County of San Diego

July 1, 2025,
First Supervisorial District
Special General Election

Name _____

SDVOTE
COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS
MAIL IT. DROP IT. VISIT.

Location: _____   Name: _____

Address: _____

Site Contact: _____

Site Contact Phone: _____   Site Contact Email: _____

Important Contacts	Name	Phone Number
Site Manager		
Precinct Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		
Technical Inspector		

Poll Worker Hotline	Curbside Voting	Observer Hotline
(858) 565-3360	(858) 505-7396	(858) 495-5123

Call 9–1–1 in case of emergency

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

Telephone: (858) 565-5800   Toll-free: 1 (800) 696-0136   TTY / TDD: (800) 735-2929
Facsimile: (858) 505-7294   Web Address: www.sdvote.com

CYNTHIA L. PAES
Registrar of Voters

SHAWN K. BROM
Assistant Registrar of Voters

Hello Everyone!

We're excited to have you join us for another election this year. Thank you for being a part of this important process. The upcoming special general election has been called to fill the vacant seat in the County's First Supervisorial District for the remainder of the current term ending in January 2029.

With what is looking like a busy 2025, one area remains fundamental, consistent, and true to the success of our office and the overall election…that's YOU!

There are over 370,000 registered voters in the County's First Supervisorial District, and they are *counting* on us! Your hard work and diligence will help us to maintain the trust and confidence of our community in the democratic process. Voters from all over the district will be looking to us to help them register and vote. Only voters who reside in the County's First District can vote in this election.

Under the California Voter's Choice Act (VCA), every active registered voter in the County's First District will automatically receive a ballot in the mail and vote centers will be open from one to eleven days. Neighborhood polling places have been replaced with larger "one stop shop" vote centers providing more services and flexibility for voters.

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

Remember, your positive interaction with a voter has an impact that could last their entire voting life. It will take positive energy, patience, and dedication, but if that means bolstering our democratic way, it is well worth it! We wish you all the best and hope that you will find this experience rewarding and fulfilling.

CYNTHIA L. PAES
Registrar of Voter

Table of Contents

Before Election Day
(June 21- June 30)
7 Vote Centers Open

8:00 am to 5:00 pm

5:00 pm is not a firm closing time.

Within reason, voters may join the line until the Vote Center is closed and/or continue to drop off ballots until the Mail Ballot Bag is locked for the night.

Election Day | July 1
13 Vote Centers close at 8:00 pm

7:00 am to 8:00 pm

8:00 pm is a firm closing time.
Voters may not join the line after 8:00 pm

A poll worker will be assigned to stand at the end of the line to mark the last voter and be prepared to discuss with any arriving voters that it is after 8:00 pm, the Vote Center is closed and the election has ended.

SUN	MON	TUE	WED	THU	FRI	SAT
15 JUNE E-16	16 JUNE E-15	17 JUNE E-14 **VOLUNTARY WORKSHOP 9:00a to 4:00p 5560 RM 171**	18 JUNE E-13	19 JUNE E-12	20 JUNE E-11 **11-Day Vote Center Setup** **Poll Worker Hotline**	21 JUNE E-10 **11-Day Vote Centers Open**
22 JUNE E-9	23 JUNE E-8	24 JUNE E-7	25 JUNE E-6	26 JUNE E-5	27 JUNE E-4	28 JUNE E-3
11-Day Vote Centers Open **Poll Worker Hotline**						
29 JUNE E-2	30 JUNE E-1 **1-Day Vote Center Setup**	1 JULY **Election Day All Vote Centers Open**	2 JUL **Vote Centers Packout**	3 JUL	4 JUL	5 JUL
11-Day Vote Centers Open **Poll Worker Hotline**						

Poll Worker Stipends Sent Out 30 Days After Election Day

Three Things to Remember
1. Where
Get to know your assigned Vote Center, including your commute and assigned parking (if provided).
Site managers will review the site's emergency plan with poll workers on Vote Center setup.
2. When
Confirm your scheduled work dates, including set-up and pack out dates. (Site Managers: confirm this information with your Board and Site Contact.)
3. What
Understand your assigned station at the Vote Center, review the relevant sections in this manual, the available job aids, and resources! Refer to the Table of Contents for Checklists found on pages 76-84.

Health and Safety Guidelines

» Your safety is our priority. Training includes recommendations for the use of personal protective equipment at a vote center. Masks, gloves, hand sanitizer and wipes will be provided for each vote center.Emergency Preparedness

Emergency Preparedness

» If a member of the public (voter/observer/poll watcher) is interfering with the election process AND is not responding to deescalation attempts, call the poll worker hotline to report the incident.

» If you feel threatened or experience an emergency of any kind, immediately call 9–1–1. After notifying the emergency authorities ensure you call the poll worker hotline to report the incident.

» Municipal non-emergency police agency numbers are on page 101 of this manual.

De-escalation

Don't take anything a voter might say personally. They may be having a bad day, dealing with personal problems, or overwhelmed with the tasks they must accomplish before the day is done.

Conflicts may begin as disagreements over procedures or the way they are implemented. If a conflict arises and can't be de-escalated, call the SM or PI, or escalate to the Poll Worker Hotline.

If any situation escalates and you feel threatened for yourself, other poll workers, or the voters' safety, immediately call 9-1-1.

If you call 9-1-1, stay calm and be prepared to provide the vote center location (the street address/room you are in) and be able to summarize the situation.

Call the Poll Worker Hotline as soon as possible after calling 9-1-1.

De-escalation Re-cap	
R ECOGNIZE	
A SSESS	
D EFUSE	**De-escalation video shown in class.**
A LERT	
R EPORT	

Observers, Poll Watchers, and Media

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

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

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

Observers

Any member of the public may be an observer, meaning any person has a right to observe all election processes.

Poll Watchers

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

✅ **Observers MAY:**

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

❌ **Observers May NOT:**

- » Photograph or videotape inside the Vote Center while the polls are open if voters are present.
- » Touch any voting materials or voting equipment.
- » Sit at the poll worker table.
- » Discuss any ballot or political issue.
- » Be in an area where voters are voting their ballots, including near the Ballot Box or voting booths.
- » Interfere with the voting process or with poll worker operations.

⚠️ **Examples of Interference:**

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

Electioneering

Electioneering is: the visible display or audible dissemination, including campaigning, making speeches, or passing out campaign literature, that advocates for or against any candidate or measure on the ballot within 100 feet of the entrance to the vote center or curbside voting area.

- » Wearing campaign-related items, including hats, pencils, pens, signs, stickers, shirts, or lapel buttons that display a candidates name or likeness or a ballot measure's number, title, subject, or logo within 100 feet of the Vote Center is not permitted.
- » Political signs should not be posted within 100 feet of the Vote Center entrance; however, if a sign is on private property, it can only be removed by the owner (who may agree or refuse to take it down).

Steps to Address Violations of Observer or Electioneering Policy

1. Remind the observer/poll watcher of the Observer Policies & Procedures poster as well as the postings titled: "Warning: Electioneering Prohibited" and "Warning: Corrupting the Voting Process is Prohibited."
2. Suggest a solution such as logos on shirts or buttons can be covered with painters tape or turning a shirt inside out in a nearby restroom.
3. Provide the Observer Hotline number, if an observer/poll watcher has questions or concerns (page 2).
4. Call the Poll Worker Hotline if the person acts in an aggressive, argumentative, or hostile manner.
5. Call 9–1–1 if any member of the public is interfering with the election process and is not responding to attempts to deescalate an aggressive, argumentative or hostile situation.

   An example would be: someone threatening or preventing voters from voting or attempting to delay the voting process through force or intimidation.

As a poll worker, it is your responsibility to:

- » Review the **Observer Policies & Procedures poster** (on pages 8-9) and the postings titled: *"Warning: Electioneering Prohibited"* and *"Warning: Corrupting the Voting Process is Prohibited."*
- » Be able to politely explain policies and rules to voters and observers/poll watchers.
- » Be comfortable asking voters and observers/poll watchers to follow these rules.
- » Know where to seek assistance if you need it.
- » Follow procedures as trained. Immediately call the Poll Worker Hotline if **anyone other than your Site Manager** asks you to modify your procedures during the election.

A copy of this poster will be placed near the entrance of the Vote Center. All visiting observers and media

OBSERVER POLICI

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

- 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, 185
- 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 vote center 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 vote center while the vote centers are open provided that no voters are present in the voting centers and the activity does not interfe 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 vote center to protect voter privacy and prevent voter intimidation.
- Conduct exit polls no less than 25 feet from the entrance to the vote center.
- Do not interfere with the voting process or poll worker operations.

POLÍTICAS Y PROCEDIMIENTOS DEL OBSERVADOR

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

- 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)

MGA PATAKARAN AT PAMAMARAAN NG TAGA-OBSERBA

Malugod na tinatanggap ang publiko upang obserbahan ang mga pamamaraan sa Araw ng Eleksyon, ngunit dapat na mahigpit na sumunod sa mga patakarang nakasaad sa ibaba upang protektahan ang pagkapribado ng botante at maiwasan ang intimidasyon sa botante sa mga vote center.

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

Pag-videotape o Potograpiya (California Elections Code § 2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541)

Media

» Media may also conduct "exit polls" at least 25 feet from the Vote Center by interviewing voters as they leave

» Media, like observers, may not interfere with the voting process; call the Poll Worker Hotline if there are any concerns.

will be directed to review the poster to familiarize themselves with the applicable rules and expectation.

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 vote center.
- Voting procedures during Election Day.
- Closing procedure.

May not:
- Interfere with the voting process or with poll worker operations.
- Touch any voting materials (electronic 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 vote center, curbside voting area, or ballot drop box.
- Wear campaign related items, including hats, shirts or label buttons in or within 100 feet of the vote center. Observers or voters will be asked to remove or cover these items before entering the vote center.
- Remove a political sign on private property within the 100 foot limit, unless the owner agrees to take it down.

THỦ TỤC VÀ QUY ĐỊNH CHO QUAN SÁT VIÊN

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

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

Quay Phim hay Chụp Hình (Bộ Luật Bầu Cử California, Đoạn 2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541)

- Một cử tri hay bất kỳ người nào khác sẽ không bị cấm sử dụng thiết bị điện tử, bao gồm điện thoại thông minh, máy tính bảng hoặc điện thoại cầm tay khác tại một trung tâm bỏ phiếu với điều kiện là việc sử ...

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，並防止選民在投票中心受到恐嚇。

- 請禮貌對待投票地點工作人員，因為他們都在努力工作並要辛勤一整天。
- 保持安靜，切勿打擾投票地點工作人員或選民。
- 使投票地點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）

- 於投票中心內選民或任何其他人士不會被禁止使用電子設備，包括智能手機、平板電腦或其他手持設備，前提是在該設備的使用不違反或違反其他規定...

Languages

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

Acknowledgement of Expectations for Site Managers and Poll Workers

Site managers and poll workers are elections officers, entrusted with protecting voter rights and administering voting processes at vote centers. To serve as a site manager/poll worker, you must review and complete the following acknowledgement.

By signing below I, _____ _____ , hereby affirm and acknowledge the following:

I will support, protect, and defend the Constitution and government of the United States and the State of California.

I am qualified to and will faithfully perform the duties as I have been trained for the position to which I am assigned.

I have reviewed the Poll Worker Manual and understand the obligations outlined therein. I will follow the Vote Center Rules and Expectations as detailed in the Poll Worker Manual.

I have no conflicts of interest – political, economic, or other – that will interfere with my ability to act in an impartial manner.

I will avoid even the appearance of impropriety and maintain strict political impartiality at all times.

I will not obstruct the election process in any manner. I will respect state and federal laws and the authority of the Registrar of Voters.

I will protect the integrity of the election and will follow the instructions and training provided by the Registrar of Voters office. I will attend all trainings and briefings as required.

I will refrain from making personal comments, observations, or conclusions to the news media or the public unless specifically instructed otherwise by a responsible official from the Registrar of Voters office.

I will represent the Registrar of Voters in a professional manner. I agree to treat all voters, fellow poll workers, elections workers, visitors, and observers with respect and courtesy.

I agree to work within and ensure compliance with health and safety guidelines.

By signing this form, I acknowledge that failure to comply with any of these requirements and/or failure to serve in good faith may be grounds for immediate dismissal, and ineligibility to serve as a site manager, poll worker, or election worker in future elections.

_____   _____   _____
Name   Signature   Date

This copy is for your reference. The form you are required to sign and return will be distributed in class.

Poll Worker Oath

I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California. I further affirm that I am a Citizen of the United States of America or lawfully admitted for permanent residence in the United States and that I will, to the best of my ability, faithfully discharge the duties of Election Officer.

The Poll Worker Mission

Take care of **every voter** correctly at the polls

Make sure all voters and visitors have a **positive voting experience**

Safely secure every ballot until it can be counted at the Registrar of Voters

Rules and Expectations

Work as a TEAM!

» Do not participate in or allow voters or fellow poll workers to have political conversations at or near the Vote Center.

» Do not bring children or pets.

» Smoking and alcohol are not permitted.

» Covered drink containers are permitted but must not be placed on tabletops or near election equipment.

» Audio-visual devices that may disturb voters and staff are not allowed.

» Remain professional and considerate when using your cell phone.

» Personal reading materials are permitted as long as they are not political in nature.

Principles of Success

» Stay calm.

» Use your resources and good judgment.

» Treat voters, visitors, and other board members with respect.

Dress Code

As a representative of the Registrar of Voters, poll workers are to:

» Dress in a clean manner.

» Clothing should be appropriate and in good condition.

» T-shirts, buttons, or hats with improper or political slogans, graphics, or photos are examples of inappropriate dress and may not be worn.

» Poll workers should maintain good hygeine.

Service to Voters

» Be friendly and welcoming!

» Take the time to listen to and address the voters' needs.

» Make sure the voters can see your name tag.

» Bilingual poll workers will be assigned to many Vote Centers and will wear language-specific name tags so they are easily identified.

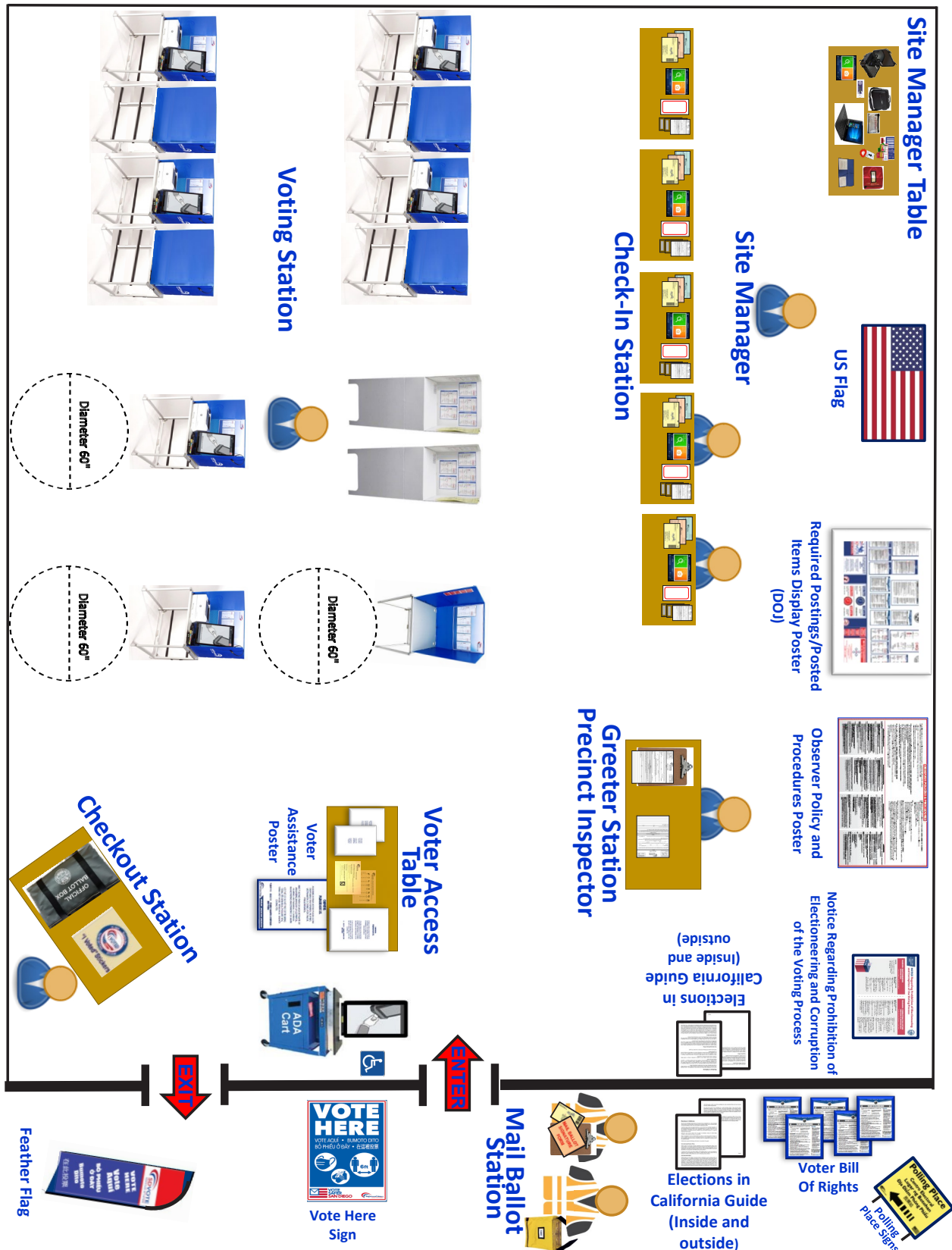» If you need an answer or assistance, contact your Precinct Inspector or Site Manager. Never guess!

Supplies and Equipment

» Monitor the equipment and supplies at your station, make sure devices are charging properly, and supplies are well-stocked.

» Periodically survey your station and make sure nothing has been left behind by voters or misplaced by staff.

» If assigned to Mail Ballot Station, monitor the 25' exit interview marker for media and 100' electioneering markers, and refresh as necessary.

Helpful Reminders

» Arrive on time and ready to assist your Board in conducting the election.

» Bring snacks, extra water, and meals with you.

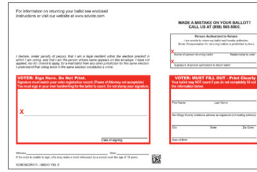» Take breaks as scheduled by the Site Manager; the suggested meal times are described on page 101.

⚠️ **This is a suggested layout but depending on your space you will need to balance the requirements of voter privacy, accessibility, and the ability for poll workers to monitor all stations.**

Site Manager Table

Voting Station

Check-In Station

Site Manager

US Flag

Diameter 60"

Diameter 60"

Diameter 60"

Required Postings/Posted Items Display Poster (DOJ)

Observer Policy and Procedures Poster

Checkout Station

Voter Assistance Poster

Voter Access Table

Greeter Station
Precinct Inspector

Notice Regarding Prohibition of Electioneering and Corruption of the Voting Process

Elections in California Guide (Inside and outside)

EXIT

ENTER

ADA Cart

Mail Ballot Station

Feather Flag

VOTE HERE
VOTE AQUÍ • BUMOTO DITO
BỎ PHIẾU Ở ĐÂY • 在這裡投票

Vote Here Sign

Elections in California Guide (Inside and outside)

Voter Bill Of Rights

Polling Place Signs

Mail Ballot Station

Replacement Mail Ballot Envelopes

Also found here:
- » Station Job Aid
- » Pens
- » Glue sticks
- » Vest
- » Clipboard

Mail Ballot Bag

MAIL BALLOT SIGNATURE FORM

Mail Ballot Signature Form Envelope

"I Voted" stickers

Greeter Station

Also found here:
- » Station Job Aid
- » Clipboards
- » Hand Sanitizer
- » Signature Guide

Remember:
Secrecy Sleeves are **NOT** provided at the Greeter Station.
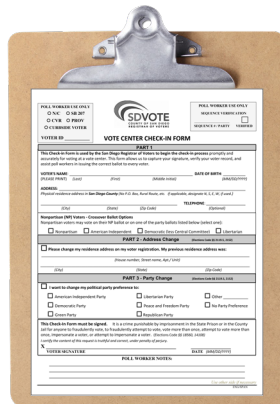
Blank Check-In Forms
(All 5 Federal Languages)
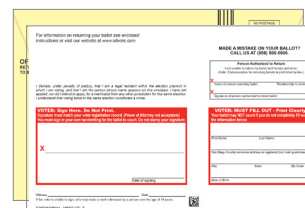
Replacement Mail Ballot Envelopes
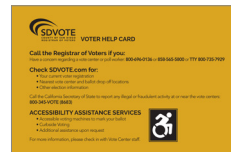
Voter Help Card (Front)

"Languages Spoken Here" Table Tent

Observer Sign-In Sheet

Voter Access Table
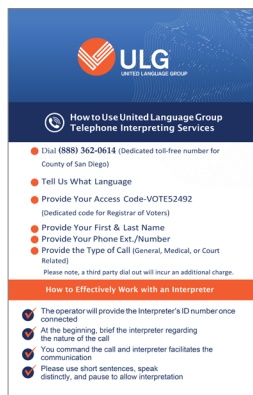
Language Pamplet
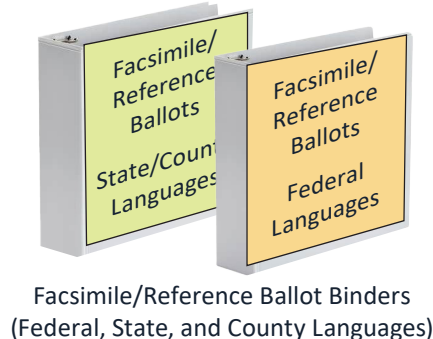
Facsimile/Reference Ballot Binders
(Federal, State, and County Languages)

Also found here: ASL Pamplet
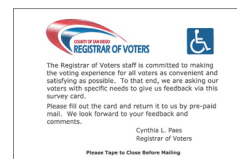
Specific Needs Survey

Voter Help Card (Back)

Voter Assistance Poster

Check-In Station

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

VOTER SIDE OF TABLE

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

Signature Guide

Magnifying Sheet

CVR Envelopes

Conditional Voter Registration Envelope

Provisional Envelopes

Carry-In Secrecy Sleeve

Clipboard (for collecting completed Check-In Forms)

BMD Secrecy Sleeve

POLL WORKER SIDE OF TABLE

ePollbook (EPB)

Stylus

Prov/CVR Status Card

BMD Tickets

ASL and ULG Language Pamphlets

Voter Help Card (Front)

Also found here: Brown Box (for Spoiled/Surrendered items), and Station Job Aid

Voting Station

ADA Cart with BMD

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

Also found here:
- » Accessible Voting Booth (ADA)
- » Poll Worker Card
- » Station Job Aid
- » Curbside Voting Kit

Cardboard Voting Booth

Check-Out Station

Ballot Box

Secrecy Sleeve Collection Area

REMEMBER: Make sure Secrecy Sleeves are empty prior to returning to Check-In Station.

