viewing area for 10 minutes in accordance with local public health official guidance
 - If there are no other observers in line, the 10 minute time frame may be extended
 - If there is a line, they may exit the poll, sign in again and rejoin the end of the line
 - If the observer arrives as part of a group, each member of the group will need to sign in. Only one observer at a time will be allowed inside the Super Poll
- Observers not wearing a mask
 - Observers without a mask will have the opportunity to observe the Super Poll activities from the designated observer viewing area for a maximum of 10 minutes in accordance with location health official guidance
 - 10 minute time frame may not be extended even if there are no other observers in line
 - Encourage them to do so
 - If they do not have a mask, offer them one
 - If they refuse to wear a mask, **DO NOT TURN THEM AWAY.** Use physical distancing in line and when escorting them to and from the designated observer viewing area. Maintain 6 ft. of social distancing from all poll workers and voters

As a poll worker, it is your responsibility to:

- Review the Observer Policies & Procedures in this manual
- Be able to politely explain policies and rules to voters and observers/poll watchers
- Be comfortable asking voters and observers/poll watchers to follow these rules
- Know where to seek assistance if you need it
- **Immediately call the Poll Worker Hotline if anyone other than your Site Manager asks you to modify your procedures on Election Day**

Observers may:

- Observe the process of opening the poll and closing the poll
- Request to see the Street Index at the convenience of poll workers
- Observe voting procedures throughout Election Day

Observers may NOT:

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

What is Electioneering?

Campaigning, making speeches, passing out campaign literature, or doing anything that could be seen as promoting a particular candidate or measure within 100 feet of the entrance to the poll.

- Wearing campaign-related items, including hats, shirts or lapel buttons in or within 100 feet of the poll is not permitted
- Political signs should not be posted within 100 feet of the poll entrance; however, if a sign is on private property, it can only be removed by the owner (who may agree or refuse to take it down)

Steps to address violations of Observer or Electioneering Policy

1. Politely inform the offending observer/poll watcher of the posted rules (Observer Policies & Procedures).
2. Suggest a solution (see Poll Worker Tip “Ways to help voters or observers who might be electioneering”).
3. Offer observers/poll watchers the **Observer Hotline Number, (858) 495-5123**, if they have questions or concerns.
4. If the person takes an aggressive, argumentative, or hostile attitude, call the Poll Worker Hotline before it escalates. The Hotline Operator can help.
5. You may also call the local phone number for non-emergency law enforcement (found on the inside front cover of this handbook) if you need assistance in addressing a person in your poll.
6. If poll workers or voters feel an immediate threat, call 911.



POLL WORKER TIP

Examples of Interference:

- Talking to poll workers while voters are present or waiting to be helped
- Talking to voters who are voting
- Carrying on conversations that may create a distraction or disturbance
- Electioneering



POLL WORKER TIP

Ways to help voters or observers who might be electioneering:

- Offer a new face mask from your supplies to a voter wearing a political face mask.
- If there is a restroom nearby, suggest that they turn political t-shirts inside out
- Logos on shirts, or buttons, can be covered by masking tape (found in your supplies)

OBSERVER POLICIES AND PROCEDURES

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

OBSERVER POLICIES

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

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

Videotaping or Photography (California Elections Code § 2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541)

- A voter or any other person shall not be prohibited from using an electronic device, including a smartphone, tablet, or other handheld device, at a polling place provided that the use of the device does not interfere or disrupt the voting process.
- Members of the public may only take photographs or videotape inside the polling place while the polls are open provided that no voters are present in the polls and the activity does not interfere with poll worker operations.
- A voter may voluntarily take a picture of his or her voted ballot as long as the activity does not intimidate, interfere or disrupt the voting process.

Media (California Elections Code § 14221, 14224, 14291, 18370, 18502, 18540, 18541)

- Provide media credentials and obtain poll worker and voter permission before any photography or videotaping can be allowed during voting hours.
- Preserve the secrecy of all ballots while in the poll to protect voter privacy and prevent voter intimidation.
- Conduct exit polls no less than 25 feet from the entrance to the poll.
- Do not interfere with the voting process or poll worker operations.

ASSISTING VOTERS

POLÍTICAS Y PROCEDIMIENTOS DEL OBSERVADOR

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

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

Grabación en Video o Fotografías (Secciones 2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541 del Código Electoral de California)

- No se le prohibirá a un votante o a cualquier otra persona el uso de un dispositivo electrónico, incluyendo un teléfono inteligente, tableta u otro tipo de dispositivo portátil, en una casilla electoral siempre y cuando el uso de ese dispositivo no intervenga o interrumpa el proceso de votación.
- Los miembros del público pueden tomar fotografías o grabar en video únicamente dentro del lugar de votación mientras las casillas electorales estén abiertas, siempre que ningún votante esté presente en las casillas electorales y la actividad no interfiera con las operaciones del trabajador electoral.
- Un votante puede tomarse una fotografía con su boleta marcada siempre y cuando la actividad no intimide, interfiere, o interrumpa el proceso de votación.

Medios de Comunicación (Secciones 14221, 14224, 14291, 18370, 18502, 18540, 18541 del Código Electoral de California)

- Muestra credenciales de medios de comunicación y obtener la autorización del trabajador electoral y del votante antes de poder autorizarla toma de cualquier fotografía o grabación en video durante el horario de votación.
- Preservar el secreto de todas las boletas electorales mientras está en la casilla electoral para proteger la privacidad y prevenir la intimidación del votante.
- Realizar las encuestas de salida a no menos de 25 pies de la entrada a las casillas electorales.
- No interferir con el proceso de votación y con las operaciones del trabajador electoral.

Observadores de casillas electorales (Secciones 14221, 14223, 14224, 18370, 18502 del Código Electoral de California)

- Pueden observar:
 - La lista de votantes y el índice de calles conforme la conveniencia de los trabajadores electorales
 - El procedimiento para abrir la casilla electoral
 - Los procedimientos de votación durante el Día de la Elección
 - El procedimiento de cierre.

No pueden:

- Interferir con el proceso de votación o con las operaciones del trabajador electoral
- Tocar cualquier material de votación (boletas electorales, lista de electores, etc.)
- Sentarse en la mesa del trabajador electoral.
- Hablar sobre cualquier asunto de la boleta electoral o político.
- Estar en el área donde los electores están emitiendo sus boletas electorales.

Electoralismo (Secciones 14224, 18370, 18502, 18541, 18546 del Código Electoral de California)

Definición: Hacer campaña, hacer discursos, hacer circular texto de campaña o hacer cualquier cosa que pueda ser vista como la promoción de un candidato o iniciativa de ley en particular.

Los miembros del público no pueden:

- Hacer campaña como se definió o hacer circular peticiones, exponer cartelitos políticos sobre cómo votar o intentar influenciar a un votante a menos de 100 pies de la

MGA PATAKARAN AT PAMAMARAAN NG TAGA-OBSERBA

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

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

Pag-videotape o Fotografapiya (Kodigo ng mga Eleksyon sa California § 2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541)

- Ang isang botante o kahit anumang tao ay hindi dapat paghawalang gamitin ang isang elektronikong device, kabilang ang isang smartphone, tablet o iba pang handheld na device, sa isang lugar ng botohan hangga't hindi makakagambala o nakakagulo sa proseso ng pagboto ang naggamit ng device.
- Ang mga miyembro ng publiko ay maaari lamang kumuha ng litrato o mag-videotape sa loob ng lugar ng botohan habang ang mga botohan ay bukas kung walang mga botanang naroroon sa mga botohan at ang aktibidad ay hindi makakagambala sa mga operasyon ng manggagawa sa botohan.
- Ang botante ay maaaring boluntaryang kumuha ng litrato ng kanyang binicolohang balota hangga't ang aktibidad ay hindi inintimida, ginagambala o iniligtal ang proseso ng pagboto.

Media (Kodigo ng mga Eleksyon sa California § 14221, 14224, 14291, 18370, 18502, 18540, 18541)

- Magbigay ng mga kredensyal sa media at kumuha ng permiso sa mga manggagawa sa botohan at botante bago pahintulutan ang anumang paglilitrato o pag-videotape habang oras ng pagboto.
- Panatilihin ang pagiging sekreto ng lahat ng mga balota habang nasa botohan upang protektahan ang pagkapibago ng botante at maiwasan ang intimidasyon sa botante.
- Manggagawa ng paglalarang sa mga bumulo na (exit polls) nang hindi bababa sa 25 piye mula sa pasukan ng botohan.
- Huwag gambalain ang proseso ng pagboto o mga operasyon ng manggagawa sa botohan.

Mga Taga-bantay ng Botohan (Kodigo ng mga Eleksyon sa California § 14221, 14223, 14224, 18370, 18502) Maaaring obserbahin ang:

- Listahan ng mga botante at indise ng kalye sa kaginawaan ng mga manggagawa sa botohan.
- Pamamaraan para sa pagbubukas ng botohan.
- Pamamaraan sa pagboto sa Araw ng Eleksyon.
- Pamamaraan sa pagsasara.

Hindi maaaring:

- Gambalain ang proseso ng pagboto o mga operasyon ng manggagawa sa botohan.
- Hawakan ang anumang materyales sa pagboto (mga balota, katahan, atbp.)
- Lumupo sa mesa ng manggagawa sa botohan.
- Talakayin ang anumang isyu sa balota o pampubliko.
- Nasal lugar kung saan ang mga botante ay binobotohan ang kanilang mga balota.

Pangangampanya (Kodigo ng mga Eleksyon sa California § 14224, 18370, 18502, 18541, 18546)

Kahulugan: Pagkumpanya, paggawa ng talumpati, pagbigay ng mga literatura ng kampanya, o paggawa ng anumang bagay na maaaring makita bilang paglalarang ng isang partikular na kandidato o panukala.

Ang mga miyembro ng publiko ay hindi maaaring:

- Mangampanya gaya ng tinukoy o magbigay ng mga pelyosyon, maglayag ng pampublikang karatula tungkol sa kung paano bumoto sa isang panukala o subukang hikayatin ang isang botante nang mas mababa sa 100 piye mula sa pasukan ng botohan.
- Magsuot ng mga bagay na may kaugnayan sa pangangampanya, kabilang ang mga sumbrero, damit o mga bulones na may tatak sa loob ng 100 piye sa botohan. Ang mga taga-obsarba o mga botante ay hindi dapat magbigay ng mga bagay na may tatak sa loob ng 100 piye mula sa

ES & PROCEDURES

Poll Watchers (California Elections Code § 14221, 14223, 14224, 18370, 18502)

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.
- 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 § 14224, 18370, 18502, 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.

ASSISTING VOTERS

THỦ TỤC VÀ QUY ĐỊNH CHO QUAN SÁT VIÊN

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

- Xin vui lòng nhà 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 2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541)

- Một cử tri hay bất kỳ người nào cũng không được sử dụng thiết bị điện tử, bao gồm điện thoại thông minh, máy ảnh kỹ thuật số hoặc thiết bị cảm biến để quay phim hoặc chụp ảnh tại điểm phòng phiếu với điều kiện là việc sử dụng thiết bị không gây cản trở hoặc làm gián đoạn tiến trình bầu cử.
- Công chúng có thể chụp hình bên ngoài phòng phiếu nhưng phải không có sự hướng dẫn việc điều hành của nhân viên phòng phiếu.
- Cử tri có thể tự nguyện chụp hình tại phòng phiếu nhưng phải không cản trở tiến trình bầu cử.

Truyền Thông (Bộ Luật Bầu Cử California, Điều 14224, 18370, 18502, 18541, 18546)

- Trình giấy hành nghề truyền thông, cử hình chụp và quay phim có thể được chấp nhận nếu không gây cản trở hoặc làm gián đoạn tiến trình bầu cử.
- Việc thăm dò cử tri phải không gần cử tri.
- Không được gây trở ngại tiến trình bầu cử.

Quan sát Viên Phòng Phiếu (Bộ Luật Bầu Cử California, Điều 14224, 18370, 18502, 18541, 18546)

- Danh sách cử tri và địa chỉ trong sổ danh sách cử tri.
- Thủ tục mở cửa phòng phiếu.
- Thủ tục bỏ phiếu trong ngày bầu cử.
- Thủ tục đóng cửa phòng phiếu.

Không thể:

- Cản trở tiến trình bầu cử hoặc nhân viên phòng phiếu.
- Đuổi đến bất kỳ tài liệu bầu cử nào.
- Ngồi tại bàn của nhân viên phòng phiếu.
- Bàn luận bất kỳ vấn đề gì của lá phiếu hay bầu cử.
- Ở trong phạm vi mà cử tri đang bầu lá phiếu của họ.

Vận động tranh cử (Bộ Luật Bầu Cử California, Điều Khoản 14224, 18370, 18502, 18541, 18546)

Định nghĩa: Vận động, phát biểu, phân phát tài liệu vận động, hay bất cứ hành động nào có thể được thấy là vận động đặc biệt cho ứng cử viên hay dự luật.

Công chúng không thể:

- Là người vận động.
- Phân phát tình nguyện thư, đưa ra dấu hiệu chính trị hoặc vận động khác trong phạm vi gần hơn 100 feet từ phòng phiếu.

公眾觀察政策與程序

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

- 請遠離投票站工作人員，因為他們都在努力工作並要全神一貫。
- 保持安靜，切勿打擾投票站工作人員或選民。
- 投票站工作人員有合理的空間執行選舉程序。

錄影或拍照 (《加州選舉法規》第2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541節)

- 於投票站內選民或任何其他人士不會被禁止使用電子設備，包括智慧手機、平板電腦或其他手持設備，但前提是使用該設備不會干擾或破壞投票過程。



Media with credentials

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



This is a sample of media credentials

CLOSING PROCEDURES: SATURDAY, SUNDAY, AND MONDAY

When closing your Super Poll, refer to the Daily Closing Checklists found in the Appendix of this handbook. Refer to page 68-75 for forms and documents.

At 5:00 p.m. on Saturday, Sunday, and Monday begin closing procedures if no additional voters are arriving.

- Voters may continue to arrive for voting and to drop off Mail Ballots
- Voting ends when the last voter arrives, even if it is shortly after 5:00 p.m.
- If at 5:00 p.m. there are no additional voters, begin closing



CLOSING CHECKLISTS

Site Manager:

- Assign closing tasks
- Make sure each station has their Daily Closing Checklist
 - All checklists must be completed and signed, then placed in the Blue Envelope TAB 2
- After ePollbooks complete synchronizing and close for the day
- Follow Cradlepoint instructions found in the Appendix of this handbook



Stations:

1. Line Manager and Greeters:

- Bring the Line Manager cart and signage inside the poll
- Give Yellow Mail Ballot Bag to Checkout Station
- Give Ballot Signature Form Envelope to Checkout Station
- Re-stock and organize Line Manager cart and Greeter table for the next day
- Charge walkie talkies overnight
- SANITIZE Line Manager Cart



2. Check-In:

- Provide one ePollbook to PI at Checkout Station
- Log out ePollbook for the day
- Re-stock supplies at Check-In Stations and areas
- Empty trash from Check-In Stations
- SANITIZE ePollbooks
- SANITIZE Check-In workstations and areas

3. Voting:

- Retrieve the BMD Daily Log from the Blue Envelope TAB 6
- Record the number of total ballots cast by each BMD Daily Log
- Return the BMD Daily Log to the Blue Envelope TAB 6
- SANITIZE BMDs, clean all voting booths and areas
- Join Checkout Station when tasks are completed

See page 72 for form

4. Precinct Inspector and Checkout

Precinct Inspector collects voted ballot packing items and takes them to the Checkout station:

- Blue Envelope
 - Official Ballot Pouch
 - Ballot Application Security Envelope
 - Super Poll Chain of Custody
 - Daily Ballot Log
- White Voted Ballot Carton(s)
- Empty Red Bag
- Mail Ballot Signature Form manila envelope from Line Manager
- Receive Yellow Bag from Line Manager and lock with a Red Tab Lock from the Official Ballot Pouch
- Receive ePollBook from Check-in Stations



Checkout Technical Inspector counts spoiled paper and BMD ballots

- Remove surrendered and spoiled ballots from all Surrendered & Spoiled Ballot containers
- Sort by spoiled paper ballots and spoiled BMD ballots
- Count the spoiled paper ballots and write the total on the Daily Ballot Log
- Count the spoiled BMD ballots and write the total on the Daily Ballot Log

DO NOT COUNT ANY BMD TEST PRINT PAGES AS SPOILED BALLOTS!

- Place Spoiled ballots into the Surrendered & Spoiled Ballot container and seal with a Closing Blue Security Seal
- Check off the "Unused and Surrendered" box on the seal
- All poll workers assisting sign the Closing Blue Security Seal
- Place containers in a secure location overnight when possible

PI and Checkout TI break the seals and open the Ballot Box together

- Remove ballots and separate paper ballots, BMD ballots, CVR envelopes and Provisional envelopes
- Count the paper ballots
 - Write the total voted paper ballots on the Daily Ballot Log
 - Place voted paper Ballots into the white Ballot Carton
- Count BMD ballots
 - Write the total voted BMD ballots on the Daily Voted Ballot Log
 - Place voted BMD ballots into the white Ballot Carton on top of the voted paper ballots
- Close and seal the white Voted Ballot Cartons
 - Complete the Carton #/of Total Cartons section of all white Voted Ballot Cartons
 - Remove as many Closing Blue Security Seals from the Official Ballot Pouch as needed
 - Close and seal all white Voted Ballot Cartons
 - Check "VOTED BALLOTS" box
 - All poll workers assisting sign the Closing Blue Security Seal
- Remove the white card from the window of the Red Bag to record CVR and Provisional envelopes (A)
- Count the green CVR envelopes
 - Write the total green CVR envelopes on the Daily Ballot Log
 - Write the total green CVR envelopes on the Red Bag card
 - Place the green CVR envelopes into the Red Bag
- Count the peach Provisional envelopes
 - Write the total peach Provisional envelopes on the Daily Ballot Log
 - Write the total peach Provisional envelopes on the Red Bag Card
 - Place the peach Provisional envelopes into the Red Bag
- Zip the Red Bag closed, return the completed white card to the window and lock with a Red Tab Lock
- Return Daily Ballot Log to TAB 6 of the Blue Envelope



CLOSING THE POLLS

CLOSING PROCEDURES: SATURDAY, SUNDAY, AND MONDAY (CONT.)

Precinct Inspector completes the Super Poll Official Chain of Custody and takes it to the Site Manager for signature

- Write Super Poll location number, name, and date
- Complete Section 1
- PI and Site Manager sign

Precinct Inspector and at least one additional poll worker transport voted items to DART

VOTED ITEMS

1. Red Bag (with blue Ballot Application Security Envelope and Mail Ballot Signature Form envelope inside)
 2. White Voted Ballot Carton(s)
 3. Yellow Bag(s)
 4. Super Poll Official Chain of Custody
- If you are missing any one of the above items, the DART Courier will ask you to return to the poll to retrieve it
 - Poll workers will receive a white copy of the Super Poll Official Chain of Custody from the DART Representative that they should keep
 - Poll workers keep your cell phones on until you get home in case the ROV or your Site Manager calls!

See page 74 for form

Site Manager closes poll for the day

- Collect BMD cards, place them in Official Ballot Pouch for overnight storage
- Ensure seals and locks needed by closing teams have been placed on their items
- Lock pouch with green mini padlock and return it to the Blue Envelope TAB 1
- Ensure entire Poll location has been cleaned according to protocol
- Site Manager collects signed Closing Checklists and places in TAB 6 of the Blue Envelope
- Site Manager shares any close of day information, confirms worker's schedule, and reviews next morning with poll workers
- Poll workers sign out on Sign In/Out sheet as they leave for the day. One poll worker remains with Site Manager
- Return Sign In/Out sheet to TAB 2 of the Blue Envelope
- Shutdown laptop
- If facility staff locks the room, remain at door until facility staff has arrived and locked poll room
 - If Site Manager has keys, lock poll room

END OF SATURDAY, SUNDAY AND MONDAY CLOSING PROCEDURES

CLOSING PROCEDURES: ELECTION DAY



MONDAY NIGHT – ELECTION DAY REMINDERS

- Review Election Day reporting times
- Set your alarm
- Charge your phone and remember to bring your charger
- Bring food, water, snacks and medications as needed
 - You will have two breaks
- Bring layers of clothing
- Wear comfortable shoes
- Prepare for a long day (up to 15+ hours)

At 8:00 p.m. on Election Night announce, “The Polls are now closed!”

- 8:00 p.m. on Election Night is when the last voter will be allowed to join the line or drop off a Mail Ballot
- No additional voters may join the line after 8:00 p.m.!
- If there is a line of voters at closing, the Line Manager or a poll worker will stand at the end of the line showing a cell phone with the time
- On Election Day DO NOT end voting before 8:00 p.m. All voters in line at 8 p.m. will be allowed to vote
- No closing activities may begin until all voters have completed voting and left the poll



CLOSING ITEMS

Closing procedures on Election Day vary from what you've been doing the previous three nights. Follow closing procedures in your Daily Closing Checklist. All stations will receive this checklist from the Site Manager.

One important variation is, on Election Night (Nov. 3rd), you must also complete the Ballot Statement shown here.

ELECTION NIGHT BALLOT STATEMENT	
<small>Fill in all blank lines as requested. See page 70 for instructions.</small>	
PART A: BEFORE ELECTION DAY-INVENTORY BALLOTS Transfer Total Ballots number from the Ballot Inventory form.	
1.	NUMBER OF BALLOTS RECEIVED BY THE POLL LOCATION
PART B: COUNTY BALLOTS Write number of Ballots on Blank lines as requested. DO NOT COUNT MAIL BALLOTS IN YELLOW BAG.	
2.	UNUSED BALLOTS remaining.
3.	SPOILED PAPER BALLOTS from the Daily Ballot Log.
4.	SPOILED BMD BALLOTS from the Daily Ballot Log.
5.	PEACH PROVISIONAL ENVELOPES from the Daily Ballot Log.
6.	GREEN CVR ENVELOPES from the Daily Ballot Log.
PART C: TOTAL SIGNED BALLOT APPLICATIONS	
7.	BALLOT APPLICATIONS from the Daily Ballot Log.
PART D: TOTAL BALLOTS CAST ON BMDs	
8.	BMD BALLOTS CAST totaled on BMD Daily Log.
NOTES/COMMENTS: _____	
*TAB BOARD MEMBERS READ AND SIGN	
<small>We certify that the number of signed ballot applications listed above is the number of signatures in this precinct on this date. All voters whose signatures appear on an application must have voted or voted. The total number of official ballots received, issued, spoiled, and unissued, based on the ballot count and the number announced to be as indicated on the ballot statement. We further certify that the posted voter list and challenge for this precinct list of all voters included on the ballot (BLS 10/15/15). Ballot Statement (11/20/15)</small>	
SITE MANAGER: _____	PRECINCT INSPECTOR: _____
POLL WORKER: _____	POLL WORKER: _____
POLL WORKER: _____	POLL WORKER: _____
POLL WORKER: _____	POLL WORKER: _____
POLL WORKER: _____	POLL WORKER: _____
POLL WORKER: _____	POLL WORKER: _____
POLL WORKER: _____	POLL WORKER: _____
POLL WORKER: _____	POLL WORKER: _____

See page 70 for form

CLOSING THE POLLS

SIGNED AND SEALED REFERENCE GUIDE

	Item	Needs Signature?
FORMS	Super Poll Official Chain of Custody Form (Returned to DART every day 10/31 – 11/3)	Precinct Inspector, designated poll worker and DART Representative
	Ballot Statement Election Night ONLY	Site Manager, Precinct Inspector, and designated poll workers
LOGS	BMD Daily Log	Site Manager and one other poll worker
	BMD Seal Verification Log	Site Manager and one other poll worker
	Daily Ballot Log	Site Manager and one other poll worker
DART BALLOT RETURN CENTER ITEMS	Ballot Application Security Envelope	No, but Poll Location, Date and Total Check-ins must be filled out after voter completed Ballot Applications are placed inside
	Red Bag	No, but white card must be filled out completely
	Yellow Mail Ballot Bag	No
	White Ballot Carton(s)	Designated poll workers
	Unused Brown Ballot Carton	Designated poll workers
	Surrendered and Spoiled Container	Designated poll workers

	Needs Seal?	Where does it get packed?	
		Oct 31-Nov 2	Election Night Nov 3
	No	Poll worker retains white copy from DART Representative	Poll worker retains white copy from DART Representative
	No	Kept in Blue Envelope Tab 6	Returned in first sealed White Ballot Carton handed directly to DART official
	No	Keep in Blue Envelope Tab 6	Blue Envelope Tab 6
	No	Keep in Blue Envelope Tab 6	Blue Envelope Tab 6
	No	Keep in Blue Envelope Tab 6	Blue Envelope Tab 6
	Envelope gets sealed	Place in Red Bag	Place in Red Bag
	Yes 	Handed directly to DART official	Handed directly to DART official
	Yes, on slot opening after polls close 	Handed directly to DART official	Handed directly to DART official
	Yes	Handed directly to DART official	Handed directly to DART official
		Stored at Super Poll	Taken to DART by poll workers with Unused, Spoiled, Stubs, Facsimile and Booth ballots
		Stored at Super Poll	Stored in Storage Container

INTRODUCTION TO THE BALLOT MARKING DEVICE

All Super Poll locations will have Ballot Marking Devices for BMD voters. Voters with a visual impairment can use the BMD to vote privately and independently. However, any voter may use the BMD upon request.

