

**June 2, 2026**  
**Gubernatorial Primary Election**  
**Poll Worker Manual**



Name \_\_\_\_\_



## Quick Reference

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		
Technical Inspector		

<b>Poll Worker Hotline</b> (858) 565-3360	<b>Curbside Voting</b> (858) 505-7396	<b>Observer Hotline</b> (858) 495-5123
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**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](http://www.sdvote.com)

**SHAWN K. BROM**  
Registrar of Voters

**ROSA RASCON**  
Interim Assistant Registrar of Voters

Hello Everyone!

Welcome, and thank you for joining us as poll workers for the June 2, 2026, Gubernatorial Primary Election. Whether you are returning for another election or serving for the first time, we are truly grateful you have chosen to support your community in this meaningful way. We are excited to have you on the team!

As poll workers, you are the face of the Registrar of Voters. Your professionalism, enthusiasm, and dedication set the tone for each voter's experience. The trust they place in the voting process begins with the confidence and kindness you bring to your role.

A positive interaction can leave a lasting impression on a voter, sometimes for their entire voting life. Your patience, attention to detail, and commitment to service make a real difference. We could not conduct this election without you.

This manual serves as your trusted guide and contains everything you need to successfully manage your vote center. Please take time to read it thoroughly, practice the procedures, and work through scenarios with your team to help you feel even more prepared. Your readiness ensures that every voter feels welcome, supported, and empowered to participate in democracy.

San Diego County continues to operate under the California Voter's Choice Act (VCA), which means every active registered voter receives a ballot in the mail, and vote centers are open for multiple days, offering greater convenience, flexibility, and support for voters.

We appreciate your service and hope you find this election both meaningful and fulfilling. Thank you for stepping forward to support our community and our democracy. I wish you a successful, rewarding, and impactful experience.

Sincerely,

A handwritten signature in blue ink that reads "Shawn K. Brom".

Shawn K. Brom  
Registrar of Voters

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**Before Election Day**

*(May 22- June 1)*

**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 | June 2**

**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
17 MAY E-16	18 MAY E-15	19 MAY E-14	20 MAY E-13	21 MAY E-12	22 MAY E-11	23 MAY E-10
					11-Day Vote Center Setup Poll Worker Hotline	11-Day Vote Centers Open
24 MAY E-9	25 MAY E-8	26 MAY E-7	27 MAY E-6	28 MAY E-5	29 MAY E-4	30 MAY E-3
11-Day Vote Centers Open Poll Worker Hotline					4-Day Vote Center Setup	4-Day Vote Centers Open
31 MAY E-2	1 JUN E-1	<b>2 JUNE</b> <b>Election Day</b>	<b>3 JUN</b> Vote Centers Packout	<b>4 JUN</b>	<b>5 JUN</b>	<b>6 JUN</b>
All 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. Masks, gloves, hand sanitizer and wipes will be provided for each vote center.

## Emergency Preparedness

- » If a member of the public (voter/observer/poll watcher) is interfering with the election process AND is not responding to de-escalation attempts, call 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 Worker, 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. Stay on the line until the dispatcher tells you to hang up.

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



De-escalation video shown in class.

## 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.

- » Wearing campaign-related items, including hats, pencils, pens, signs, stickers, shirts, or lapel buttons that display a candidate's 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 (page 2), if an observer/poll watcher has questions or concerns (page 2). The Observer Hotline handout is also available.
4. Call the Poll Worker Hotline if the person acts in an aggressive, argumentative, or hostile manner.
5. Call 9-1-1 if any member of the public is interfering with the election process and is not responding to attempts to de-escalate 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.
- » 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 will be directed to review the poster to familiarize themselves with the applicable rules and expectation.

# OBSERVER POLICIES

The public is welcome to observe Election Day procedures, but must strictly adhere to the policies outlined below to protect voter privacy and prevent voter intimidation at the 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, 18541)

- A voter or any other person shall not be prohibited from using an electronic device, including a smartphone, tablet, or other handheld device, at a 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 interfere with poll worker operations.
- A voter may voluntarily take a picture of his or her voted ballot as long as the activity does not intimidate, interfere or disrupt the voting process.

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

- Provide media credentials and obtain poll worker and voter permission before any photography or videotaping can be allowed during voting hours.
- Preserve the secrecy of all ballots while in the 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.

#### POLITICAS Y PROCEDIMIENTOS DEL OBSERVADOR

Es invitado al público a observar los procedimientos el Día de la Elección, pero se debe adherir estrictamente a las políticas siguientes de observación para proteger la privacidad y prevenir la intimidación del votante en el centro de votación.