Also found here:
- » Station Job Aid
- » Hand Sanitizer

Site Manager Table

Vote Center Laptop

Red Bag

Blue Envelope

Laptop Bag

Cradlepoint

Envelope

Also found here:
- » Emergency Ballots

Official Ballot Pouch

MFA Token

Locks and Seals

Poll Worker Cards

Vote Center Staffing

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

A Vote Center has five stations:

1. Mail Ballot Station

There will be two Mail Ballot Technical Inspectors typically stationed outside the vote center. They are responsible for collecting completed mail ballot envelopes from voters who are dropping them off and require no additional services from inside the vote center. These Technical Inspectors must remain near the entrance to the vote center; the Mail Ballot Bag must always remain on the premises.

Mail Ballot Station duties include:

1. Welcome each voter.
2. Verify the completeness of the envelope(s) provided by the voter inside its return envelope. If the voter wishes to vote in person on the BMD OR ballot received in the mail, direct them to the greeter station.
3. Ensure that the envelope is signed and sealed.
4. Provide an "I Voted" sticker.
5. Assist in the management of the voter line.
6. If applicable, verify the completeness of a signature verification statement before placing it in the Mail Ballot Signature Form envelope.
7. Two Poll Workers must monitor the Mail Ballot Bag and never leave it unattended.

> ⚠️ **Remember: Voters may drop off their mail ballot sealed inside an envelope or they can carry it in and cast it without the envelope after checking in and signing the EPB.**

2. Greeter Station

The precinct inspector assigned to the Greeter Station is responsible for welcoming each voter, providing them with a Check-In Form, and directing them to the next station.

Greeter Station duties include:

1. Greet and welcome each voter.
2. Confirm whether voters are choosing to vote on their carry-in ballot (the voter's official ballot they received in the mail from the Registrar of Voters) in person once they fill out a Check-In Form and complete the check-in process.
3. Provide the voter with a clipboard, pen, and Check-In Form.
4. The Check-In Form is available in all 5 federal languages: English, Chinese, Filipino, Spanish, and Vietnamese.
5. Instruct voter to complete Part 1 legibly and completely.
6. Direct voters to proceed to an available Check-In Station. Inform voters of the Voter Access table.
7. Welcome Observers and ask them to sign in on the Observer Sign-In Sheet.
8. Direct most Observer questions to the Site Manager.

3. Check-In Station

The Check-In Station will be staffed by Technical Inspectors at the ePollbooks. The Site Manager will oversee the Check-In Station and respond to questions or concerns. Typically five Check-In tables will be set up, four with assigned staff and one available as backup. At certain Vote Centers, additional Check-In tables will be setup.

Check-In Station duties include:

1. Using the voter's completed and signed Check-In Form, check in voters into the ePollbook (EPB).
2. All in-person voters must check in on the EPB.
3. Process voters in the EPB per instructions given on the screen.
4. Verify with voter that their assigned Sequence # on the EPB matches their voting materials.
5. Check that CVR or Provisional envelopes have been completely and legibly filled out and signed.
6. Scan the CVR/PROV envelope affidavit number.
7. Provide voters their voting materials. Scan/type check-in form number.
8. Process wait time tickets.
9. Answer voter questions.
10. Assist with ASL or other language requests.
11. Direct voters to the Voting Station.

Prov/CVR Card

Provisional Envelope

CVR Envelope

Carry-In Secrecy Sleeve

Check-In Form

BMD Secrecy Sleeve

4. Voting Station

There will be at least one Voting Station Technical Inspector.

Voting Station duties include:

1. Accompany voters to an available BMD or cardboard voting booth.

2. Activate a voter's ballot using the Sequence # on the voter's BMD ticket.

3. Activate an accessible voting session, if requested by the voter.

4. Verify with the voter that the Sequence # on the BMD Ticket matches the one listed on the BMD screen, and mark "voter verified".

5. Instruct voters how to use the BMD to mark and print their ballot (including the MORE button functionality).

6. Answer voter questions and, if necessary, provide BMD assistance.

7. Direct voters to place ballot into secrecy sleeve or envelope and proceed to the Checkout Station to have their voted ballot cast.

8. Advise voter there are instructions in the voting booth.

5. Checkout Station

There will be one Checkout Station Technical Inspector.

Checkout Station duties include:

1. Monitor the Ballot Box. **Never leave it unattended.**

2. Verify that every ballot presented is either in a secrecy sleeve or in an envelope.

3. Check that CVR or Provisional envelopes have been completely filled out and signed.

4. Carefully insert the voter's ballot into the ballot box without viewing the ballot, ensuring privacy.

5. Answer voter questions.

6. Collect secrecy sleeves.

7. Provide "I Voted" stickers.

Site Manager Responsibilities

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

Site Manager duties include:

1. Oversee all Vote Center activities.
2. Assist any station as needed.
3. Assist curbside voters.
4. Answer questions from staff, voters, observers, media, and the general public.
5. Ensure Poll Workers are correctly following all established procedures and providing a positive voting experience for all voters.
6. Manage Wait Time procedure.
7. Manage voter lines.

*Will also assist with Poll Worker training as directed.

Precinct Inspector Responsibilities

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

Precinct Inspector duties include:

1. Pick up supplies at assigned DART on site setup day.
2. Ensure Poll Workers are correctly following all established procedures and providing a positive voting experience for all voters.
3. Direct questions from staff, voters, observers, and the general public to the Site Manager.
4. Serve as a resource to the Technical Inspectors.
5. Assist Site Manager as needed.
6. Cover staff (including Site Manager) when on break.
7. Secure and transport voted ballots and materials to the DART with one other poll worker each night.

No matter what station you are working this election, it is important to remember as Poll Workers, our mission is to provide a positive voting experience for EVERY voter or visitor at our vote centers.

» **Bilingual Interpreters have not attended poll worker training and will ONLY assist voters with language translation. They are different from bilingual poll workers, who assist voters with the voting process.**

The San Diego County Registrar of Voters is committed to ensuring that all voters can exercise their right to vote in a safe, secure, and accessible manner.

Under the California Voter's Choice Act, every active registered voter in San Diego County receives a ballot in the mail nearly a month before Election Day.

Voting Options

Voters may complete their ballot in the comfort of their home; sign and date their return envelope, seal their ballot inside, and return it to a trusted source.

MAIL IT.

OR

DROP IT.

Voters may return it through the U.S. Postal Service. **No stamp needed!**

Voters may return it to any of the Registrar's Vote Centers or Official Ballot Drop Boxes.

VISIT.

Visiting a Vote Center

Voters also have the option to vote in person at any vote center in San Diego County. Vote centers offer a full-service voting experience.

Voters may:

» Drop off an already voted mail ballot (sealed inside its return envelope).

» Vote in person using a touchscreen ballot marking device to mark selections and print out the official ballot.

▪ All ballot marking devices are fully accessible allowing voters with disabilities to vote independently and privately.

» Carry in the official ballot they received in the mail, check in at the vote center, sign the electronic roster, and cast their official ballot free of its security return envelope.

» Receive voting assistance, including assistance in multiple languages.

» Register to vote or update their registration and vote on the same day.

You will be able to assist voters at your Vote Center based on their voter scenario:

» In-Person Voting (Carry-in Ballot or BMD Ballot)

» Residential Address Change (SB 207)

» Conditional Voter Registration (CVR)

» Provisional Voters

THE CALIFORNIA VOTER BILL OF RIGHTS

CALIFORNIA SECRETARY OF STATE

The Voter Bill of Rights poster is displayed at each Vote Center in English, Spanish, Filipino, Vietnamese, and Chinese.

Daily Opening

Site Manager: *Call Poll Worker Hotline immediately if you are unable to access your Vote Center and/or to report any late or missing poll workers.*

First Voter Procedure

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

» Even if one of the poll workers wants to cast their own ballot, wait for a member of the public to perform the first voter duties.

Arrive at your Vote Center on time, as scheduled.	**Follow** the Daily Opening Checklist on page 80.	**Remember** the Poll Worker Mission.	**When it is time:** "The polls are now open!"

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

1. Show the first voter that the Mail Ballot Bag is empty.

2. Lock the zipper of the Mail Ballot Bag using a Red Tab Lock (from the Official Ballot Pouch) so it cannot be opened again.

3. Show the voter that the Ballot Box is empty.

4. Seal the Ballot Box by inserting a Red Tab Lock (from the Official Ballot Pouch) where indicated.

5. Once the first voter has completed these duties, escort the first voter to the Greeter Station and provide them a Check-In Form to begin the voting process.

Important!

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

Drop Off Own Voted Ballot in Envelope (Mail Ballot Station)

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

1. Verify that the envelope is sealed and it has been signed by the voter.

2. Verify that the "Date of Signing" is completed.

3. Once verified, accept the envelope from the voter and place it in the Mail Ballot Bag.

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

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

1. Verify that the envelope is sealed, and it has been signed by the voter.

2. Verify that the "Date of signing" is completed.

3. Confirm whether the person carrying the envelope has completed the "Person Authorized to Return" box including their name, relationship to voter, and signature. If they decline to fill out this box after your reminder, **still accept the envelope** because the ROV will conduct further verification as needed.

4. Once both boxes are complete and verified, the poll worker will place the envelope in the Mail Ballot Bag.

Drop Off Voted Ballot but Need Replacement Envelope (Mail Ballot Station)

If a voter wishes to drop off their voted mail ballot but has misplaced their pre-printed envelope, the voter may request a Replacement Mail Ballot Envelope. The poll worker and voter will complete the following steps:

1. Provide a replacement envelope to the voter.

2. Voter will place their voted mail ballot inside the envelope, then seal, sign, and date.

3. Voter must complete the address block and the signature box.

4. Once the required fields are completed, the voter or poll worker will place only ballots sealed inside envelopes in the Mail Ballot Bag.

!

Remember:

»   **Voters may drop off the mail ballot sealed inside an envelope or they can carry it in and cast it without the envelope after checking in and signing the EPB.**

»   **You may occasionally see other types of mail ballot envelopes (Remote-Accessible Vote-by-Mail (RAVBM), military, other California counties). You will accept these envelopes as well and place them in mail ballot bag. Ask your Site Manager or call the Poll Worker Hotline if you have any questions about envelopes brought by a voter.**

VOTER'S CHOICE FLOWCHART

Did you bring your ballot with you?

- Yes
- No

Will you be voting your carry in ballot today?

No →

The voter is choosing to vote on the BMD:
1. Complete Check-In Form.
2. Proceed to Check-In Station.
3. Check in Station will follow procedures.

Yes ↓

Do you want to check in to cast your ballot without an envelope?

Yes →

The voter is choosing to cast their carry in ballot without an envelope:
1. Greeter marks "Carry in" bubble.
2. Voter completes Check-In Form.
3. Voter proceeds to Check-In Station.
4. Check in Station will follow procedures.
5. The ballot is cast in regular ballot box.

No ↓

The voter is choosing to cast their ballot in an envelope and will not check in. Does the voter have their ballot envelope?

Yes →

The envelope is sealed with ballot inside, signed, and cast.

No ↓

Provide the voter a replacement envelope. The voter must complete the replacement envelope. Follow procedures.

Check-In Form Introduction

Every voter choosing to cast a ballot inside a vote center must complete a Check-In form and be checked in on an electronic pollbook.

The Check-In Form is used by the San Diego Registrar of Voters to begin the check-in process promptly and accurately for voting at a vote center. This form allows us to capture voter information, signature and verify their voter record. It also assists poll workers in issuing the correct ballot to every voter.

Quick Reference

Poll Worker Use Only

- » **1 Voter ID:** Specific to every voter
- » **2 NC:** No Change in voter's record
- » **2 CVR:** Conditional Voter Registration
- » **2 Address Change:** Address updated
- » **2 Carry-In:** Official ballot received in the mail
- » **2 PROV:** Provisional voter
- » **2 Curbside Voter:** Voted curbside
- » **3 Sequence number:** Voter's precinct and ballot type
- » **4 Verified:** Checked after voter confirms sequence number
- » **5 Bar Code:** Type/scan in EPB
- » **6 Cancelled Check-In:** Instructed to check off by poll worker hotline.

Check-In Form - Poll Worker Notes Section

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

These notes might be regarding the voter's registration information, communication with the voter, and processes or occurrences at the Vote Center.

Examples include:

- » Voter changed mind after check-in complete, left Vote Center and did not vote.

❌	EPB overview: See EPB Reference Manual

Check-In On ePollbook to Vote In Person

Active registered voters in San Diego County will receive an official ballot in the mail (known as vote-by-mail (VBM) issued voters). The ePollbook refers to these voters as "VBM Issued" voters. If a VBM Issued voter chooses to vote inside a Vote Center instead of returning their ballot in the mail or in an official drop box, they have options:

A.   Check-In Voters Using BMD (Ballot Marking Device)

B.   Check-In Voters Using Carry-In Ballot without Envelope (see pages 28-29)

C.   Check-In Station Emergency Ballot (see page 30)

At the Greeter Station you will welcome the voter and ask if they have the official ballot they received in the mail. If they have it, they may wish to cast their vote on that ballot instead and they are welcome to do that.(see flow chart p.24) Some of the voters you see will vote using the BMD.

.

A. Check-In Voters Using BMD (Ballot Marking Device)

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

Procedure for Assisting This Voter:

Greeter Station

1.   Greet the voter.

2.   Provide voter a Check-In Form.

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

Check-In Station

1.   Use the completed Check-In Form to find the voter in the ePollbook.

2.   If the voter brought in their ballot or ballot packet to surrender you will follow the surrendering process (page 39).

3.   Select "No" on screen when asked if voter is voting their "mailed ballot" in person.

4.   When directed by the EPB, mark the "N/C" (No Change) bubble on the Check-In Form to indicate the voter did not change their registration information.

5.   Write the Voter ID on the Check-In Form.

6.   Write the Sequence # on the Check-In Form and BMD Ticket.

7.   Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.

8.   On the Check-In Form only checkmark the "Verified" box. (See right)

9.   Enter Check-In Form number on the EPB when prompted and provide the voting materials to the voter.

   ▪   Short secrecy sleeve

   ▪   BMD Ticket

10.   Direct voter to Voting Station. Remember: You should never allow lines to form at the BMDs. Lines should be managed at the Check-In Station.

A. Check-In Voters Using BMD (Ballot Marking Device) continued

Voting Station

1. Direct voter to an available BMD voting booth.
2. Activate the voter's ballot using the BMD Ticket.
   - ▪ Voter must verify that the Sequence # on the voter's BMD Ticket matches the one on the BMD screen.
   - ▪ Checkmark the "Voter Verified" box on the BMD Ticket.
3. Remind voter to read the instructions in the voting booth.
4. Tell the voter that because of the large number of contests on the ballot their selections may need to print on both sides of the ballot. Tell the voter to allow the printer to complete printing before removing the ballot from the printer.
5. Tell the voter that for contests with multiple candidates the "MORE" button will appear on the screen and they will need to tap on the MORE button to see all candidates listed. Point to the instructions for the MORE button in the voting booth so the voter can see it.
6. Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the secrecy sleeve, and proceed to the Check-Out Station.

Check-Out Station

1. The Poll Worker is responsible for casting the voter's ballot while ensuring secrecy, and that only a single ballot is cast. The Poll Worker always takes care not to view or reveal the voter's selections.
2. Once completed, provide the voter with an "I Voted" sticker.

B. Check-In Voters Using Carry-In Ballot without Envelope

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

Procedure for Assisting This Voter:

Greeter Station

1. Greet the voter.

2. Mark "Carry-In" bubble on the Check-In Form.

3. Provide voter their Check-In Form.

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

Check-In Station

1. Use the completed Check-In Form to find the voter registration in the EPB.

2. EPB message asks if the voter is voting their mailed ballot in person. Select "Yes" on EPB screen.

3. Provide the voter a long secrecy sleeve; ask voter to slide their ballot toward the top of the secrecy sleeve so the Sequence # can be seen.

4. Verify that the Sequence # on the voter's ballot matches their assigned Sequence # on EPB screen. If the Sequence # on the voter's Carry-In Ballot does not match, call the Poll Worker Hotline.

5. Mark the "N/C" bubble and write the Voter ID and Sequence # on the Check-In Form.

6. Verify Carry-In bubble is filled in.

7. Verify with the voter the Sequence # from the EPB matches the Check-In Form.

8. Checkmark the "Verified" box on the form (see image).

9. Enter Check-In Form number on EPB when prompted and direct voter to:

   - Voting Station if voter needs to mark their ballot.

   - Provide a pen.

   OR

   - Check-Out Station if voter has already marked their ballot.

B. Check-In Voter Using Carry-In Ballot without Envelope continued

Voting Station

1. Direct voter to an available cardboard voting booth.

2. Remind voter to read the instructions in the voting booth.

3. Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the secrecy sleeve, and proceed to the Check-Out Station.

Check-Out Station

1. The Poll Worker is responsible for casting the voter's ballot while ensuring secrecy, and that only a single ballot is cast. The Poll Worker always takes care not to view or reveal the voter's selections.

2. Once completed, provide the voter with an "I Voted" sticker.

C. Check-In Station - Emergency Ballot

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

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

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

If you have any questions while assisting a voter requesting an Emergency Ballot, contact your Site Manager for assistance. Specific instructions on how to assist this voter will be found in the "Emergency Ballot" carton.

For further assistance, call the Poll Worker Hotline.

For voters who insist on voting an "Emergency Ballot," and there isn't an emergency situation, see the suggested script below:

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

"I understand you would like to vote on a paper ballot. Our Ballot Marking Devices will print your selections on an official paper ballot which you can review. You will then be able to have your ballot cast directly into the ballot box."

If the voter has a question about the barcode on the BMD ballot, see page 70.

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

"I'm hearing that you do not wish to vote using the BMD and would prefer a paper ballot like the one mailed to you a few weeks ago. Would you be able to return at a later time with your ballot, then you can vote that ballot and cast it directly into the ballot box?"

OR

"I understand that you aren't able to retrieve the ballot mailed to your home. If you would like, you can visit the ROV during office hours. There, they will be able to provide you with a replacement ballot which you can put in an envelope and cast while at the office. Would you like directions?"

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

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

If voter accepts the Emergency Ballot option, follow the instructions provided in the Emergency Ballot carton.

Address Change (SB 207)

Senate Bill 207 (SB 207) allows a voter to update their physical residence address at a Vote Center and vote on the same day. This bill also allows voters to update their party preference (relevant for presidential primary elections).

How will I know there was an address change?

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

Procedure for Assisting This Voter:

Greeter Station

1. Greet voter.

2. Provide the voter with their Check-In Form.

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

> Note: Because of the address change, the voter may not have received a ballot in the mail. The voter will likely mark their ballot using the BMD.
>
> If the voter just needs to update their name only and there isn't a change to their address, the voter may have the ballot they received in the mail and they may choose to vote using their Carry-In Ballot. You may need to refer back to the Carry-In Ballot instructions on pages 28-29.

Check-In Station

1. Use the completed Check-In Form to find the voter in the EPB.

2. If the voter cannot be found, ask the voter if they moved recently or changed their name.

    - After multiple attempts and a conversation with the voter, you may find that the voter's address does not match their address in the EPB.

3. Voter completes "Part 2" of the Check-In Form. If the voter changed their name, instruct the voter to reregister online after the election, but continue to process this voter as a regular voter.

4. Use the address information from the Check-In Form (Part 1) to update the voter's new residential address manually.

5. Update the voter's address in the EPB.

6. For an address change mark the "SB 207" bubble. If the voter's sequence # does not match, call the Poll Worker Hotline.

7. Write the Voter ID and Sequence # on the Check-In Form.

8. Write the Sequence # on the BMD Ticket.

ADDRESS: _123 Street Ln_

Physical residence address in **San Diego County** *(No P.O. Box, Rural Route, etc. If applicable, designate N, S, E, W, if used.)*

San Diego   _CA_   _92101_   TELEPHONE: _____

(City)   (State)   (Zip Code)   (Optional)

PART 2 - Address Change   (Elections Code §§ 2119.5, 2152)

☑ **Please change my residence address on my voter registration. My previous residence address was:**

POLL WORKER USE ONLY

○ N/C   ☑ SB 207

○ CVR   ○ PROV

○ CURBSIDE VOTER

○ CARRY-IN

VOTER ID 1079969885

SDVOTE
COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS

VOTE CENTER CHECK-IN FORM

POLL WORKER USE ONLY

SEQUENCE VERIFICATION

0341

SEQUENCE #   VERIFIED ☐

BMD TICKET

SEQUENCE #

0341

☐ Audio Ballot Requested

☐ Voter Verified

A POLL WORKER WILL ASSIST YOU AT A BALLOT

Address Change (SB 207) continued

Check-In Station continued

9. Ask voter to verify that the Sequence # displayed on the EPB matches the Check-In Form and BMD Ticket.

10. If the voter's sequence # matches, checkmark the "Verified" box on the Check-In Form (see above).

11. Enter Check-In Form number on EPB when prompted and provide voting materials to the voter:

    ▪ Secrecy sleeve

    ▪ BMD Ticket

12. Direct voter to Voting Station.

Voting Station

1. Direct voter to an available BMD voting booth.

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

    » Voter must verify that the Sequence # on the voter's BMD Ticket matches the one on the BMD screen.

    » Checkmark the "Voter Verified" box on the BMD Ticket.

3. Remind voter to read the instructions in the voting booth.

4. Tell the voter that because of the large number of contests on the ballot their selections may need to print on both sides of the ballot. Tell the voter to allow the printer to complete printing before removing the ballot from the printer.

5. Tell the voter that for contests with multiple candidates the "MORE" button will appear on the screen and they will need to tap on the MORE button to see all candidates listed. Point to the instructions for the MORE button in the voting booth so the voter can see it.

6. Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the secrecy sleeve, and proceed to the Check-Out Station.

Check-Out Station

1. The Poll Worker is responsible for casting the voter's ballot while ensuring secrecy, and that only a single ballot is cast. The Poll Worker always takes care not to view or reveal the voter's selections.

2. Once completed, provide the voter with an "I Voted" sticker.

Conditional Voter Registration (CVR)

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

> » **First-time voter**

> » **First time voting in San Diego County**

How will I know?