BALLOT MARKING DEVICE ITEMS:

A. Ballot Marking Device Security Bag contains:

- Ballot Marking Device Tablet
- Headphones
- ATI Unit for (accessible voting)
- Tablet power cord
- Printer cable
- ATI cable

Numbers on the Red Mini Padlock should match the numbers on the Seal Verification Log.



B. Ballot Marking Device Printer security bag contains:

- Printer
- Power cord
- Ballot paper pre-loaded in Printer
- Extension cord

Numbers on the Red Mini Padlock should match the numbers on the Seal Verification Log



C. BMD Voting Booth with Privacy Screen



SET UP THE BALLOT MARKING DEVICE (BMD)

SET UP THE VOTING BOOTH

1. Stand on side of voting booth with folded legs (your legs to booth legs). Blue privacy screen will be on other side of folded booth. Velcro strap should be on top with handle on the left.
2. Lift blue privacy screen out of its metal support and elastic straps and set aside.



3. Lift Velcro strap to release legs.



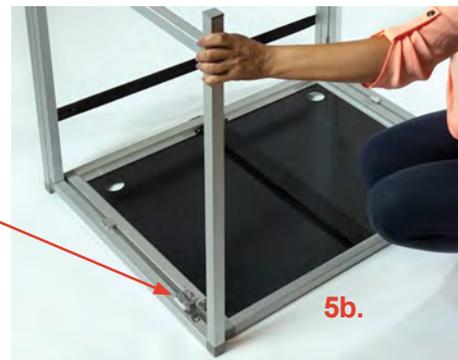
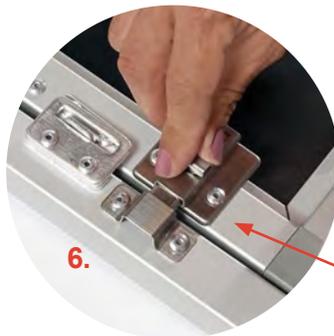
4. Open legs of booth towards yourself.



5. Once legs are extended on both sides, lower table top to floor.



6. Slide latch locks on left and right side of table into legs to secure the table top to the legs.



7. Flip table upright and move it to where it will be used. **The BMD must be visible from the check-in table, but at least 6 feet away.**

SET UP THE BALLOT MARKING DEVICE (BMD)

Unpack the larger BMD Security Bag and complete the Seal Verification Log

Due to the Secretary of State chain of custody requirements, the Red Mini 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 before you begin setting up the Ballot Marking Device because any inconsistency or tampering must be reported immediately.

DO NOT REMOVE ANY MINI PADLOCKS UNLESS INSTRUCTED TO DO SO IN THIS MANUAL.

The Site Manager will give the set-up team the Official BMD Seal Verification Log. There is one Seal Verification Log per Super Poll.

Follow the Seal Verification Log step-by-step:

1. Verify that the Red Mini Padlock numbers on every BMD Security Bag and Printer Security Bag matches the Red Mini Padlock numbers listed on the Seal Verification Log and 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 immediately
2. Break the Red Mini Padlock off the larger BMD Security Bag and put the broken mini padlock into the Official Ballot Pouch.





County of San Diego

MICHAEL VU
Registrar of Voters

CYNTHIA L. RAES
Assistant Registrar of Voters

REGISTRAR OF VOTERS
County Computer Center Complex
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TDD: (619) 294-2441
Toll Free: (800) 486-0158
Web: www.sdvoters.com

SEAL VERIFICATION LOG PRESIDENTIAL GENERAL ELECTION, NOVEMBER 3, 2020

Complete the Seal Verification Log. 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 619-565-3390. DO NOT USE the equipment until it is placed back into service.

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

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

BMD Serial #	Does it match?	Red padlock #	Does it match?	Green Padlock #	Does it match?
Preprinted	Yes No	Preprinted	Yes No	Preprinted	Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No

Site Manager Signature: _____ Date: _____

Poll Worker Signature: _____ Date: _____

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

See page 75 for form

3. 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).
4. Open BMD Security Bag.
5. Remove power cord, ATI Unit and headphones from bag and set aside.
6. If you are missing any items, call the Poll Worker Hotline immediately.
7. Using two hands, lift the BMD from the bag and set on Voting Booth table.
8. Remove Styrofoam packaging and place back into bag for re-packing at closing.
9. Remove protective plastic bag from BMD and place back into security bag along with power cord box for re-packing and closing.
10. Locate the BMD Serial number to the right of the yellow Poll Worker Card slot.
11. Verify that the BMD Serial number on every BMD matches the preprinted serial number on the Seal Verification Log and circle the appropriate answer.
 - If it does not match, call the Poll Worker Hotline.
12. Turn BMD around so you are looking at the back of the screen.
13. Verify that the number on the lower Green Mini Padlock matches the Green Mini Padlock number pre-printed on the Seal Verification Log and circle the appropriate answer.
 - If it does not match, call the Poll Worker Hotline
14. Verify that the number on the upper Red Mini Padlock matches the Red Mini Padlock number pre-printed on the Seal Verification Log and circle appropriate answer.
 - If it does not match, call the Poll Worker Hotline
15. After the Seal Verification Log is complete, the Site Manager and one other poll worker will sign and date. The completed and signed Seal Verification Log is placed in the Blue Envelope, TAB 6.



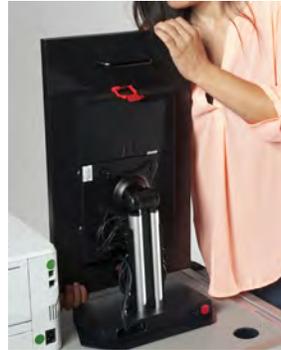
SET UP THE BALLOT MARKING DEVICE (BMD)

16. Turn BMD around so that the back of the screen is facing the cable hole on the left side of the voting booth.
17. Break the Red Mini Padlock off the Printer Security Bag and put the broken mini padlock into the Official Ballot Pouch.
18. Place the Printer bag either on the floor or on a table (whichever is easiest and comfortable for you to lift the printer out of the case).
19. Open the Printer bag and remove the power cord and extension cord.
20. If you are missing any items, call the Poll Worker Hotline immediately.
21. Open Velcro strap around printer.
22. Using two hands, lift the printer up and out of the case.
23. Place the printer on Voting Booth table to the right of the BMD. Place printer so the cable ports are facing the cable hole on the right side of the voting booth.



CONNECT BMD TO THE ATI AND PRINTER

1. The BMD will have three cables:
 - BMD Power Cord (Red sticker)
 - Printer USB Cord (Yellow sticker)
 - ATI – RJ45 Cord (Orange sticker)
2. There are two cables extending from the back of the BMD: the printer and ATI RJ45 cords. You will find all cables rolled up and placed between the stand and BMD. Carefully pull them out by tilting the monitor and unroll them for connection.



3. Locate and insert the ATI RJ-45 cable into the ATI (match orange stickers) and place ATI Unit in front of BMD screen.



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



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

6. Insert the printer cord into the printer. This is the plug that is "D" shaped (match yellow stickers).



SET UP THE BALLOT MARKING DEVICE (BMD)

7. Collect both the BMD and Printer power cords and feed plug ends of cord through the left or right cord hole in Voting Booth table – whichever is closest to the wall outlet.



8. Plug Printer and BMD into orange extension cord and plug extension cord into wall outlet.

9. Lift blue Privacy Screen with metal teeth at bottom.



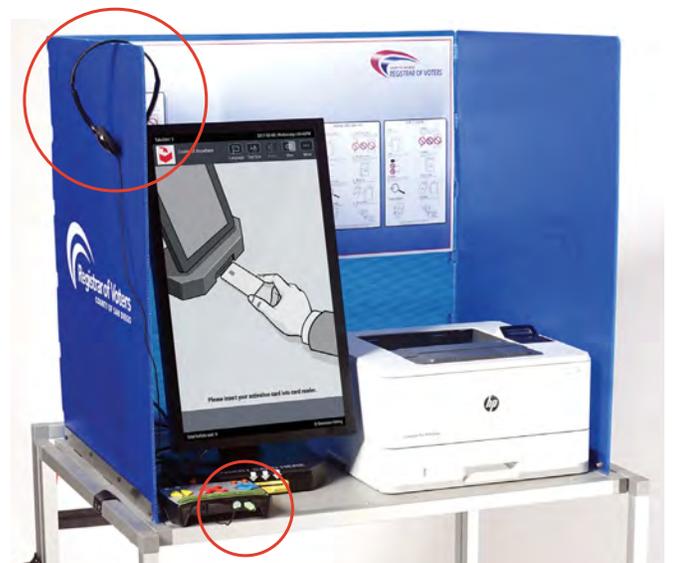
10. Open Privacy Screen and wrap around back of BMD and printer. Voting instruction postings should be behind BMD and Printer and San Diego ROV logo on outside.

11. Insert three teeth on the left and right panels into the matching three slots in Voting Booth table and slide back to lock in place.



12. Make sure all loose cables are tucked inside Privacy screen behind BMD and printer.

13. Plug Headphones into ATI Unit (mint green dot). Set headphones and ATI unit to front left of BMD screen in booth. You may hang the headphones on the screen as pictured to keep them accessible but “out of the way” until needed.



TEST THE BMD

POWER ON AND TEST

1. If the Tablet does not automatically power on when plugged in, break the lower Green Mini Padlock on the power door and put the broken mini padlock into the Official Ballot Pouch.
 - a. Open the power button door then press and hold the power button for 1-2 seconds and Tablet will power on.
 - b. Get a new Green Mini Padlock from the Official Ballot Pouch and write the number on the BMD Daily Log in Section 3. See Daily BMD Log on page 72.
 - c. Secure the power door with the new Green Mini Padlock.



2. Power on the printer by pressing the power button on the front of the printer.

3. 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.



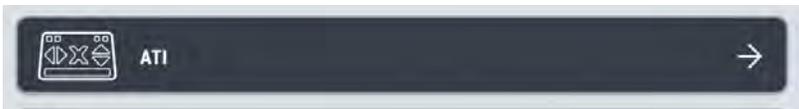
4. Enter the PIN (found on card in Official Ballot Pouch) then tap the Login button.

5. Make sure the Public Counter button is at Zero. If not at zero, call the Hotline for instructions before continuing.

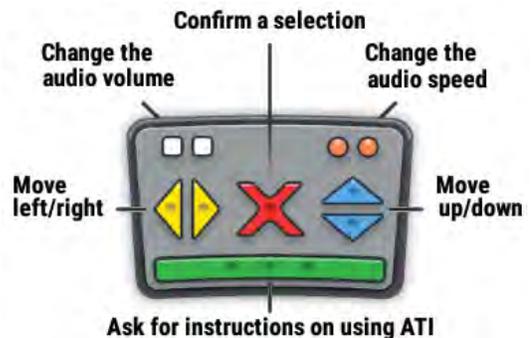
6. Tap the Hardware Test button at the bottom of the Poll Administration screen.



7. Tap the ATI button.

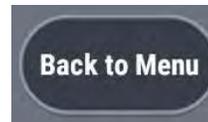


8. Press each button on the ATI to test functionality (green check marks).



TEST THE BMD

9. Tap the Back to Menu button.



10. Tap the Printer button.



11. Tap the "Print test page" or "Check printer status" button.

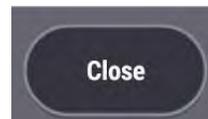
Note: the test page will be printed to the connected printer.



12. Write TEST in large letters across the page and tear it slightly through the QR Code. Place this TEST page in the Brown Ballot Carton. THIS TEST PAGE WILL NOT BE COUNTED AT CLOSING. IT IS NOT A BALLOT.

Alternatively, you may simply check that the BMD is connected to the printer by selecting the Check Printer Status button. It will say Ready or give you an error message with the problem.

13. Select the Close button.



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



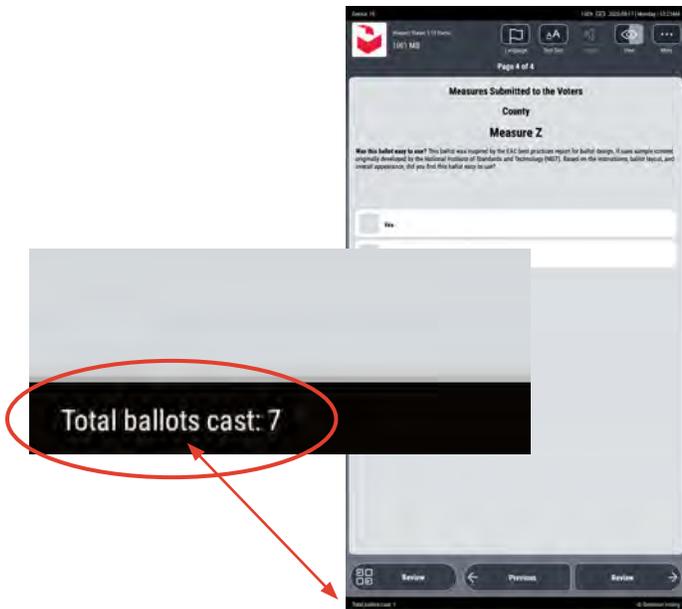
BMD DAILY LOG

Follow the directions on the BMD Daily Log:

1. You will record the total ballots cast to complete this log daily. Once before the Super Polls open and once when the Super Polls close.
2. Follow the instructions on the BMD Daily Log to complete this form.

Place BMD Daily Log in Tab 6 of the Blue Envelope after each use, October 31st thru November 2nd.

On Election Night, November 3rd, after the Super Poll closes, follow the Election Day instructions to complete this log before signing.





County of San Diego

MICHAEL VU
Registrar of Voters

CYNTHIA L. PAES
Assistant Registrar of Voters

REGISTRAR OF VOTERS
County Operations Center Campus
5600 Overland Avenue, Suite 100, San Diego, California 92123-1266

Office: (858) 565-5800
TDD: (858) 894-3441
Toll Free: (800) 696-0136
Web: www.sdvote.com

PRESIDENTIAL GENERAL ELECTION, NOVEMBER 3, 2020

BMD DAILY LOG

Please follow the instructions to complete the Daily BMD Log below. If you have any questions, call the Poll Worker Hotline at 858-565-3360.

1. Daily, before the polls open, record the number of Total Ballots Cast shown on the BMD screen; record the number of the Total Ballots Cast after the polls close.

BMD Serial Number	Friday, 10/30 Total Ballots Cast		Saturday, 10/31 Total Ballots Cast		Sunday, 11/1 Total Ballots Cast		Monday, 11/2 Total Ballots Cast		Tuesday, 11/3 Total Ballots Cast		
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	
Pre-printed	0	0	0								
	0	0	0								
	0	0	0								
	0	0	0								
	0	0	0								
	0	0	0								
	0	0	0								
	0	0	0								

ADD THE TOTAL FOR "CLOSE" COLUMN WHEN POLLS CLOSE ON ELECTION DAY (11/3/2020).

THEN, RECORD THIS NUMBER ON BALLOT STATEMENT.

Poll Worker Signature: _____ Date: _____ Site Manager Signature: _____ Date: _____

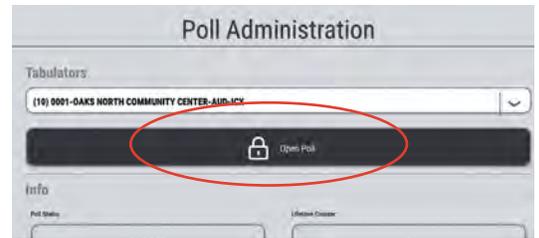
Return Log to TAB 6 of the Blue Envelope after completion Sat., Sun., and Mon. Election Day (11/3/2020), give this completed and signed log to the Satellite Manager for completion of the Ballot Statement

See full image of log on page 72

OPEN THE POLL ON THE BMD

OPEN THE POLL

1. Tap the Open Poll button.



2. Tap the Yes button to confirm opening the poll.



3. Remove the Poll Worker Card from the BMD and put it back in the Official Ballot Pouch.



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

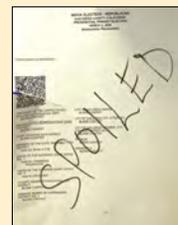


Assisting Voters With Questions About The BMD Ballot.

Poll workers may be asked to explain what is in the barcode printed on the BMD ballots. The barcode contains the voter's selections in a way that can be read by the tabulation equipment. This barcode does not contain voter information and does not identify the voter in any way. Inform the voter that the BMD devices and printed ballots are tested pre-election through a Logic and Accuracy Test to ensure voter selections are accurately marked and counted as intended by the voter. As well, post-election a manual tally is conducted on ballots to ensure they were accurately tabulated.

BASIC SECURITY PROTOCOLS

- Do not leave Poll Worker Cards unattended.
- Do not leave passwords in places visible. Keep confidential.
- When activating a voting session, remove the Poll Worker Card after activating the session and put the Poll Worker Card back into the Official Ballot Pouch.
- Allow the voter privacy by returning to your station.
- To spoil a BMD ballot, write SPOILED in big letters across the ballot, tear it slightly across the QR and put it into the Brown Ballot Carton.



ACTIVATING A BALLOT

1. Insert the Poll Worker Card.



2. On the Ballot Activate ballot Screen, enter the correct Activations Code which is the Sequence number from the BMD Ticket.

BMD TICKET

SEQUENCE #:	<input type="checkbox"/>
<input type="checkbox"/> Audio ballot requested	Verified

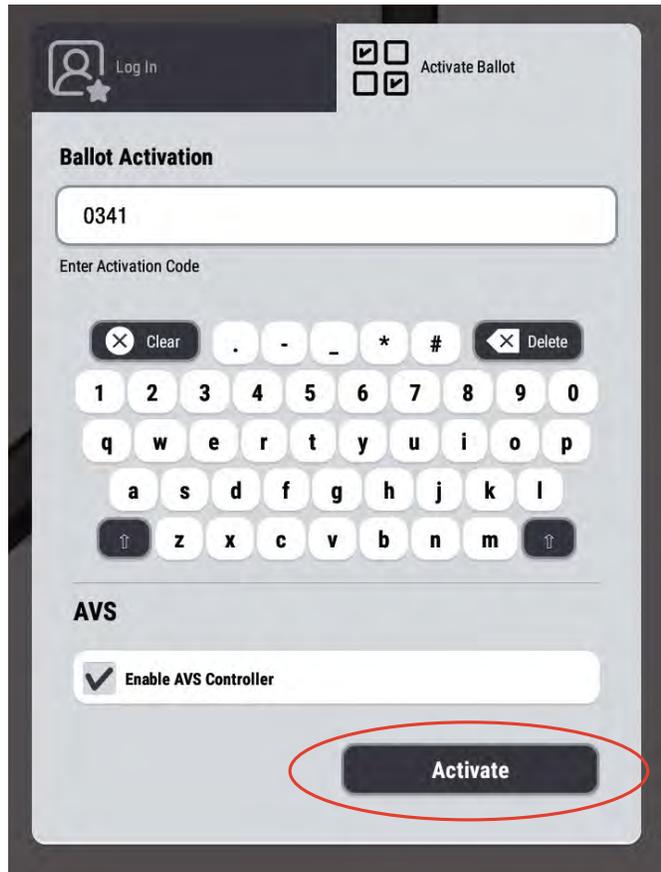
A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH

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

MỘT NHÂN VIÊN PHÒNG PHIẾU SẼ GIÚP QUÝ VỊ NƠI QUẦY THIẾT BỊ ĐÁNH DẤU LÁ PHIẾU

TUTULUNGAN KAYO NG ISANG MANGGAGAWA SA BOTOHAN SA BALLOT MARKING DEVICE VOTING BOOTH

將會有投票站工作人員在投票亭內協助您使用選票標記設備



3. Select Activate.



4. Remove the Poll Worker Card.

BMD VOTING INSTRUCTIONS

Read these instructions to assist a BMD voter.

1. Start Voting Session

A poll worker will insert their poll worker card to **ACTIVATE** a session for voters who request to use the BMD.

The poll worker will **REMOVE** the card once activated to allow the voter to make their selections in private.



2. Language Selection

Select the **LANGUAGE** of your choice to continue.

You may change the language at any time during the ballot marking session.

3. Adjust Settings

You can **ADJUST** text size, contrast, audio and language any time during the ballot marking session.



4. Navigate Ballot

Use the contest tabs at the **TOP** of the screen or the navigation buttons at the **BOTTOM** of the screen.

5. Make Your Selections

TAP the box next to your selections for each contest to vote for that choice.

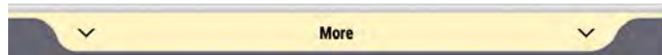
To vote for a write-in candidate, tap the “Write-in” selection, then type in the candidate’s name using the pop-up keyboard. Tap the “Accept” button when finished.



6. Review Your Selections

Upon completing voting for all races, (you can leave races blank), tap the “Review” button at the bottom of the screen.

During review, you may make changes to any contest by clicking on the contest.



Use the More arrows to review any contests not displayed on the screen.

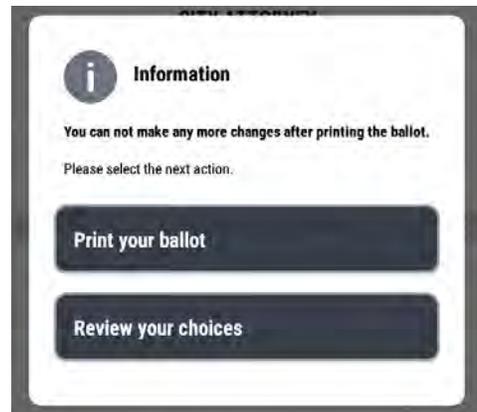
When complete, tap “Print Ballot”.