- Sea amable con nuestros trabajadores electorales dado que ellos están trabajando largas horas con día y haciendo lo mejor que pueden.
- Permanezca tranquilo y no perturbe a los trabajadores electorales o votantes.
- Después de obtener credenciales a los trabajadores electorales para que le permita observar los procedimientos electorales.

Sección de Política y Procedimientos Electorales 2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541 del Código Electoral de California

#### MGA PATAWAGAN AT INMAMARANAN NG TERA-OBSERBA

Maligalig na binabangay ang publiko upang obserbahan ang mga pamamaraan sa Arang ng Eleksyon, ngunit dapat na mangilal na sumunod sa mga patawagan nakasulat sa ibaba upang protektahan ang pagkapuri ng estado at mamamayan ang interviewer sa looban sa mga vote center.

- Mangarap na maging magalang sa ating mga mangangap sa looban dahil sila ay nagtatrabaho nang matatag na oras at ginagana ang laral ng kanilang trabaho.
- Mangailang talimat sa hindi inforlasyon ang mga mangangap sa looban o mga hotante.
- Magtanap ang mga mangangap sa looban ng malalimang espasyo na nagaganap ang mga pamamaraan sa eleksyon.

Pag-aalala sa Polityikal na (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.

# POLICIES & 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.

### THỰC TẾ VÀ QUY ĐỊNH CHỌN QUÂN ỨNG VIÊN

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

- Xin vui lòng chờ ngoài cửa trước cửa phòng phiếu cử tri đang làm việc và một ngày dài sẽ với biển cấm đỗ xe.
- Xin giữ im lặng và đừng quấy rầy thành viên phòng phiếu hay cử tri.
- Chỉ cho thành viên phòng phiếu có thẩm quyền tiếp xúc với cử tri nhằm hỏi thăm bầu cử.

Quyển Pháp Luật Các Quy Định Về Luật Bầu Cử California, Điều 14221, 14223, 14224, 18370, 18502, 18541, 18546.

- Mọi cử tri hay các thành viên phòng phiếu có thẩm quyền sẽ được thông báo nếu họ cần phải tuân theo những quy định này. Mọi quy định khác sẽ được thông báo trước khi bầu cử.

### 公同觀察政策與程序

歡迎公眾在投票日前往觀察開票過程與選民投票程序，但必須遵守以下規定，以保護選民的隱私，並防止對投票中心造成騷擾。

- 請在投票中心外等候，並遵守投票中心外的工作時間。
- 保持安靜，不要騷擾投票工作人員或選民。
- 請勿進入投票中心，除非有投票工作人員的許可。

選舉法 (California Elections Code) 第 14221、14223、14224、18370、18502、18541、18546 條。

- 所有選民或投票中心成員均應被告知，如果他們需要遵守這些規定，將另行通知。

所有規定均將另行通知。如有任何更改，將另行通知。

## 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 any 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 hygiene.

»