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

Procedure for Assisting This Voter:

Greeter Station

1. Greet voter.
2. Provide the voter with a Check-In Form.
3. Direct the voter to the Check-In Station.

Check-In Station

1. Use the completed Check-In Form to find the voter in the EPB.
2. If the voter cannot be found, ask the voter if they moved recently or changed their name. If the voter is registered under a prior name, process them under that registered name (not CVR voter) and inform them to re-register under their new name after the election.
3. If they confirm they are not registered to vote in San Diego County, process them as a CVR Voter. This voter will vote using the BMD.
4. Scan the CVR/PROV envelope affidavit number and Check-In Form number.
5. Use the Check-In Form to conditionally register the voter by manually entering all provided information into the EPB.
6. Mark the "CVR" bubble and write the voter's Sequence # on the Check-In Form and BMD Ticket. Leave the Voter ID field blank. Since this is a new registration, no Voter ID has been assigned.
7. Poll worker completes the poll worker side of the envelope. Write the Sequence # and Vote Center # in the upper-right box and place a checkmark in the CVR box in Section 1.
8. Ask voter to legibly complete the voter side of a CVR Envelope (all of Section 2).

Conditional Voter Registration (CVR) continued

Check-In Station continued

9. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.

10. Checkmark the "Verified" box only on the Check-In Form (see diagram).

11. Enter Check-In Form number on EPB when prompted and provide voting materials to the voter:

   ▪ BMD Ticket

   ▪ CVR envelope

      » Confirm that the voter side of the envelope is complete, including the voter's signature

   ▪ Provide Prov/CVR Status Card to the voter so they may check the status of their ballot 30 days after the election

12. Direct the voter to Voting Station.

Voting Station

1. Direct voter to an available BMD voting booth.

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

   » Voter must verify that the Sequence # on the voter's BMD Ticket matches the one on the BMD screen.

   » Checkmark the "Voter Verified" box on the BMD Ticket.

3. Remind voter to read the instructions in the voting booth.

4. Tell the voter that because of the large number of contests on the ballot their selections may need to print on both sides of the ballot. Tell the voter to allow the printer to complete printing before removing the ballot from the printer.

5. Tell the voter that for contests with multiple candidates the "MORE" button will appear on the screen and they will need to tap on the MORE button to see all candidates listed. Point to the instructions for the MORE button in the voting booth so the voter can see it.

6. Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the envelope, and proceed to the Check-Out Station with their CVR packet.

Check-Out Station

1. Verify that the voter has legibly completed all fields in Section 2 of their CVR envelope.

2. Poll worker will cast the voter's sealed CVR envelope into the Ballot Box and provide the voter an "I Voted" sticker.

Provisional Voter

- » **Box A:** HAVA ID Required
- » **Box B:** Mail Ballot Has Been Returned to ROV
- » **Box C:** Ballot Already Issued by EPB
- » **Box D:** Unconfirmed Address
- » **Box E:** PNE (Special Elections Only)

Provisional Voter - Box A (HAVA ID Required, No ID Provided)

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

How will I know?

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

Procedure for Assisting This Voter:

Greeter Station

1. Greet voter.
2. Provide the voter with their Check-In Form.
3. Direct the voter to the Check-In Station.

Check-In Station

1. Use the completed Check-In Form to search for voter in the EPB.
2. Upon reaching the Voter Eligibility screen the poll worker will see a yellow status flag indicating that the voter needs to provide ID to complete their registration.
3. Determine if the voter satisfies the ID requirement, see page 98 for complete list of acceptable documents.

> ❌ **If the voter is able to satisfy the ID requirement, the poll worker will indicate that they verified the document. The voter will then be checked in using the "Check-In Voters Using BMD" starting on page 26, Step 6. If not, proceed below.**

4. If voter is not able to satisfy the ID requirement, mark the "PROV" bubble, write the Voter ID, and Sequence # on the Check-In Form and BMD Ticket.
5. Scan the CVR/PROV envelope affidavit number and Check-In Form number.

Provisional Voter - Box A (HAVA ID Required, No ID) continued

Check-In Station continued

6. Poll worker completes poll worker side of the envelope, writes the Sequence # and vote center # in the upper-right box and places a checkmark in "Box A. HAVA ID required and no ID provided".

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

8. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.

9. Checkmark the "Verified" box on the Check-In Form.

10. Provide voting materials to the voter:
   - BMD Ticket
   - Provisional envelope
     » Confirm that the voter side of the envelope is complete, including the voter's signature
   - Issue a Prov/CVR Status Card to the voter so they may check the status of their ballot 30 days after the election

11. Direct voter to Voting Station

Voting Station

1. Direct voter to an available BMD voting booth.

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

» Voter must verify that the Sequence # on the voter's BMD Ticket matches the one on the BMD screen.

» Checkmark the "Voter Verified" box on the BMD Ticket.

3. Remind voter to read the instructions in the voting booth.

4. Tell the voter that because of the large number of contests on the ballot their selections may need to print on both sides of the ballot. Tell the voter to allow the printer to complete printing before removing the ballot from the printer.

5. Tell the voter that for contests with multiple candidates the "MORE" button will appear on the screen and they will need to tap on the MORE button to see all candidates listed. Point to the instructions for the MORE button in the voting booth so the voter can see it.

6. Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the envelope, and proceed to the Check-Out Station with their Provisional packet.

Check-Out Station

1. Verify that the voter has legibly completed all fields in Section 2 of their Provisional envelope.

2. Poll worker will cast the voter's sealed Provisional envelope into the Ballot Box and provide the voter an "I Voted" sticker.

Provisional Voter - Box B and C (Ballot Returned or Already Issued)

Provisional Box B or Box C is used when the EPB messaging shows that a ballot may have already been accounted for on behalf of this voter.

» Box B is when a Mail Ballot has been received by the ROV.

» Box C is if the voter has already checked in at a Vote Center during this election.

In both cases, if the voter feels there has been an error, the voter has the right to vote a provisional ballot.

How will I know?

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

Procedure for Assisting This Voter

Greeter Station

1. Greet voter.

2. Provide the voter with their Check-In Form.

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

Check-In Station

1. Use the completed Check-In Form to find the voter in the EPB.

2. Upon reaching the Voter Eligibility screen, the poll worker will see a red flag indicating that the voter must vote a provisional ballot.

3. Discuss with voter the reasons why they might be receiving a provisional status and confirm if they still wish to vote.

> Questions for Voters:
>
> Box B: "Do you remember mailing your envelope or is it possible your envelope could have been mailed by someone in your household?"
> Box C: "Did you visit and check in at a Vote Center during this election?"

4. Scan the CVR/PROV envelope affidavit number and Check-In Form number.

5. If the voter believes there has been an error, inform voter they are able to vote a provisional ballot. You can always call the Poll Worker Hotline for assistance if the voter has additional concerns.

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

Provisional Voter - Box B and C (Ballot Returned or Already Issued) continued

Check-In Station continued

7. Poll worker completes poll worker side of the envelope. Write the Sequence # and Vote Center # in the upper-right box and place a checkmark in Box B. or Box C., follow EPB message instructions.

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

9. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.

10. Checkmark the "Verified" box ONLY on the Check-In Form.

11. Provide voting materials to the voter:

    ▪ BMD Ticket

    ▪ Provisional envelope

        » Confirm that the voter side of the envelope is complete, including the voter's signature

    ▪ Issue a Prov/CVR Status Card to the voter so they may check the status of their ballot 30 days after the election.

12. Direct voter to Voting Station.

Voting Station

1. Direct voter to an available BMD voting booth.

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

    » Voter must verify that the Sequence # on the voter's BMD Ticket matches the one on the BMD screen.

    » Checkmark the "Voter Verified" box on the BMD Ticket.

3. Remind voter to read the instructions in the voting booth.

4. Tell the voter that because of the large number of contests on the ballot their selections may need to print on both sides of the ballot. Tell the voter to allow the printer to complete printing before removing the ballot from the printer.

5. Tell the voter that for contests with multiple candidates the "MORE" button will appear on the screen and they will need to tap on the MORE button to see all candidates listed. Point to the instructions for the MORE button in the voting booth so the voter can see it.

6. Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the envelope, and proceed to the Check-Out Station with their Provisional packet.

Check-Out Station

1. Verify that the voter has legibly completed all fields in Section 2 of their Provisional envelope.

2. Poll worker will cast the voter's sealed Provisional envelope into the Ballot Box and provide the voter an "I Voted" sticker.

Provisional Voter - D (Unconfirmed Address)

An "Unconfirmed Address" is an address which the EPB does not recognize as a valid street address. This could happen for a variety of reasons including, but not limited to: newly developed areas, unlisted streets, and voters without formal address (unhoused residents).

How will I know?

A voter may request to change their address. However, when updating the voter's address, the EPB will state "Unconfirmed Address."
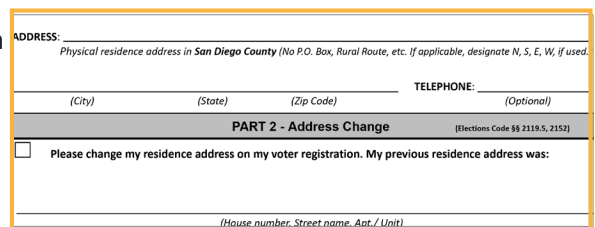
Procedure for Assisting This Voter

Greeter Station

1. Greet voter.

2. Provide the voter with their Check-In Form.

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

Check-In Station

1. Use the completed Check-In Form to find the voter's registration in the EPB. If you find the voter's address does not match their registration, determine if the voter has moved since the last election.

2. If they moved, ask the voter to complete "Part 2" of the Check-In Form. Use the voter's Check-In Form to manually update their residential address. If you find that the address provided by the voter is not found in the EPB, confirm that it was not an entry error, then confirm the address with the voter.

3. Touch the 'address not found' button to manually enter the unconfirmed address using the voter's address as written on the voter's Check-In Form.

4. Ask the Site Manager to look up the voter's assigned precinct using the Precincting App; use the provided precinct to complete the address change for this voter.

5. Scan the CVR/PROV envelope affidavit number and Check-In Form number .

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

Provisional Voter - D (Unconfirmed Address)

Check-In Station continued

7. Poll worker then completes poll worker side of the envelope, writes the Sequence # and Vote Center # in the upper-right box and place a checkmark in Box D. Unconfirmed address.

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

9. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.

10. Checkmark the "Verified" box on the Check-In Form.

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

12. Direct voter to Voting Station.

Voting Station

1. Direct voter to an available BMD voting booth.

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

   » Voter must verify that the Sequence # on the voter's BMD Ticket matches the one on the BMD screen.

   » Checkmark the "Voter Verified" box on the BMD Ticket.

3. Remind voter to read the instructions in the voting booth.

4. Tell the voter that because of the large number of contests on the ballot their selections may need to print on both sides of the ballot. Tell the voter to allow the printer to complete printing before removing the ballot from the printer.

5. Tell the voter that for contests with multiple candidates the "MORE" button will appear on the screen and they will need to tap on the MORE button to see all candidates listed. Point to the instructions for the MORE button in the voting booth so the voter can see it.

6. Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the envelope, and proceed to the Check-Out Station with their Provisional packet.

Check-Out Station

1. Verify that the voter has legibly completed all fields in Section 2 of their Provisional envelope.

2. Poll worker will cast the voter's sealed Provisional envelope into the Ballot Box and provide the voter an "I Voted" sticker.

Provisional Voter - Box E / Precinct Not in Election (PNE)

For some elections, like special elections, the contest on the ballot may only apply to a portion of registered voters in San Diego County. Only those voters within the election boundaries (precincts/district/jurisdiction) will be eligible to vote in the election. A few scenarios are affected by the election boundaries; the EPB messaging will guide you.

How will I know?

If the voter does not live within the election boundaries, then the voter is classified as "Precinct Not in Election" or PNE (Provisional - Box E). Box E must be checked on provisional envelope. Assisting this PNE voter is similar to the other provisional procedures, see the steps below. Follow the EPB instructions to assist this voter (see EPB Manual for more information).

Procedure for Assisting This Voter

1. Inform the voter that their precinct is not eligible to participate in this election. Request assistance from your Site Manager if the voter has any questions.

2. If the voter insists on voting mark the "PROV" bubble, write the Voter ID and write 8001 for the Sequence # on the Check-In Form.

3. Scan the CVR/PROV envelope affidavit number and Check-In Form number.

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

5. Complete poll worker side of the envelope, write the Sequence # 8001, and check Box E, PNE.

6. Verify that Sequence # 8001 on the Check-In Form matches the envelope and the BMD ticket.

> If at any time you are unsure of how to proceed, contact your Site Manager or the Poll Worker Hotline for assistance!

✗ Logout of EPB. If you have additional questions, please refer to EPB Reference Manual located at the Site Manager table.

Provisional/CVR Status Card

The Provisional/CVR Status Card is ONLY provided to Provisional or CVR voters. The Status Card has a number that the voter may call to verify the disposition of their ballot 30 days following the election.

> ⚠️ **Remember, the Provisional/CVR Status Card is ONLY provided to Provisional/CVR voters. This is NOT given out to every voter.**
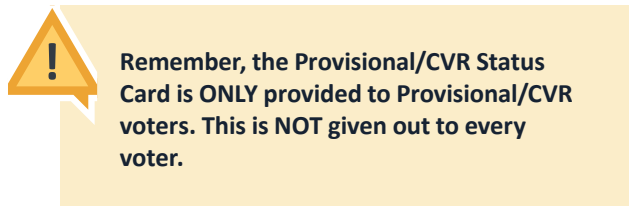
Out of County Voters

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

Poll Workers should suggest some solutions. For example if the voter has their mail ballot from another California county they can vote on that ballot, seal it inside it's return envelope, and drop it off at your Vote Center OR they can return to their home county to vote in person (if applicable).

Poll Workers can also suggest the voter call the elections office from their home county to see what options are available to them.

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

Voter Access Table

The following resources are available at the Voter Access Table:

» Facsimile/Reference Ballots

» Language Resources

  ▪ ULG Flyer containing information on how to access language resources and translation services

  ▪ "Languages Spoken Here" Table Tent identifying the languages spoken by the poll workers at this Vote Center

» Specific Needs Survey for voters to describe their voting experience as it relates to accessibility services

» Voter Help Card provides information regarding resources available to voters (displayed to the right)

» Voter Assistance Poster

Remote Accessible Vote by Mail (RAVBM)

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

RAVBM ballots are returned in an envelope assembled by the voter using printed labels provided digitally by the ROV. These envelopes are handled according to the standard Mail Ballot Drop Off processes detailed on pages 22-23.

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

> ⚠ **Consult the Reference Section to see RAVBM envelope (page 88)**

Challenging a Voter

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

Surrendering Process

If the voter is not voting their ballot received in the mail, then the poll worker may collect any voting materials the voter provides:

1. Accept the surrendered voting packet items.
2. Write SURRENDERED on the item (if the ballot is inside the envelope, do not remove).
3. Tear item in half completely and place item in the brown box.
4. All items collected in the brown box throughout the day will need to be clipped together at the end of each day.

All Vote Centers in San Diego County Meet
Usable Accessibility Standards

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

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

All poll workers will watch **Democracy for All - Disability Awareness and the Voting Process**. This video provides information on how to ensure all voters have a positive voting experience!

Specific Needs Voters

» A voter may be assisted with any procedure or process in the Vote Center by a family member, friend, or a poll worker. A voter cannot be assisted by their boss or union representative.

  ▪ Assistance may include (but is not limited to): filling out forms, completing the Check-In process, reading the ballot aloud, and/or marking the ballot, all as directed by the voter.

» There are signature guide cards available to help a voter sign forms in the correct space. There is also a magnifying sheet that can be used to magnify the text on forms.

» The BMD enables all voters to vote privately and independently. A voter can adjust the text size and contrast at any time, or they can use the audio instructions and handheld device to mark their ballot. The BMD also provides the ballot and audio instructions in the county's federally covered languages.

Language Assistance

The Registrar of Voters assigns bilingual poll workers to Vote Centers throughout the county and provides many resources for language assistance at every location.

» Every poll worker must wear a visible name tag all day, and bilingual poll workers must wear the name tag that identifies which language they speak.

» The Voter Help Card has a phone number for language assistance in Chinese, Filipino, Spanish, Vietnamese, and hundreds of other languages. Voters may use their own mobile phones for language assistance.

» Voters may also request American Sign Language (ASL) assistance. Poll worker should call hotline for video messaging instructions.

» Facsimile/Reference Ballots are available in Arabic, Chinese, English, Filipino, Japanese, Korean, Laotian, Persian, Somali, Spanish, and Vietnamese.

» The BMD enables a voter to view their ballot in the five federally mandated languages.

Vote Center Accessibility

» The Registrar of Voters will provide accessibility equipment when needed to accommodate voter access to a Vote Center. Accessibility devices may be placed at arrival points, on the paths of travel to the Vote Center, at entryways, or inside a Vote Center.

» If a Vote Center is assigned accessibility mitigation equipment, the Site Managers will receive instructions (in the Blue Envelope, Tab 4) regarding the proper installation/arrangement of all accessibility supplies (signs, cones, ramps, and doorstops). Not all Vote Centers receive accessibility mitigation equipment.

Curbside Voting

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

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

» The ROV will notify the Site Manager that a Curbside Voter is present, on their way, or arriving at a specific time. In this case, the voter made arrangements by calling the Curbside Voting number or the ROV directly.

» A friend or family member who accompanied the voter may advise poll workers of a voter who is unable to come inside the Vote Center.

Curbside Process

1. The Site Manager or Precinct Inspector will ask the voter if they have the official ballot they received in the mail and if they have it, if they want to cast their vote on that ballot instead. If they answer yes, you will assist them with the carry-in ballot process. If voting on the BMD you will follow the steps below

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

   ▪ A pre-assembled envelope containing a: Check-In Form, secrecy sleeve, BMD Tickets, Provisional envelope, CVR envelope, Prov/CVR Status Card, an "I Voted" sticker, and a specific needs survey.

   ▪ A clipboard with pen and stylus, an ePollbook, and Poll Worker card.

3. Check in the voter following the standard process (Check-In Form, check in using EPB, etc.).

4. Issue voter their voting materials (as indicated by the EPB and as required by the voter's scenario), including their BMD Ticket.

5. Activate voter's ballot on ADA cart BMD and standby while voter marks their ballot. Be ready to answer questions or provide assistance while ensuring voter privacy.

6. When voter has finished voting, take the ballot in its secrecy sleeve or envelope into the Vote Center to cast in the Ballot Box on behalf of the voter.

7. Restock the "Curbside Voting Kit" as necessary.

> ⚠ **Reminder: The Prov/CVR envelopes in the Curbside Voting Kit are not for every Curbside voter, only those who are a Prov/CVR voter.**

Set up the ADA Cart

1	2	3
Lock the ADA Cart wheels before you start.	Plug the Uninterruptible Power Supply (UPS) into the power bar on the back of the cart.	Confirm the black fuse cap (back of the UPS) is closed.
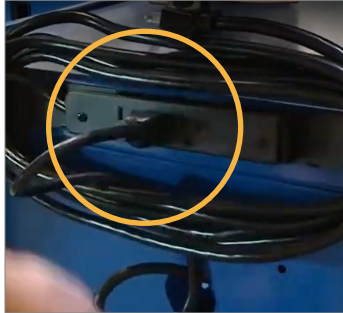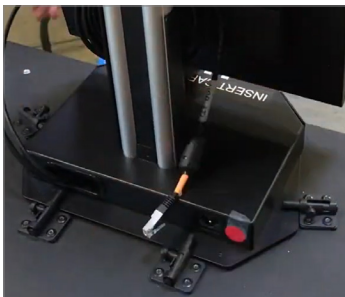
4	5
Secure the BMD tablet to the top of the cart and lock it in using the slide latches.	Connect the BMD power cord; then thread the power cord and the printer USB cord (from the BMD) into the hole mid-shelf.

6	7
Plug the printer power cord and USB cord into the printer. Confirm the printer has paper but do not place it in the cart yet.	Plug the printer and BMD power cords into the UPS.
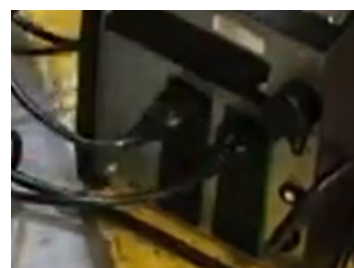
⚠️ **Note: You may also reference the ADA Cart setup video on SDVote.com for additional help.**

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

8

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

9

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

10
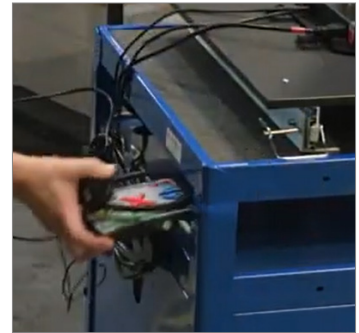
Connect ATI cord and headphones to the ATI and place both on cart shelf.

11
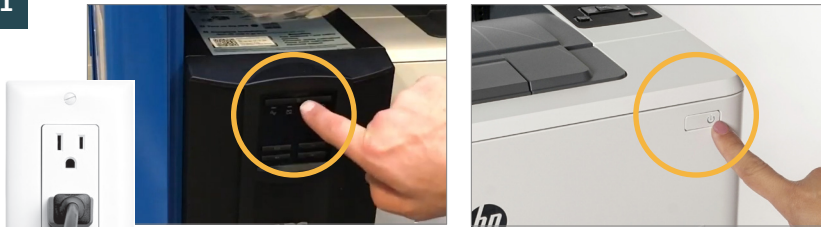
Plug power strip into wall outlet. Power on the UPS and Printer.

Unplug cord from wall to check that the UPS remains on, then plug in again to keep charged when not in use. UPS will emit a beeping noise every 60 seconds when not plugged in to a power source.

See Outlet Layout on page 49 for guidance with appropriately connecting your equipment to available power sources.

12

Tape/Velcro door closed.

13
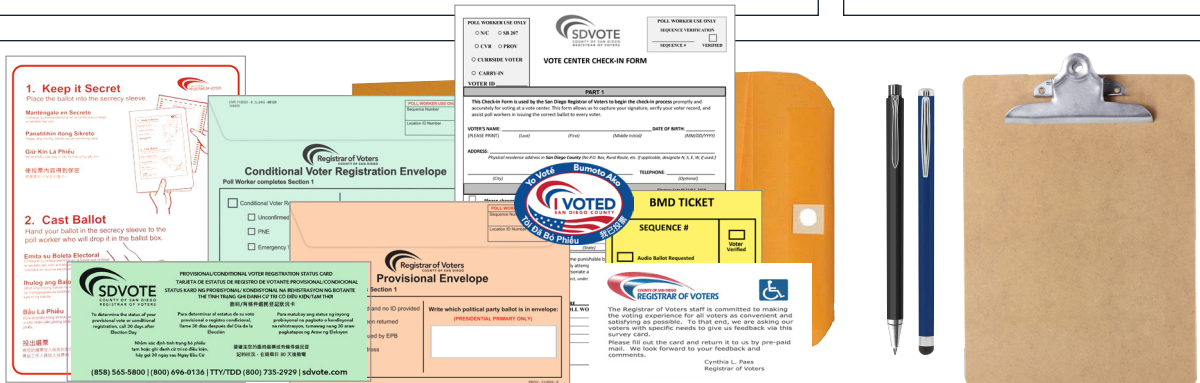
Curbside Voting Kit: Place five of each of the following into a manila envelope: Check-In Form, BMD Ticket, Secrecy Sleeve, Green CVR Envelope, Peach Provisional Envelope, Prov/CVR Status Card, Specific Needs Survey, and "I Voted" Sticker. Place on the ADA Cart shelf. Also place a clipboard with a pen and a stylus there.