7. Print Your Ballot

Tap “Print your ballot” to confirm you do not wish to make any more changes or tap “Review your choices” to return to previous screen.

A warning message will appear if one or more contests have been left blank or are undervoted.

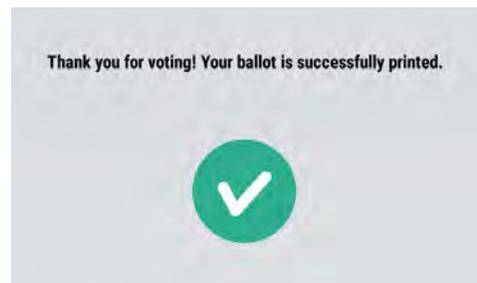
When complete, tap “Print Ballot”.



8. Retrieve Your Paper Ballot from Printer

Confirm your selections then place your printed ballot in the secrecy sleeve or the envelope given to you by the poll worker.

Return to the Checkout Station. Get your “I Voted” sticker and wear it proudly!



STARTING AN ACCESSIBLE VOTING SESSION



HOT TIP!

Before you begin:

- The voter should be comfortably positioned with the ATI or other device (all other devices will be brought by the voter) and headphones ready as the instructions will immediately begin to play after the poll worker selects the device.
- The Voter may require assistance with putting on the headphones. Ask if the voter would like assistance before providing it. A voter may use their own headphones.
- Provide the Voter privacy, while remaining close-by in case further assistance is needed.

1. Insert a Poll Worker Card into the yellow slot at the bottom of the Tablet, with the chip facing up.



2. Enter the correct Ballot Activation Code (Sequence # from BMD Ticket)

Enter Activation Code

3. Tap the Enable AVS Controller option.
4. Tap "Activate Ballot"
5. Remove Poll Worker Card and return to Official Ballot Pouch.
6. Select the language the voter wishes to vote in.

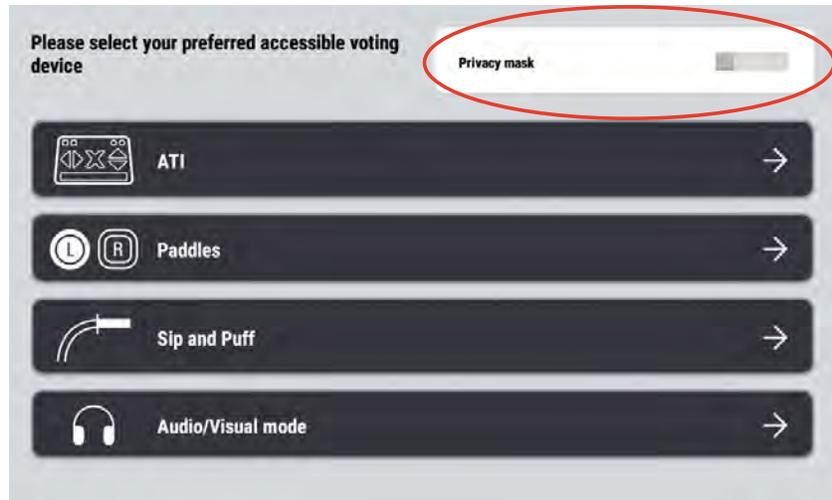


7. Give the voter the ATI device and give them a moment to become comfortable holding it.

8. Give the voter headphones and ask them to put them on now as the audio ballot will start when accessible device is selected in step 9.

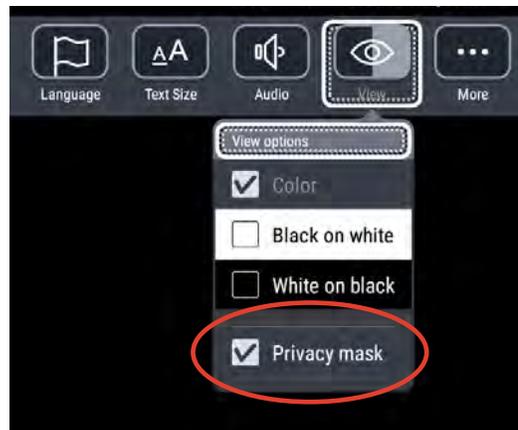


9. Ask the voter if they want to see the screen. If no, turn on the Privacy Mask by tapping the Privacy Mask button on the “Please select your preferred accessible voting device” screen.



This will mask the screen while the voter is voting. If the voter requires assistance during voting, select the View button located on top right of the menu. Deselect the Privacy Mask button to view the screen as needed.

10. Select the appropriate accessible voting device.



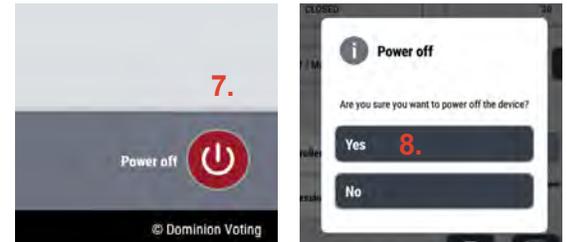
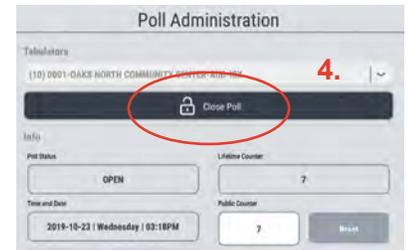
11. Instructions will immediately begin to play through the headphones once the Poll Worker selects the device. The voter will need to pay close attention to the instructions.

12. After the Voter has finished voting and has printed their ballot, they may need assistance putting the ballot into the ballot box. Use a secrecy sleeve to provide this assistance while maintaining voter confidentiality.



CLOSING THE BMD ELECTION NIGHT

1. Insert the Poll Worker Card.
2. Tap Log in on the Ballot Activation Screen.
3. Enter the PIN and then select the Log in button.
4. Select the Close Poll button.
5. A confirmation message will display. Press Yes.
6. A second confirmation will display. Press Yes.
7. Tap Power Off in lower right corner of screen.
8. Tap the Yes button in the middle of the screen.
9. Press the power button on the Printer to turn it off.
10. When screen goes dark, remove poll worker card and put in Official Ballot Pouch



PACK BALLOT MARKING DEVICE AND PRINTER

1. Slide the left and right sides of the privacy screen forward so teeth come out of slots.
2. With a hand holding each side of the screen, lift screen up and over Ballot Marking Device and fold closed. Set folded Screen to the side.
3. Unplug Printer from extension cord and back of Printer.
4. Wrap power cord and set aside.
5. Unplug USB cord from back of Printer.
6. Open Printer bag.
7. Using two hands pick Printer up from Voting Booth table and place into Printer Security Bag and close Velcro strap.
8. Place power cord into Printer Security Bag on one side (NOT ON TOP OF PRINTER).
9. Unplug Ballot Marking Device from extension cord.
10. Unplug BMD power cord from BMD and set aside.
11. Unplug extension cord from wall outlet.
12. Remove any duct tape holding extension cord in place.



13. Wrap extension cord and place in Printer Security Bag.
14. Unplug headphones from the ATI device, wrap cords and set aside.
15. Unplug ATI device and set aside.
16. Wrap ATI and Printer USB cords to back of BMD.



17. Open the BMD Security Bag and remove plastic protective BMD bag.
18. Place plastic protective BMD bag over BMD.
19. Remove Styrofoam BMD packaging from BMD Bag.
20. Insert the BMD into one half of the protective packaging one side at a time.



21. Place packaged BMD into the BMD Security Bag so the screen is facing down.
22. Pack headphones, ATI Unit and BMD power cord in the BMD Security Bag using the space above and below the tablet between the protective packaging.



23. Zip BMD bag closed.
24. Zip Printer bag closed
25. Lock both the BMD and Printer Security Bags with a Mini Red Padlock.



PACK VOTING BOOTH

1. Turn table upside down and rest on floor.
Unlatch the bottom of the left and right legs.



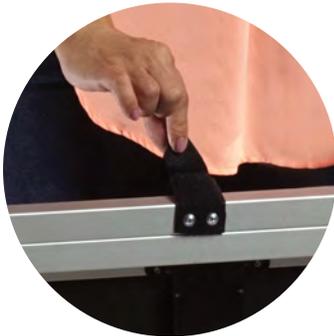
2. Lift table into place.



3. With table standing on edge, fold in legs that do not have the Velcro strap.



4. Fold in legs with Velcro strap.



5. Attach Velcro strap on legs to Velcro on table beam to secure legs.

6. Slide blue Privacy Screen between booth and elastic straps and into metal holder teeth side up.



TROUBLESHOOTING THE BMD

Poll Administration Screen appears instead of Ballot Activation Screen. Tap the OPEN POLL button, then tap the YES Confirmation.



AVI trouble. 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.

Note: When listening to the ATI Help and Instructions, If Audio Volume or Audio Speed is changed, instructions will repeat from the beginning. If the Red X button is pressed, it will take the voter directly to the ballot.

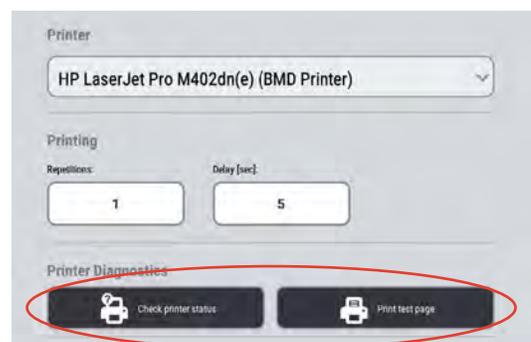
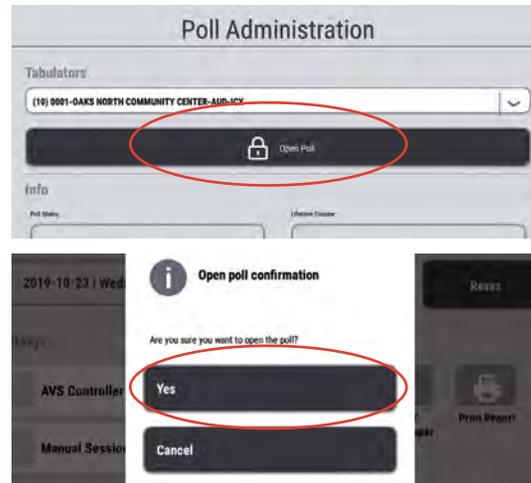
Packing. Ensure that electrical cords are wrapped so that the BMD screen can close in a completely vertical position. If the screen is not vertical it can damage the Styrofoam packaging.



Battery signal is low and/or Printer won't turn on. Check the electrical connection at the wall/source.

Unable to read Smart Card message. Try reinserting the smart card. If problem persists, call the Hotline.

Faint print on Test Ballot. Print two more, if problem persists must call the Hotline.



HAVA LIST OF IDs

Acceptable Identification to meet HAVA ID requirement

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

Acceptable forms of current and valid photo identification include:

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

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

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

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

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

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

SUPER POLL SITE ACCESSIBILITY

San Diego County strives to make all Super Poll locations easily accessible to all voters. Some of these items may be in your supplies to use at your Super Poll. If provided, Site Manager will set up.

Signs

Overhead Hazard Sign – bright orange ‘Watch Your Head’ warning sign, accompanied by cone

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

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

Cones

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

Ramps

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

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

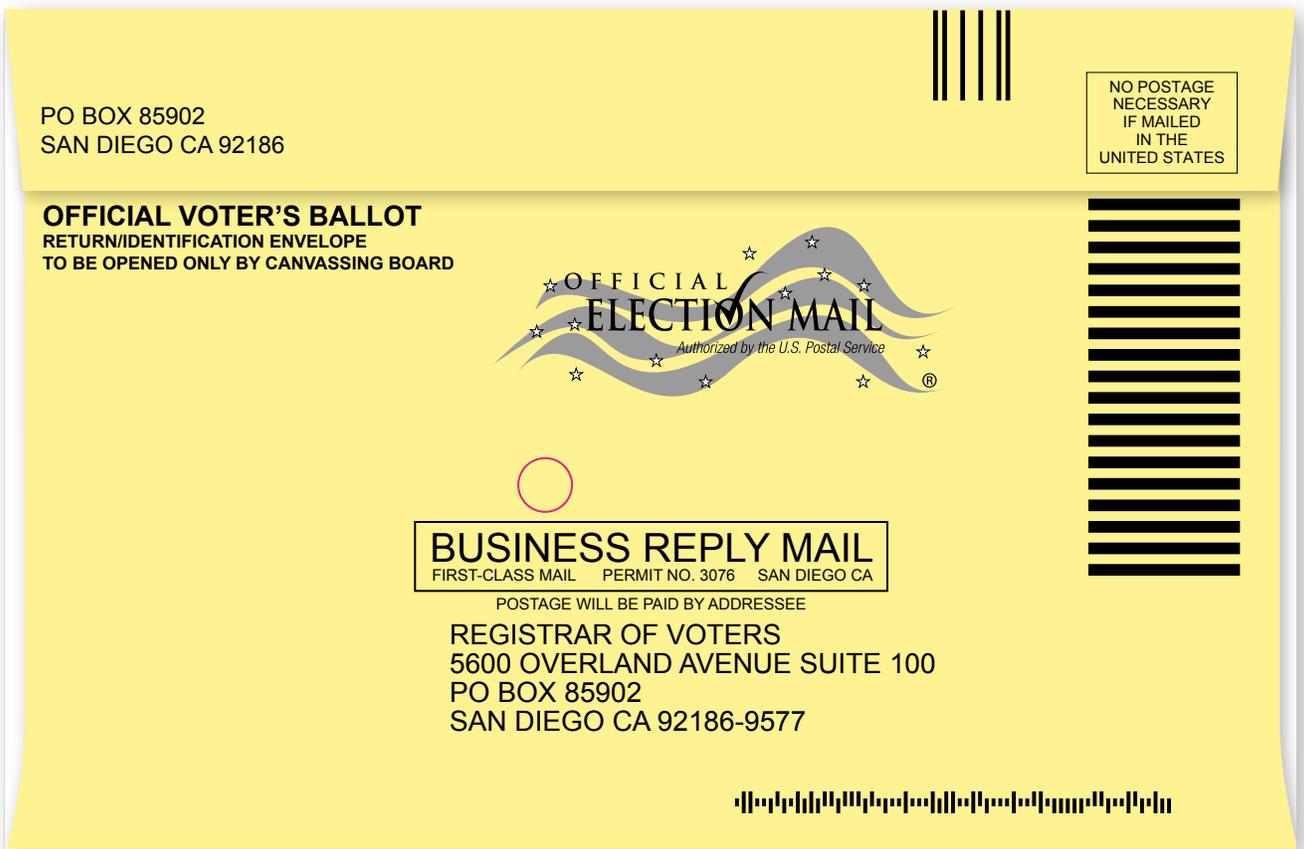
Doorstop

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



ENVELOPES AND FORMS

Mailing Side



VOTE BY MAIL BALLOT ENVELOPE

Voter Side

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

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.

Person Authorized to Return	
If you are returning this ballot on behalf of the voter, provide the information below.	
Note: Compensation for returning ballots is prohibited by law.	
X _____	Relationship to voter
Name of person returning ballot	
X _____	Signature of person authorized to return ballot

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

X _____

Date of signing

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

Witness _____

SDIE1219R011 - BRM YEL E



POLL WORKER SIDE

VOTED MAIL BALLOT ENCLOSED

- This envelope is only used for voters who received their ballot by mail, but do not have the official mail ballot return envelope.
- Mail ballots have the word 'MAIL' printed in red in the upper right corner.
- For further clarification, see your Election Manual: Voter Scenarios, Mail Ballot.

POLL WORKER CHECKLIST

(Check boxes 1 – 5 after completing each step)

1	<input type="checkbox"/>	DO NOT have the VOTER sign the roster.
2	<input type="checkbox"/>	Give the VOTER this envelope and instruct them to completely fill out the reverse side.
3	<input type="checkbox"/>	Instruct the VOTER to place their voted mail ballot in this envelope and seal.
4	<input type="checkbox"/>	Receive the voted ballot in a sealed envelope from the VOTER and check that the reverse side is complete.
5	<input type="checkbox"/>	Put envelope into the yellow Mail Ballot bag.

This envelope is only used for mail ballots. DO NOT use for poll ballots.

POLL WORKER - DO NOT OPEN THIS ENVELOPE FOR ANY REASON
 ROV VBM REPLACEMENT ENV Rev 8/18/20

Poll Worker Side

MAIL BALLOT REPLACEMENT ENVELOPE

VOTED MAIL BALLOT ENCLOSED

Person Authorized to Return

If you are returning this ballot on behalf of the voter, provide the information below. Note: Compensation for returning ballot is prohibited by law.

ROV OFFICE USE ONLY

Sequence Number

 Name of person returning ballot

 Relationship to voter

 Signature of person authorized to return ballot

VOTER'S DECLARATION

VOTING TWICE IS A FELONY

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

ALL INFORMATION MUST BE ENTERED BELOW

SIGNATURE – Do Not Print _____ Today's Date _____ Date of Birth _____ Birthplace (US State or Foreign Country) _____

Enter CA DRIVER'S LICENSE# Or CA ID # _____ **Or SS # (Last 4 #'s)** _____

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

CURRENT Residence Address (No P.O. Box or Business Address) _____ City _____ Zip Code _____ Day Phone _____

PREVIOUS Residence Address _____ City _____ Zip Code _____ Date Moved _____

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

SDIE-21 - REPL E

ROV OFFICE USE ONLY

Voter Side

Poll Worker Side

POLL WORKER USE ONLY
Sequence Number



Conditional Voter Registration Envelope

Poll Worker completes Section 1

①

Conditional Voter Registration

- New Voter / Not Registered
- Party Change

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

CONDITIONAL VOTER REGISTRATION (CVR) ENVELOPE

Voter Side

Voter completes Section 2

PROV-P 12/12/2019

②

- Complete this section in its entirety
- Your ballot may NOT count if you do not fill out the information below
- After voting insert your voted ballot in this envelope, seal it, and return it to staff

I am a U.S. citizen and resident of California. Yes No **I am 18 or older.** Yes No

First Name	Middle Initial	Last Name
CURRENT Residence Address (No Business Address or P.O. Box)		
City	State	Zip Code
Previous Residence Address		
City	State	Zip Code
CURRENT Mailing Address (if different from above or P.O. Box)		
City	State	Zip Code

California Driver License or California Identification Card #:

Birth Date:

Social Security # (Last 4 digits):

(Only if CA Driver License or CA ID Card # NOT provided above)

Birth Place:

(Name of U.S. State or country of birth)

<p>I want to choose a political party preference</p> <p><input type="checkbox"/> American Independent <input type="checkbox"/> Democratic Party <input type="checkbox"/> Green Party</p> <p><input type="checkbox"/> Libertarian Party <input type="checkbox"/> Peace and Freedom Party <input type="checkbox"/> Republican</p> <p><input type="checkbox"/> Other (specify): <input type="text"/></p>	<p>I do not want to choose a political party preference</p> <p><input type="checkbox"/> No Party / None</p>
---	---

READ AND SIGN THE VOTER'S DECLARATION BELOW:
I am a U.S. citizen and a resident of California and am 18 years or older. I am not currently imprisoned or on parole for the conviction of a felony. I am not prohibited from voting by a court because of a mental incompetency. I understand that voting twice is a crime and I have not voted previously in this election either by mail or at any other polling place. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Signature is mandatory

Signature _____ Date _____

Affidavit Number: _____

ROV OFFICE USE ONLY

Old Cons Precinct

New Cons Precinct

Ballot Type

Registered Political Party

Voter ID

Count: Yes No

Reason

Initials

ROV OFFICE USE ONLY

Poll Worker Side

POLL WORKER USE ONLY

Sequence Number



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

PROVISIONAL ENVELOPE

Voter Side

PROV-P 12/12/2019

2

- Complete this section in its entirety
- Your ballot may NOT count if you do not fill out the information below
- After voting insert your voted ballot in this envelope, seal it, and return it to staff

I am a U.S. citizen and resident of California. Yes No **I am 18 or older.** Yes No

First Name	Middle Initial	Last Name
CURRENT Residence Address (No Business Address or P.O. Box)	City	State
Previous Residence Address	City	State
CURRENT Mailing Address (If different from above or P.O. Box)	City	State

California Driver License or California Identification Card #: Birth Date:

Social Security # (Last 4 digits): Birth Place:

(Only if CA Driver License or CA ID Card # NOT provided above) (Name of U.S. State or country of birth)

I want to choose a political party preference

American Independent Democratic Party Green Party

Libertarian Party Peace and Freedom Party Republican

Other (specify):

I do not want to choose a political party preference

No Party / None

READ AND SIGN THE VOTER'S DECLARATION BELOW:

I am a U.S. citizen and a resident of California and am 18 years or older. I am not currently imprisoned or on parole for the conviction of a felony. I am not prohibited from voting by a court because of a mental incompetency. I understand that voting twice is a crime and I have not voted previously in this election either by mail or at any other polling place. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Signature is mandatory

Signature Date

Affidavit Number:

ROV OFFICE USE ONLY

Old Cons Precinct

New Cons Precinct

Ballot Type

Registered Political Party

Voter ID

Count: Yes No

Reason

Initials

ROV OFFICE USE ONLY



MAIL BALLOT SIGNATURE FORM

POLL LOCATION:

DATE:

TOTAL CHECK-INS:

BALLOT APPLICATION SECURITY ENVELOPE

WHEN RETURNING BALLOT APPLICATIONS:

1. Include all voter completed Ballot Applications from all Check-In Stations.
2. Write Poll Location and Date in box above.
3. Get Total Check-Ins from ePollbook and write in box above.
4. Pull the paper strip off the flap to close and seal the envelope.
5. Place this sealed envelope in the red bag for return to ROV with white voted ballot carton(s) + 2 (yellow bag & chain of custody form).

(07/2020)



County of San Diego

MICHAEL VU
Registrar of Voters

CYNTHIA L. PAES
Assistant Registrar of Voters

REGISTRAR OF VOTERS
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STORAGE CONTAINER SEAL LOG PRESIDENTIAL GENERAL ELECTION, NOVEMBER 3, 2020

Complete the Storage Container Seal Log. 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.

1. At Storage Unit delivery, verify the number on the green tamper evident seal matches the number listed below and check whether seal has been tampered with:

Green Seal #	Does # Match?	Has Seal been tampered with?
Preprinted	Yes No	Yes No
	Yes No	Yes No

2. At Poll Set-up verify the number on the green tamper evident seal matches the number listed below and check whether seal has been tampered with:

Green Seal #	Does # Match?	Has Seal been tampered with?
Preprinted	Yes No	Yes No
	Yes No	Yes No

Site Manager Signature: _____ Date: _____

Poll Worker Signature: _____ Date: _____

Site Manager: Hold with site packet until Poll set-up, then place completed and signed Storage Container Seal Log in the blue envelope TAB 6.



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BALLOT INVENTORY FORM Presidential General Election, November 3, 2020

Ballot inventory instructions:

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

Location number: _____ Location Name: _____

Sequence Numbers	Chinese		English		Filipino		Spanish		Vietnamese		Total by Sequence Number	
	QTY	Actual	QTY	Actual	QTY	Actual	QTY	Actual	QTY	Actual	QTY	Actual
Pre-print	Pre		Pre		Pre		Pre		Pre		Pre	

Total Ballots: _____

a) If the Inventory count for any Sequence does not match, record any discrepancies in the Actual column provided. **Call the Poll Worker Hotline at 858-565-3360 for further instruction.**

2. Sign and date this form on the signature line provided below.
3. Write the count on the Ballot Statement Line as indicated.
4. Re-seal all ballot cartons with a blue security seal (found inside the Official Ballot Pouch) where the original seal was placed.
5. Place this completed form in Tab 6 of the Blue Envelope.