#### 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!

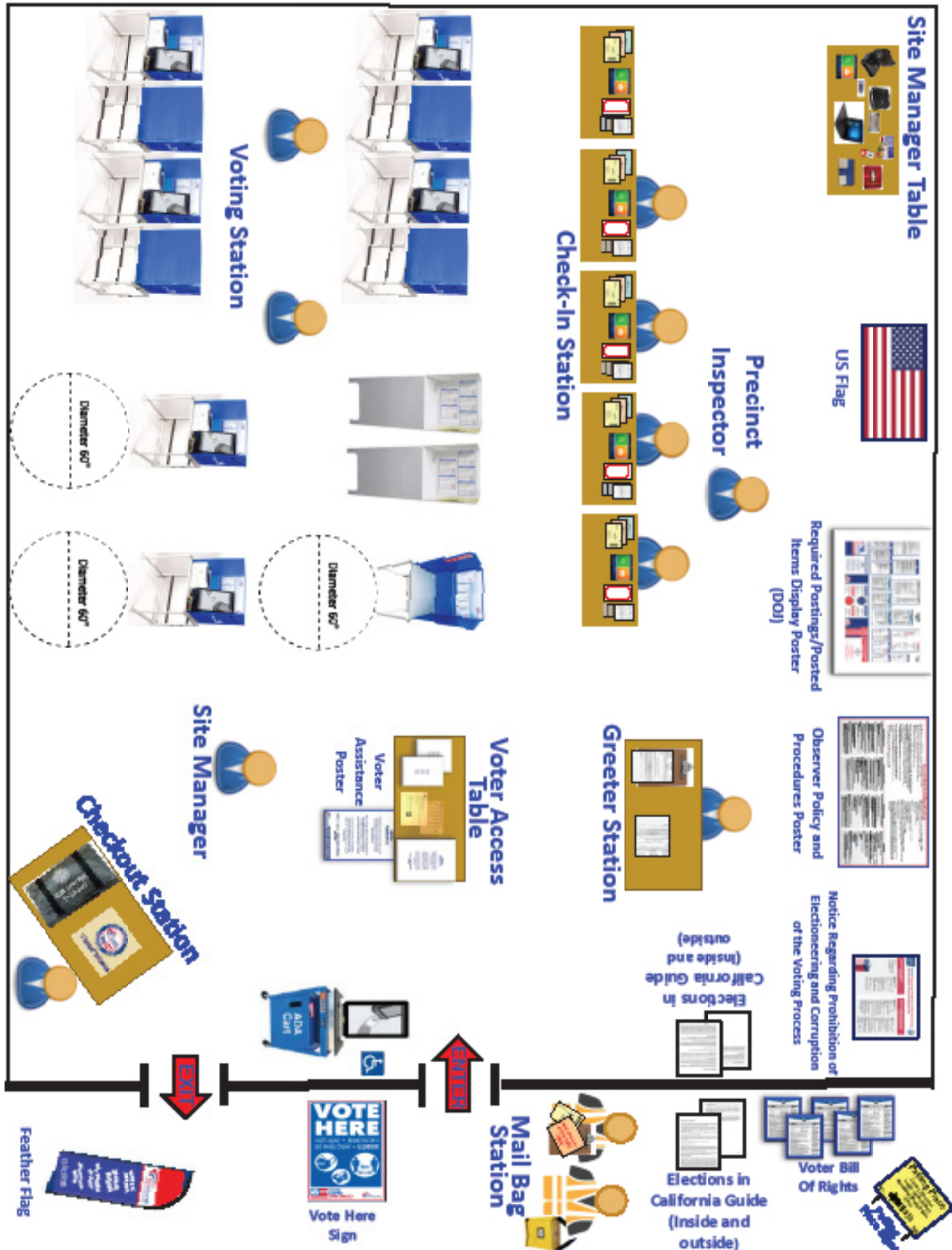
#### Supplies and Equipment

- » 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.

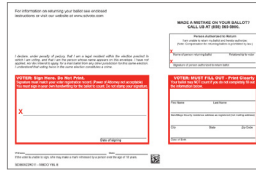
 This is a suggested layout but depending on your space you will need to balance the requirements of voter privacy, accessibility, and the ability for poll workers to monitor all stations.



## Mail Ballot Station



Mail Ballot Bag



Replacement Mail Ballot Envelopes



Mail Ballot Signature Form Envelope



"I Voted" stickers

### Also found here:

- » Station Job Aid
- » Pens
- » Glue sticks
- » Safety Vest
- » Clipboard

## Greeter Station

### Also found here:

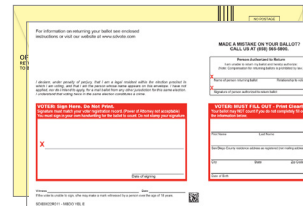
- » Station Job Aid
- » Clipboards
- » Hand Sanitizer
- » Signature Guide

### Remember:

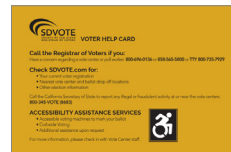
Secrecy Sleeves are **NOT** provided at the Greeter Station.



Blank Check-In Forms  
(All 5 Federal Languages)



Replacement Mail Ballot Envelopes



Voter Help Card (Front)

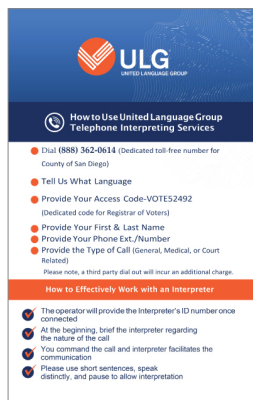


"Languages Spoken Here"  
Table Tent

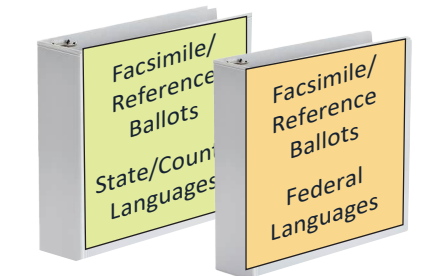


Observer Sign-In Sheet

## Voter Access Table

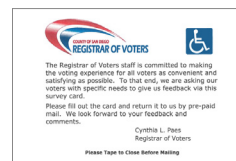


Language Pamphlet



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

Also found here: ASL Pamphlet



Voter Survey



Voter Help Card (Back)

### VOTER ASSISTANCE MAY BE AVAILABLE IN SPANISH, FILIPINO, VIETNAMESE OR CHINESE. PLEASE ASK US.

ASISTENCIA PARA VOTAR PUEDE ESTAR DISPONIBLE EN ESPAÑOL, FILIPINO, VIETNAMITA O CHINO. POR FAVOR, PREGUNTENOS.