Quick Reference

BMD Security Bag contents

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

Voting Booth (and Privacy Screen)

BMD Printer Security Bag contents:

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

Connect ePollbooks Directly to the Orange Extension Cords
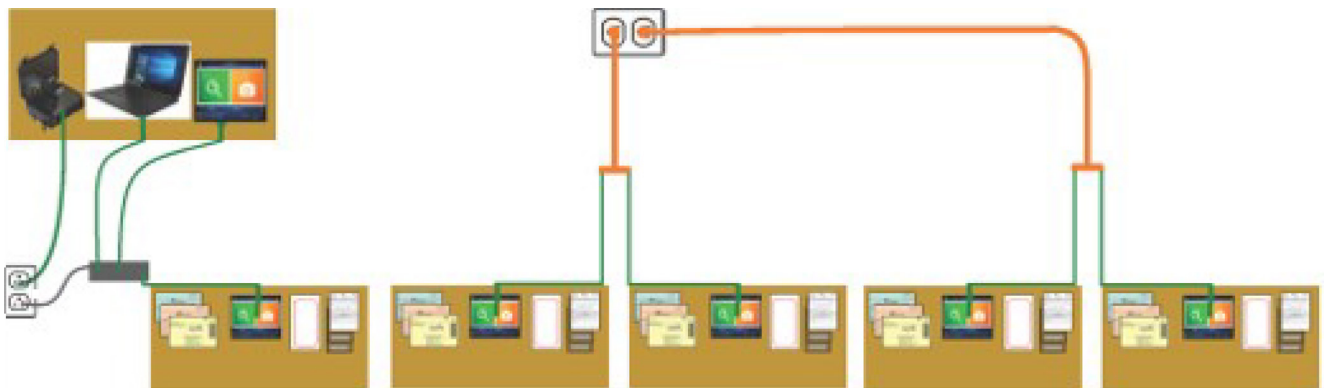
Connect ePollbooks Directly to the Surge Protectors
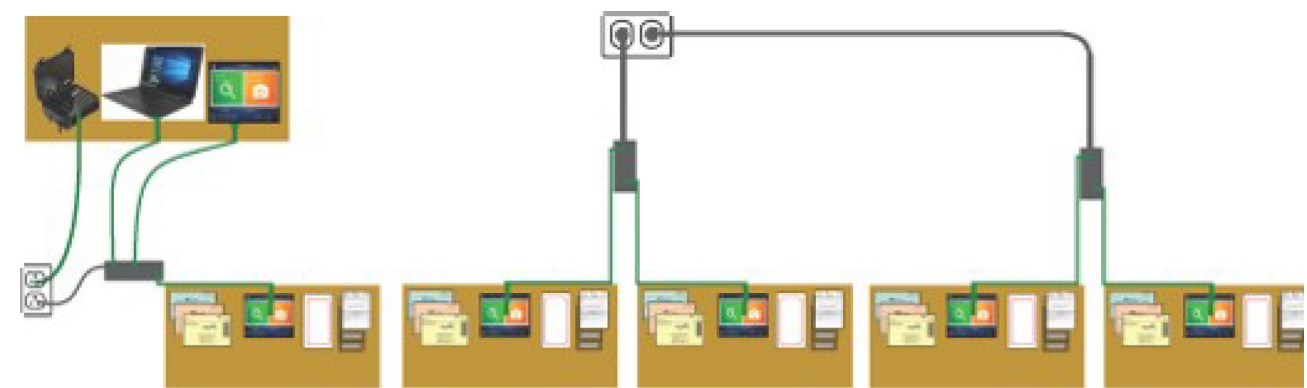
Connect ePollbooks Directly to the Surge Protector and Outlet
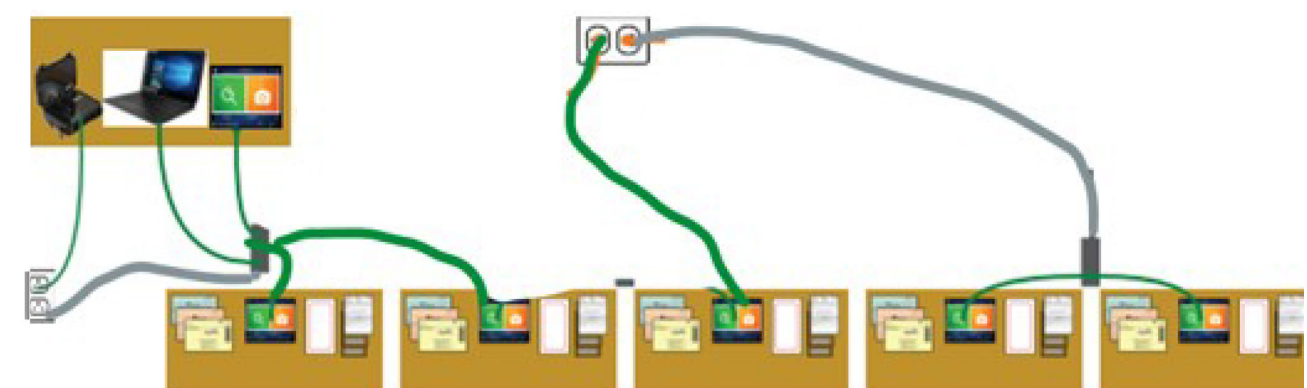
Connect BMDs
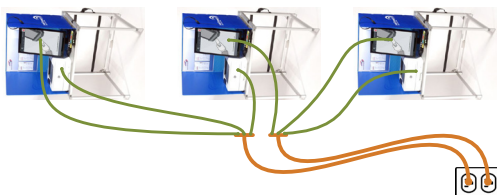
Outlet Symbol

Orange Extension Cord
(max two per outlet)

Surge Protector (grey)

Equipment Power Cable (green)

Step 1: Set Up the BMD Booth

1

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

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

2

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

3

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

4

After the booth legs are extended on both sides, raise the tabletop up.

Keep hands/fingers clear of pinch points and make sure the tabletop clears the support brackets on each side.
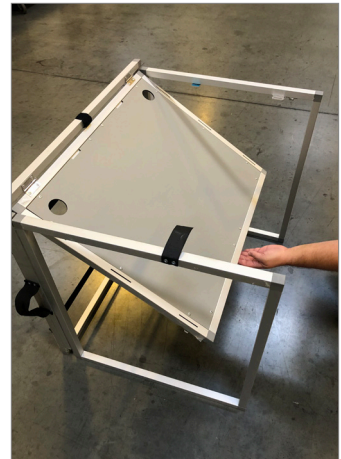
5

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

6

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

♿ **If the room accomodates it, the BMD booth should be 42" from the wall to allow for accessible travel.**

Step 2: Security Bags - Seal Verification

Do not remove the cable locks until Seal Verification has been performed on the Security Bag. The Seal Verification Log should be completed before you begin setting up the Ballot Marking Device because any inconsistency or tampering must be reported immediately. Please wait until instructed (by your Site Manager or Precinct Inspector) to remove any cable locks. An example of the log can be found on page 92.

1. The Site Manager will locate the official BMD security verification log found in the Blue Envelope and give it to the voting station technical inspector. There is one per Vote Center. An example of the log can be found on page 92.

2. Verify that the Red Cable Lock numbers on every BMD Security Bag and Printer Security Bag match the Red Cable Lock numbers listed on the Seal Verification Log.

   ▪ **If any of the numbers do not match, have another member of the board confirm the discrepancy and call the Poll Worker Hotline.**

3. Circle the appropriate answer.

BMD #	Red Cable lock	Does # match?	Green Cable lock	Does # match?	BMD #	Does # match?	Red Cable lock	Does # match?	Green Cable lock	Does # match?
BMD1 D1101090	7058025	Yes No	31301	Yes No	BMD 11 D1102631	Yes No	7058035	Yes No	31311	Yes No
BMD 2 D2100311	7058026	Yes No	31302	Yes No	BMD 12 D1102578	Yes No	7058036	Yes No	31312	Yes No
BMD 3 D1101690	7058027	Yes No	31303		BMD 13 -	Yes No	-	Yes No	-	Yes No

Step 3: Unpack the BMD Security Bag

1

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

2

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

3

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

4

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

Step 4: BMD Seal Verification

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

1

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

BMD #	Red Cable lock	Does # match?	Green Cable lock	Does # match?
BMD1 D1103198	7058025	*Yes No*	31301	*Yes No*

2

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

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

IMPORTANT: DO NOT remove either Cable Lock!
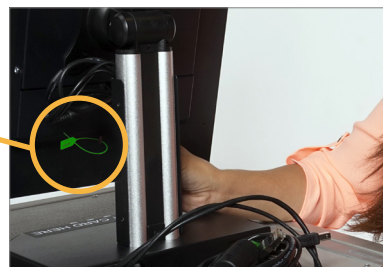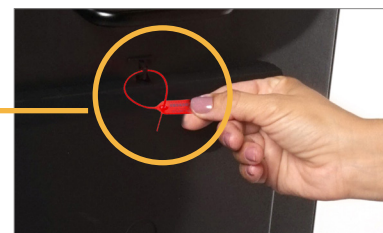
3

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

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

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

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

Step 5: Unpack the Printer Security Bag

1

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

2

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

3

Remove the power cord from the security bag.

4

Undo Velcro strap and, using two hands, lift the printer up and out of the case.

Place the printer on Voting Booth table to the right of the BMD. Place printer so the cable ports are facing the rear of the voting booth.

⚠️ **If you are missing any items, please call the Poll Worker Hotline at (858) 565-3360 as soon as possible.**

Step 6: Connect the BMD

1   **The BMD comes with three cords:**

| BMD Power Cord | Printer USB Cord | ATI-RJ45 Cord |
| (Red Sticker) | (Yellow Sticker) | (Orange Sticker) |

2

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

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

3

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

4

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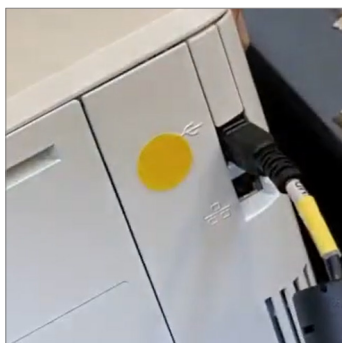
Plug the printer power cord into the printer *(match green stickers).*

5

Connect the RJ-45 cable to the ATI (match orange stickers)

Plug the headset into the ATI, match mint green stickers. Place the ATI unit in front of the BMD screen.

6

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

Plug Printer and BMD into orange extension cord and plug the extension cord into a wall outlet. See Outlet Layout on page 49 for guidance with appropriately connecting your equipment to available power sources.

7

Unfold the privacy screen and position around the back of the BMD and printer. Make sure to manage all loose cords between the privacy screen and behind the BMD and printer.
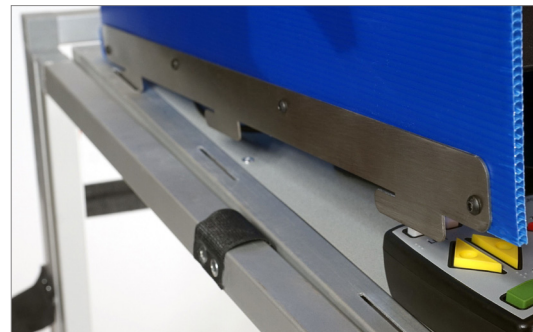
Insert the anchor teeth on the privacy screen into the provided slots in the booth table and slide back to lock in place.

Step 7: Power On and Test

> ⚠️ **The BMD Tablet automatically powers on when plugged in. If it does not, see "Troubleshooting" on page 69.**

1

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

2

Insert the Poll Worker Card (found in the Official Ballot Pouch) into the yellow slot at the bottom of the BMD with the chip facing up.
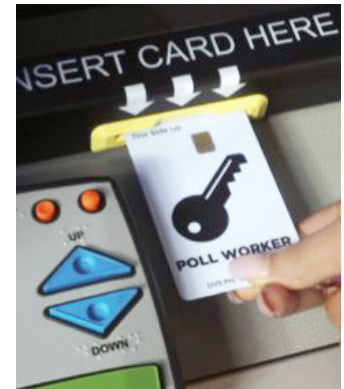
3

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

4

Verify the current election is displayed.
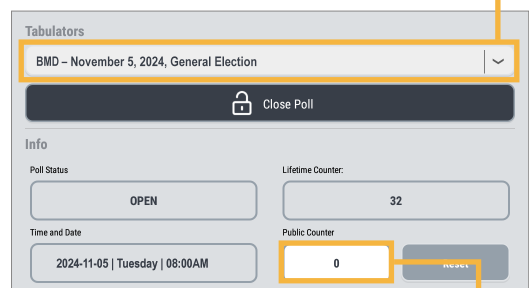
Verify the Public Counter is at zero.

> ⚠️ **If the current election is not displayed or if the public counter is not at zero, call the Poll Worker Hotline immediately.**

5
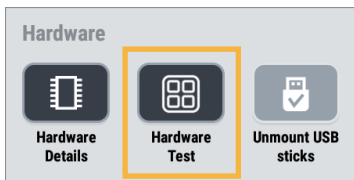
Press the Hardware Test button at the bottom of the Poll Administration screen.

6

Press the ATI button.
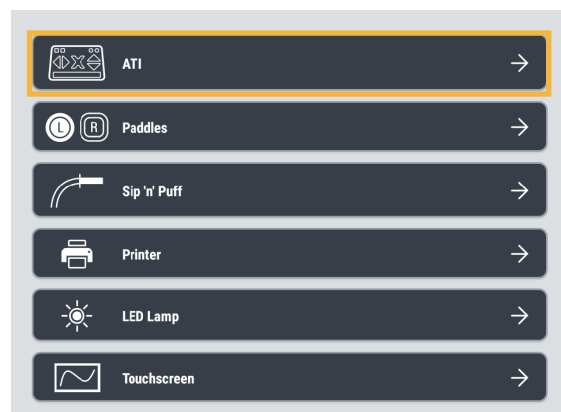
7
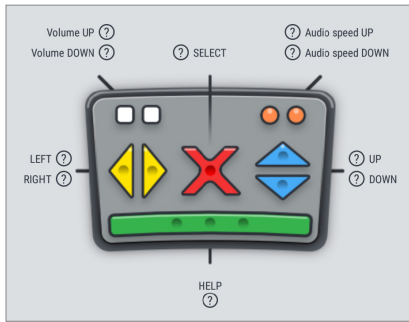
Press each button on the ATI to test functionality (green checkmark). When complete, tap the "Back to Menu" button.

8
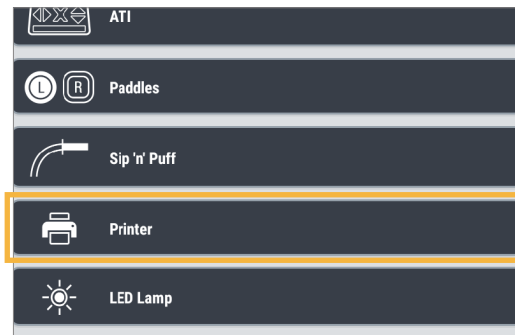
Tap the Printer button.

9
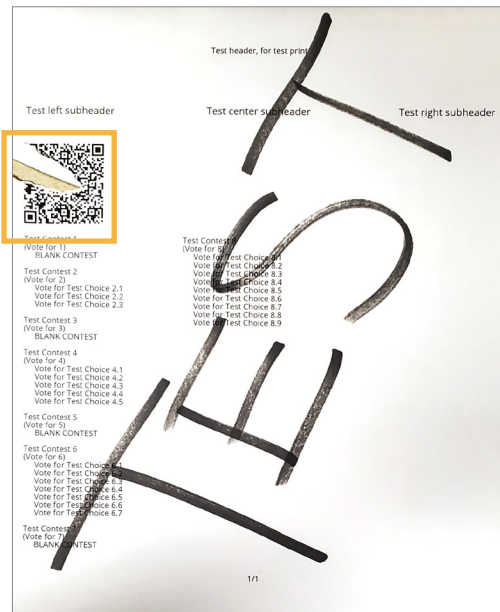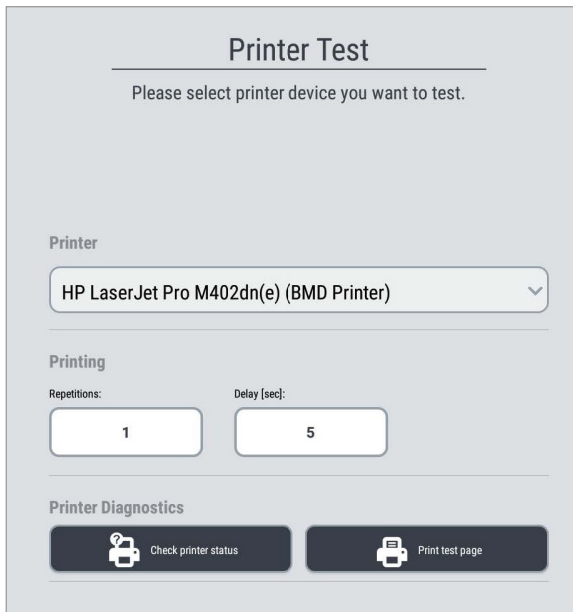
Tap the **"Print test page"** button, once the test page has printed, write **TEST** in large letters across the page and partially tear the page through the QR Code. Place this **TEST** page in the Brown Box. This is NOT a ballot and will not be counted during Closing.

10

Press the Close button.
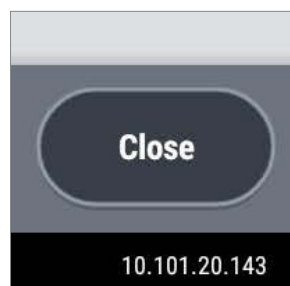
11

Ensure that the AVS Controller and Manual Session Activation boxes are checked.
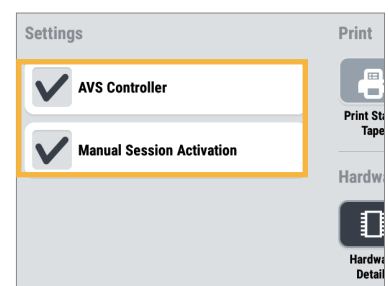
Step 8: Daily Ballot Statement

12

DAILY BALLOT STATEMENT – Part I
BMD Total Ballots Printed Report

Vote Center Location #: _____

Part I. Instructions:

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

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

	BMD #1 Open Close	BMD #2 Open Close	BMD #3 Open Close	BMD #4 Open Close	BMD #5 Open Close	BMD #6 Open Close	BMD #7 Open Close	BMD #8 Open Close	BMD #9 Open Close	BMD #10 Open Close
Fri E-11	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0
Sat										

Total ballots printed: 0

1. The first row of Part I of the Daily Ballot Statement must be verified as part of Vote Center Setup.

2. You will record the Total Ballots Printed twice each day – once before the Vote Center opens and once when the Vote Center closes.

3. Place the Daily Ballot Statement in the Blue Envelope - Tab 6.
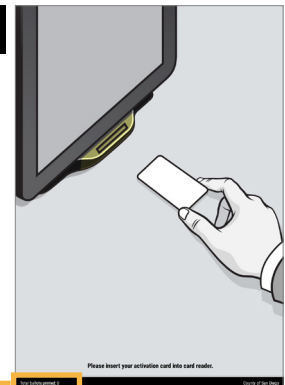
⊗ STOP HERE!

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

Basic Security Protocols

» Do not leave Poll Worker Cards unattended

» Do not leave passwords in places where they are visible. Keep confidential.

» Always remove the Poll Worker Card after activating a session

» Allow the voter privacy by returning to your station

» If a voter spoils a ballot, ask if they need assistance. If they spoil more than 2 ballots, call the Hotline.

Opening the Polls (First Day of Voting ONLY)

1

Insert Poll Worker Card and log-in. *(Instructions found on Information sheet)*

2
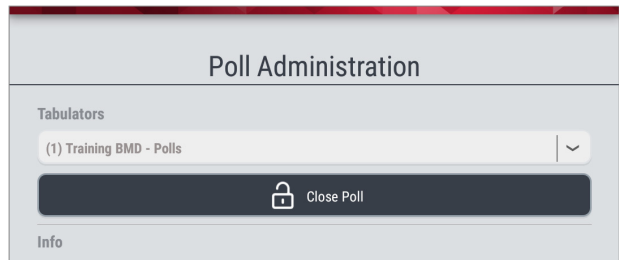
Tap the Open Poll button.

3
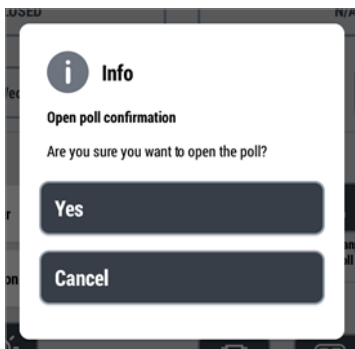
Tap the Yes button to confirm opening the poll.

4

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

5

Repeat for all BMDs in the Vote Center.

This is how the screen should look all throughout Election Day.
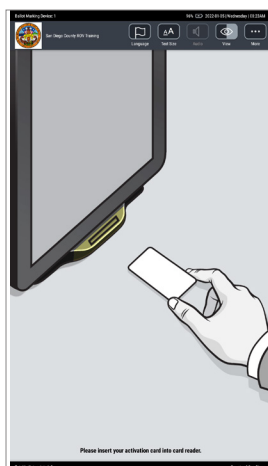
Your BMDs are ready for voting to begin!

Activating a Voting Session

1

Insert the Poll Worker Card.

2
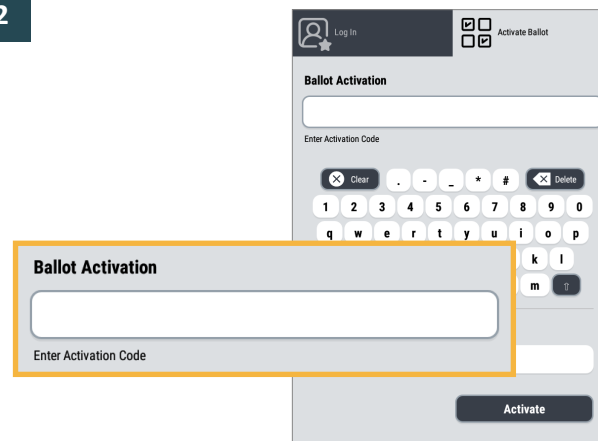
At the Ballot Activation screen, enter the voter's Sequence # from their BMD ticket.