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

OR

I counted the number of official ballots issued to this location and DID NOT receive the same number as stated above. I followed instructions provided by the ROV Hotline. I also re-sealed every carton to maintain security of the ballots.

Signature (Site Manager) Date

Signature (Poll Worker) Date

ELECTION NIGHT BALLOT STATEMENT

Fill in all blank lines as requested. (EC § 14405)

PART A: BEFORE ELECTION DAY-INVENTORY BALLOTS Transfer Total Ballots number from the Ballot Inventory form.

1. _____ **NUMBER OF BALLOTS RECEIVED BY THE POLL LOCATION**

PART B: COUNT BALLOTS Write number of ballots on blank lines as requested. **DO NOT COUNT MAIL BALLOTS IN YELLOW BAG.**

- 2. _____ **UNUSED BALLOTS** remaining.
- 3. _____ **SPOILED PAPER BALLOTS** from the Daily Ballot Log.
- 4. _____ **SPOILED BMD BALLOTS** from the Daily Ballot Log.
- 5. _____ **PEACH PROVISIONAL ENVELOPES** from the Daily Ballot Log.
- 6. _____ **GREEN CVR ENVELOPES** from the Daily Ballot Log.

PART C: TOTAL SIGNED BALLOT APPLICATIONS

7. _____ **BALLOT APPLICATIONS** from the Daily Ballot Log.

PART D: TOTAL BALLOTS CAST ON BMDs

8. _____ **BMD BALLOTS CAST** totaled on BMD Daily Log.

NOTES/COMMENTS: _____

***ALL BOARD MEMBERS READ AND SIGN**

WE CERTIFY that the number of signed ballot applications noted above is the number of signatures in the electronic roster of voters. All voters whose signatures appear on an application voted today except as noted. . The total number of official ballots received, voted, spoiled, and cancelled, found in the ballot carton and the number accounted for is as indicated on the ballot statement. We further certify that the assisted voters list and challenge list show a complete list of all voters assisted or challenged (EC § 14107). *Ballot Statement 11/2020*

SITE MANAGER: _____	PRECINCT INSPECTOR: _____
POLL WORKER: _____	POLL WORKER: _____
POLL WORKER: _____	POLL WORKER: _____
POLL WORKER: _____	POLL WORKER: _____
POLL WORKER: _____	POLL WORKER: _____
POLL WORKER: _____	POLL WORKER: _____
POLL WORKER: _____	POLL WORKER: _____
POLL WORKER: _____	POLL WORKER: _____

POLL WORKER USE ONLY

- N/A SB 207
- CVR PROV
- CURBSIDE VOTER

**BALLOT APPLICATION
COUNTY OF SAN DIEGO, CALIFORNIA**



**PRESIDENTIAL GENERAL ELECTION
TUESDAY, NOVEMBER 3, 2020**

For use
OCTOBER 31 – NOVEMBER 3, 2020

**POLL WORKER USE ONLY
SEQUENCE VERIFICATION**

SEQUENCE # VERIFIED

PART 1

I hereby request a ballot for this election.

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

ADDRESS: _____
Residence address in San Diego County (P.O. Box, Rural Route, etc. not acceptable – designate N, S, E, W, if used)

_____ CA _____ TELEPHONE: _____
(City) State (Zip Code)

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT PROPER SIGNATURE OF THE APPLICANT.

I certify under penalty of perjury under the laws of the State of California that the name and residence on this application are true and correct.

X _____ DATE _____
 SIGNATURE

**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 3rd 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 address. My previous address was:

Residence address only (not a P.O. Box)

City State Zip

ENG



County of San Diego

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PRESIDENTIAL GENERAL ELECTION, NOVEMBER 3, 2020

BMD DAILY LOG

Please follow the instructions to complete the Daily BMD Log below. If you have any questions, call the Poll Worker Hotline at 858-565-3300.

1. Daily, before the polls open, record the number of Total Ballots Cast shown on the BMD screen, record the number of the Total Ballots Cast after the polls close

BMD Serial Number	Friday, 10/30 Total Ballots Cast		Saturday, 10/31 Total Ballots Cast		Sunday, 11/1 Total Ballots Cast		Monday, 11/2 Total Ballots Cast		Tuesday, 11/3 Total Ballots Cast	
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Pre-printed	0	0	0							
	0	0	0							
	0	0	0							
	0	0	0							
	0	0	0							
	0	0	0							
	0	0	0							
	0	0	0							
	0	0	0							

**ADD THE TOTAL FOR "CLOSE"
COLUMN WHEN POLLS CLOSE ON
ELECTION DAY (11/3/2020).
THEN, RECORD THIS NUMBER ON
BALLOT STATEMENT.**

Poll Worker Signature: _____ Date: _____ Site Manager Signature: _____ Date: _____

Return Log to TAB 6 of the Blue Envelope after completion Sat., Sun., and Mon. Election Day (11/3/2020), give this completed and signed log to the Satellite Manager for completion of the Ballot Statement.

Front

2. Look at the back of each BMD unit to ensure all Mini Padlocks are **tamper free**.

- Alert Site Manager immediately if any Mini Padlock looks tampered with

Date	Initial Mini Padlocks Tamper Free	Comments
Fri., 10/30/2020		
Sat., 10/31/2020		
Sun., 11/1/2020		
Mon., 11/2/2020		
Tues., 11/3/2020		

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

BMD Serial #	NEW Red Padlock	NEW Green Padlock	Date Replaced	Reason for replacement

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

REPLACED BMD Serial #	NEW Red Padlock	NEW Green Padlock	Date Replaced	Reason for replacement

Site Manager Signature: _____ Date: _____ Poll Worker Signature: _____ Date: _____

Return Log to TAB 6 of the Blue Envelope after completion Sat., Sun., and Mon. Election Day (11/3/2020), give this completed and signed log to the Satellite Manager for completion of the Ballot Statement.

Back



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PRESIDENTIAL GENERAL ELECTION, NOVEMBER 3, 2020

DAILY BALLOT LOG

Please follow the instructions to complete the Daily Ballot Log below. If you have any questions, call the Poll Worker Hotline at 858-565-3360.

1. Each evening after polls close record the number of each item below.

	Spoiled Paper Ballots	Spoiled BMD Ballots	EPB Check-Ins		Ballot Applications	Paper Ballots	BMD Ballots	CVR Envelopes	Provisional Envelopes
			Regular	Provisional					
Saturday, 10/31									
Sunday, 11/1									
Monday, 11/2									
Tuesday, 11/3									
TOTAL:									

ADD ALL DAYS TOGETHER IN EACH COLUMN TO GET A FOUR DAY TOTAL WHEN POLLS CLOSE ON ELECTION DAY (11/3/2020).

2. Write daily total of Ballot Applications on the Ballot Application Security Envelope.

Poll Worker Signature: _____ Date: _____ Site Manager Signature: _____ Date: _____

Return Log to TAB 6 of the Blue Envelope after completion Sat., Sun., and Mon. Election Day (11/3/2020), give this completed and signed log to the Site Manager for completion of the Ballot Statement.

COUNTY OF SAN DIEGO REGISTRAR OF VOTERS

SUPER POLL OFFICIAL CHAIN OF CUSTODY

Presidential General Election - November 3, 2020



Super Poll Location #: _____

Date: _____

Section I: Poll Workers - Ballot Release From Super Poll

_____ **# OF WHITE VOTED BALLOT CARTONS BEING REMOVED FROM SITE** DART rec'd: _____

_____ **# OF YELLOW BAGS BEING REMOVED FROM SITE** DART rec'd: _____

_____ **# OF BLUE BALLOT APPLICATION SECURITY ENVELOPES IN RED BAG**

_____ **# OF RED BAGS BEING REMOVED FROM SITE** DART rec'd: _____

Confirm the number of items being taken from the Super Poll. Complete names, signatures, date and time, then confirm that all items are locked or sealed before leaving the site.

Print: _____ Poll Worker 1 Sign: _____

Print: _____ Poll Worker 2 Sign: _____

Date: _____ Time: _____ All items locked/sealed: YES _____ NO _____

NOTES:

Section II: DART - Receipt of Ballots

Confirm and write the number of items being **received at DART** on the lines above. Complete name, signature, date and time, and confirm that all items are locked or sealed.

Print: _____ DART Representative Sign: _____

Date: _____ Time: _____ All items locked/sealed: YES _____ NO _____

NOTES:

Top white copy: Poll Worker keep for your records.
 Middle pink copy: ROV Official take when accepting items from DART Representative.
 Yellow copy: DART Representative keep for your records.



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SEAL VERIFICATION LOG PRESIDENTIAL GENERAL ELECTION, NOVEMBER 3, 2020

Complete the Seal Verification Log. 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.

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?
Preprinted	Yes No	Preprinted	Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No

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

BMD Serial #	Does # match?	Red padlock #	Does it match?	Green Padlock #	Does it match?
Preprinted	Yes No	Preprinted	Yes No	Preprinted	Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No

Site Manager Signature: _____ Date: _____
Poll Worker Signature: _____ Date: _____

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

GLOSSARY

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

ADA: Americans with Disabilities Act.

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

Ballot: The paper on which the voter marks his or her choices with a fill-in bubble or printed from the BMD.

Ballot Application: Form filled out by voter to request a ballot. This form comes in all five languages.

Ballot Application Envelope: Envelope used to return all completed Ballot Applications which will be placed inside the Red bag every night.

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

Ballot Carton: The small cardboard cartons that hold the paper ballots. There are white cartons for voted ballots and brown cartons for unused ballots, spoiled ballots, and surrendered Mail Ballots.

Ballot Marking Device (BMD): The electronic voting device that allows visually impaired or physically impaired voters to cast their votes privately and independently. BMDs may also be used for language assistance.

Ballot Statement: Found in Tab 6 of the Blue Envelope. This form is used to account for the ballots issued to a Super Poll and to record total number of Ballot Applications received and BMD Ballots printed. This form will only be filled out on Election Night, Tuesday, November 3rd.

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

Blue Envelope: With six pockets tabbed for Official Ballot Pouch, election logs and forms, surveys, ADA information, poll worker reference items, voter handouts and forms.

Board or Precinct Board: Team of poll workers who work at a specific Super Poll. A board consists of 1 Site Manager, 1 Precinct Inspector, and 13 Technical Inspectors.

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

Conditional Voter Registration (CVR): Under California Elections Code, CVR gives a voter the ability to register and vote on the four days the Super Polls are open.

DART: Dispatch And Return Team.

DART Ballot Return Center: Site where you drop off your election supplies after the polls close each night.

DOJ Panel – Department of Justice Panel: Must be setup inside facilities near the entrance of Super Poll.

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

ePollbook: Electronic database of registered voters. Each voter must sign the ePollbook to receive a ballot.

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

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

HAVA: Help America Vote Act.

Mail Ballot Bag: Yellow bag where Mail Ballots dropped off at the poll are secured.

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

Mail Ballot Voter: A voter who receives a ballot in the mail.

Official Ballot Pouch: Clear zippered pouch containing seals, security items and the Poll Worker Cards for the BMD used at a Super Poll sealed with a green mini lock.

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

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

Red Bag: Used to secure the Ballot Application Envelope with completed Ballot Applications, and ballots in provisional and CVR envelopes.

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

ROV: Registrar of Voters office.

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

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

Super Poll: Neighboring precincts grouped together into one large poll to provide in-person voting locations throughout the county.

Surrendered Ballot: A Mail Ballot that is turned in ("surrendered") by a Mail Ballot voter so they can vote in-person.

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

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

Write-in candidate: A qualified candidate whose name is not printed on the ballot.

APPENDIX: SITE MANAGER SUPER POLL SUPPLY LIST

SITE MANAGER SUPER POLL SUPPLY LIST

WHITE OFFICIAL BALLOT BOX

REQUIRED POSTINGS AND PAMPHLETS

- Health and Safety Posters
- Observer's Policies and Procedures
- Sample Ballots
- State Voter Information Guides
- US Flag (2)
- Voter Assistance Poster
- Voter Bill of Rights

BLUE ENVELOPE

Tab 1 – Official Ballot Pouch

- Official Ballot Pouch containing seals and locks
 - Poll Worker Cards with wrist coil (5)
 - Poll Worker Retractable Lanyards (2)
 - Password sheet – BMD, ePollbook, and Laptop
 - Green padlocks – 16 to secure BMD power button if needed
 - Red padlocks – 24 to secure the BMD and printer bags after poll closes
 - Closing Blue Security Seals – 40 to seal & complete all ballot cartons after poll closes each day
 - Red tab locks – 50 to secure the red bag, and the yellow bag after poll closes
 - Blue security seals – 24 to seal small white and brown ballot carton(s) after inventory
 - Ballot box seals – 12 tamper evident seals to secure Official Ballot Box after first voter views empty

Tab 2 – Poll Worker Resources

- Poll Worker Handbook
- Poll Worker Sign In/Out sheet
- Pink Election Day Checklist Booklet

Tab 3 – Chain of Custody

- Super Poll Official Chain of Custody (10)
- Blue Ballot Application Security Envelopes (10)
- Mail Ballot Signature Form Envelopes (4)

Tab 4 - Poll worker reference

- DART Location Notice with Map
- ADA Accessibility information – (post where noted, not all poll sites receive this item)
- Election Officer's Digest

Tab 5 – Voter Handouts

- Poll Worker Applications (10)
- Specific Needs Survey (10)

Tab 6 - Forms completed by Poll Workers

- Ballot Statement
- BMD Daily Log
- Daily Ballot Log
- Challenge/Assisted Voter Log
- BMD Ticket Pads
- Seal Verification Log

BROWN UNUSED BALLOT BOX(ES) - the ballots are inside these boxes

WHITE BALLOT CARTON

- Official paper ballots – by sequence and language, in serial number order. Keep in order during inventory
- Ballot inventory form – count your ballots, complete this form and place in Tab 6 of the Blue Envelope
- Secrecy sleeves – for voter privacy and disposable for voter safety-inside the Carton

BROWN BALLOT CARTONS (total number of cartons vary by poll site)

- Official paper ballots – in order by sequence and language, in serial number order. Keep in order during inventory
- Copy (Facsimile) ballots (tan) – English copy of ballot, hand out when a voter requests a ballot in Spanish, Filipino, Vietnamese, or Chinese
- Booth ballots (yellow) – post 1 set in each voting booth (these will be in their own carton, there are 24 sets)

BLUE BIN

STATIONERY KIT

- | | |
|---|---|
| <input type="checkbox"/> Stylus (100) | <input type="checkbox"/> Ballot markers (100) |
| <input type="checkbox"/> Glue sticks (use to close envelopes) | <input type="checkbox"/> Push Pins |
| <input type="checkbox"/> Rolls OF Painter’s Tape (5) | <input type="checkbox"/> Binder clips |
| <input type="checkbox"/> Rubber bands | <input type="checkbox"/> UHU (removable mounting tape to hang up posters) |
| <input type="checkbox"/> Calculators (3) | <input type="checkbox"/> Rulers (6) |
| <input type="checkbox"/> Staplers (3) | <input type="checkbox"/> Magnifying sheets (6) |
| <input type="checkbox"/> Pens (150) | <input type="checkbox"/> Specific needs signature guides (3) |
| <input type="checkbox"/> I Voted stickers | <input type="checkbox"/> ID badges with lanyards (all languages) |
| <input type="checkbox"/> Paper clips | <input type="checkbox"/> Note Pads (7) |
| <input type="checkbox"/> Post-it Notes | <input type="checkbox"/> Scissors (2) |
| <input type="checkbox"/> Tape Measure 100 ft. | <input type="checkbox"/> First Aid Kit |
| <input type="checkbox"/> Voter Help Cards (in all languages) | <input type="checkbox"/> Back Up Supply of Forms |
| <input type="checkbox"/> Trash Bin Liners | <input type="checkbox"/> Scotch Tape (2) |

SUPPLY BOX 1

TABLE ITEMS

- Mini-Flags for Check-in table (7)
- Table Covers (2)
- File Sorters (7)
- Trays- for clean/dirty pens, stylus (12)
- Aprons (2 red, 13 blue)
- Safety Vests (2)

SUPPLY BOX 2

FORMS

- Accident forms/Healthworks info
- Ballot Application Pads in all languages
- Mail Ballot Replacement Translated Handout in all Languages

SUPPLY BOX 3

RED PROVISIONAL BALLOT BAGS (5)

- Provisional Envelopes – Peach (300 English, 50 Spanish, 20 each Filipino/Vietnamese/Chinese)
- Conditional Voter Registration Envelopes – Green (800 English, 225 Spanish, 100 each F/V/C)

APPENDIX: SITE MANAGER SUPER POLL SUPPLY LIST (CONT.)

SUPPLY BOX 4

YELLOW VBM BALLOT BAGS (10)

- Mail Ballot POLLS Replacement Envelopes – Yellow (25)

SUPPLY BOX 5

Clipboards (50)

SUPPLY BOX 6

PERSONAL PROTECTION EQUIPMENT (PPE)

- Disposable Headphone Covers
- Face Shield
- Facial Tissues
- Gloves Staff/Voters
- Hand sanitizer
- Masks – Staff/Voters
- Paper towels
- PDI Super Sani-Cloth® (for disinfectant/cleaner/electronics)
- Hand Sanitizer and stand (2)
- Touchless Thermometer (1)

CARTS

VOTING EQUIPMENT

- Ballot Marking Device (BMD)
- Printer (BMD)
- Laptop (1)
- Cradlepoint (1)
- UPS

METAL COLLAPSIBLE CRATE

- 2-Pack Voting Booths (8)
- ADA/DOJ panel (1)
- BMD Voting Booths (7)
- Extension cords
- Feather flag in case w/base
- Flat brown ballot cartons for spoiled and surrendered ballots, used clipboards (4)
- Flat Official Ballot Box, extra (1)
- Flat white ballot cartons for voted ballots (3)
- Polling Place signs – each yellow bag contains 8 poll signs and stands (2)
- Surge protectors

BMD ADA CART (blue)m

SITE MANAGER YELLOW PACKET CHECKLIST

1. SITE MANAGER Yellow Packet Checklist

Checkmark each task once completed

Pre-Election: Handbook pg. 7 - 8

POLL LOCATION: _____

Date	YELLOW PACKET
	<p>1. Review contents of the Super Poll information Yellow Packet (received upon graduation):</p> <ul style="list-style-type: none"> • Super Poll Location name, address and phone number • Super Poll Location ID number • Poll Worker Board names and contact info • The sequence numbers assigned to the Poll • Location of DART site and hours • Storage Container delivery time and date • Storage Container Security Seal Verification Log • Site Specific Plan Layout • Supply List
	2. Write facility contact name, phone number and email on the inside front cover of handbook
	<p>3. Call the site contact to make personal introduction:</p> <ul style="list-style-type: none"> • Provide site contact with your contact information • Re-confirm: <ul style="list-style-type: none"> ▪ Storage container delivery date, time, and placement location ▪ Facility and Poll room access ▪ Confirm site set-up schedule ▪ Poll staff arrival and departure times ▪ Poll operating hours ▪ Move out and storage container pick-up schedule
	<p>4. Review pictures of poll space:</p> <ul style="list-style-type: none"> • Compare pictures of site to Site Specific Plan Layout
	<p>5. Review pictures of outside poll space:</p> <ul style="list-style-type: none"> • Determine voter line placement • Determine storage container placement
	6. Call Precinct Inspector (PI) to set date and time for meeting at storage container delivery
	TRAINING SITE STORAGE CONTAINER DELIVERY – Saturday, Oct. 17th
	<p>1. If you have been assigned to accept delivery at one of the 24 training sites, arrive at the poll location storage container delivery 30 minutes before scheduled time.</p> <ul style="list-style-type: none"> • Locate storage container placement area • If there are any issues with the delivery site at arrival, especially if delivery is more than 30 minutes late, call ROV phone number on Storage Container Seal Log • Notify your site contact upon arrival

	2. While waiting for delivery, review exterior of facility to assess: <ul style="list-style-type: none"> ▪ Route for equipment delivery ▪ Voter line placement ▪ Call the Poll Worker Hotline to confirm storage container delivery ▪ Call site contact to confirm storage container delivery
	TRAINING SITE SETUP – Monday, Oct. 19th
	1. Assist with setting up assigned training location
	SUPER POLL SITE STORAGE CONTAINER DELIVERY – Beginning Friday, Oct. 23rd through Thurs., Oct. 29th
	1. Locate storage container placement area on day of your scheduled delivery
	2. If there are any issues with the delivery site at arrival, especially if delivery is more than 30 minutes late, call ROV phone number on Storage Container Seal Log
	3. Notify your site contact upon arrival
	4. While waiting for delivery, review exterior of facility to assess <ul style="list-style-type: none"> ▪ Route for equipment delivery ▪ Voter line placement
	5. Call the Poll Worker Hotline to confirm storage container delivery
	6. Call site contact to confirm storage container delivery

Save this checklist with Site Manager Packet until Poll set up, then place signed checklists in the Blue Envelope Tab 6.