3
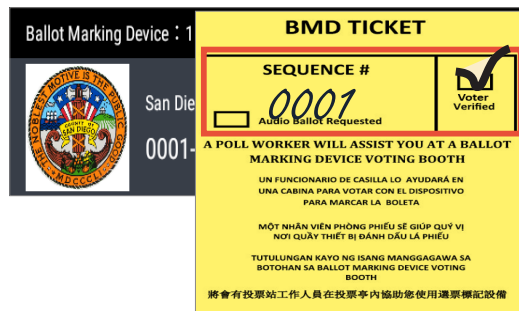
Verify with voter the Sequence # on the screen matches the number on the BMD ticket prior to activating the ballot. Once verified, activate the ballot, check the "Voter Verified" box, place the BMD ticket in apron pocket, remove the poll worker card and allow the voter to begin voting. **Do not leave the Poll Worker Card unattended.**

Important Reminders for Voting Station Technical Inspectors

» Provide the voters their privacy, but remain nearby in case any assistance is required.
» After the voter has finished voting and has printed their ballot, they may need assistance putting their ballot into an envelope. Be sure to maintain the confidentiality of their vote whenever you are assisting a voter.
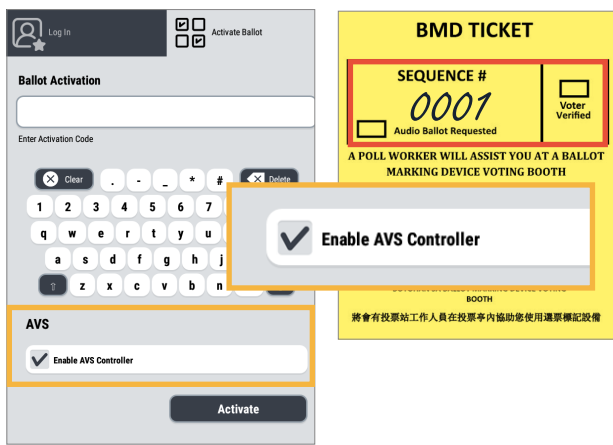
For Accessible Voting Sessions (see page 62)

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

Activating an Accessible Voting Session (AVS)

1
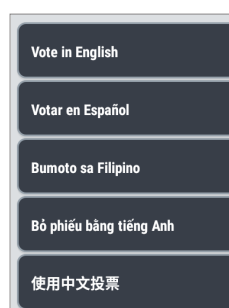
Insert the Poll Worker Card. At the Ballot Activation screen, select the "Enable AVS Controller" option, then enter the voter's Sequence # from their BMD Ticket.

2
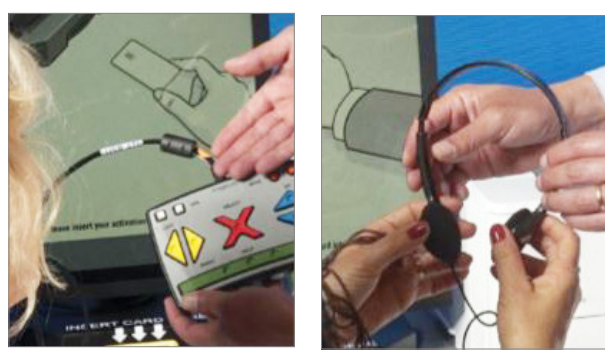
Verify with voter that the Sequence # on the screen matches the number on the BMD ticket prior to activating the ballot. Once verified, activate the ballot, check the "Voter Verified" box, place the BMD ticket in apron pocket, remove the poll worker card and allow the voter to begin voting.

3

Vote in English

Votar en Español

Bumoto sa Filipino

Bỏ phiếu bằng tiếng Anh

使用中文投票
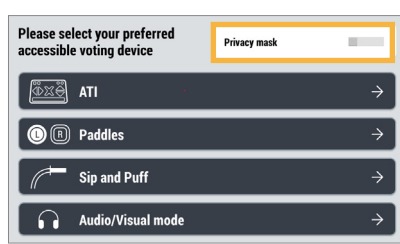
Select the voter's requested language option.

4
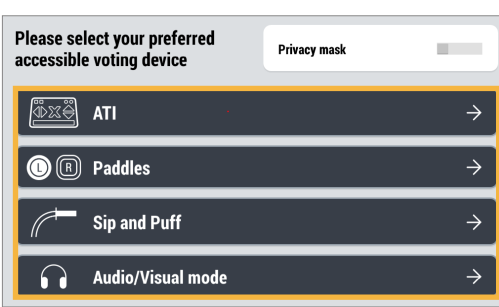
Give the voter the ATI device and give them a moment to become comfortable holding it. Give the voter the headphones and ask them to put them on now.

5

Please select your preferred accessible voting device — Privacy mask

ATI →
Paddles →
Sip and Puff →
Audio/Visual mode →

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

6

Please select your preferred accessible voting device — Privacy mask

ATI →
Paddles →
Sip and Puff →
Audio/Visual mode →

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

✖ **If you are missing any items, please call the Poll Worker Hotline at (858) 565-3360 as soon as possible.**

Voting Session Guide

Language Selection

| |
Vote in English	→
Votar en Español	→
Bumoto sa Filipino	→
Bỏ phiếu bằng tiếng Anh	→
使用中文投票	→

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

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

Language   Text Size

Language options
- ✓ English
- ☐ Español
- ☐ Filipino
- ☐ Tiếng Việt
- ☐ 中文 (Mandarin)

Text Size
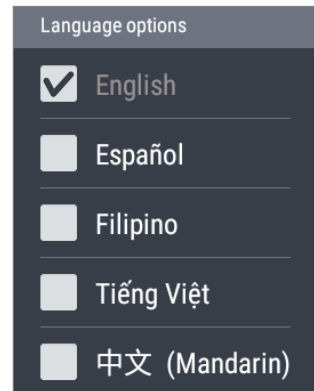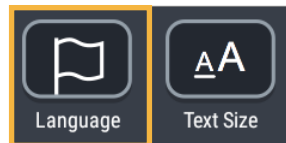
Text size options
- ✓ Normal
- ☐ Big
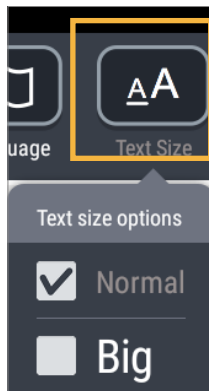
Voters may change the size of the screen text using the menu option at the top of the screen.

Audio Options

Language   Text Size   Audio

Audio options

Volume
- ▭▭▭▭▭▭ +

Voice Speed
- ----▯---- +

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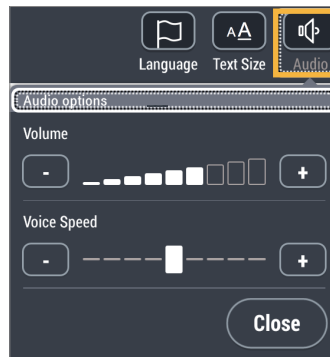
When using the ATI/audio ballot feature, Accessible Voting Session (AVS), voters can change the volume and speed.

Viewing Options

Audio   View

View options
- ✓ Color
- ☐ Black on white
- ☐ White on black
- ☐ Privacy mask
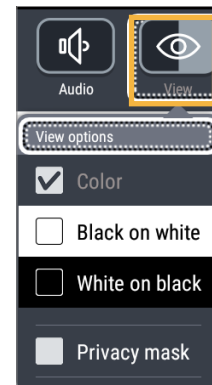
Voters may switch between different contrast and color options for ease of reading.

During an AVS a privacy mask is also available.

Finding Candidate Names - Using the "More" Button

︿   More   ︿   ﹀   More   ﹀

Voters may need to use the **MORE** button to scroll to view all available candidate names in a contest. Ballots are loaded onto the BMDs prior to the election, and all ballots accurately display all candidate names for that particular contest. This use of the MORE button must be communicated to all voters using the BMD to mark their ballot. **It is important that they understand how to navigate the BMD and how to view all candidates.**

Making Selections

Voters must select the box next to their choice to vote for that choice (AVS: Must touch selections twice to confirm selection).
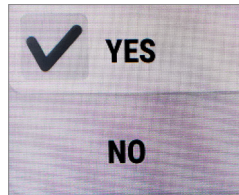
To vote for a write-in candidate, tap the "Write-in" selection, then type in the candidate's name using the pop-up keyboard. Tap the "Accept" button when finished.

Voter Review

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

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

Spoiling a Ballot

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

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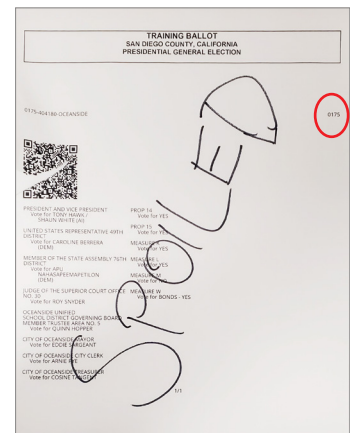
Cancelling a Ballot Activation

At any time during a voting session, a poll worker may need to cancel a ballot activation via the "More Options" drop-down.

Reasons for this might include: voter wishes to stop voting and leave the Vote Center, the voter wishes to switch to an Accessible Voting Session, or the incorrect Sequence # or party was activated.
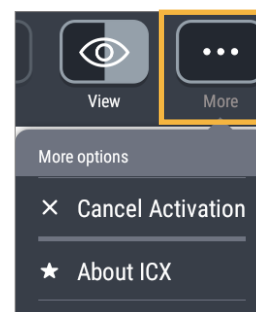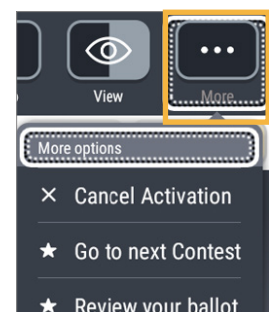
Voting Session   Accessible Voting Session

Close the Poll (Election Night ONLY!)

1

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

2
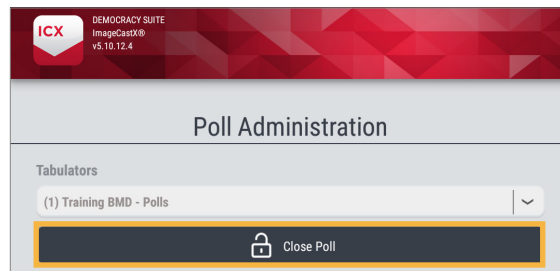
Press the Close Poll button.

3

A confirmation message will display. Press "Yes".

Close poll confirmation

Are you sure you want to close the poll?

Yes

Cancel

4
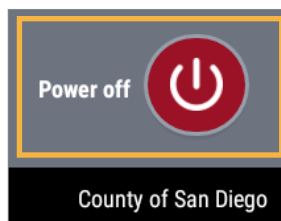
Power off

Power off

Please, select power off action

Power off

Prepare for storage

Cancel

County of San Diego

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

5

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

Power off

Are you sure you want to power off the device?

Yes

No

6

Tap the Power Button on the Printer to turn off.

Step 1: Pack BMD Printer

1
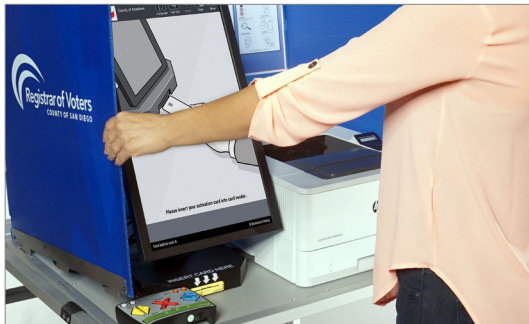
Slide the privacy screen toward the front of the booth so the teeth come out of the slots and carefully lift the screen up and over the BMD tablet, then fold closed. Set the folded screen to the side.

2

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

3

Unplug the USB cord from the back of the Printer.

4

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

5

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

6

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

Step 2: Pack the BMD

1

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

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

2

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

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

3

Place plastic protective BMD bag over BMD.

4

Repackage the BMD in the protective foam.

5

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

6

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

7

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

Step 3: Pack the BMD Voting Booth

1

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

2

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

3

Secure the Velcro strap to lock the booth.

4

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

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

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

BMD Frequently Asked Questions

Tablet does not automatically power on when plugged in

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

Test Ballot Prints Faintly

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

Poll Administration Screen appears instead of Ballot Activation Screen

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

Operations Troubleshooting

BMD Message: "Unable to read smart card." OR "Smart card reader not detected." OR "Smart card reader detached."

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

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

BMD Message: "USB Change Detected"

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

BMD Message: "Printer Not Connected"

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

ATI Connectivity Issues:

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

Voter FAQ

Why does the audio ballot keep repeating?

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

Is the printed paper from the BMD printer a receipt?

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

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

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

TRAINING BALLOT
SAN DIEGO COUNTY, CALIFORNIA
PRESIDENTIAL GENERAL ELECTION

0175-404180-OCEANSIDE

0175

PRESIDENT AND VICE PRESIDENT
Vote for TONY HAWK /
SHAUN WHITE (AI)

UNITED STATES REPRESENTATIVE 49TH
DISTRICT
Vote for CAROLINE BERRERA
(DEM)

MEMBER OF THE STATE ASSEMBLY 76TH
DISTRICT
Vote for APU
NAHASAPEEMAPETILON
(DEM)

CITY OF OCEANSIDE TREASURER
Vote for COSINE TANGENT

PROP 14
Vote for YES

PROP 15
Vote for YES

MEASURE K
Vote for YES

MEASURE L
Vote for YES

Daily Closing

Site Manager: When closing the Vote Center, use the Daily Closing Checklist on pages 82-83 and reference the Closing Job Aid (the Site Manager has a copy, and there is an additional copy in the Pink Election Day Checklist Booklet after the Official Daily Closing Checklist

⚠️ **Remember: Closing Procedures can only begin after all voters have exited the Vote Center.**

When it is time: "The polls are now closed!" **Early voting 5:00pm. Election night 8:00pm**

Follow the Daily Closing Checklist on pages 82-83.

Remember the Poll Worker Mission. Safely secure every ballot until it can be counted at the Registrar of Voters.

1

Site Manager must use the Daily Closing Checklist each day to ensure the Vote Center is closed according to the required procedure.

2

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

3

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

4

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

The remaining poll workers clean and reset the Vote Center for the next day of operation.

Cradlepoint Guide

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

Cradlepoint Equipment

Cradlepoint case

Serial Number

AC cord and pouch

AC cord connection area
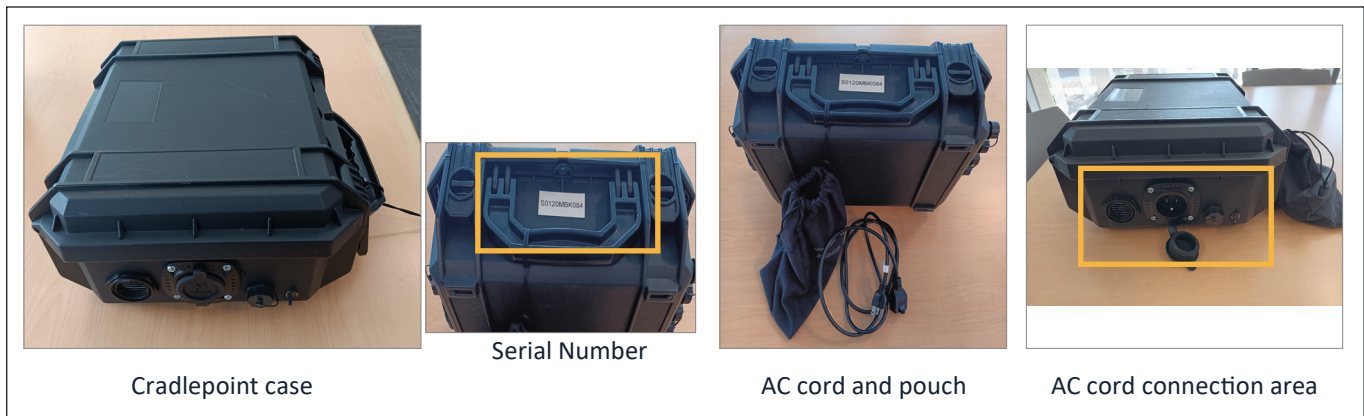
Setting Up the Cradlepoint

1

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

2

Connect the AC cord into the left side of the Cradlepoint case (as pictured). Plug the other end of the cord directly into a wall outlet. DO NOT use an extention cord.

See Outlet Layout on page 49 for guidance with appropriately connecting your equipment.

3

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

There should be one (1) blinking green light and four (4) blue lights. If any of these lights are off or other colors, see Troubleshooting on the next page (73).

Daily Operating Procedures

Once the Cradlepoint is plugged in and operational, it will remain turned on throughout the election.

Leave the Cradlepoint plugged in at end of each day until it is time to pack out of the Vote Center.

Packing the Cradlepoint

After unplugging the cord from the wall outlet:

1. Disconnect the cord from the Cradlepoint and return it back to the provided cloth pouch (tied to the Cradlepoint case).

2. Close the Cradlepoint lid and snap the clasps closed to secure the lid; secure the cap where the cord is plugged in on the side.

3. Place the Cradlepoint on a supply cart as indicated in the provided Supply Cart Diagrams.

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

If there are no lights once the Cradlepoint is plugged in and multiple outlets have been tested, call the Poll Worker Hotline for assistance.

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

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

2. For ePollbooks: See how to connect the EPB and Cradlepoint in the EPB Manual.

3. For the Vote Center Laptop: Call the Poll Worker Hotline.

Vote Center Laptop Overview

Each Vote Center will be assigned a laptop, with a secured internet connection via the Cradlepoint. It will be located at the Site Manager table and should be plugged in and charging all day. See Outlet Layout on page 49 for guidance with appropriately connecting your equipment to available power sources. The laptop will be used primarily by the Site Manager and the Precinct Inspector (when the Site Manager is not available).
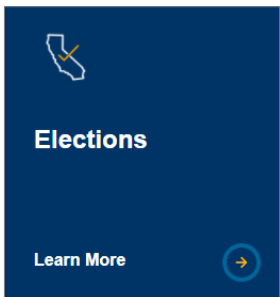
The following applications will be available to assist voters, visitors, and poll workers:

California Secretary of State Website

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

1		2	
Select "Elections" from the menu (second box).	**Elections** Learn More	User makes a selection from the menu options:	Voter Information Guide Public Display February 22 - March 14, 2022 · My Voter Status · Where's My Ballot? · Campaign Finance · Helpful Resources · Upcoming Elections

SDVOTE.com

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

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

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

1 I WANT TO	ELECTION	CAMPAIGNS	POLL WORKER	COMMUNITY	CONTACT
REGISTER		**VOTE**		**FIND**	
Register To Vote		Your Voting Options		View My Sample Ballot	
Check My Registration		How to Vote by Mail		Vote Center Near Me	
Change My Address		Voter's Choice Act		My Districts/Representatives	
Change My Name		2 View My Sample Ballot		Be A Poll Worker	
Change My Party		Request New Mail Ballot		Public Officials Directory	
Cancel My Registration		Verify Receipt of Mail Ballot		FAQs For Voters	
Cancel Registration: Deceased		Request eSample Ballot		FAQs For Campaigns	
Re-Register To Vote		Military / Overseas Voting		Campaign Finance Disclosure	
Conditional Voter Registration		Request Translations		Forms	

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

Precincting Application

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

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

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

Enter the voter's complete address in the Election Precinct Lookup box and click the magnifying glass.
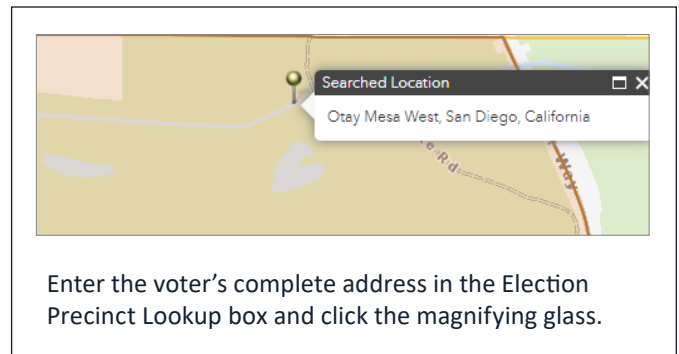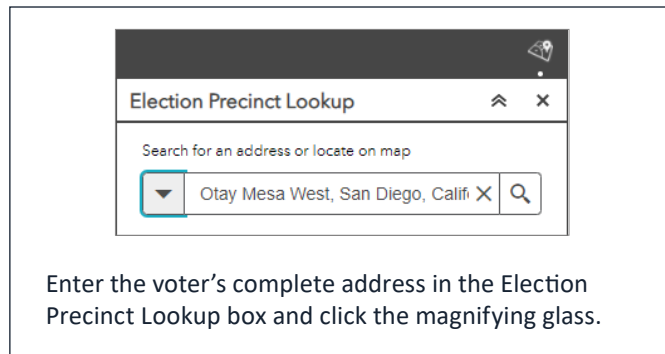
The voter's precinct will populate on the map inside the highlighted precinct area.

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

» The **voter's precinct** is listed at the top, labeled, "Election Precinct"

» The **voter's Sequence #** is listed in the second to last field marked "Sequence No"

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

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

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

1. After logging in select precinct from the Precinct dropdown menu.

2. A list of streets within that precinct will populate. The list of streets is alphabetical and can be expanded to look for individual voters (based on their known street address).

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

VOTE CENTER SUPPLY LIST

1   **OFFICIAL BALLOT BOX**

REQUIRED POSTINGS AND PAMPHLETS
- ☐ Federal Facsimile/Reference Ballot Binder
- ☐ Language Assistance Table Tents
- ☐ Observer's Policies and Procedures Poster
- ☐ Official Voter Information Notice Poster (Notice Regarding Prohibition and Corruption of the Voting Process)
- ☐ Required Postings/Posted Items Display Poster (DOJ)
- ☐ Secrecy Sleeves
- ☐ State Language Facsimiles/Reference Ballot Binder
- ☐ State Voter Information Guides
- ☐ Station Supply Handout
- ☐ Elections in California Poster (Top Two Candidates)
- ☐ US Flag
- ☐ Voter Assistance Poster
- ☐ Voter Bill of Rights -1 set individual (also included on Required Postings Poster)

OFFICIAL BALLOT POUCH
- ☐ Closing Blue Security Seals – to seal & complete ALL BALLOT CARTONS (white) & SPOILED and SURRENDERED BOX (brown)
- ☐ Green Cable Locks – to secure BMD power button
- ☐ MFA Token
- ☐ Poll Worker Cards (on wrist coil)
- ☐ Poll Worker Retractable Lanyards
- ☐ Red Cable Locks –to secure the BMD and printer bags after poll closes.
- ☐ Red Tab locks –to secure Official Ballot Box after first voter views empty, the red bag, and the Mail Ballot Bag after poll closes.

PROVISIONAL AND MAIL BALLOT BAGS
- ☐ Mail Ballot Bags (yellow)
- ☐ Provisional Bags (red)

BLUE ACCORDION ENVELOPE
Tab 1-
Tab 2 – Poll Worker Resources
- ☐ Accident Forms
- ☐ E-Poll Book Manual
- ☐ Observer Sign in Sheet
- ☐ Poll Worker Checklist Booklet
- ☐ Poll Worker Job Aids
- ☐ Universal Language Group (ULG) Flyer/Language Assistance and ASL Instructions

Tab 3 – Envelopes
- ☐ Check-In Form Security Envelopes
- ☐ Curbside Voting Packet Envelopes
- ☐ Mail Ballot Signature Form Envelopes

Tab 4 - Poll Worker Reference
- ☐ ADA Accessibility Information *(NOT ALL LOCATIONS RECEIVE THIS NOTICE)*
- ☐ DART Location Notice
- ☐ Election Officer's Digest

Tab 5 – Voter Handouts
- ☐ Specific Needs Survey

Tab 6 - Forms completed by Poll Worker
- ☐ Chain of Custody
- ☐ Challenge List & Assisted Voters List
- ☐ Daily Ballot Statement
- ☐ Seal Verification Log
- ☐ Wait Time Tickets and Process Guide

2   **SPOILED AND SURRENDERED BALLOT BOX (Brown)**
- ☐ Clipboards

3   **PPE – PERSONAL PROTECTION EQUIPMENT BOX**
- ☐ Hand sanitizer
- ☐ Masks – Staff/ Voters
- ☐ PDI Super Sani-Cloth® For disinfectant/cleaner/electronics
- ☐ Face Shields
- ☐ N95 Masks
- ☐ N95 Instruction Packets/1 signature form
- ☐ Disposable headphone covers.
- ☐ Gloves

4   **CHECK-IN BOX**
- ☐ BMD Ticket Pads
- ☐ Check-In Forms
- ☐ Provisional/CVR Status Cards
- ☐ Secrecy Sleeves
- ☐ Voter Help Cards

1

VOTE CENTER SUPPLY LIST

5   _**EMERGENCY BALLOT BOX**_

☐ Box, complete
☐ Instructions (inside Emergency Ballot Box)

6   _**SURGE PROTECTORS BOX**_

☐ Surge protectors

7   _**CONDITIONAL VOTER REGISTRATION (CVR) ENVELOPE BOX**_

☐ CVR Envelopes (green)

8   _**BMD PAPER**_

☐ Paper Reams

9   _**PROVISIONAL ENVELOPES and MAIL BALLOT REPLACEMENT ENVELOPES**_

☐ Provisional Envelopes (peach)
☐ Mail Ballot Replacement Envelopes (yellow)
    (**BOTH IN SAME BOX**)

10   _**STATIONERY KIT- BLUE BIN**_

☐ Aprons	☐ Note Pads	☐ Scissors
☐ Apron extension ties	☐ Plastic ID Covers w/lanyards	☐ Scotch Tape
☐ Binder Clips	☐ Painters Tape	☐ Specific needs signature guides
☐ Calculators	☐ Paper Clips	☐ Staplers and Staples
☐ First Aid Kits	☐ Pens	☐ Stylus
☐ Glue Sticks	☐ Poll Worker Pins	☐ Table Covers Black
☐ Highlighters	☐ Post It Notes	☐ Tape Measure
☐ I Voted Stickers	☐ Push Pins	☐ Trash Liners
☐ ID Badges	☐ Rubber Bands	☐ Trays
☐ Magnifying Sheets	☐ Rulers	☐ UHU Adhesive
☐ Mini Flags with stands	☐ Safety Vests	

11   _**FLAT WHITE BALLOT CARTONS**_

☐ Top shelf of CART 1. Unassembled – labeled 1, 2, 3 etc**.** Quantity based on location.

BMD   _**BALLOT MARKING DEVICE**_

**CART(S) BMDs**

☐ **BMDs– _BMDs (_locked with Red Cable Lock)**
    ☐ **Extension cord (in BMD bag)**
☐ **ATI**
☐ **Headphone**
☐ **BMD Power Cord**

**CART(S) PRINTERS**
☐ **Printers,**
☐ **Laptop**
☐ **Cradlepoint**

☐ **ePollbooks -- PICK-UP AT SUPU (Gray protective cases contain 4 EPBS _max_.)**
Note: Vote Centers will have varying amounts of BMD/Printer CARTS.

CRATE   _**COLLAPSIBLE CRATE – FOR LOOSE ITEMS**_

☐ **BMD VOTING BOOTHS**
    BMD voting booths with privacy screen (use one as ADA voting booth No BMD)
☐ **'VOTE HERE' SIGN**
☐ **'CURBSIDE VOTING' SIGN**
☐ **WHITE VOTING BOOTHS**
    Carboard voting booth, unassembled.
☐ **POLL SIGN BAGS** (yellow)
☐ **FEATHER FLAG**
    Feather Flag with base inside bag
☐ **ADA BOX**
    ADA brown large cardboard box with ADA items inside
    SITE SPECIFIC - This box will only be in the crate or on pallet if needed.
☐ **ROUND PLASTIC WEIGHTS AND / OR SANDBAGS -** _Items will vary depending on what is available_
☐ **ADA CART**
    ADA Cart, blue, on wheels
    UPS (Universal Power Supply) inside

1

VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION NUMBER: _____DATE: _____

SITE MANAGER DUTIES	*Checkmark each task once completed.*	
▪Site Manager Arrival		
Note: Call the Poll Worker Hotline (858) 565-3360 for all communication, questions, concerns about your site's setup. **(1-day Vote Centers ONLY) On setup day only, Call (858) 495-5123)**		
1.	Turn phone on with ringer/vibration on.	
2.	Call the facility contact(s) and Poll Worker Hotline if site is locked**. (1 Day Sites call (858) 495-5123)**	
3.	Discuss with facility contact: • site access and end of day lock procedures and rules • access and departure schedule for setup and all voting days, including holidays and Election Day • the name and phone number of the person(s) providing site access and/or lock up each day • poll worker parking • restroom location • location of facility emergency procedures (should be posted) • scheduled events that may impact Vote Center access or parking • Wednesday E+1 pack-out day, times and access	
▪Poll Worker Arrival		
1.	Alert Poll Worker Hotline if Poll Workers are not present or anyone leaves early. If poll worker does not show, call them, then call the Hotline.	
2.	Review Setup Checklist **(manual pp. 78-79)** with poll workers; discuss a setup plan.	
3.	Communicate facility emergency plans. Remind poll workers to call 9-1-1 if they feel unsafe/threatened at any time.	
4.	Assign each poll worker specific tasks at a station for setup. Direct Poll Workers to set up <u>ALL</u> equipment provided.	
▪Site Layout and Voter Flow		
1.	Walk Vote Center and note the Entrances and Exits, location of POD if applicable, path of travel.	
2.	Note the location of power outlets, ensure outlets function properly. (Suggested outlet layout diagram, **manual p. 49**).	
3.	Plan for Vote Center's stations **(manual p. 12)** as a general guide. Identify voter flow and the best location for setting up each station.	
4.	Identify location for voter waiting lines inside and outside the Vote Center.	
INVENTORY AND UNLOAD SUPPLIES / EQUIPMENT		
▪ Storage Container Instructions – (Sites that receive supplies via truck, skip items number 1 - 5).		
1. Follow instructions and complete Storage Container Seal Log. Place completed log in Blue Envelope-Tab 6.		
2. Open Storage Container--use caution and watch for shifting carts and loose supplies.		
3. Ensure wheels on carts are locked. • Unload BMD Security Bags from cart beginning with bags on top shelf and work downward. • Roll each bag into vote center individually. • Two people lower empty cart from storage unit and transfer supplies from next cart to the empty cart that is now outside. • Follow transfer cart diagram, and complete process until storage unit is empty. REMINDER: Only remove carts from storage unit once the carts are completely empty.		
4. Follow instructions and complete Storage Container Seal Log. Place completed log in Blue Envelope-Tab 6.		
5. Close and lock empty Storage Container. (Storage Containers may be used to store empty carts.)		
6. Inventory each supply cart before unpacking it. Use the Vote Center Supply List and Supply Cart Diagrams. **(manual pp. 76-77 & 85-87)** Prepare a list of missing items before calling the hotline so all items can be requested with one call.		
7. Unpack carts.		
SETUP STATIONS AND SM TABLE - SM to delegate tasks		
▪ Site Manager Table (manual p. 15)		
1.	Set up the following first: • Cradlepoint: Power on, verify that that the modem lights are on. Cradlepoints will remain always plugged in. **(manual pp. 72-73)** • ePollbook: Power on, ensure it is charging and establishes a green-fan connection. **(EPB Reference Manual pp. 3-5)**	
2.	Log in to Vote Center Laptop: Check Vote Center email for correspondence from ROV (use MFA token, see Laptop Instructions in SM Packet).	
▪ Mail Ballot Station (outside the Vote Center entrance) (manual p. 13)		
1. Assemble and organize supplies using Station Diagram **(manual p.13)**		
2. Measure and mark 25 feet and 100 feet exit polling/electioneering distances from Vote Center entrance and Curbside Voting area.		
3. Set up outdoor accessibility supplies (if provided), instructions in Blue Envelope-Tab 4.		
4. Assemble outdoor signage and identify placement to maximize visibility of the Vote Center (wear a safety vest). Note: Signage is displayed only during voting hours and taken inside at the end of each day.		
5. Identify a location for placement of the Curbside Voting area and sign. Do NOT place sign in an accessible parking spot.		

VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION NUMBER: _____ DATE: _____

·Greeter Station (manual p. 13)	*Checkmark each task once completed.*
1. Use Station Diagram. **(manual p. 13)** Ensure all languages are represented.	☐
2. Hang required posters and notices so that each language is visible. **(manual p. 12)**	☐
3. Display the American flag with respect and care.	☐
4. Set up indoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4).	☐
·Check-In Station (manual p. 14)	
1. Assemble and organize supplies using Station Diagram. **(manual p. 14)**	☐
2. Priority: As soon as possible, set up all EPBs, ensure each is charging, and establishes a green-fan connection.	☐
3. Update all EPBs. Verify each EPB is downloading delta files from ROV. Do NOT power down EPBs. (See SM for the Delta file number.)	☐
4. Confirm that EPB power cords are fully plugged in	☐
5. Securely tape down cords with blue tape to prevent trip hazards.	☐
6. Make sure all secrecy sleeves are empty.	☐
·Voter Access Table (manual p. 13)	
1. Assemble and organize supplies using Station Diagram. **(manual p. 13)**	☐
·Voting Station (manual p. 15)	
1. Check all Red Cable Locks on the BMD and Printer Security Bags • verify all are free from tampering and the cable lock numbers match the cable lock numbers on the Seal Verification Log. • record results (Blue Envelope–Tab 6). Call the Poll Worker Hotline if numbers do not match.	☐
2. Select a location for each BMD voting booth using the Vote Center Sample Layout Diagram as a guide. **(manual p. 12)** • Note: Each vote center may look different from the diagram due to floor plan.	☐

• Set up using the instructions. **(manual pp. 49-58)**
  • Working as teams, use due care to avoid injury and to protect against damage.
  • BMD voting booths,
  • BMDs and associated printers. Note: Ensure 2 BMDs and 1 ADA booth are ADA accessible. **(manual p. 12)**
	☐

3. Verify the current election is displayed on each BMD screen. **(manual p. 57, #4)** • Note: If any BMD fails to identify the current election, call the Poll Worker Hotline. (1 Day Sites call (858) 495-5123)	☐
4. Make sure every printer tray has a full stock of paper (use ROV-supplied paper only). Do not reset any printer paper settings.	☐
5. Complete Part I of the Daily Ballot Statement by recording the number of "Total Ballots Printed:" for each BMD. **(manual p. 59)** • Note: If any BMD count shows that ballots have been printed, call the Poll Worker Hotline.	☐
6. Assemble and select a location for the cardboard and ADA voting booths.	☐
7. Site Manager and poll worker: set up the ADA Cart **(manual p. 46-47)** and assemble Curbside Voting Kit. **(p. 47, Curbside Process, #13)**	☐
8. Site Manager: Fill out Step 2 of Part I of the Seal Verification Log (Blue Envelope–Tab 6).	☐
·Checkout Station	
1. Assemble and organize supplies using the Station Diagram on. **(manual p. 15)**	☐
END OF SETUP DAY	
·Site Manager to Confirm/Review with Poll Workers	
1. Review expectations of timeliness and proper conduct. **(manual p. 11)**	☐
2. Assign Vote Center station responsibilities to poll workers.	☐
3. Review Daily Opening Checklist responsibilities with poll workers. **(manual p. 80-81)**	☐
4. Discuss daily DART requirements: Decide who will drive with Precinct Inspector each night and verify transportation is available. Review the Chain of Custody form and end-of-night DART procedures. (**manual p. 94**)	☐
5. DO NOT power off BMDs - they stay on until the end of the election.	☐
6. *Power OFF* Laptop.	☐
7. Put the Official Ballot Pouch in the laptop bag.	☐
8. Make sure all poll workers have signed attendance roster.	☐
9. DO NOT power off EPBs – but do log off. **(EPB Reference Manual p. 51)**	☐
10. On each EPB, ensure Delta files have reached number provided to Site Manager via email from ROV.	☐
11. Call Poll Worker Hotline to advise setup is complete and provide Hotline operator Delta file number before leaving the facility.	☐
12. Close Vote Center and ensure it is securely locked per the facility contact's instructions.	☐

Page 2 of 2

DAILY OPENING CHECKLIST

VOTE CENTER LOCATION NUMBER: _____

Checkmark each task once completed.	Sat -10	Sun -9	Mon -8	Tues -7	Wed -6	Th -5	Fri -4	Sat -3	Sun -2	Mon -1	E-Day
DUTIES FOR SITE MANAGER/PRECINCT INSPECTOR											
1. Keep cellphone on, charged, with you, ringer on.											
2. Call site contact(s) and Hotline if locked out.											
3. Poll workers sign roster. Call no-shows; report absences to Hotline.											
4. Verify Cradlepoint is on, modem lights are on. **(manual p. 72)**											
5. Log on to EPBs. Confirm: charging and have a green-fan connection.											
6. Power on VC Laptop.											
7. Check emails; use MFA token. (Steps in SM Packet).											
8. Look for safety issues/hazards; areas to be organized.											
9. PWs wear nametags, bilingual PWs w/language.											
10. Review *Site Manager Daily Reminders Checklist*.											
11. At 8:00 am (7:00 am on Election Day), announce, "The polls are now open."											
12. Conduct first voter protocols each day. **(manual p. 21)**											
MAIL BALLOT STATION RESPONSIBILITIES											
1. Restock supplies. **(manual p. 13)** Ensure station is organized, neat, no clutter.											
2. Place yellow poll signs at nearby intersections to point traffic toward Vote Center. (Wear a safety vest).											
3. Place '*Vote Here'* feather sign near the entrance or nearby voter parking lot for maximum visibility.											
4. Place '*Curbside Voting'* sign at an accessible curbside location within visibility of the entrance if possible.											
5. Place '*Vote Here'* A-frame sign at entrance.											
6. Verify 25' exit poll marker/tape, replace if needed.											
7. Verify 100' electioneering marker/tape, replace if nec.											
8. Ensure posters are neatly displayed for voters to view.											
9. Get red tab lock from Official Ballot Pouch for the first voter procedure.											
GREETER STATION RESPONSIBILITIES											
1. Restock supplies. **(manual p. 13)** Ensure station is organized, neat, free of clutter.											
2. Ensure posters are neatly displayed for voters to view.											
3. Ensure American Flag is hung with respect and care.											
4. Complete '*Languages Spoken Here'* table tent; mark each language spoken at this vote center.											

DAILY OPENING CHECKLIST

VOTE CENTER LOCATION NUMBER: _____

(Continued) *Checkmark each task once completed.*	Sat -10	Sun -9	Mon -8	Tues -7	Wed -6	Th -5	Fri -4	Sat -3	Sun -2	Mon -1	E-Day
CHECK-IN STATION RESPONSIBILITIES											
1. Restock supplies. **(manual p. 14)**											
2. All EPBs – charging and have a green-fan connection.											
3. Login to EPBs. **Touch '*Allow Login Again'* at the *Device Locked* screen.**											
4. Look for any hazards; cords are plugged in, taped down.											
5. Verify Blue Security Seal on the Brown Box is tamper-free. If tamper-free, break the seal and open Brown box. Note: Call Poll Worker Hotline if seal shows evidence of tampering or is missing.											
VOTING STATION RESPONSIBILITIES											
1. Look for any hazards. Confirm BMD and printer power cords are fully plugged in and securely taped down.											
2. Inspect all BMD Cable Locks including ADA Cart • Verify all are secure, tamper- free. • Record results on Seal Verification Log Part II. (Tab 6). • Call Hotline if any Cable Lock shows evidence of tampering or is missing.											
3. Ensure all printer trays are loaded with official ballot paper (ROV-supplied paper only).											
4. First Day of Voting Only: Using a Poll Worker Card to "Open the Poll" on all BMDs. **(manual p. 60)** You will not close the polls until Election Night after all voting is completed and all voters have left the site.	11-day	████	████	████	████	████	████	████	████	████	1-day
5. Complete *Part 1 Daily Ballot Statement* (Blue Envelope-Tab 6); record total # of ballots printed for each BMD. • If BMD "Open" counts do not match the previous day's "Close" counts, call the Poll Worker Hotline.											
CHECKOUT STATION RESPONSIBILITIES											
1. Restock supplies **(manual p. 15).** Ensure station is organized, neat, no clutter.											
2. Obtain a red tab lock from Official Ballot Pouch in preparation for the First Voter Procedure. **(manual p. 21)**											

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

DAILY CLOSING CHECKLIST

VOTE CENTER # _____

Checkmark each task once completed.

	Sat -10	Sun -9	Mon -8	Tues -7	Wed -6	Thur -5	Fri -4	Sat -3	Sun -2	Mon -1	E-Day
A: CLOSE POLLS, "THE POLLS ARE NOW CLOSED" (Early Voting: 5:00 PM, Election Day: 8:00 PM.)											
Concurrently perform closing activities: PI and TI should leave for DART as soon as DART items are prepared.											
B: SM TO MAKE PW ASSIGNMENTS											
1. SM assigns priority Daily Closing Checklist sections first: • 2 PWs to E2: Check-In Forms and EPB Counts • 2 PWs to G: Mail Ballot Bag • PI+PW to I: Dart Items and Chain of Custody											
2. SM assigns 1 PW to collect, ensure secrecy sleeves are empty (no ballots inside) and return sleeves to the Check-In Station.											
3. SM assigns 1 PW to write # of "Total Ballots Printed" from each BMD. PW to provide #s to SM for *Daily Ballot Statement*-Pt. 1. **(manual p. 59)**											
4. SM assigns 1 PW to F: Brown Box											
5. Available PWs perform checklist Section, J1: Perform After Polls Close.											
6. **Election Night Only:** SM assigns 1 PW to gather and return items to Blue Envelope: Observer Sign-In Sheet, PW Job Aids (from all stations), ULG/ASL Flyers, Specific Needs Surveys											
7. SM and 1 PW prioritize/complete the following checklist sections as a 2-person team: "C," "D," "E1," "E3," "H," and "J2."											
C: OFFICIAL BALLOT BOX – Site Manager and Poll Worker											
1. Retrieve *Daily Ballot Statement* from Blue Envelope-Tab 6.											
2. Break Red Tab Lock on Official Ballot Box; sort contents. • Mail Ballot envelopes go to PWs assigned to G: Mail Ballot Bag. • Count ballots: BMD, Carry-in, Emergency, Provisionals, CVRs. • Record counts on *Daily Ballot Statement* - Part II for today.											
3. Return the empty ballot box to the Check Out Station.											
D: WHITE BALLOT CARTON – Site Manager and Poll Worker											
1. Place counted BMD, Carry-in, Emergency ballots in *White Ballot Carton*.											
2. Complete label on carton, transferring counts from *Statement* – Part II.											
3. **Election Night Only -** Don't seal white ballot carton yet. **Go to Section H.** Election Night only you will place completed *Daily Ballot Statement* into White Ballot Carton.											
4. Seal the White Ballot Carton using a Closing Blue Security Seal.											
5. Mark "Voted Ballots" box; have poll workers sign the seal.											
6. Place completed, sealed *White Ballot Carton* aside for DART.											
E: RED BAG											
E1: Provisional and CVR Envelopes – Site Manager and Poll Worker											
1. Place the Provisional and CVR envelopes in the Red Bag. Do not close the zipper until instructed in the Red Bag section "E3" below.											
2. Transfer the Provisional and CVR envelope counts from the Daily Ballot Statement onto the Red Bag Card (inside plastic sleeve).											
E2: Check-In Forms and EPB Counts – 2 Poll Workers											
1. Collect all Check-In Forms; place inside Check-In Form Security Envelope (Blue Envelope - Tab 3) and seal.											
2. Complete the fields on the Check-In Form Security Envelope.											
3. Place this envelope inside the Red Bag (even if empty) to go to DART.											
4. Access the "Check-In Totals" screen on an EPB **(EPB Manual pp. 47-48)** • Provide today's totals for Regular and Provisional "This Location" check-ins to SM to record on *Daily Ballot Statement* - Part II.											
E3: Mail Ballot Signature Form Envelope and Locking Red Bag – Site Manager and Poll Worker											
1. Seal/place Mail Ballot Sign. Form Envelope in Red Bag (if any forms).											
2. **Election Night Only:** Place completed attendance sheet in Red Bag.	■	■	■	■	■	■	■	■	■	■	
2. Zip and lock the Red Bag using a Red Tab Lock.											
3. Set the sealed Red Bag aside for DART.											