Site Manager Printed Name

Site Manager Signature

Date

SITE MANAGER SUPER POLL SET UP CHECKLIST

2. SITE MANAGER Super Poll Set Up Checklist

Checkmark each task once completed

Pre-Election: Handbook pg. 8 - 11

Fri.
10/30/20 POLL LOCATION: _____

	VISIT DART SITE – between 7 a.m. and 10 a.m. on Friday, Oct. 30th
	1. Arrive at DART site at a time that will allow you to be at your Poll site on time
	2. Receive ePollbook cases and complete Chain of Custody form
	3. Receive any other supplies needed from DART
	4. Complete DART site visit and go to Poll
	ARRIVAL AT SUPER POLL LOCATION
	1. Arrive at Poll: <ul style="list-style-type: none"> <input type="checkbox"/> Access Poll by meeting with site contact or other pre-arranged method <input type="checkbox"/> Go over schedule for setup day, clarify site access and end of day lock up procedure with site contact <input type="checkbox"/> Re-confirm Poll schedule and access with site contact <input type="checkbox"/> If not able to access Poll within 15 minutes of pre-arranged time, call the Poll Worker Hotline (858) 565-3360
	PREPARE FOR SETUP
	1. Prepare for Poll Worker arrival: <ul style="list-style-type: none"> <input type="checkbox"/> Set up Poll Worker Sign-In sheet with hand sanitizer bottle, sanitize hands before signing in <input type="checkbox"/> Take health screening items outside Poll and prepare PPE for distribution <input type="checkbox"/> Ensure all Poll Workers answer health screening questions and take their temperature
	2. Use provided site-specific plan layout found in the Yellow Packet to determine: <ul style="list-style-type: none"> <input type="checkbox"/> Any specifics of the site that may require the Super Poll layout to be modified <ul style="list-style-type: none"> ▪ If changing the site-specific layout, call the Poll Worker Hotline to report changes <input type="checkbox"/> Work with the site contact to identify appropriate power outlets for BMDs and ePollbooks as needed
	3. Welcome Poll Workers: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure each Poll Worker answers the three health screening questions and takes their own temperature <input type="checkbox"/> Ensure all Poll Workers have appropriate PPE <input type="checkbox"/> Ensure all Poll Workers have signed in <input type="checkbox"/> Give Poll Workers overview of Poll set up <input type="checkbox"/> Assign Poll Workers to individual stations and provide setup instructions
	SUPPLY INVENTORY
	1. Open Storage Container: <ul style="list-style-type: none"> <input type="checkbox"/> Complete Storage Container Seal Log by following instructions on the form <input type="checkbox"/> Re-lock Storage Container when all supply carts have been taken inside the poll
	2. Ballot Inventory of paper ballots: <ul style="list-style-type: none"> <input type="checkbox"/> Open all ballot cartons by sequence number <input type="checkbox"/> Count and record ballots by language on the Ballot Inventory Form <input type="checkbox"/> Follow instructions on the Ballot Inventory Form <input type="checkbox"/> Write the total count on the Ballot Statement Line as indicated <input type="checkbox"/> Return Ballot Statement to TAB 6 of the Blue Envelope. <input type="checkbox"/> Seal all ballot cartons with Closing Blue Security Seals and mark the UNUSED... box <input type="checkbox"/> All Poll Workers working Ballot Inventory sign the seals

Fri.
10/30/20

STATION AND EQUIPMENT SET UP	
1. Site Manager:	<input type="checkbox"/> Distribute Site Specific Plan layout found in the Yellow Packet to each station <input type="checkbox"/> Give Observer Sign-in Sheet to the Greeter Station <input type="checkbox"/> Set up a Site Manager table with laptop, Cradlepoint and Blue Envelope <input type="checkbox"/> Follow Cradlepoint instructions found in the Appendix of this handbook <input type="checkbox"/> Provide charged walkie talkie to Line Manager <input type="checkbox"/> Place sealed paper roster container under Site Manager table (DO NOT open unless instructed by Hotline) <input type="checkbox"/> Set up any accessibility supplies provided as instructed <input type="checkbox"/> Monitor station set-up
2. Line Manager and Greeter:	<input type="checkbox"/> Use the Site Specific Plan layout to determine the best flow for voters to enter and exit the Super Poll <input type="checkbox"/> Determine Line Manager/Yellow Bag station placement <input type="checkbox"/> Measure 25ft and mark for exit polling and 100ft for electioneering <input type="checkbox"/> Confirm the plan for an exterior line <input type="checkbox"/> Place social distance markers along run of line <input type="checkbox"/> Mark the Observer Box with floor tape <input type="checkbox"/> Prepare the black supply cart with mail ballot replacement envelopes, Mail Ballot Signature Form manila envelope, Yellow Mail Ballot Bag and PPE
3. Check-In:	<input type="checkbox"/> Set up the check-in tables using the Site Specific Plan layout <input type="checkbox"/> Place supplies on check-in and ballot table as shown on page 14 of Handbook <input type="checkbox"/> Set up ePollbooks and ensure Heartbeat connection is made <input type="checkbox"/> For specific instructions, refer to ePollbook Manual found in the Appendix of this Handbook <input type="checkbox"/> Ballots, Blue Envelope and ePollbooks should be placed in a secure location overnight when possible
4. Voting:	<input type="checkbox"/> Assemble and position cardboard voting booths six feet apart <input type="checkbox"/> Assemble BMD stations six feet apart <input type="checkbox"/> Assemble and position one BMD on a blue ADA cart and place near the Greeter Station for easy access <input type="checkbox"/> Place language booth ballots in all voting booths <input type="checkbox"/> Power on and test BMDs using instructions in Handbook pgs. 47 - 48
5. Checkout:	<input type="checkbox"/> Set up carts behind the Check-In Stations with remaining supplies <input type="checkbox"/> Post outside: Voter Bill of Rights in five languages <input type="checkbox"/> Place the Posted Items display Panel (DOJ panel) near the entrance for the voters to read <input type="checkbox"/> Post Voter Assistance poster, Top Two Candidates form as well as any other postings <input type="checkbox"/> Hang American flag behind Check-In Station with stars to the left as you face it <input type="checkbox"/> Post all provided health posters
BEFORE LEAVING THE SITE	
1.	Ensure storage container is locked
2.	Review opening morning procedures for next day with staff
3.	Staff signs out
4.	Enter staff time into KRONOS then shut down laptop
5.	Close and lock poll location according to facility specifics

Place signed checklists in the Blue Envelope Tab 6.

Site Manager Printed Name _____

Site Manager Signature _____

Date _____

2. Site Manager Super Poll Set Up Checklist

Page 2 of 2

SITE MANAGER DAILY CHECKLIST: SATURDAY 10/31/2020 THRU ELECTION DAY 11/3/2020

3. SITE MANAGER Daily Checklist: Saturday 10/31/2020 thru Election Day 11/3/2020

Checkmark each task once completed

Open the Poll: Handbook pg. 16

Sat. 10/31/20	Sun. 11/1/20	Mon. 11/2/20	Tues. 11/3/20	POLL LOCATION: _____
				1. All staff must arrive at assigned in-person voting location at 7:30 a.m. Sat., Sun. and Mon. <ul style="list-style-type: none"> If staff is late/missing, contact the Poll Worker Hotline at (858) 565-3360
				2. All staff must arrive at assigned in-person voting location at 6 a.m. Tuesday - Election Day <ul style="list-style-type: none"> If staff is late/missing, contact the Poll Worker Hotline at (858) 565-3360
				3. Enter Poll, turn on all necessary lights/power and take health screening items outside Poll
				4. Before staff enter the facility: <ul style="list-style-type: none"> All Poll Workers are required to answer the three health screening questions and take their temperature using a touchless thermometer before entering the facility <ul style="list-style-type: none"> If temperature is below 100°F, may proceed to work If temperature is 100°F+, wait 5 minutes re-scan temperature If second temperature reading is below 100°F, may proceed to work If second temperature reading is equal to or greater than 100°F, must leave the building immediately and call Recruiter
				5. Set up Poll Worker Sign-In sheet with hand sanitizer bottle, sanitize hands before signing in
				6. Power on Cradlepoint
				7. Power on laptop
				8. Check Super Poll email and monitor throughout day
				9. Ensure all stations have their daily checklist and understand their duties
				10. Post Site Specific Plan document near Greeter Station
				11. Assist staff with opening procedures (focus at Check-In Station)
				12. Ensure PPE and signage are in place
				13. Ensure equipment and materials are SANATIZED as scheduled

END OF OPENING CHECKLIST

Close the Poll: Handbook pg. 32

Sat. 10/31/20	Sun. 11/1/20	Mon. 11/2/20	Tues. 11/3/20	
				1. Sat, thru Mon. evening ensure that Line Manager announces, "The polls are now closed," at 5 p.m.: <ul style="list-style-type: none"> Voters may continue to arrive for voting and to drop off Mail Ballots, DO NOT end voting before 5:00 p.m.!

Sat. 10/31/20 Sun. 11/1/20 Mon. 11/2/20 Tues. 11/3/20

				2. Election Night Only: Ensure that Line Manager announces, "The polls are now closed," at 8 p.m.: <ul style="list-style-type: none"> • Ensure the Line Manager or another Poll Worker marks the end of the line at 8 p.m. • Voters may NOT join line or drop off Mail Ballots after 8 p.m.
				3. Election Night Only: DO NOT end voting before 8:00 p.m., no closing activities may begin until all voters have completed voting and left the poll
				4. Make sure each station has their Daily Closing Checklist
				5. Collect Daily Checklists and place in TAB 2 of the Blue Envelope
				6. Election Night Only: Remove the Official Ballot Statement from TAB 6 of the Blue Envelope
				7. Election Night Only: Collect completed Daily Ballot Log and BMD Daily Log
				8. Election Night Only: Use Daily Ballot Log, BMD Daily Log and Unused Ballot total to complete the Official Ballot Statement
				9. Election Night Only: Give completed Election Night Ballot Statement to PI or Checkout TI
				10. Election Night Only: Collect completed and signed Closing Checklists and place in TAB 6 of the Blue Envelope
				11. Collect all Poll Worker BMD cards and place them in Official Ballot Pouch for overnight storage
				12. Give Voting Station BMD Tech Cards and instructions for BMD clock time change
				13. Ensure all needed seals and locks for the end of day voted items have been removed and placed on their items
				14. Remove Red Padlock from Official Ballot Pouch, lock pouch and return it to the Blue Envelope TAB 1
				15. Ensure entire Poll location has been SANITIZED according to protocol
				16. Share close of day information and review next day with Poll Workers
				17. Monday night: <ul style="list-style-type: none"> • Go over Election Day Reminders on Handbook pg. 37
				18. Set up Poll Worker Sign-in sheet with hand sanitizer bottle, sanitize hands before signing out, one poll worker stays with Site Manager
				19. Election Night Only: Ensure each staff member signs their line on the Sign-In sheet when entering their time on Election Night
				20. Enter staff time in KRONOS using laptop
				21. Check Super Poll email for updates
				22. Log out of laptop, DO NOT turn laptop off
				23. DO NOT turn off Cradlepoint
				24. Review the remaining steps below before completing this checklist: <ul style="list-style-type: none"> • Turn off lights in Poll room • Secure Poll room and, if necessary, make sure facility is secure for the night with site contact

Sign on Election Night:

Site Manager Printed Name _____

Site Manager Signature _____

Date _____

LINE MANAGER & GREETER STATIONS DAILY CHECKLIST: SATURDAY 10/31/2020 THRU ELECTION DAY 11/3/2020

4. LINE MANAGER & GREETER STATIONS Daily Checklist: Saturday 10/31/2020 thru Election Day 11/3/2020

Checkmark each task once completed

Open the Poll: Handbook pg. 16

Sat. 10/31/20	Sun. 11/1/20	Mon. 11/2/20	Tues. 11/3/20	POLL LOCATION: _____
				1. Place yellow poll signs at major intersections and entrances for maximum visibility
				2. Place feather sign at main entrance to Poll parking lot
				3. Place A-Frame sign where the voter line will start and mark ground with blue tape X
				4. Check condition of blue tape X markers every 6 feet and replace if needed
				5. Check 100-foot Electioneering point and replace if needed
				6. Check 25-foot Exit Poll point and replace if needed
				7. For outside the Poll prepare and stock supplies on a black cart: <ul style="list-style-type: none"> • Yellow Mail Ballot Bag • Ballot Request Forms in all 5 languages • Clipboards • Pens • Mail Ballot Replacement envelopes • I Voted Stickers (for mail ballot drop off voters) • Mail Ballot Signature form envelope • PPE/Sanitizing materials and supplies
				8. Assist First Voter: <ul style="list-style-type: none"> • Show the First Voter that the Yellow Mail Ballot Bag is empty • Lock zipper of the Mail Ballot Bag using a Red Tab Lock • Escort First Voter to Checkout Station to show empty Ballot Box • Seal the Ballot Box with Tamper Evident Seals where indicated
				9. Zip the Yellow Mail Ballot Bag closed and lock with a Red Tab lock, found in the Official Ballot Pouch TAB 1 of the Blue Envelope
				10. Inside the Poll prepare and stock supplies on the Greeter Table: <ul style="list-style-type: none"> • Ballot Request Forms in all 5 languages • Clipboards • Pens • Mail Ballot Replacement envelopes • I Voted Stickers (for mail ballot drop off voters) • PPE/Sanitizing materials and supplies
				11. SANITIZE clipboards, pens, and all other touched items as scheduled

END OF OPENING CHECKLIST

Close the Poll: Handbook pg. 32

Sat. 10/31/20	Sun. 11/1/20	Mon. 11/2/20	Tues. 11/3/20	
				1. Sat. – Mon.: Line Manager: at 5:00 p.m. announce, "The polls are now closed."
				2. Election Night Only: Line Manager: at 8:00 p.m., announce, "The polls are now closed," and one Poll Worker goes to end of line
				3. Election Night Only: 8:00 p.m. Election Night all voters in line at 8:00 p.m. will be allowed to vote or drop off a mail ballot.

4. Line Manager and Greeter Station Checklist

Page 1 of 2

Sat.	Sun.	Mon.	Tues.
10/31/20	11/1/20	11/2/20	11/3/20

				4. Collect and bring in Feather sign and any yellow signs that need to be brought inside overnight
				5. Bring the Line Manager Cart inside the Poll
				6. Give Yellow Bag to PI
				7. Give Mail Ballot Signature Form envelope PI
				8. Re-stock and organize Line Manager Cart for the next day
				9. Re-stock and organize Greeter table for the next day
				10. Charge walkie talkies overnight
				11. SANITIZE Line Manager Cart and Greeter Station

Sign on Election Night:

_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date
_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date
_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date
_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date
_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date

CHECK-IN STATION DAILY CHECKLIST: SATURDAY 10/31/2020 THRU ELECTION DAY 11/3/2020

5. CHECK-IN STATION Daily Checklist: Saturday 10/31/2020 thru Election Day 11/3/2020

Checkmark each task once completed

Open the Poll: Handbook pg. 18

Sat. 10/31/20	Sun. 11/1/20	Mon. 11/2/20	Tues. 11/3/20	POLL LOCATION: _____
				1. Ensure ePollbook power cables are safely and securely plugged in, any loose or long cables need to be taped down
				2. Set up ePollbooks and ensure Heartbeat connection is made
				3. Place supplies on check-in and ballot table(s) as shown on Handbook pg. 14
				4. SANITIZE ePollbooks, stylus pens and all other touched items as scheduled

END OF OPENING CHECKLIST

Close the Poll: Handbook pg. 32

Sat. 10/31/20	Sun. 11/1/20	Mon. 11/2/20	Tues. 11/3/20	
				1. Provide PI an ePollbook to access the Total Check-Ins number for the Daily Ballot Log
				2. Log out all of the ePollbooks for the day, DO NOT turn ePollbooks off.
				3. Re-stock supplies at Check-In Stations and areas
				4. Empty trash from Check-In Stations
				5. SANITIZE all ePollbooks
				6. Collect all Unused Ballot pads
				7. Organize Unused Ballot Pads by Sequence number and Language within Sequences
				8. Consolidate Sequences together in an Unused Ballot Cartons
				9. Consolidate Ballot Pad Stubs in an Unused Ballot Cartons
				10. Election Night Only: One team member gets a piece of scratch paper to record Ballot pad quantities
				11. Election Night Only: Write the quantity remaining in each Ballot pad on a scratch piece of paper. The quantity remaining in each pad can be found by looking along the voter stub of the top Ballot in each pad
				12. Election Night Only: Give the total number of unused ballots to the Site Manager to write on the Ballot Statement
				13. Election Night Only: Organize Ballot Pads within Sequence in Serial Number order using the SN number at the top of the pad
				14. Election Night Only: Record serial numbers by Sequence following the instructions on the top of the Unused Ballot Cartons as the Unused ballots pads are placed in cartons
				15. Election Night Only: Gather all tan Facsimile ballots and yellow Booth Ballots and place in an Unused Ballot Carton
				16. Retrieve as many Closing Blue Security Seals needed from the Official Ballot Pouch
				17. Seal all cartons and mark the UNUSED... checkbox
				18. All Poll Workers sign the seals
				19. Election Night Only: Complete the Carton #/of Total Cartons section on each Unused Ballot Carton

Sat. 10/31/20	Sun. 11/1/20	Mon. 11/2/20	Tues. 11/3/20	
				20. Election Night Only: The sealed Unused Ballot Cartons containing the Unused Ballots, Ballot Pad Stubs, Facsimile and Booth Ballots are returned to DART
				21. SANITIZE Check-In Stations and areas

Sign on Election Night:

_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date
_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date
_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date
_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date
_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date

VOTING STATION DAILY CHECKLIST: SATURDAY 10/31/2020 THRU ELECTION DAY 11/3/2020

6. VOTING STATION Daily Checklist: Saturday 10/31/2020 thru Election Day 11/3/2020

Checkmark each task once completed

Open the Poll: Handbook pg. 18 - 19

Sat. 10/31/20	Sun. 11/1/20	Mon. 11/2/20	Tues. 11/3/20	POLL LOCATION: _____
				1. Ensure any loose or long power cords are taped down and away from foot traffic
				2. Confirm all BMD and printer cable connections are securely plugged in
				3. Ensure printer paper trays are filled
				4. Poll Workers attending the BMD Station take a BMD card from the Official Ballot Pouch located in TAB 1 of the Blue Envelope
				5. Follow the Open the Poll instructions on Handbook pg. 50
				6. Retrieve BMD Daily Log from TAB 6 of the Blue Envelope
				7. Complete the BMD Daily Log for opening the poll
				8. Return the BMD Daily Log to TAB 6 of the Blue Envelope
				9. Ensure all cleaning supplies are available
				10. All Poll Workers attending the BMD Station have a directional flag
				11. SANITIZE voting area and equipment as scheduled

END OF OPENING CHECKLIST

Close the Poll: Handbook pg. 33

Sat. 10/31/20	Sun. 11/1/20	Mon. 11/2/20	Tues. 11/3/20	
				1. Retrieve the BMD Daily Log from the Blue Envelope TAB 6
				2. Record the number of total ballots cast by each BMD on the BMD Daily Log
				3. Return the BMD Daily Log to the Blue Envelope TAB 6
				4. Reset clock on BMDs due to daylight savings time change • Site Manager will provide BMD Tech Card and instructions
				5. Election Night Only: Give the completed BMD Daily Log to the Site Manager
				6. Election Night Only: Follow the Closing the BMD Post Election instructions on Handbook pg. 56 • Do not pack the BMDs on Election Night
				7. Sanitize BMDs, clean all voting booths and areas
				8. Join Checkout Station when tasks are completed

Sign on Election Night:

Poll Worker Printed Name

Poll Worker Signature

Date

Poll Worker Printed Name

Poll Worker Signature

Date

Poll Worker Printed Name

Poll Worker Signature

Date

Poll Worker Printed Name

Poll Worker Signature

Date

CHECKOUT STATION DAILY CHECKLIST: SATURDAY 10/31/2020 THRU ELECTION DAY 11/3/2020

7. CHECKOUT STATION Daily Checklist: Saturday 10/31/2020 thru Election Day 11/3/2020

Checkmark each task once completed

Open the Poll: Handbook pg. 19

Sat. 10/31/20	Sun. 11/1/20	Mon. 11/2/20	Tues. 11/3/20	POLL LOCATION: _____
				1. Make sure sanitizer dispenser is full
				2. Set out used ballot marking pens tray
				3. Set out glue stick
				4. Lay out loose I Voted Stickers
				5. Set out sanitization equipment and materials
				6. Set out Ballot Box and Official Tamper Evident Seals for First Voter
				7. Set out and seal Ballot Box with two Tamper Evident Seals where Indicated
				8. SANITIZE ballot markers and all other touched items as scheduled

END OF OPENING CHECKLIST

Close the Poll: Handbook pg. 33 - 37

Sat. 10/31	Sun. 11/1	Mon. 11/2	Tues. 11/3	
				1. PI - Collect voted ballot packing items and take them to the Checkout Station: <ul style="list-style-type: none"> • Official Ballot Pouch, Ballot Application Security Envelope, Chain of Custody form, Daily Ballot Log from the Blue Envelope • White Voted Ballot Carton and empty Red Bag • Mail Ballot Signature Form manila envelope from Line Manager
				2. PI- Receive Yellow Bag from Line Manager and lock with a Red Tab Lock from the Official Ballot Pouch
				3. PI - Write the Grand Total of both Regular and Provisional Check-Ins for the day from the ePollbook on the Daily Ballot Log
				4. PI - Collect all Ballot Applications and take to Checkout Station
				5. Checkout TI - Remove the Spoiled ballots from the Surrendered and Spoiled ballot containers, sort by Spoiled paper ballots and Spoiled BMD ballots
				6. TI - Count Spoiled paper ballots and write the total on the Daily Ballot Log
				7. TI - Count Spoiled BMD ballots and write the total on the Daily Ballot Log <ul style="list-style-type: none"> • Do not count any BMD test print pages as Spoiled ballots
				8. TI - Place Spoiled ballots into the Surrendered and Spoiled Ballot container and seal with a Closing Blue Security Seal
				9. TI - Check off the Unused, Surrendered... box on the seal
				10. TI - All poll workers assisting sign the Closing Blue Security Seal
				11. TI - Place containers in a secure location overnight
				12. Count all Ballot Applications and write the total on the Daily Ballot Log
				13. Write the total Ballot Applications on the Ballot Application Envelope and complete envelope with Poll Location and Date
				14. Place all Ballot Applications into the envelope and seal the envelope
				15. Put the Ballot Application Security envelope into the Red Bag
				16. Seal the Mail Ballot Signature Form envelope and put it into the Red Bag
				17. Break the seals on the Ballot Box, remove and sort paper ballots, BMD ballots, CVR envelopes, and Provisional envelopes
				18. Count the paper ballots and write the total on the Daily Ballot Log
				19. Place the voted paper ballots into the White Voted Ballot Carton

7. Checkout Station Daily Checklist

Page 1 of 2

Sat. Sun. Mon. Tues.
 10/31 11/1 11/2 11/3

				20. Count the voted BMD ballots and write the total on the Daily Ballot Log
				21. Place voted BMD ballots into the White Voted Ballot Carton on top of the paper Ballots
				22. Remove card from the window of the Red Bag and set next to the Daily Ballot Log
				23. Count the green CVR envelopes
				24. Write the total number of green CVR envelopes on the Daily Voted Ballot Log and on the Red Bag card
				25. Place the green CVR envelopes in the Red Bag
				26. Count the peach Provisional envelopes
				27. Write the total number of peach Provisional envelopes on the Daily Voted Ballot Log and on the Red Bag Card
				28. Place the peach Provisional Envelopes in the Red Bag
				29. Return Red Bag Card to plastic window on Red Bag and zip the bag closed
				30. Lock the Red Bag with a Red Tab Lock from the Official Ballot Pouch
				31. Complete the Carton #/of Total Cartons on all white Voted Ballot Cartons
				32. Election Night Only: Give Daily Ballot Log to Site Manager
				33. Election Night Only: Do not seal White Voted Ballot Carton(s) until Site Manager has completed and returned the Ballot Statement: <ul style="list-style-type: none"> • All Poll Workers sign the Ballot Statement • Place completed Ballot Statement on top of BMD Ballots in the first White Voted Ballot Carton
				34. Remove as many Closing Blue Security Seals from the Official Ballot Pouch as needed to seal all White Voted Ballot Cartons
				35. Seal all white Voted Ballot Cartons and mark the VOTED BALLOTS box
				36. All poll workers sign the Closing Blue Security Seal
				37. PI - Complete Super Poll Official Chain of Custody form <ul style="list-style-type: none"> • Write Super Poll location number and date • Complete Section 1 • PI and Site Manager sign
				38. Review next steps to complete closing procedures: <ul style="list-style-type: none"> • Return the Daily Ballot Log to TAB 2 of the Blue Envelope (On Election Night it has been given to the Site Manager) • Precinct Inspector and one additional poll worker take the voted items to DART: Red Bag with Ballot Application Security Envelope inside, white Voted Ballot Carton plus two, the Yellow Bag and Super Poll Official Chain of Custody form ready for the DART Representative to collect • Keep Chain of Custody receipt, leave cell phone on!
				39. Election Night Only: Pack sealed Unused Ballot Cartons containing Unused Ballots, Stubs, Facsimile and Booth ballots into the trunk of the vehicle for DART Representative
				40. Poll Workers remaining at Poll SANITIZE the Checkout Station

Sign on Election Night:

_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date
_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date
_____	_____	_____
Poll Worker Printed Name	Poll Worker Signature	Date

SITE MANAGER POLL SITE PACK OUT CHECKLIST

8. SITE MANAGER Poll Site Pack Out Checklist

Checkmark each task once completed

Post-Election: Follow this Checklist

Wed. **POLL LOCATION:** _____
11/4/20

PREPARE FOR POLL PACK OUT	
	1. Prepare for Poll Worker arrival <ul style="list-style-type: none"> • Set up Poll Worker Sign-In sheet with hand sanitizer bottle, sanitize hands before signing in • Take health screening items outside Poll and prepare PPE for distribution • Ensure all Poll Workers answer health screening questions and take their temperature
	2. Outside of Poll <ul style="list-style-type: none"> • Unlock Storage Container • Determine path for transport of supply carts from Poll room to Storage Container
	3. Welcome Poll Workers <ul style="list-style-type: none"> • Make sure all Poll Workers have appropriate PPE • Make sure all Poll Workers have signed in • Give Poll Workers overview of Poll Location pack out • Assign Poll Workers to individual pack out teams • Provide each team with pack out direction
	4. Assign Poll Worker pack out teams: <ul style="list-style-type: none"> • Check-In stations and supplies – 3 • BMDs and cardboard voting booths – 3 • Line Manager, Greeter and Check Out stations – 2 • Loading supply carts – 3 • Moving supply carts to Storage Container – 3 • Blue Envelope, Cradlepoint and laptop – SM <ul style="list-style-type: none"> ▪ Keep supply cart with Blue Envelope, Cradlepoint, laptop and ePollbook cases separate to load into Storage Container last
POLLING LOCATION PACK OUT	
	1. Pack Poll supplies: <ul style="list-style-type: none"> • All ePollbooks, power cords and bricks are packed into their cases • Pack cardboard booths into sleeves • Retrieve all Polling Place yellow directional signs from where they were placed around Poll site • Remove all postings from the walls • Pack all remaining envelopes and other supplies on to carts

	<ul style="list-style-type: none"> Remove tape from floor and ground at observer area, outside line, 100 ft. and 25 ft. markers SANITIZE all tables after they are cleared
	2. Separate the supply cart with Cradlepoint, laptop, ePollbook cases and Blue Envelope to load into Storage Container last
	3. When all supply carts have been loaded safely with supplies move them to Storage Container
	4. When all supply carts have been loaded into Storage Container, Site Manager and PI tour interior and exterior of Poll facility to ensure all items have been packed and site is left in a clean condition
	END LOCATION PACK OUT
	1. Thank staff for their work during the Election
	2. Set out Poll Worker Sign-In sheet with hand sanitizer bottle, sanitize hands before signing in or out
	3. Staff signs out
	4. Place Sign-In sheet in TAB 2 of the Blue Envelope
	5. Complete and approve staff KRONOS
	5. Shut down and pack laptop
	6. Turn off and pack Cradlepoint
	7. Before placing this checklist in TAB 6 of the Blue Envelope review the next steps: <ul style="list-style-type: none"> Place cart with Blue Envelope, Cradlepoint, ePollbooks and laptop in Storage Container Close and lock Poll Location according to facility specifics Close and lock Storage Container Inform Site Contact that the Poll has packed out and Storage Container is loaded, thank Site Contact for their assistance Call Hotline to let them know that Poll pack out is complete: (858) 565-3360
✓	8. Great work on the 2020 Presidential General Election, thank you!

Place signed checklist in the Blue Envelope TAB 6.

Site Manager Printed Name

Site Manager Signature

Date

APPENDIX: CRADLEPOINT INSTRUCTIONS

Cradlepoint Instructions

Components: Cradlepoint, power adapter/cable



1. Open lid of Cradlepoint case (Fig. A)
2. Open all fan caps on either sides of the case before turning on the battery. Leave fan caps always open (Fig. B)
3. Plug Cradlepoint power cable into device. Then, plug other end into power source (Fig. C)
4. Turn on the battery by holding down the silver button (Fig. D)
5. Turn on AC switch (Fig. E). **This switch should never be turned off.**

The Cradlepoint is now ready



A



B



C



D



E



Reminders

- On Oct.30th (Super Poll set up day), allow a minimum of five minutes for Cradlepoint to start-up each morning

Updated September 2020

San Diego County
California

Precinct Central

Electronic Poll Book

Super Polls - Poll Worker Training Guide



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Assembly

- 1** The Touchpad carrying case should be set on the check-in table as pictured.



- 2** Open the case by unlatching the two locks at the top of the case.



- 3** Once opened, you will see 3-4 Touchpads and charging cords. Remove the Touchpads, charging cords and styli from the case and set them on the table.



- 4** Power on the Cradlepoint. For more Cradlepoint instructions, see page A39 (Appendix) of the Poll Worker Handbook.



- 5** Open your Touchpad by inserting your finger under the tab opposite the hinge. Open the case as if opening a book, breaking the binding and flipping it open. Set the touchpad on the table.



- 6** Once the Touchpad has been properly set up, locate the power port on the right-hand side of the unit.



- 7** Insert the compatible end of the white charging cord into the charging port on the Touchpad.



- 8** Plug the other end of the charging cord into the USB charging brick.



- 9** Plug the brick into the power outlet. The Touchpad will turn on automatically.



- 10** Your hardware is now set up and you are ready to log in to the Touchpad.

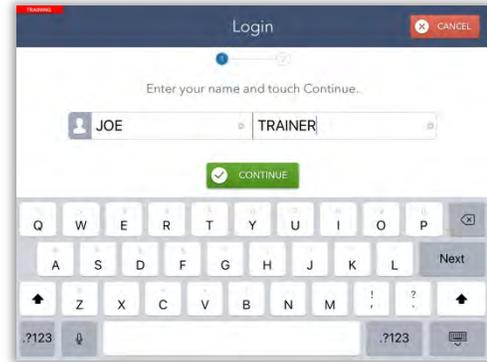


Logging into the ePollbook

- 1 The EPB application will automatically launch. Touch the green **START** button to begin logging in.



- 2 Enter your full first and last name using the pop-up keyboard and touch **CONTINUE**.



- 3 Enter the password given then touch **UNLOCK DEVICE**.



- 4 After the Touchpad has been unlocked, you will be redirected to the **Launchpad** screen and ready to begin checking in voters.



Home Screen

This is your Home Screen. After every check-in, you should arrive back at this screen.



At the top of the screen you will see

- 1 Troubleshooting Menu
- 2 Election Name
- 3 Launchpad Menu

At the bottom of the screen you will see

- 4 Location you are logged into, your job title, and your name
- 5 Heartbeat Information - Connectivity and sideways status
- 6 Battery status

Green and Orange Buttons

To manually search for a voter, touch the green **Manual Voter Search** button.

To scan a voter information guide touch the orange **Scan Voter Info Guide** button.

Home Screen Menu

The Home Screen Menu provides menu options to access additional system functions.



The Launchpad Menu provides further menu options:

- | | |
|---|--|
| 1 | CHECK-IN LOGS – Use this feature to view a running log of all check-ins. |
| 2 | CHECK-IN TOTALS – View running totals of different ballot styles issued throughout the day |
| 3 | PROCESS CVR – Process a Conditional Voter Registration transaction. |
| 4 | LOGOUT – Use this feature to temporarily logout for a break or to close the election at the end of the day. |

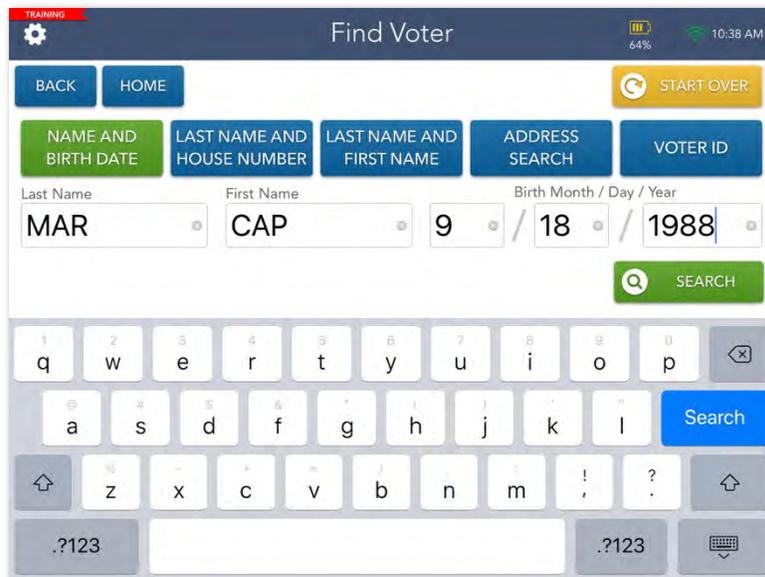
Searching for a Voter

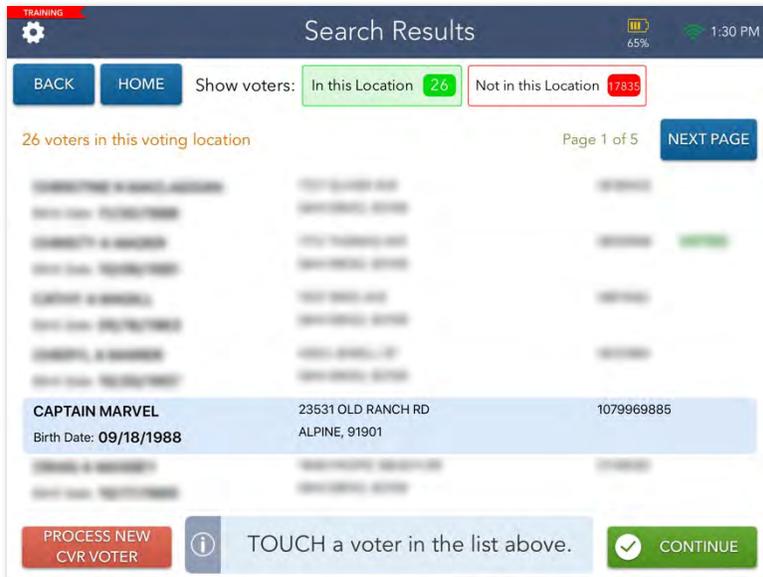
Manual Voter Search

To search for a voter using a valid ID type, using a Ballot Application, touch the green **MANUAL VOTER SEARCH** button on the Launchpad screen.



Using information provided by the voter, use one of the five available search options to search for the voter's record. Enter the voter's information into the search fields chosen by using the on-screen keyboard and touch the green **SEARCH** button to continue.

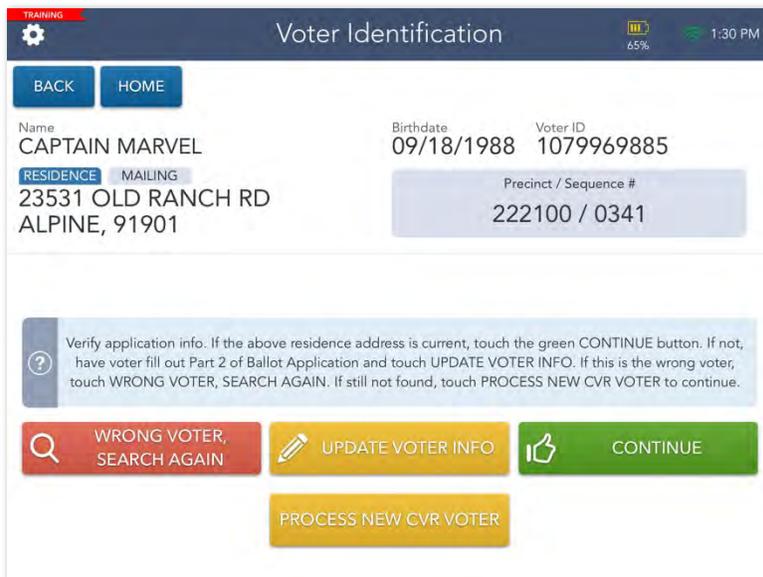




If only one voter matches the search criteria, the Voter Identification screen will appear automatically. Continue checking in your voter.

If more than one voter matches the search criteria, your screen will look like the one on the left with a list of all possible matches. Touch the correct voter from the list and then touch the green **CONTINUE** button.

If voter is still not found, check the “Not in this Location” tab.



After you select a voter, you will be redirected to the **Voter Identification** screen. The voter’s information will be displayed. Touch **CONTINUE** to navigate to the **Voter Eligibility** screen.

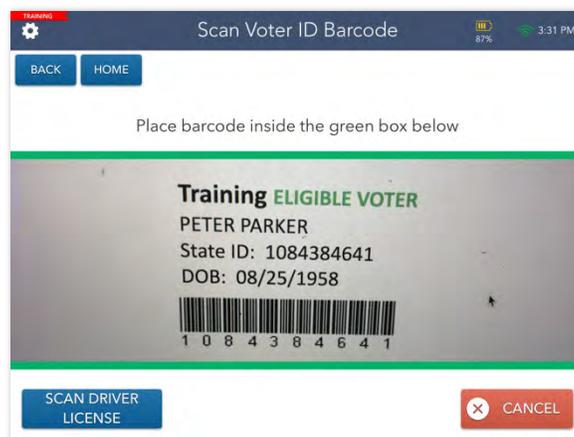
Scan Voter Info Guide

To search for a voter using their Sample Ballot, touch the orange **SCAN VOTER INFO GUIDE** button on the Launchpad screen.

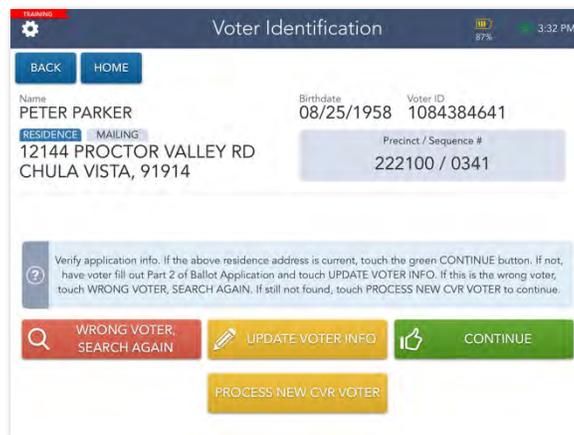


Place the Sample Ballot in front of the camera lens on the back of the Touchpad so that it can be seen in the green box on the screen. The Touchpad will begin scanning automatically.

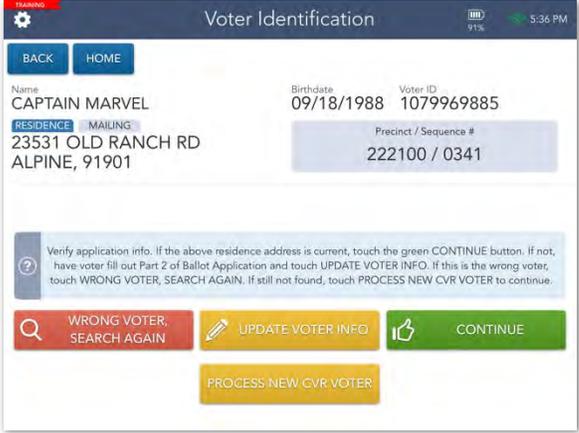
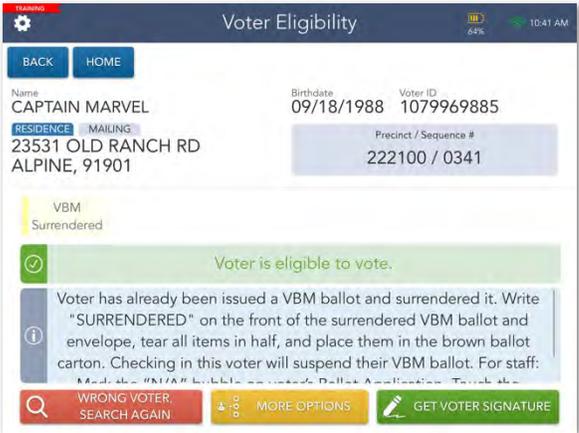
Alternatively, if the voter would like to be checked in using their driver's license, you can do so by selecting the **SCAN DRIVER LICENSE** button at the bottom-left corner of the screen and following the same procedures. Do not request a driver's license from the voter.



After you've scanned the voter's ID, you will be redirected to the **Voter Identification** screen. The voter's information will be displayed. Touch **CONTINUE** to navigate to the **Voter Eligibility** screen.



VBM Ballot Issued Voter Check-In

<p>1</p>	<p>Once you have found the correct voter, their information will display on the Voter Eligibility screen.</p> <p>Read instructions on this page before proceeding. If voter information is current, select CONTINUE to begin processing them.</p> <p>Select CONTINUE to begin processing them.</p>	
<p>2</p>	<p>Ask the voter if they have brought their vote-by-mail (VBM) ballot with them to surrender.</p> <p>If the voter has brought their ballot with them, select YES and place the ballot into the surrendered VBM envelope.</p> <p>If they haven't, select NO.</p>	
<p>3</p>	<p>If the voter is eligible to vote via a regular ballot, the screen will display a green "Voter is eligible to vote" message. Follow the instructions displayed in the blue message below to process the voter.</p> <p>Select GET VOTER SIGNATURE to continue.</p>	

4

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the **DONE** button.



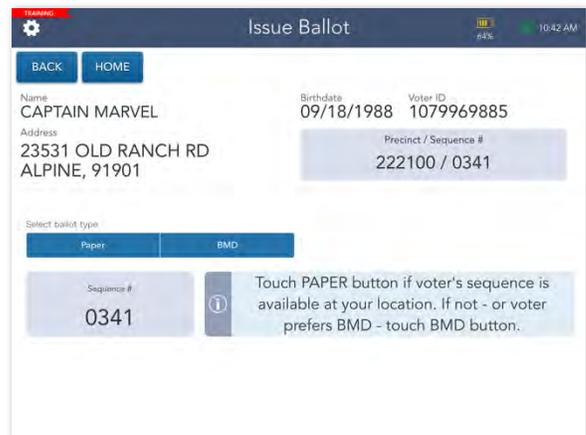
5

Flip the screen back toward you and confirm that voter's signature has been captured. Select the **ISSUE BALLOT** button to continue.



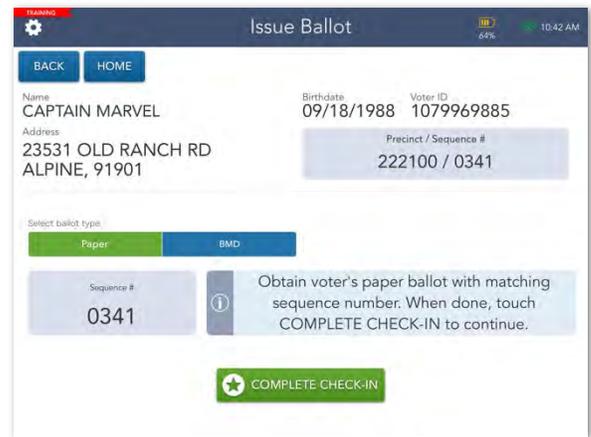
6

The Touchpad does not automatically select a ballot type, so you will need to do so manually. Under the Select Ballot Type field, select Paper if voter's paper ballot sequence number is available. Select BMD if voter's paper ballot sequence is NOT available or voter asks to use the BMD.



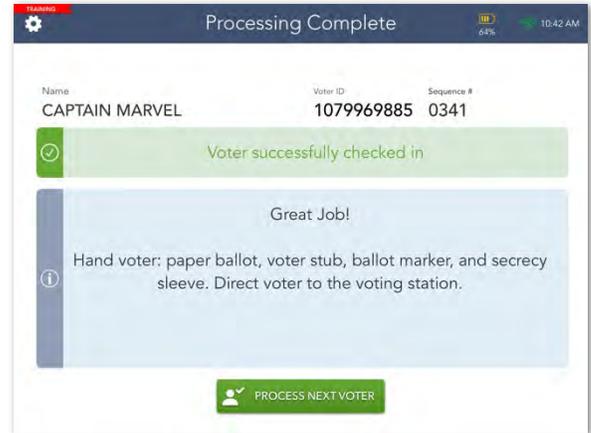
7

The ballot type button will turn **green** once it has been selected.
Review the procedures for the selected ballot type in the blue box then select **COMPLETE CHECK-IN**.

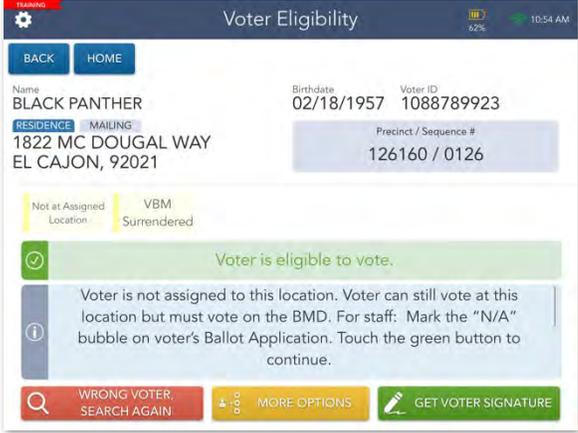
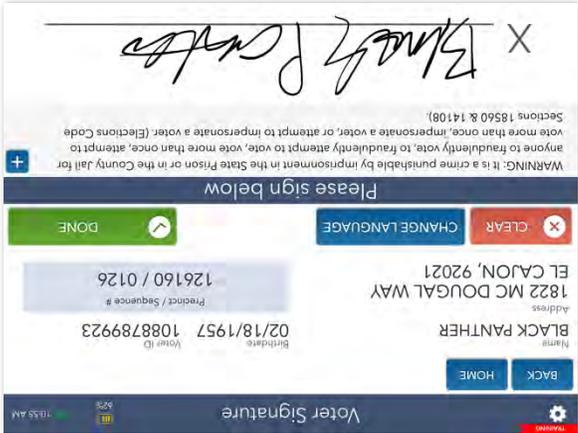
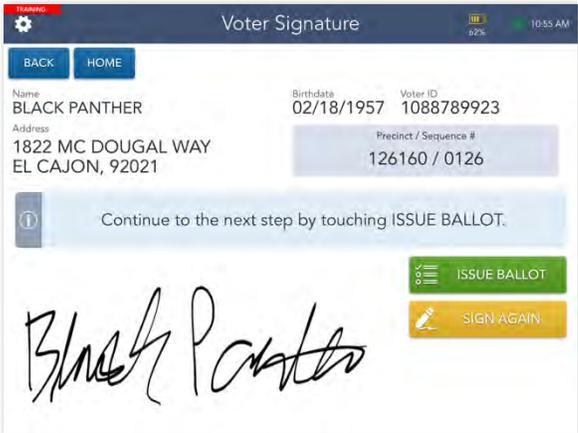


8

Congratulations! The voter has been successfully checked in. Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.



Voter Not at the Assigned Location

<p>1</p>	<p>If a voter is not assigned to your location, they can still vote at your location, but must do so using the BMD.</p> <p>Select the GET VOTER SIGNATURE button to begin processing the voter.</p>	
<p>2</p>	<p>The Voter Signature screen will appear. Tilt the Touchpad screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the DONE button.</p>	
<p>3</p>	<p>Flip the screen back toward you and confirm that voter's signature has been captured. Select the ISSUE BALLOT button to continue.</p>	

4

Remember, voters not assigned to your location **must** vote electronically on the BMD.

The Touchpad does not automatically select a ballot type for these voters, so you will need to do so manually.

Select **BMD** under the **Select ballot type** field.

The screenshot shows the 'Issue Ballot' interface. At the top, there are 'BACK' and 'HOME' buttons. The voter's name is 'BLACK PANTHER', birthdate is '02/18/1957', and voter ID is '1088789923'. The address is '1822 MC DOUGAL WAY EL CAJON, 92021'. The precinct/sequence number is '126160 / 0126'. Under 'Select ballot type', there are two buttons: 'Paper' and 'BMD'. Below these, a 'Sequence #' field shows '0126'. A blue information box contains the text: 'Touch PAPER button if voter's sequence is available at your location. If not - or voter prefers BMD - touch BMD button.'