Return Checklist to Tab-2 of Blue Envelope

DAILY CLOSING CHECKLIST

VOTE CENTER # _____

Checkmark each task once completed.	Sat -10	Sun -9	Mon -8	Tues -7	Wed -6	Thur -5	Fri -4	Sat -3	Sun -2	Mon -1	E-Day
F: BROWN BOX – 1 PW											
1. Separate spoiled BMD ballots from other items in Brown Box; sort and count number of spoiled BMD ballots.											
2. Inform SM # of spoiled BMD ballots; SM to record # on *Daily Ballot Statement* - Part II for today.											
3. Clip together today's spoiled and surrendered items and BMD Tickets. Daily, date the clipped sets and return to Brown Box.											
4. Seal the Brown Box using a Closing Blue Security Seal.											
5. Mark the "Surrendered, Spoiled Ballots" checkbox and have poll workers sign the seal.											
6. Place sealed Brown Box at the Check-In Station; does not go to DART.											
G: MAIL BALLOT BAG – 2 Poll Workers											
1. Check with SM for Mail Ballot Envelopes placed in Ballot Box. Retrieve and place into the Mail Ballot Bag.											
2. Close and lock Mail Ballot Bag using Red Tab Lock.											
3. Set the Mail Ballot Bag(s) aside for DART.											
H: DAILY BALLOT STATEMENT – Site Manager and 1 Poll Worker											
1. Complete *Daily Ballot Statement* Parts I and II and return to Blue Envelope–Tab 6, except on Election Night.											■
2. **Election Night Only:** Calculate the Grand Total for BMD #s, Part I of the Daily Ballot Statement.											
3. **Election Night Only:** Calculate the Grand Totals for ballot counts, Part II of the Daily Ballot Statement.											
4. **Election Night Only:** Complete Daily Ballot Statement – Part III; board members sign the Daily Ballot Statement.											
5. **Election Night Only:** Place completed *Daily Ballot Statement* into the White Ballot Carton. Return to checklist Section: "D: White Ballot Carton" to complete steps 4-6 (seal Carton and sign Security Seal).											
I: DART ITEMS AND CHAIN OF CUSTODY – Precinct Inspector and 1 Poll Worker											
1**.** PI/PW complete the Official Chain of Custody Form (COC) • Record quantity of each: o Red Bag, yellow Mail Ballot Bag, White Ballot Carton • Items listed on COC go to DART (even if empty).											
2. PI/PW initial the COC form and date and time. • Request SM verify items are sealed; labels are completed.											
3. **Election Night:** Blue Envelope also to DART.	■	■	■	■	■	■	■	■	■	■	
4. PI/TI transport Official Chain of Custody and DART items to DART.											
5. SM calls Hotline to notify PWs left for DART.											
6. PI arrives at DART, calls SM to confirm DART delivery.											
J: DAILY CLOSE-OUT TASKS											
J1: Perform as Soon as Polls Close – Poll Workers											
1. Retrieve exterior signage (wear a safety vest).											
2. Replenish supplies at all stations.											■
3. Make sure each EPB is charging; log out of each one for the day.											
J2: Perform Just Before Leaving Vote Center – Site Manager and Poll Worker											
1. Put locks, seals, cards, passwords, MFA Token in Official Ballot Pouch. Place Official Ballot Pouch inside the Laptop Bag.											
2. **Election Night Only:** Perform "Close the Poll" procedure on all BMDs. **(manual pg. 65)**	■	■	■	■	■	■	■	■	■	■	
3. Power down the EPBs, Vote Center Laptop and Cradlepoint.											
4. Poll workers sign attendance form.											
5. SM notify Hotline you are leaving the Vote Center.											
6. SM keep phone on after you leave for last-minute ROV calls.											

DART Items: (even when empty)
- Locked Mail Ballot Bag (yellow)
- Locked Red Bag w/ completed front card
    - Check-In Forms Envelope inside (even if empty).
    - Include Mail Ballot Signature Form Envelope only if any forms were received that day.
- Sealed White Ballot Carton w/ pre-printed ballot count items filled in.
  Election Night only: Completed *Daily Ballot Statement* inside White Ballot Carton
  Election Night only: Blue Envelope

VOTE CENTER FINAL PACKOUT CHECKLIST

VOTE CENTER LOCATION NUMBER: _____   DATE: _____

PACKOUT	
Checkmark each task once completed.	
Preparation	
1. **Site Managers:** Monitor cellphone for calls from ROV.	
2. Ensure PWs sign the Poll Worker Roster.	
3. Power on Vote Center Laptop; check for new email messages using the MFA Token.	
4. Review Packout plan with all poll workers: • Instruct poll workers to ask for help before lifting heavy objects. • Supplies should be returned to their original locations. • Pack and organize by following the Supply List and Supply Cart Diagrams. **(manual pp. 76-77 & 85-87)** • Site Manager is responsible for packing o Official Ballot Pouch, o EPBs, o Laptop, and o Cradlepoint. Note: Keep the Cradlepoint and Laptop powered on until just prior to departure (to check email).	
Packing Process	
1. Teams of two disassemble BMDs and BMD Booths. **(manual pp. 66-68)** • Pack BMDs, power cords, and printers into their respective security bags and lock bags with Red Cable Locks. Note: Do not remove the paper from printers	
2. Site Manager and one poll worker power down, unplug, pack all EPBs into the cases.	
3. Site Manager and one poll worker disassemble ADA Cart. • Pack BMD and printer into security bags and lock. • Ensure UPS (battery) is powered off and return it to the ADA cart for storage. • Velcro cabinet door shut.	
4. Disassemble and pack all cardboard voting booths. Fold at existing creases only.	
5. Pack outdoor signage (wear safety vests).	
6. Remove posted items; remove adhesive/tape/tacky from the walls.	
7. Pack supplies, envelopes, and other materials following the Supply List and Supply Cart Diagrams. **(manual pp. 76-77 & 85-87)**	
8. Carefully remove tape from floors and ground outside Vote Center (e.g., electioneering markers).	
9. Storage Container locations: • Working in teams of two, place supplies into Storage Container. • Transfer contents of supply carts to an empty cart inside Storage Container; transfer the Supply Cart Diagram to the new cart; repeat process until all supplies and carts are in the Storage Container. • Load and organize the supplies following the instructions posted in Storage Container.	
10. Non-Storage Container locations: • Assemble supply carts and leave them inside the facility for Warehouse pickup. • Place supplies on carts following the Supply List and Supply Cart Diagrams. **(manual pp. 76-77 & 85-87)** • Remind Poll Workers to work in teams of 2 for heavy items.	
11. Double check for any remaining supplies and signage.	
CONCLUSION	
1. Power off and pack the Cradlepoint. **(manual p. 73)**	
2. Power off and pack Laptop into the Laptop Bag.	
3. Use the copy of this checklist **(manual p. 84)** for the final tasks so you can place this Checklist and other remaining items in Storage Container (e.g., Cradlepoint, Laptop). Place the official Poll Worker Checklist into the Laptop Bag and put that on Supply Cart 4 in between printers #3 and #4. Ensure Storage Container cargo strap is snugly around the carts and there is no slack in the strap. Close door and lock Storage Container.	
4. On behalf of the ROV, thank the poll workers and let them know that the ROV appreciates their hard work this election!	
5. Thank the site contact; tell them that the ROV has packed out and the team is leaving the facility. Non-Storage Container Sites: Remind the site contact that ROV will follow up for supply pickup.	

VOTE CENTER SUPPLY CART DIAGRAMS
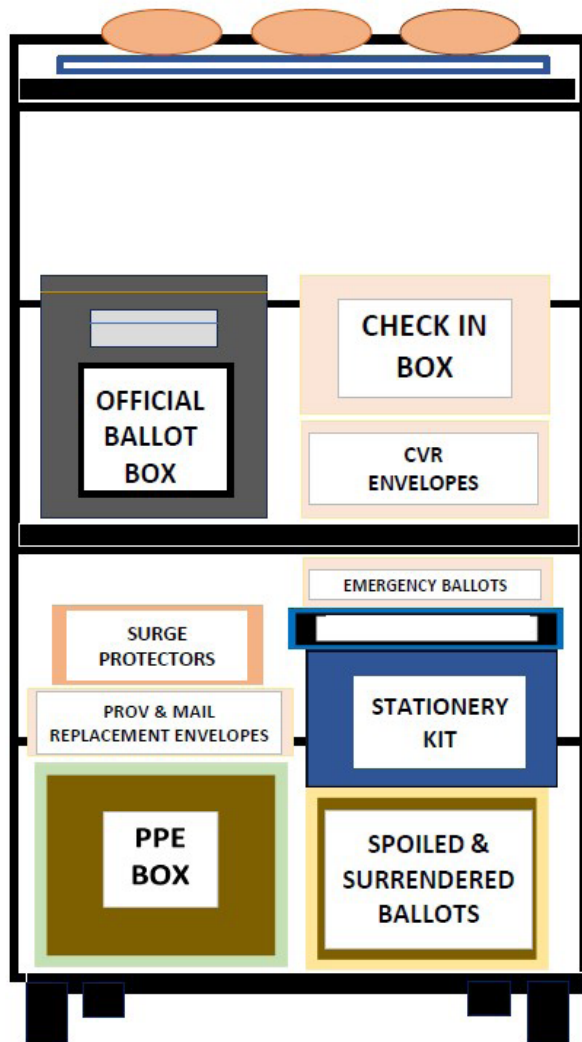
Vote Center Supply Cart-1
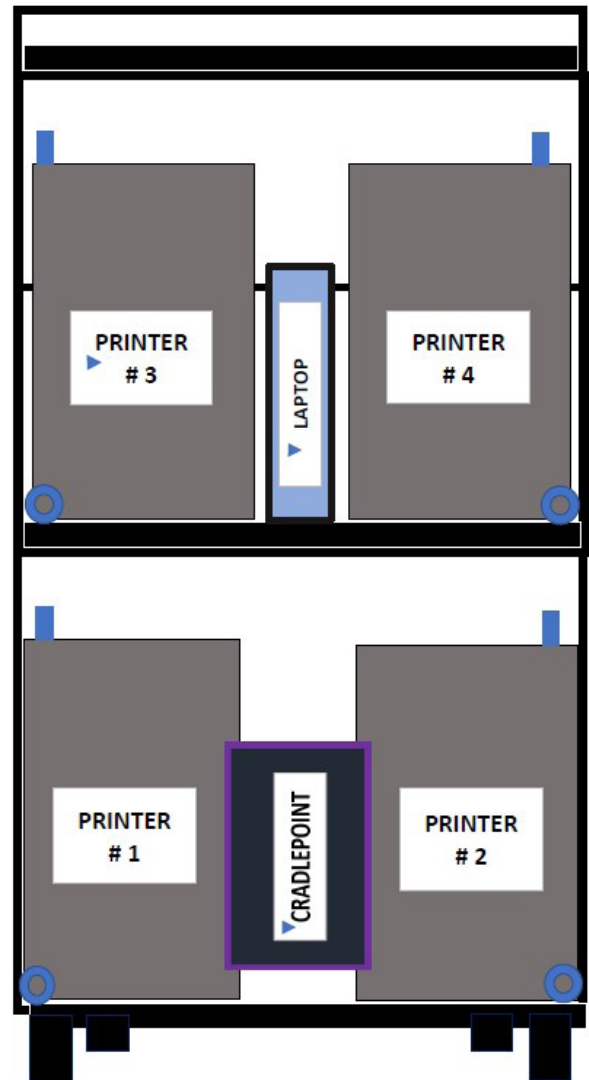
Vote Center Supply Cart-2

⚠ **NOTE: Some Vote Centers may receive additional equipment and supplies.**

VOTE CENTER SUPPLY CART DIAGRAMS
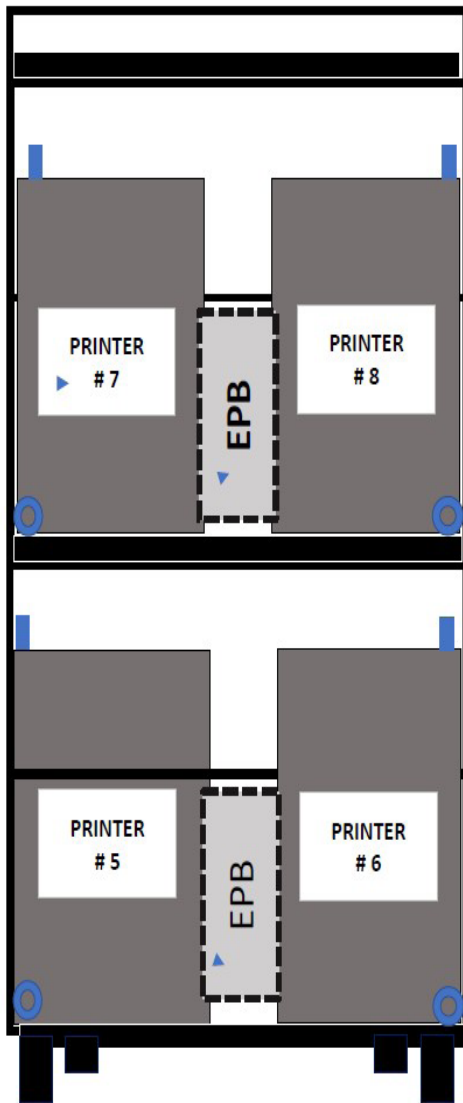
Vote Center Supply Cart-3
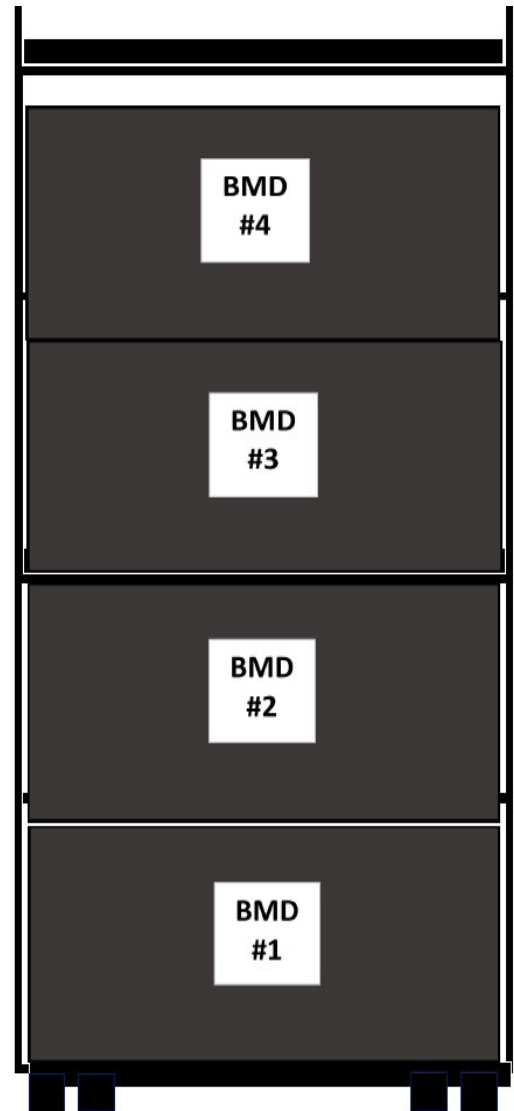
Vote Center Supply Cart-4

When packing the carts after the election, please place items as shown. Thank you!

Vote Center Supply Cart-5
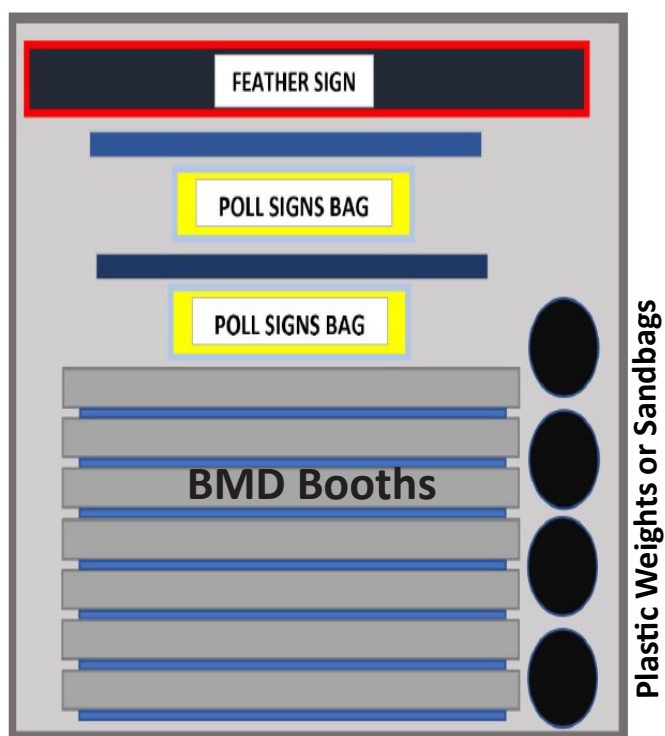
Supply Crate

Mail Ballot Envelope

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

Polls officer use only: Precinct# Poll worker sign:

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

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

X _____
Name of person returning ballot   Relationship to voter

X _____
Signature of person authorized to return ballot

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

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

X *Jane Doe*

4/4/2025
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 _____

SDIE0720R011 - 1QBRM YEL E

Jane Doe
1234 Sunny St.
San Diego, CA 92109

PO BOX 85902
SAN DIEGO CA 92186

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

OFFICIAL VOTER'S BALLOT
RETURN/IDENTIFICATION ENVELOPE
TO BE OPENED ONLY BY CANVASSING BOARD

OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service

BUSINESS REPLY MAIL
FIRST-CLASS MAIL   PERMIT NO. 3076   SAN DIEGO CA
POSTAGE WILL BE PAID BY ADDRESSEE

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

Replacement Mail Ballot Envelope

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

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

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

X _____
Name of person returning ballot   Relationship to voter

X _____
Signature of person authorized to return ballot

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

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

X *Jane Doe*

4/1/2025
Date of signing

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

Jane Doe
First Name   Last Name
1234 Sunny St.
San Diego County residence address as registered (not mailing address)
San Diego, CA 92109
City   State   Zip Code
7/12/1995
Date of Birth

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

SDIE0622R011 - MBDO YEL E

PO BOX 85902
SAN DIEGO CA 92186

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

OFFICIAL VOTER'S BALLOT
RETURN/IDENTIFICATION ENVELOPE
TO BE OPENED ONLY BY CANVASSING BOARD

OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service

BUSINESS REPLY MAIL
FIRST-CLASS MAIL   PERMIT NO. 3076   SAN DIEGO CA
POSTAGE WILL BE PAID BY ADDRESSEE

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

Remote Accessible Vote-by-Mail (RAVBM) Envelope

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

Polls officer use only: Precinct# Poll worker sign:

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

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

X _____
Name of person returning ballot   Relationship to voter

X _____
Signature of person authorized to return ballot

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

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

X _____

Date of signing

74748852 RAVBM 1199
2   999001

Jane Q Public
1234 Main Street
11/5/2024

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

SDIE0322R006 - 1QBRM E

PO BOX 85902
SAN DIEGO CA 92186

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

OFFICIAL VOTER'S BALLOT
RETURN/IDENTIFICATION ENVELOPE
TO BE OPENED ONLY BY CANVASSING BOARD

OFFICIAL ELECTION MAIL
Authorized by the U.S. Postal Service

BUSINESS REPLY MAIL
FIRST-CLASS MAIL   PERMIT NO. 3076   SAN DIEGO CA
POSTAGE WILL BE PAID BY ADDRESSEE

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

Provisional Ballot Envelope

Conditional Voter Registration Envelope

Check-In Form Security Envelope

Mail Ballot Signature Form Envelope

POLL WORKER USE ONLY

VOTER ID _____

◯ N/C   ◯ CVR   ◯ ADDRESS CHANGE
◯ CARRY-IN ◯ PROV   ◯ CURBSIDE VOTER

SDVOTE
COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS

VOTE CENTER CHECK-IN FORM

POLL WORKER USE ONLY

SEQUENCE VERIFICATION

SEQUENCE # _____   VERIFIED ☐

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

PART 1 — VOTER INFORMATION

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

ADDRESS: _____
Physical residence address in San Diego County (No P.O. Box, Rural Route, etc. If applicable, designate N, S, E, W, if used.)

_____   **TELEPHONE:** _____
(City)   (State)   (Zip Code)   (Optional)

PART 2 — ADDRESS CHANGE	(Elections Code §§ 2119.5, 2152)

☐ Please change my residence address on my voter registration. My previous residence address was:

_____
(House number, Street name, Apt./ Unit)

_____
(City)   (State)   (Zip Code)

This Check-In Form must be signed. It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code §§ 18560, 14107) *I certify the content of this request is truthful and correct, under penalty of perjury.*

X _____   _____
       VOTER SIGNATURE   DATE (MM/DD/YYYYY)

POLL WORKER NOTES: _____

_____

_____

|||||||| **1001** _____

POLL WORKER USE ONLY

◯ CANCELLED CHECK-IN

1 0 0 1

BMD DAILY LOG

1. Look at the back of each BMD to ensure all Cable locks are tamper free.
   - Alert Site Manager immediately if any Cable locks show evidence of tampering or are missing.

Date	Initial Cable locks Tamper Free? (Y/N)	Comments
Friday, E-11		
Saturday, E-10		
Sunday, E-9		
Monday, E-8		
Tuesday, E-7		
Wednesday, E-6		
Thursday, E-5		
Friday, E-4		
Saturday, E-3		
Sunday, E-2		
Monday, E-1		
Election Day, E-0		

2. Note any BMD Cable lock replacement(s) and the reason in the section below.

BMD #	NEW Red Cable lock	NEW Green Cable lock	Date Replaced	Reason for Replacement

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

REPLACED BMD #	NEW Red Cable lock	NEW Green Cable lock	Date Replaced	Reason for Replacement

Poll Worker Signature _____ Date _____

Poll Worker Signature _____ Date _____

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

COUNTY OF SAN DIEGO REGISTRAR OF VOTERS
SEAL VERIFICATION LOG

Location L-001   BMD's 12

Complete the Seal Verification Log prior to opening the polls.