5

The BMD ballot type button will turn **green** once it has been selected.

Write the voter's **Sequence #** on a BMD ticket then select **COMPLETE CHECK-IN**.

This screenshot is similar to the previous one, but the 'BMD' button is now highlighted in green. The 'Sequence #' field still shows '0126'. The blue information box now says: 'Write voter's sequence number on a BMD ticket. When done, touch COMPLETE CHECK-IN to continue.' At the bottom, a green button with a star icon and the text 'COMPLETE CHECK-IN' is visible.

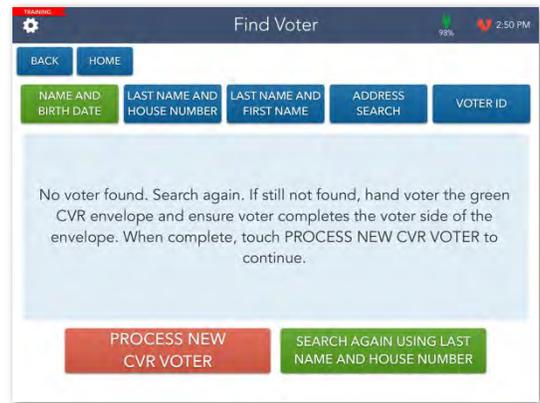
6

Congratulations! The voter has been successfully checked in. Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.

The screenshot shows the 'Processing Complete' screen. It displays the voter's name 'BLACK PANTHER', voter ID '1088789923', and sequence number '0038'. A green checkmark icon is next to the text 'Voter successfully checked in'. Below this, a blue information box says 'Great Job!' and provides instructions: 'Hand voter: BMD ticket and a secrecy sleeve. For CVR and Provisional voters only- Hand voter: BMD ticket and their envelope. Direct voter to the voting station.' At the bottom, a green button with a person icon and the text 'PROCESS NEXT VOTER' is visible.

Conditional Voter Registration

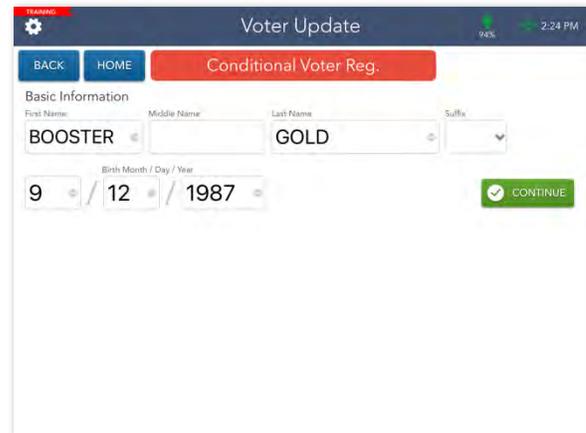
1



If a voter cannot be found in the ePollbook, you will process them as a CVR. A Conditional Voter Registration (CVR) can be initiated by selecting the **PROCESS CVR** link on the **Launchpad** menu or by pressing the **PROCESS NEW CVR VOTER** button on the **Find Voter** screen.

2

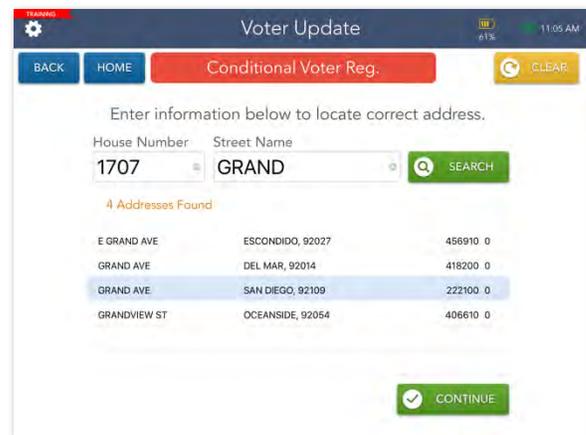
Enter the voter's **name** and **date of birth** in the provided fields then select **CONTINUE**.



3

Enter the voter's **house number** and **street name** in the provided fields, then press the **SEARCH** button.

Select the voter's address then press **CONTINUE**.



4

If the voter's address includes an apartment number, select **YES** to add this information. Otherwise, select **NO** to continue.



5

If the voter has a separate mailing address, select the **Edit/Change Mailing Address** checkbox and enter this information. If not, you may skip this step.

Select **CONTINUE** to move onto the next step.



6

The screen will flip, allowing the voter to verify that their information is correct. Tilt the screen toward them.

If the information is correct, have the voter select **CONTINUE**.

If it is incorrect, have voter select **NOT CORRECT**. This will allow you to make changes as needed.



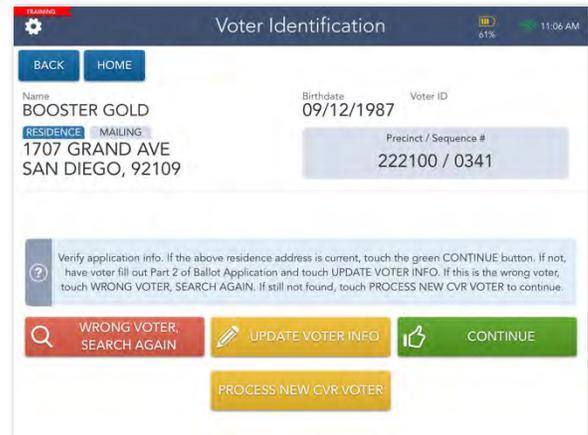
7

Once the voter has verified that their information is correct, tilt the screen back toward you and select **CONTINUE**.



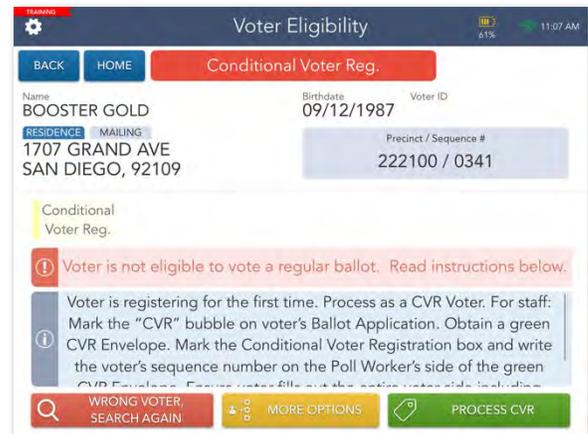
8

Once you have completed the Conditional Voter Registration process, you will be redirected to the **Voter Identification** page. Select **CONTINUE**.



9

Now that the voter's registration has been created, you will be able to process them as a **CVR** voter. Select **PROCESS CVR** to continue.



10

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the **DONE** button.



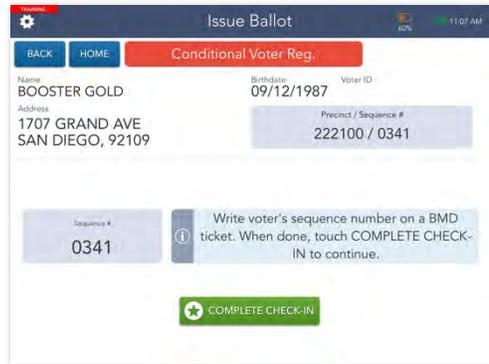
11

Flip the screen back toward you and confirm that voter's signature has been captured. Select the **ISSUE BALLOT** button to continue.



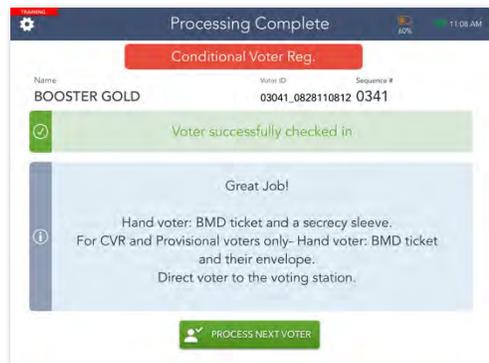
12

The voter's **Sequence #** will appear on the screen. Write this number on a **BMD ticket** then touch **COMPLETE CHECK-IN**.



13

Congratulations! The voter has been successfully checked in. Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.



Residential Address Change (SB207)

1

If a voter would like to update their address before voting, select the **UPDATE VOTER INFO** button on the **Voter Identification** screen. This process can also be initiated from the Voter Eligibility screen under MORE OPTIONS.

The screenshot shows the 'Voter Identification' screen. At the top, there are 'BACK' and 'HOME' buttons. The voter's name is HAL JORDAN, birthdate is 11/02/1991, and voter ID is 1195326886. The residence address is 1835 E MAIN ST RT EL CAJON, 1835, and the precinct/sequence number is 222100 / 0341. A message box asks the user to verify the application info. At the bottom, there are buttons for 'WRONG VOTER, SEARCH AGAIN', 'UPDATE VOTER INFO', 'CONTINUE', and 'PROCESS NEW CVR VOTER'.

2

Select the **EDIT** button next to the **Residence Address** field.

The screenshot shows the 'Voter Update' screen. It prompts the user to 'Touch EDIT to Update Information Below'. The voter's name is HAL JORDAN, and the residence address is 1835 E MAIN ST RT EL CAJON, 1835. There are 'EDIT' buttons next to the name and residence address fields. At the bottom, there is a 'CONTINUE' button.

3

Enter the voter's **house number** and **street name** in the provided fields, then press the **SEARCH** button.

Select the voter's new address then press the **CONTINUE** button.

The screenshot shows the 'Voter Update' screen with search results. The user has entered '1707' for the house number and 'GRAND' for the street name. The search results show 4 addresses found: E GRAND AVE ESCONDIDO, 92027 (456910 0), GRAND AVE DEL MAR, 92014 (418200 0), GRAND AVE SAN DIEGO, 92109 (222100 0), and GRANDVIEW ST OCEANSIDE, 92054 (406610 0). The 'GRAND AVE SAN DIEGO, 92109' address is highlighted. At the bottom, there is a 'CONTINUE' button.

4

If the voter's address includes an apartment number, select **YES** to add this information. Otherwise, select **NO** to continue

The screenshot shows the 'Voter Update' app interface. At the top, there is a status bar with 'TRAINING', a gear icon, 'Voter Update', signal strength, 56% battery, and 11:29 AM. Below the status bar are 'BACK' and 'HOME' buttons. The main content area displays the address '1707 GRAND AVE SAN DIEGO, 92109'. Below the address, it asks 'Is there an apartment number?' with two buttons: a red 'NO' button with a close icon and a green 'YES' button with a checkmark icon.

5

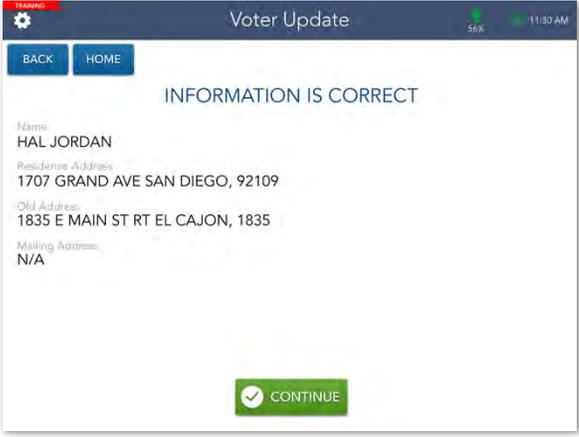
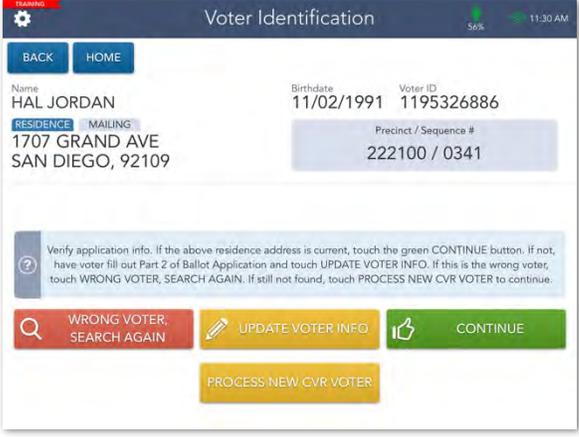
If the voter has a separate mailing address, select the **Edit/Change Mailing Address** checkbox and enter this information. If not, you may skip this step.
Select **CONTINUE** to move onto the next step.

The screenshot shows the 'Voter Update' app interface. At the top, there is a status bar with 'TRAINING', a gear icon, 'Voter Update', signal strength, 56% battery, and 11:29 AM. Below the status bar are 'BACK', 'HOME', and 'CLEAR' buttons. The main content area is titled 'Mailing Address' and includes an 'Edit/Change Mailing Address' checkbox. Below the title are input fields for 'Address Line 1', 'Address Line 2', and 'Country'. Below these are input fields for 'City', 'State', and 'ZIP Code'. A green 'CONTINUE' button with a checkmark icon is located at the bottom right.

6

Confirm that all necessary fields have been updated then press **CONTINUE**.

The screenshot shows the 'Voter Update' app interface. At the top, there is a status bar with 'TRAINING', a gear icon, 'Voter Update', signal strength, 56% battery, and 11:30 AM. Below the status bar are 'BACK' and 'HOME' buttons. The main content area is titled 'Touch EDIT to Update Information Below'. It lists the following information: Name: HAL JORDAN; Residence Address: 1707 GRAND AVE SAN DIEGO, 92109; Old Address: 1835 E MAIN ST RT EL CAJON, 1835; Mailing Address: N/A. There are 'EDIT' buttons next to the Residence Address and Mailing Address. A green 'CONTINUE' button with a checkmark icon is located at the bottom center.

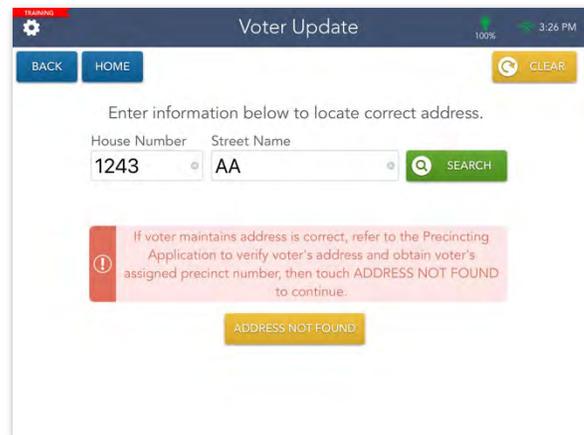
<p>7</p>	<p>The screen will flip, allowing the voter to verify that their updated address is correct. Tilt the screen toward them.</p> <p>If the updated address is correct, have the voter select CONTINUE.</p> <p>If it is incorrect, have voter select NOT CORRECT and repeat steps 2-6.</p>	
<p>8</p>	<p>Once the voter has confirmed their updated address, tilt the screen back toward you and select CONTINUE.</p>	
<p>9</p>	<p>Now that the voter's address has been updated, select CONTINUE to begin the check-in process.</p>	

Unconfirmed Address

1

If a voter provides an invalid address or one that cannot be found but insists that it is correct, you can manually enter it while updating their information and process them as a **CVR** voter. This will allow them to vote via an electronic (**BMD**) CVR ballot.

After two searches have been performed, an **ADDRESS NOT FOUND** button will appear. Select this button to begin updating the voter's address



Voter Update

Enter information below to locate correct address.

House Number: 1243 Street Name: AA

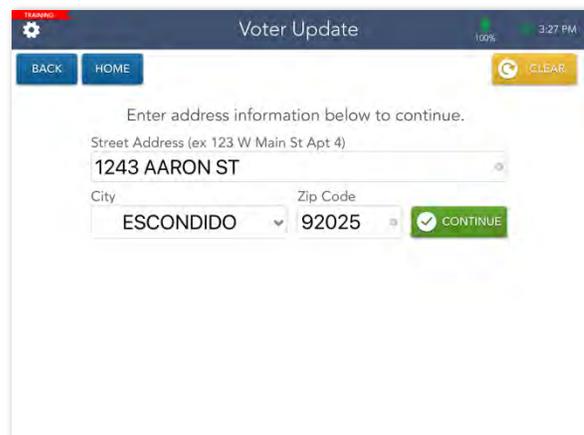
SEARCH

If voter maintains address is correct, refer to the Precincting Application to verify voter's address and obtain voter's assigned precinct number, then touch ADDRESS NOT FOUND to continue.

ADDRESS NOT FOUND

2

Enter the address provided by the voter then select **CONTINUE**.



Voter Update

Enter address information below to continue.

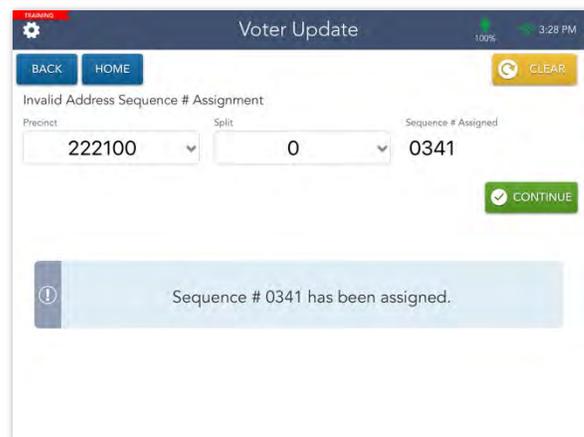
Street Address (ex 123 W Main St Apt 4): 1243 AARON ST

City: ESCONDIDO Zip Code: 92025

CONTINUE

3

Use the **Precincting Application** on the laptop to determine the precinct the voter should be assigned to then select it from the **Precinct** dropdown. This will assign the voter a **Sequence #**. Once you have done this, select **CONTINUE**.



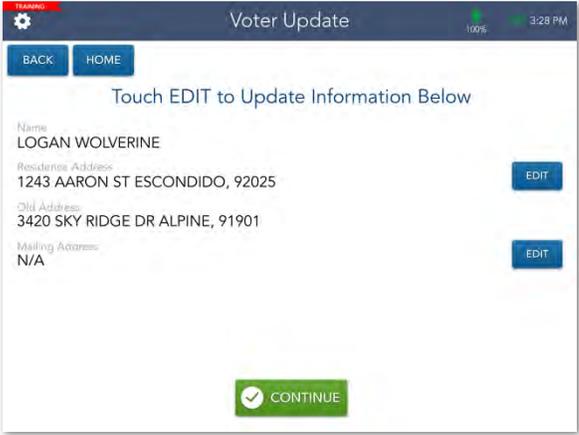
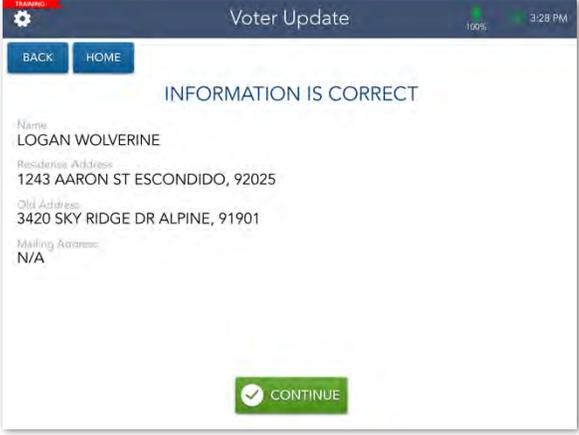
Voter Update

Invalid Address Sequence # Assignment

Precinct: 222100 Split: 0 Sequence # Assigned: 0341

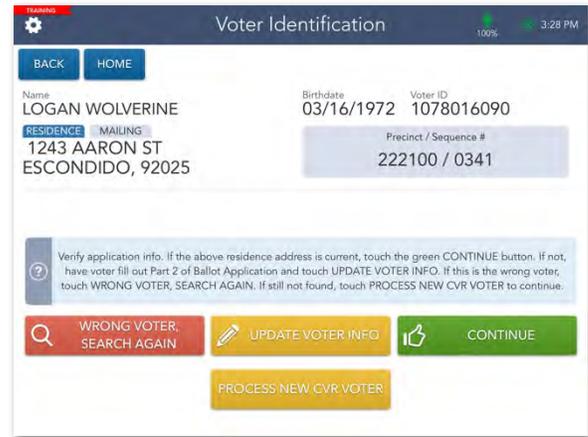
CONTINUE

Sequence # 0341 has been assigned.

<p>4</p>	<p>Confirm that all necessary fields have been updated then press CONTINUE.</p>	
<p>5</p>	<p>The screen will flip, allowing the voter to verify that their updated address is correct. Tilt the screen toward them.</p> <p>If the updated address is correct, have the voter select CORRECT.</p> <p>If it is incorrect, have voter select NOT CORRECT. This will allow you to make changes as needed.</p>	
<p>6</p>	<p>Once the voter has confirmed their updated address, tilt the screen back toward you and select CONTINUE.</p>	

7

Once the voter's address has been updated, you will be able to process them as a **CVR** voter. Select **CONTINUE** to begin this process.

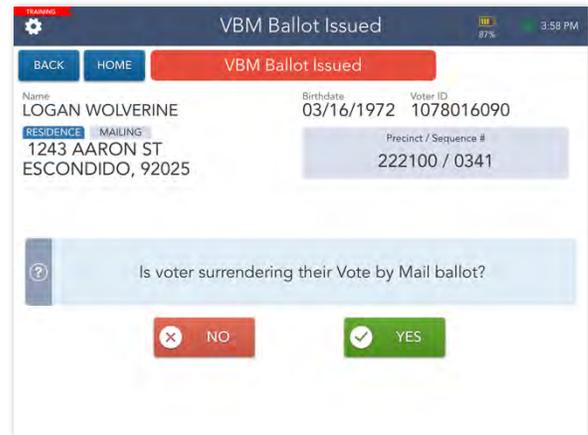


8

Ask the voter if they have brought their **vote-by-mail** (VBM) ballot with them to surrender.

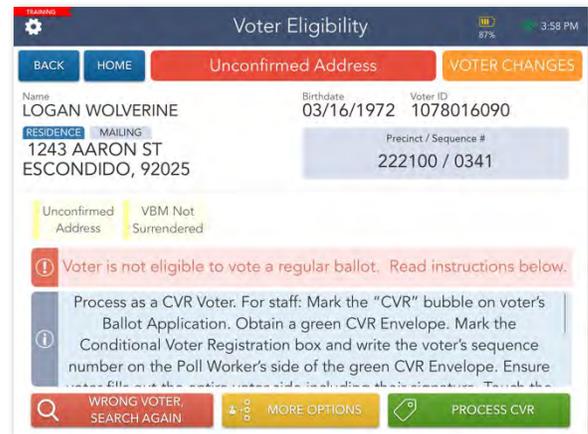
If the voter has brought their ballot with them, select **YES** and place the ballot into the **surrendered VBM** envelope.

If they haven't, select **NO**.



9

A yellow **Unconfirmed Address** flag display on the **Voter Eligibility** page for voter's whose addresses could not be verified. Select **PROCESS CVR** to continue.



10

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the **DONE** button.



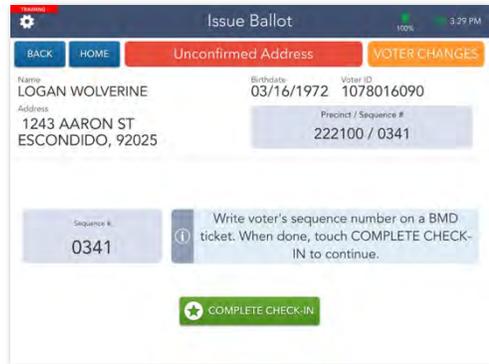
11

Flip the screen back toward you and confirm that voter's signature has been captured. Select the **ISSUE BALLOT** button to continue.



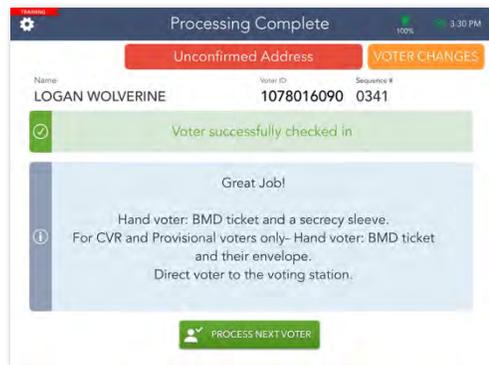
12

The voter's **Sequence #** will appear on the screen. Write this number on the voter's BMD ticket then select **COMPLETE CHECK-IN**.

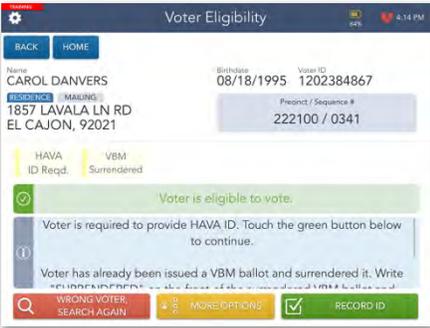
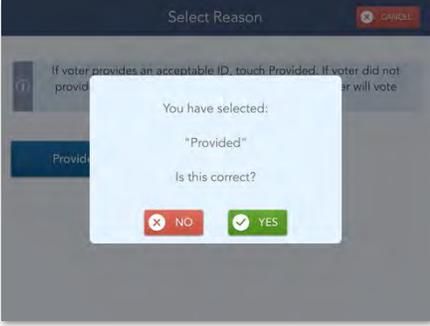


13

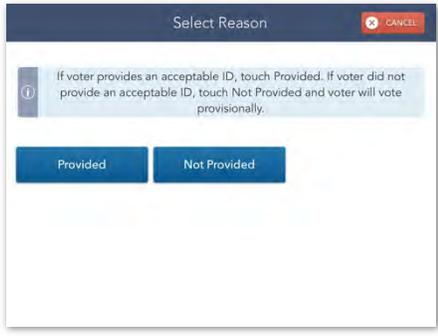
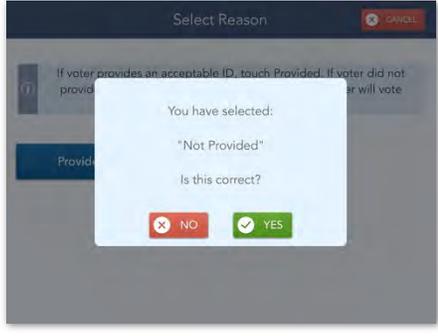
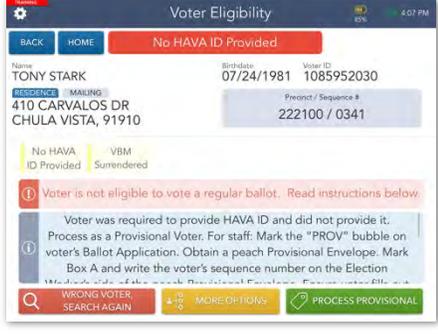
Congratulations! The voter has been successfully checked in. Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.



HAVA ID Required: Photo ID Provided

<p>1</p>	<p>If a voter is flagged as needing to fulfill a HAVA ID requirement, they will need to provide a valid form of photo ID to vote regularly on Election Day. Select the RECORD ID button to continue.</p>	
<p>2</p>	<p>Select the Provided button if the voter has provided a valid form of photo ID.</p>	
<p>3</p>	<p>A prompt will appear. Select YES to confirm that the voter has provided a valid form of photo ID.</p>	
<p>4</p>	<p>The Voter Signature screen will appear. Tilt the screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the DONE button. Once they have done this, tilt the screen back toward you and continue processing them as you would a regular voter.</p>	

No HAVA ID Provided

<p>1</p>	<p>If a voter is flagged as needing to fulfill a HAVA ID requirement, they will need to provide a valid form of photo ID to vote regularly on election day.</p> <p>If a voter does not provide a valid form of ID, they are ineligible to vote via a regular ballot and will need to be processed as a provisional voter.</p> <p>Select the RECORD ID button to continue.</p>	
<p>2</p>	<p>Select the Not Provided button.</p>	
<p>3</p>	<p>A prompt will appear. Select YES to confirm that the voter has not provided a valid form of photo ID.</p>	
<p>4</p>	<p>You will be redirected to the Voter Eligibility page. Select the PROCESS PROVISIONAL button to continue.</p>	

5

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the **DONE** button.



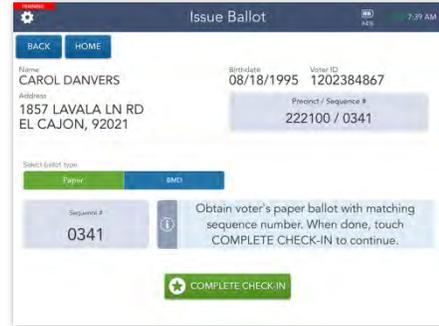
6

Flip the screen back toward you and confirm that voter's signature has been captured. Select the **ISSUE BALLOT** button to continue.



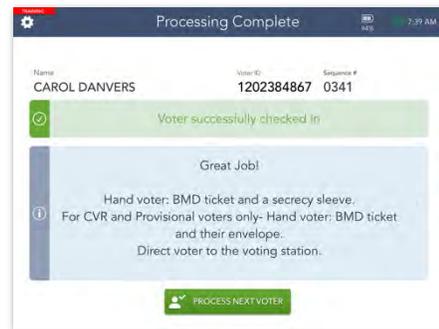
7

The voter's Sequence # will appear on the screen. This voter will vote on the BMD. Under Select Ballot Type, touch BMD, and then touch **COMPLETE CHECK-IN** to complete the check-in process.



8

Congratulations! The voter has been successfully checked in. Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.

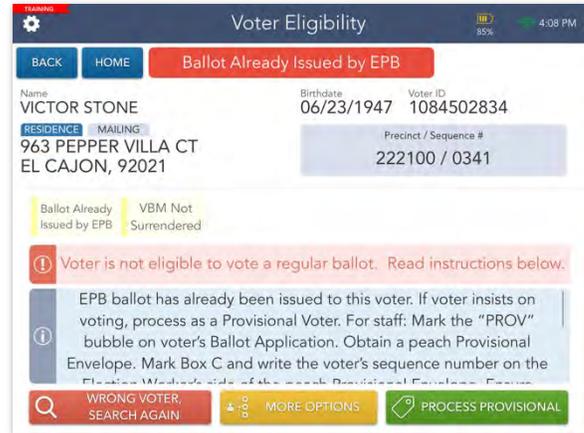


Ballot Already Issued by EPB

1

The Touchpad will identify any voter who has already voted during an election. However, if the voter still insists on voting at your polling location, you may process them as a **provisional** voter.

Select **PROCESS PROVISIONAL** to begin this process.



2

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the **DONE** button.



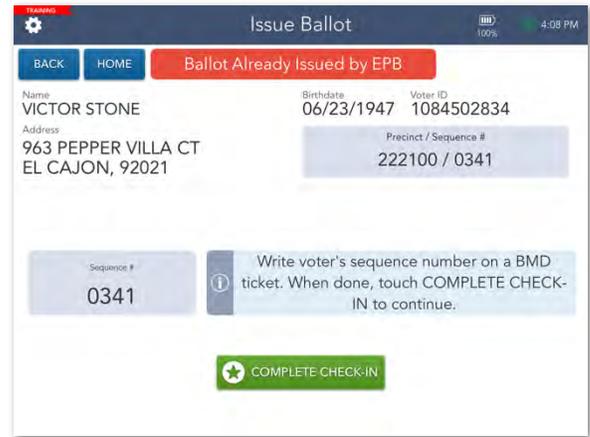
3

Flip the screen back toward you and confirm that voter's signature has been captured. Select the **ISSUE BALLOT** button to continue.



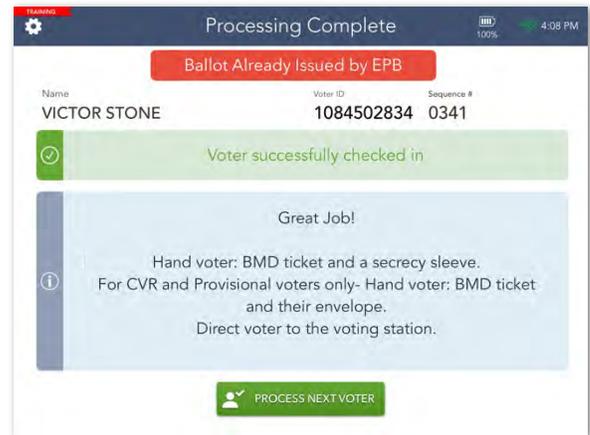
4

The voter's **Sequence #** will appear on the screen. Write this number on a **BMD ticket** then select **COMPLETE CHECK-IN**.

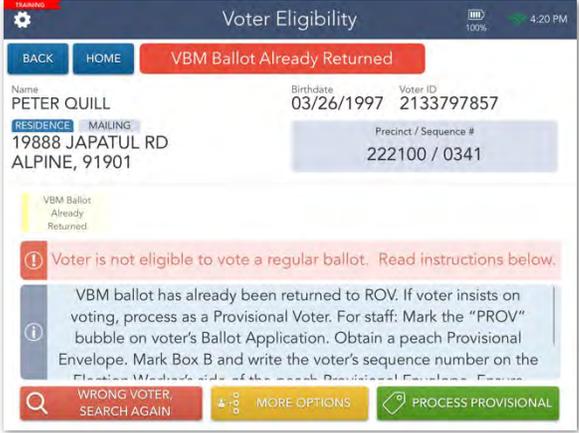


5

Congratulations! The voter has been successfully checked in. Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.

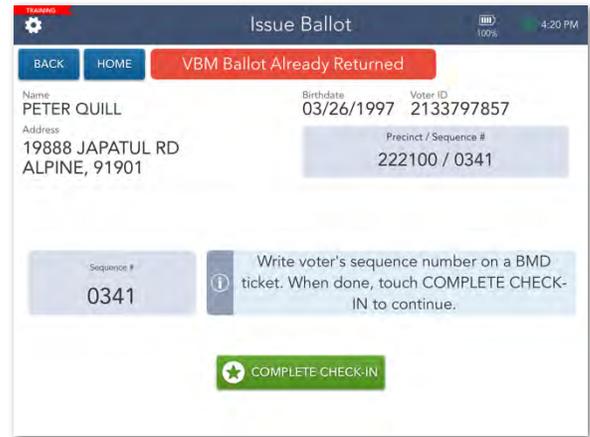


VBM Ballot Already Returned

<p>1</p>	<p>The Touchpad will identify any voter who has already returned their vote-by-mail ballot. These voters are ineligible to vote via a regular ballot. However, if the voter still insists on voting at your polling location, you may process them as a provisional voter.</p> <p>Select PROCESS PROVISIONAL to begin this process.</p>	
<p>2</p>	<p>The Voter Signature screen will appear. Tilt the Touchpad screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the DONE button.</p>	
<p>3</p>	<p>Flip the screen back toward you and confirm that voter's signature has been captured. Select the ISSUE BALLOT button to continue.</p>	

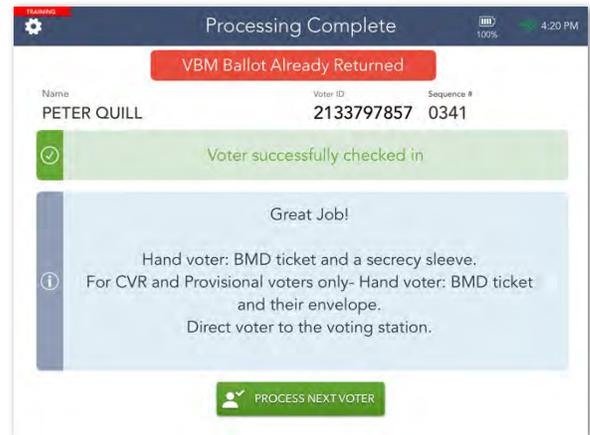
4

The voter's **Sequence #** will appear on the screen. Write this number on a **BDM ticket** then select **COMPLETE CHECK-IN**.



5

Congratulations! The voter has been successfully checked in. Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.

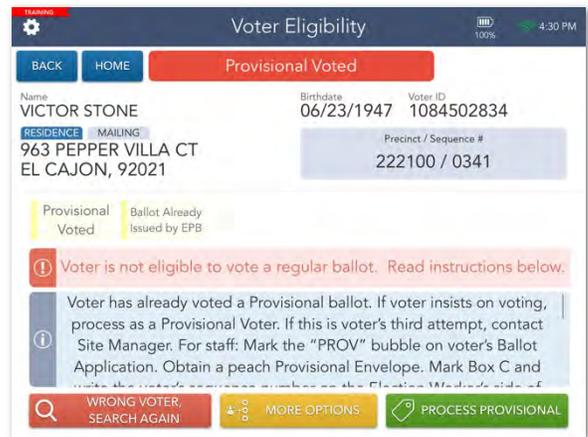


Provisional Voted

1

The Touchpad will identify any voter who has already voted provisionally during an election. However, if the voter still insists on voting at your polling location, you may process them as a **provisional** voter.

Select **PROCESS PROVISIONAL** to begin this process.



2

The **Voter Signature** screen will appear. Tilt the Touchpad screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the **DONE** button.



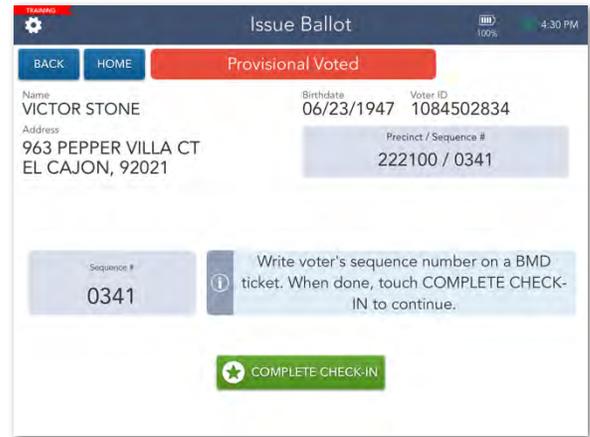
3

Tilt the screen back toward you and verify that a complete and valid signature has been captured. Select the **ISSUE BALLOT** button to continue.



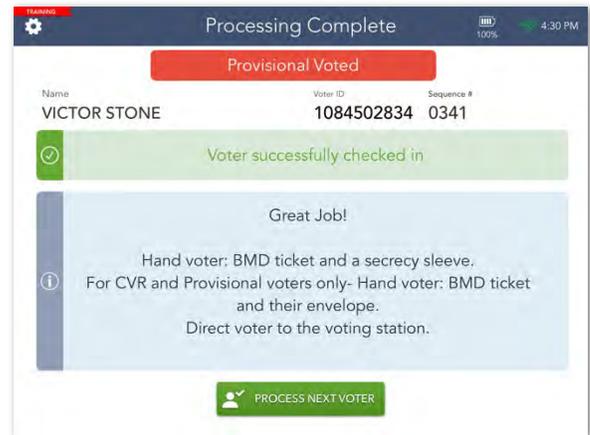
4

The voter's **Sequence #** will appear on the screen. Write this number on a **BMD ticket** then select **COMPLETE CHECK-IN**.



5

Congratulations! The voter has been successfully checked in. Verify any additional instructions in the blue box then select the **PROCESS NEXT VOTER** button and move on to the next voter.



Decertified

Decertified voters are voters who were registered to vote at some point but are no longer eligible to vote. **DO NOT** process these voters. Instead, notify the **Site Manager** at your polling location.

The screenshot shows the 'Voter Eligibility' app interface. At the top, there is a 'TRAINING' indicator and a gear icon. The title 'Voter Eligibility' is centered, with battery (85%) and time (4:10 PM) on the right. Below the title are 'BACK' and 'HOME' buttons, and a large red 'Decertified' banner. The voter's details are displayed: Name: BENJAMIN GRIMM, Birthdate: 03/18/1964, Voter ID: 1084422377. There are tabs for 'RESIDENCE' and 'MAILING'. The address is 1827 MC DOUGAL TER, EL CAJON, 92021. The Precinct / Sequence # is 222100 / 0341. A yellow box highlights the word 'Decertified'. A red warning box contains an exclamation mark icon and the text: 'Voter is not eligible to vote a regular ballot. Read instructions below.' Below this is a light blue information box with an 'i' icon and the text: 'For Staff: Do not proceed. Alert Site Manager for further assistance.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'PROCESS CVR' (green).

If the Site Manager approves a **Conditional Voter Registration (CVR)** the voter, you may select the **PROCESS CVR** button and continue processing them as a **CVR** voter.

Check-in Totals

From the **Launchpad Menu**, Select the **CHECK-IN TOTALS** link from the **Launchpad Menu** to view this screen. Here, you will be able to see a running total of all ballots issued throughout the day.

Sequence #	Asset ID	Ballot Type	Regular	Provisional	Spoil	Total	
0153	3039	BMD	1	0	0	1	
Total for:			0153	1	0	0	1
0341	3039	Paper	2	0	0	2	
0341	3039	BMD	0	5	0	5	
Total for:			0341	2	5	0	7
1111	3039	Paper	1	0	0	1	
Total for:			1111	1	0	0	1
1148	3039	BMD	0	1	0	1	
Total for:			1148	0	1	0	1
Grand Total:				4	6	0	

These totals allow you to account for all ballots issued. To change from **This Location** to **This Touchpad**, select the appropriate button in the **Include For** section.

Check-in Logs

From the **Launchpad Menu**, Select the **CHECK-IN LOGS** link from the **Launchpad Menu** to view this screen. Throughout the days the Super Polls are open, a log is kept of all of the voters who have been checked in on a particular Touchpad or at the location.

Include Spoil		Include Provisional		Include For		Sort By		Select Date	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="button" value="This Location"/>	<input type="button" value="This Touchpad"/>	<input checked="" type="button" value="Check-In Time"/>	<input type="button" value="Name"/>	2020-08-27	<input type="button" value="CLEAR"/>
MARVEL, CAPTAIN				23531 OLD RANCH RD ALPINE, 91901 Precinct: 222100		08-27-2020 05:37:30 PM JOE TRAINER		(Paper) 0341	
Birth Date:	State Voter ID:			7882 BURLINGTON WAY SAN DIEGO, 92126 Precinct: 130480		08-27-2020 05:22:57 PM JOE TRAINER		(BMD) 0153	
09/18/1988	1079969885								
SMITH, ROBERT A				963 PEPPER VILLA CT EL CAJON, 92021 Precinct: 222100		08-27-2020 04:30:52 PM Provisional		(BMD) 0341	
Birth Date:	State Voter ID:			19888 JAPATUL RD ALPINE, 91901 Precinct: 222100		08-27-2020 04:20:53 PM Provisional		(BMD) 0341	
10/01/1946	1754060								
STONE, VICTOR				963 PEPPER VILLA CT EL CAJON, 92021 Precinct: 222100		08-27-2020 04:08:45 PM Provisional		(BMD) 0341	
Birth Date:	State Voter ID:								
06/23/1947	1084502834								
QUILL, PETER									
STONE, VICTOR									
Birth Date:	State Voter ID:								
06/23/1947	1084502834								

These logs allow you to account for all voters checked in as well as provisional ballots. To change from **This Location** to **This Touchpad**, select the appropriate button in the **Include For** section.

Select a voter to view an image of their signature.

Closing for the Day

- 1 Once the day has ended, it is time to close the election on the Touchpads. From the **Launchpad**, open the **Launchpad Menu** and select **LOGOUT**.



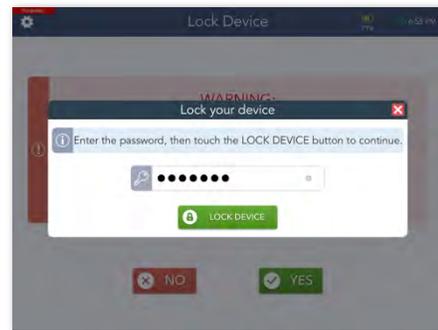
- 2 A pop-up will appear. Select the yellow **CLOSE FOR THE DAY** button to begin the closing process.
If you are only logging out temporarily and **NOT** closing for the day, touch the green **LOGOUT TEMPORARILY** button.



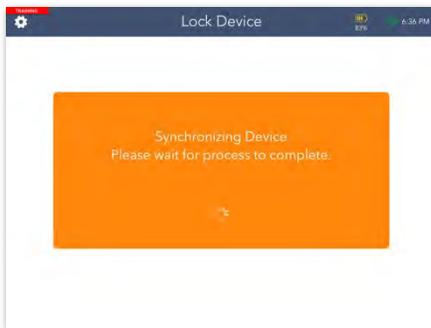
- 3 A warning screen will appear. If you are ready to close the election, select **YES**.



- 4 Enter the password you've been given to lock the device then select the **LOCK DEVICE** button.



- 5 An orange screen will appear with a "Synchronizing Device" message. Wait for the message to disappear.



- 6 Congratulations, you have closed out your election!
If your Device has not sent all of its transactions, **PENDING** will appear in the left-hand corner.
Don't panic! This is normal. Complete the rest of your end-of-election procedures.



RECRUITMENT CONTACTS

Main Line: (858) 565-5800

Email: pollworker@sdcounty.ca.gov

Fax: (858) 505-7299

REGION 1A

Vanessa Perez
(858) 505-7221

Leah Keleta
(858) 505-7355

Jolie Ramage
(858) 505-7274

Sherri Luke
(858) 505-7220

Dalila Sanchez
(858) 505-7275

Cynthia Hernandez
(858) 505-7276

REGION 1B

Donna Peralta
(858) 505-7230

Arvin Dagoc
(858) 505-7333

Karla Gonzalez
(858) 505-7314

Olimpia Lara
(858) 505-7229

Lyzett Lavenant
(858) 505-7347

Marcus Dudas
(858) 505-7311

RECRUITMENT PROGRAMS

College/State
Diana Delmege
(858) 505-7233

County Employee Coordinator
Jean Vukotich
(858) 505-7235

Elections Manager
Pamela Jordan
(858) 505-7224

Poll Worker Supervisor
Mireya Lara
(858) 505-7224

Assistant
Martha Jimenez
(858) 505-7232

POLL WORKER MISSION

**Take care of every voter correctly at the polls.
Make sure all voters and visitors have a positive voting experience.
Safely secure every ballot until it can be counted at the Registrar of Voters.**

PRINCIPLES OF SUCCESS

**Use your good judgment in all situations.
Treat every voter and visitor to your poll with respect.
Work as a team.
Stay calm.
Use your resources.**

DEPARTMENT MISSION

Conduct voter registration and voting processes with the highest level of professional election standards, accountability, security, and integrity.

DEPARTMENT VISION

Earn and maintain public confidence in the electoral process.

COUNTY MISSION

To efficiently provide public services that build strong and sustainable communities.

COUNTY VISION

A region that is building better health, living safely and thriving.