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

BMD Bag Red Cable lock #	Does # Match?	PRINTER Bag Cable lock #	Does # match?	BMD Bag Red Cable lock #	Does # Match?	Printer Bag Red Cable lock #	Does # match?
7058001	Yes No	7058002	Yes No	7058021	Yes No	7058022	Yes No
7058003	Yes No	7058004	Yes No	7058023	Yes No	7058024	Yes No
7058005	Yes No	7058006	Yes No	-	Yes No	-	Yes No
7058007	Yes No	7058008	Yes No	-	Yes No	-	Yes No
7058009	Yes No	7058010	Yes No	-	Yes No	-	Yes No
7058011	Yes No	7058012	Yes No	-	Yes No	-	Yes No
7058013	Yes No	7058014	Yes No		Yes No		Yes No
7058015	Yes No	7058016	Yes No		Yes No		Yes No
7058017	Yes No	7058018	Yes No		Yes No		Yes No
7058019	Yes No	7058020	Yes No		Yes No		Yes No

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

BMD #	Red Cable lock	Does # match?	Green Cable lock	Does # match?	BMD #	Red Cable lock	Does # match?	Green Cable lock	Does # match?
BMD1 D1101090	7058025	Yes No	31301	Yes No	BMD 11 D1102631	7058035	Yes No	31311	Yes No
BMD 2 D2100311	7058026	Yes No	31302	Yes No	BMD 12 D1102578	7058036	Yes No	31312	Yes No
BMD 3 D1101690	7058027	Yes No	31303	Yes No	BMD 13 -	-	Yes No	-	Yes No
BMD 4 D2100471	7058028	Yes No	31304	Yes No	BMD 14 -	-	Yes No	-	Yes No
BMD 5 D1102667	7058029	Yes No	31305	Yes No	BMD 15 -	-	Yes No	-	Yes No
BMD 6D11 D1102693	7058030	Yes No	31306	Yes No	BMD 16 -	-	Yes No	-	Yes No
BMD 7 D1101891	7058031	Yes No	31307	Yes No	BMD 17		Yes No		Yes No
BMD 8 D1101958	7058032	Yes No	31308	Yes No	BMD 18		Yes No		Yes No
BMD 9 D1102645	7058033	Yes No	31309	Yes No	BMD 19		Yes No		Yes No
BMD 10 D1102686	7058034	Yes No	31310	Yes No	BMD 20		Yes No		Yes No

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

(9/2024)

DAILY BALLOT STATEMENT – Part I

Vote Center Location #: _____

BMD Total Ballots Printed Report

Part I. Instructions:

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

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

(Part I table: columns for BMD #1 through BMD #20, each with "Open" and "Close" sub-columns. Rows: Fri E-11, Sat E-10, Sun E-9, Mon E-8, Tues E-7, Wed E-6, Thur E-5, *Fri sE-5, Thur E-4, Sat E-3, Sun E-2, Mon E-1, E-Day E-0)

* 4-day vote centers start here when setting up Vote Center.

* 4-day vote centers start here when setting up Vote Center.

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

GRAND TOTAL: _____

(08/2024)

DAILY BALLOT STATEMENT – Part II & III

Vote Center Location #: _____

Manual Ballot Counts and Check-In Record

Part II. Instructions:

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

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

	BMD Printed Ballots	Ballots Cast (in Ballot Box)		Envelopes Cast (in Ballot Box)			# Check-Ins from EPB		Spoiled BMD Ballots
		Carry-In Ballots	Emergency	Provisional	CVR	Regular	Provisional		
Saturday, E-10									
Sunday, E-9									
Monday, E-8									
Tuesday, E-7									
Wednesday, E-6									
Thursday, E-5									
Friday, E-4									
*Saturday, E-3									
Sunday, E-2									
Monday, E-1									
Election Day, E-0									
Grand Total									

* 4-day vote centers start recording here.

Part III. Ballot Statement Certification

ALL BOARD MEMBERS: READ AND SIGN

We certify that the number of voters who voted in this Vote Center in this election is noted above as the number of check-ins in the electronic roster of voters. All voters whose signatures appear on a Check-In Form voted, except as noted. The total number of official ballots cast and spoiled are found in sealed ballot cartons and the number accounted for is as indicated on this Daily Ballot Statement. We further certify that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged (EC § 14107).

SITE MANAGER: _____

TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____

PRECINCT INSPECTOR: _____

TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____

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

(08/2024)

VOTE CENTER OFFICIAL CHAIN OF CUSTODY
COUNTY OF SAN DIEGO REGISTRAR OF VOTERS

VOTE CENTER
QR CODE
HERE

Vote Center #: _____   *Date:* _____   *DART:* _____

Step 1: Poll Workers –
Voted Ballots Released from Vote Center (VC) to Distribution and Return Team (DART)
- Poll Workers write the number of each item being released from VC to DART.
- Confirm that all items are locked/sealed before leaving the Vote Center.
- Initial and date below.

Step 1: PW: Write # of items   **Step 2:** DART: Verify # of items

_____ **# OF WHITE VOTED BALLOT CARTONS**   DART rec'd: # of items/INITIAL _____ /_____

_____ **# OF YELLOW MAIL BALLOT BAGS**   DART rec'd: # of items/INITIAL _____ /_____

_____ **# OF RED BAGS**   DART rec'd: # of items/INITIAL _____ /_____

_____ **# OF BLUE CHECK-IN FORM SECURITY ENVELOPES IN RED BAG**   **DART:** NA-Do not open Red Bag

_____ **# ELECTION NIGHT – BLUE ACCORDION ENVELOPE**   DART rec'd: # of items/INITIAL _____ /_____

Poll Worker 1 Initial: _____   **Poll Worker 2 Initial:** _____

Date: _____ **Time:** _____   **All items locked/sealed:** YES _____   NO _____ **(If NO - call Hotline)**

POLL WORKER NOTES:

Step 2: DART Team –
Receipt of Ballots and Materials from Vote Center
- Verify the number of each item received from Vote Center and confirm that all items are locked/sealed.
- Place the # of each item received and your initials on the lines above.
- Write the DART # on COC.

DART TEAM NOTES ANY DISCREPANCIES OR ISSUES:

Step 3: Registrar of Voters (ROV) Ballot/Materials Intake –
Receipt of Ballots/Materials from DART   **Step 3**: Receipt of materials

ROV INTAKE NOTES ANY DISCREPANCIES OR ISSUES:

INITIAL ROV rec'd: _____

White copy: Poll Worker   Yellow copy: ROV Logistics Intake   Pink copy: ROV Election Systems

7/16/2024

Emergency Ballot Front

Emergency Ballot
GENERAL ELECTION, November 5, 2024
COUNTY OF SAN DIEGO

Registrar of Voters
COUNTY OF SAN DIEGO

POLL WORKER USE ONLY
SEQ:

Instruction to voters:

- Use your Voter Information Pamphlet (VIP) which includes a sample of your ballot as a guide when filling out this emergency ballot. If you don't have it with you, you can look it up with the QR Code provided (right) to find your choices.
- Legibly write the full name of the candidate you choose in the empty SELECTION box next to the contest name.
- You will also need to write in the contest name in the empty CONTEST box and then write your selection for your local contests. To vote for offices that elect by district, please add the district number or letter.
- To vote for measure or proposition question, write Yes or No. For local measures you will also need to write in the measure letter.
- Use only black or blue ink pen to write your choice (selection) on your ballot.

CONTEST	SELECTION
FEDERAL PRESIDENT	
U.S. CONGRESS UNITED STATES SENATOR – FULL TERM	
UNITED STATES SENATOR – PARTIAL TERM	
U.S. REPRESENTATIVE DISTRICT #_____	
STATE OFFICES STATE SENATOR 39TH DISTRICT	
MEMBER OF THE STATE ASSEMBLY DIST. #_____	
COUNTY BOARD OF SUPERVISORS DISTRICT #_____	
COUNTY BOARD OF EDUCATION DIST. #_____	
SCHOOL	
CITY	
OTHER DISTRICTS (WATER, PLANNING, ETC.)	

Ballot Continues on Other Side

Emergency Ballot Back

Ballot
...vember 5, 2024
... DIEGO

POLL WORKER USE ONLY
SEQ:

...r ballot as a guide when filling out this
...QR Code provided (right) to find your choices.
...CTION box next to the contest name.
... and then write your selection for your local
...umber or letter.
...asures you will also need to write in the
...ot.

OTHER DISTRICTS (WATER, PLANNING, ETC.) CONT	SELECTION

	CONTEST	SELECTION		CONTEST	SELECTION
PROPOSITIONS AND MEASURES	PROPOSITION 2			COUNTY MEASURE G	
	PROPOSITION 3			MEASURE _____	
	PROPOSITION 4			MEASURE _____	
	PROPOSITION 5			MEASURE _____	
	PROPOSITION 6			MEASURE _____	
	PROPOSITION 32			MEASURE _____	
	PROPOSITION 33			MEASURE _____	
	PROPOSITION 34			MEASURE _____	
	PROPOSITION 35			MEASURE _____	
	PROPOSITION 36			MEASURE _____	

Ballot Continues on Other Side

Disability Sensitivity at the Polls
California Secretary of State

Meeting Someone Who Has a Visual Impairment

- **Greetings.** Identify yourself and introduce anyone else who may be with you. Also, don't leave the person without saying you are leaving.

- **Guiding.** If asked to be a sighted guide, place your arm against their hand, or close enough that they can easily find it. Never push or pull someone. Always discuss where you are going and remember to stop at stairs or curbs.

- **Giving verbal directions.** When offering verbal directions, use clear language, such as "to your right, straight in front of you", rather than "over here" or "that way".

- **Guide and service animals.** Do not pet or distract a guide or service animal. The animal is responsible for the owner's safety and is working. People who are blind or low vision often use guide or service animals. However, be aware that people with other disabilities may use guide or service animals as well.

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

- **Let the person take the lead** in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).

- **Talk directly to the person** even if a sign language interpreter is present. If the person lip reads, face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.

Use Appropriate Language

- Instead of disabled person, handicapped, or crippled, say **person with a disability**

- Instead of an able-bodied person, say **person without a disability**

- Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**

- Instead of the blind, say **person who is blind or visually impaired**

- Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**

- Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**

- Instead of epileptic, say **person with epilepsy**

- Instead of a Down's person or Mongoloid, say **person with Down Syndrome**

Disability Sensitivity at the Polls
California Secretary of State

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

Meeting a Person With a Disability

- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free accept it.

- **Speak directly to a person with a disability,** not just to others accompanying a person.

- **Offer help, but do not insist on providing it.** It is best to ask <u>all</u> voters if they need help or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. It is unsafe to grab a walker, white cane, or other aid without permission.

- **Don't ask about or mention the person's disability** unless he or she talks about it, or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.

- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

Interacting With a Person Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

- **Provide personal space.** The mobility device is part of an individual's personal space. Do not push, lean on, or hold onto a person's mobility device unless the person asks.

- **Maintain a clear path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day. Reference the polling place accessibility survey and voting area layout.

- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

Meeting Someone With a Disability That Affects Speech

- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.

- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.

Acceptable Identification to Meet HAVA ID Requirement

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

Acceptable forms of current and valid photo identification include:

A. Driver's license or identification card of any state

B. Public housing identification card

C. A credit or debit card with a photo

D. Insurance plan identification card

E. Identification card provided by a commercial establishment

F. Military identification card

G. Passport

H. Employee identification card

I. Student identification card

J. Health club identification card

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

A. Utility bill

B. Government check

C. Document issued by a government agency

D. Sample ballot or other official elections document issued by a governmental agency dated for the election in which the individual is providing it as proof of residency

E. Lease or rental statement or agreement issued by a government agency

F. Tuition statement or bill issued by a government agency

G. Discharge certificates, pardons, or other official documents issued to the individual by a governmental agency in connection with the resolution of a criminal case, indictment, sentence or other matter

H. Identification documents issued by government homeless shelters and other government temporary transitional facilities

I. Drug prescription issued by a government doctor or other governmental health provider

J. Vehicle certificate of ownership issued by a governmental agency

K. Bank statement

L. Government paycheck

M. Voter notification card issued by a government agency

N. Public housing identification card issued by a government agency

O. Student identification card issued by a government agency

P. Insurance or drug discount card issued by a government agency

Q. Senior citizen and disabled discount cards issued by public transportation authorities

R. Identification documents issued by governmental disability agencies

S. Property tax statement issued by a governmental agency

T. Vehicle registration issued by a governmental agency

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

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

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

Glossary

ADA: Americans with Disabilities Act.

ADA Cart: Contains a BMD, printer and battery (UPS) to be rolled outside for curbside voting. Pgs. 46-47.

ATI (Audio Tactile Interface): Used at the BMD for an accessible voting session. Pgs. 52, 56, 58.

AVS Controller: Controller used to enable an Accessible Voting Session (on the BMD). Pg. 62.

Ballot Box: Box to cast voted in-person ballots. Pgs. 15, 18, 21, 27.

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

BDB (Ballot Drop Box): Box to cast VBM ballots. Pg. 20.

BMD (Ballot Marking Device): The electronic device that allows voters to mark their selections on a tablet and print out their ballot. Pgs. 15, 18, 48.

Blue Envelope: Contains six tabbed pockets which contain items such as: election logs and forms, surveys, ADA information, poll worker reference items, and voter handouts. Returned on Election Night. Pg. 15.

BMD Ballot: The ballot printed from the BMD with a voter's selections and cast into the Ballot Box. Pg. 70.

BMD Ticket: Ticket with the voter's Sequence #. Created at the Check-In station so that the correct ballot can be activated on BMD. Pgs. 14, 26, 27.

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

Brown Box: Used to collect spoiled ballots, surrendered mail ballots/envelopes, and used BMD Tickets and used Wait Time Tickets. Pg. 14

Carry-In Ballot: Official ballot received in the mail brought to Vote Center to be cast without envelope. Pg. 28.

Chain of Custody Form: Records what items are being released to a DART official at the end of each day. Pg. 94.

Check-In Form: Filled out by voter to check in to vote at the Vote Center. This form comes in all five federally mandated languages. Pgs. 25, 91.

Check-In Form Security Envelope: Envelope used to return all completed Check-In Forms to the ROV. Will be returned in the Red Bag. Pg. 90.

CVR (Conditional Voter Registration): Under California Elections Code, CVR gives a voter the ability to register and vote on any voting day, including election day. Pgs. 33-34.

Cradlepoint: Provides secure WI-FI connectivity to the ePollbook (EPB) and Vote Center Laptop. Pgs. 72-73.

Curbside Voting Kit: Envelope that contains forms to assist curbside voters, assembled by poll workers and kept at the ADA cart. Pgs. 45, 47.

Daily Ballot Statement: Used to record the total number of Ballots Cast and other important election information. Found in Tab 6 of the Blue Envelope. Returned on Election Night in the White Ballot Carton. Pgs. 59, 93.

DART (Dispatch And Return Team): Officials poll workers release items to be returned to the ROV

DART Ballot Return Center: Site where voted election materials are dropped off after the Vote Centers close.

Department of Justice Poster (DOJ Poster): Must be posted inside facilities near the entrance of the Vote Center. Previously known as "DOJ Panel." Pg. 12.

Electioneering: Campaigning, making speeches, passing out campaign literature, or doing anything that could be seen as promoting a candidate or measure. Pg. 7.

Emergency Ballot: Blank, election-specific ballot used if all other voting devices are non-functioning. Pgs. 30, 95.

ePollbook (EPB): Electronic roster of registered voters. Voters must sign and be checked-in to the ePollbook before the ballot can be cast into the Ballot Box.

EPB Reference Manual: Found in the Blue Envelope, tab 2.

Facsimile/Reference Ballots: A set of binders which include copies of the ballot in mandated languages. The 5 federally mandated languages (English, Chinese, Filipino, Spanish, and Vietnamese) are yellow facsimile ballots and are available in all Vote Centers. Additional state and county languages (Arabic, Japanese, Korean, Laotian, Persian and Somali) are green facsimiles and are provided at all Vote Centers. Pg. 13.

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

HAVA: Help America Vote Act. Addresses improvements to voting systems and voter access. Pgs. 35, 98.

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

Mail Ballot Bag: Yellow bag used to secure Mail Ballots dropped off at the Vote Center. Pgs. 13, 21-23.

Mail Ballot Signature Form: Voter must fill out this document for one of the following reasons: Vote-by-mail or Provisional envelope not signed by voter or signature could not be verified on voter's Vote-by-mail or Provisional envelope. Pgs. 13, 90.

Glossary

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

N/C ("No Change"): If no changes or updates to voter's registration, they are a "No Change" voter. Pgs. 25-26.

Observer: Groups or individuals expressing an interest in observing the election process, from watching the poll workers set up a Vote Center to watching the closing of the Vote Center. No person may interfere with operations. Pgs. 6-7, 8-9.

Official Ballot Pouch: Clear zippered pouch containing seals, security items, and Poll Worker Cards for BMDs. Pg. 15.

Poll Watcher: Observers who work or volunteer on for candidate or measure on the ballot and are interested in watching election procedures because of their interest in the outcome of a specific contest. Pgs. 6, 8-9.

PI (Precinct Inspector): see responsibilities on page 19.

Precinct Not in Election (PNE): Voter flag used in Special Elections where the ballot does not apply to voters residing outside the boundaries of the Special Election. Pg. 41.

Provisional Envelope: A peach envelope that contains the ballot of a provisional voter. Voter fills out one side and poll worker will complete the other side. Pg. 89.

Provisional Voter (PROV): Voter whose eligibility to vote cannot be established by poll workers. Pgs. 35-41.

Provisional/CVR Status Card: Handout only provided to Provisional / CVR voters with information on how to verify the status of their Provisional or CVR envelope. Pg. 42.

RAVBM: Remote Accessible Vote-by-Mail; allows voters to download a ballot on a personal computer and mark it privately and independently using their own assistive technology. Available to all registered voters. Pgs. 43, 88.

Red Bag: Used to secure voted ballots in provisional and CVR envelopes, Check-In Form Security Envelope with completed Check-In Forms and Mail Ballot Signature Envelope if any collected. Pgs. 15.

Replacement Ballot: BMD ballot provided to the voter at a Vote Center. Pg. 26.

Replacement Mail Ballot Envelope: Yellow envelope provided at a Vote Center to a voter who does not have their official Mail Ballot envelope. Pgs. 23, 88.

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

Seal Verification Log: Form which contains Padlock numbers (assigned to specific BMD Security Bags and BMD tablets) and BMD serial numbers. Used to verify that no tampering has taken place. Must be completed at Vote Center Setup. Pgs. 51, 53, 92.

Sequence #: Four-digit number that identifies a voter's precinct and ballot type. Pgs. 28, 61.

Site Manager (SM): see responsibilities on page 19.

Spoiled Ballot: Any ballot that has been damaged or on which a voter made a mistake. It must be slightly torn through the barcode, marked "spoiled," and placed in the brown box before voter is issued a new ballot. Pg. 64.

SUPU: "Supply Pick Up"

Surrendered Ballot: A voter may choose to turn in the ballot that was received in the mail, if so write "surrendered", tear in half, and place in the Brown Box. Pg. 43.

Unconfirmed Address (UA): Residential address not found in ePollbook. (Non-listed streets or newly developed area) Pg. 39.

Uninterruptible Power Supply (UPS): Equipment to provide battery backup of network equipment should the commercial power fail. Pgs. 46-47.

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

Voter's Choice Act (VCA): Election model allows voters to choose how, when, and where to cast their ballot by: Mailing every voter a ballot, expanding in-person early voting and allowing voters to cast a ballot at any Vote Center within their county. See Voters Choice Flowchart, Pg. 24.

Vote Center: Vote centers replace traditional polling centers. Voters have the freedom to cast a ballot in-person at any vote center in San Diego County instead of being assigned to a single polling location. Vote centers look and feel like polling places but provide additional modern features to make voting easy and convenient. At any vote center a voter may vote in-person, drop off their ballot, get a replacement ballot, vote using an accessible voting machine, get help and voting material in multiple languages, register to vote or update their voter registration.

Vote Center Supply List: Lists all supply items sent to a vote center and where to find them. Pgs. 76-77.

Voter's Choice Chart: Sits at the greeter station to help the voter see their choices. Pg.24

Voter Help Card: Handout for voters which includes phone numbers for voters to call for additional support and information, including language assistance. Pgs. 13, 14.

Write-In Candidate: A qualified candidate whose name is not printed on the ballot. Pg. 14.

Recruitment Reminders

Break / Meal Times

All board members are entitled to a set number of breaks (paid) and meal time(s) (unpaid), dependent upon the length of the work day. All poll workers including the Site Manager MUST take their breaks/meal times as directed by the Site Manager, who will coordinate break/meal time schedules, based on the needs of the Vote Center.

During the voting days leading up to Election Day, poll workers will receive a 1-hour meal period and two 15-minute breaks.*

Meal Period	PWs Out
11:00 AM - 12:00 PM	2
11:30 AM - 12:30 PM	2
12:00 PM - 1:00 PM	2
12:30 PM - 1:30 PM	2
11:00 AM - 12:00 PM	2
1:00 PM - 2:00 PM	2

Election Day, poll workers will receive two 45minute meal periods and three 15minute breaks.*

First Meal Period	PWs Out
9:30 AM - 10:15 AM	2
10:15 AM - 11:00 AM	2
11:00 AM - 11:45 AM	2
11:45 AM - 12:30 PM	2
12:30 PM - 1:15 PM	2
Second Meal Period	**PWs Out**
1:30 PM - 2:15 PM	2
2:15 PM - 3:00 PM	2
3:00 PM - 3:45 PM	2
3:45 PM - 4:30 PM	2
4:30 PM - 5:15 PM	2

*These are suggested break schedules. The Site Manager will use their best judgment to schedule each board member to receive these lunch breaks as allowed by time and voter turnout.

Non-Emergency Law Enforcement Phone Numbers

Carlsbad Police . . . . (760) 931-2197

Chula Vista Police . . . . (619) 691-5151

Coronado Police . . . .(619)522-7350

El Cajon Police . . . . (619) 579-3311

Escondido Police . . . .(760) 839-4722

La Mesa Police . . . .(619) 667-1400 x6

For Del Mar, Encinitas, Imperial Beach, Lemon Grove, Poway, San Marcos, Santee, Solana Beach, Vista and all unincorporated areas of San Diego County:

San Diego County Sheriff . . . . .(858) 565-5200

National City Police. . . . . (619) 336-4411 x0

Oceanside Police. . . . .(760) 435-4900

San Diego Police . . . . (619) 531-2000

CSU San Marcos . . . .(760) 750-4567

Palomar College . . . . (760) 744-1150 x2289

SDSU Police . . . . (619) 594-1991

UCSD Police. . . . . (858)534-4357

For traffic-related issues:

California Highway Patrol . . . . . (800) 835-5247

Name	Phone Number	Title
Susan Hall	858-505-4234	Recruiter
Steven Gartman	858-505-7311	Recruiter
Martha Jimenez		**Office Support Specialist**
Aldo Mendoza		**Election Processing Supervisor**
Kim Lange		**Elections Manager**

Notes

Poll Worker Mission

Take care of every voter correctly at the polls.

Make sure all voters and visitors have a positive voting experience.

Safely secure every ballot until it can be counted at the Registrar of Voters.

Poll Worker Oath

I do hereby solemnly declare that I will support the Constitution of the United States and the Constitution of the State of California. I further affirm that I am a Citizen of the United States of America or lawfully admitted for permanent residence in the United States and that I will, to the best of my ability, faithfully discharge the duties of Election Officer.

Department Mission

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

Department Vision

Earn and maintain public confidence in the electoral process.

County Culture

The County has a vision for a just, sustainable and resilient future for all. It is our mission to strengthen our communities with innovative, inclusive, and data-driven services through a skilled and supported workforce. In recognition that "The noblest motive is the public good," we are dedicated to the values of integrity, equity, access, belonging, excellence and sustainability.