ANG TULONG PARA SA MGA BOTANTE AY MAAARING MAKUHA SA ESPANYOL, FILIPINO, VIETNAMESE, O CHINESE. MANGYARING MAGTANONG SA AMIN.

CÓ THỂ CÒ SỰ HỖ TRỢ CỨ TRỊ BẰNG TIẾNG VIỆT BAN NHA, PHI LUẬT TÁN, TIẾNG VIỆT HOẶC TIẾNG HOA. XIN HỎI CHÚNG TÔI.

可提供中文、西班牙文、菲律賓文或越南文的選民協助。請前來查詢。

Registrar of Voters | sdvote.com | (858) 565-5800 | (800) 696-0136

Voter Assistance Poster



### Voting Station



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

**Also found here:**

- » Accessible Voting Booth (ADA)
- » Poll Worker Activation Card
- » Station Job Aid
- » Curbside Voting Kit



Curbside Cart with  
BMD



Cardboard  
Voting Booth

### Checkout Station



Ballot Box



**Also found here:**

- » Station Job Aid
- » Hand Sanitizer
- » Voter Survey Flyer

Secrecy Sleeve  
Collection Area

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

### Site Manager Table



Cradlepoint



Laptop Bag



Vote Center Laptop



Red Bag



Blue Accordion  
Envelope



Official Ballot Pouch

**Also found here:**

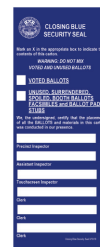
- » Emergency Ballots



Envelope



MFA Token



Locks and Seals



Poll Worker  
Activation 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 Technical 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. Use the Voter’s Choice Flowchart on page 24 to 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 Precinct Inspector 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, then type the authority to vote number from the check-in form.
7. Provide voters their voting materials.
8. Process wait time ticket.
9. Answer voter questions.
10. Assist with ASL or other language requests.
11. Direct voters to the Voting Station.

CVR Envelope

Insert Your Voted Ballot, Seal It, & Return To Staff.

Registrar of Voters  
SANDIEGO COUNTY, CALIFORNIA

**Conditional Voter Registration Envelope**  
Section 1 (Poll Worker completes)

Voter Not Found in EPB

CVR  
 Unconfirmed Address  
 Precinct Not in Election (PNE)

Emergency Worker  
 Out of County

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

Provisional Envelope

Insert Your Voted Ballot, Seal It, & Return To Staff.

Registrar of Voters  
SANDIEGO COUNTY, CALIFORNIA

**Provisional Envelope**  
Section 1 (Poll Worker completes)

A. HAVA ID required and no ID provided  
 B. Mail ballot has been returned  
 C. Ballot already issued by EPB  
 D. Unconfirmed Address  
 E. Precinct Not in Election (PNE)

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

Prov/CVR Card

SDVOTE  
COUNTY OF SAN DIEGO  
REGISTRAR OF VOTERS

PROVISIONAL/CONDITIONAL VOTER REGISTRATION STATUS CARD  
TARJETA DE ESTATUS DE REGISTRO DE VOTANTE PROVISIONAL/CONDICIONAL  
STATUS KARTO NEGAS PROVISIONAL / KONDICSIONAL NA REGISTRASYON NG EKTANTE  
THE TINH TRANG GIH DANH CO TRI CO DIEU KIEN/TAM THOI  
臨時/條件登記票登記卡

To determine the status of your provisional vote or conditional registration, call 30 days after Election Day.

Para determinar el estatus de su voto provisional o registro condicional, llame 30 días después del Día de la Elección.

Para verificar ang status na tingong provisional na paglanta o kondisyonal na registrasyon, tumawag nang 30 araw pagkatapos ng Arang ng Eleksyon.

Nhân xác định tình trạng hồ phiếu, tạm hoặc ghi danh là HAVA điều kiện, hãy gọi 30 ngày sau Ngày Bầu Cử.

當確定您的投票狀態時請撥打登記號碼，在選舉日 30 天後撥打。

(858) 565-5800 | (800) 696-0136 | TTY/TDD (800) 735-2929 | sdvvote.com

Carry-In Secrecy Sleeve

CP: 276100  
SEC: 0003  
CITY: SAN DIEGO 2

OFFICIAL BALLOT  
SAN DIEGO COUNTY, CALIFORNIA  
Fourth Supervisorial District Special Primary Election  
AUGUST 13, 2023

Check-In Form

SDVOTE  
REGISTRAR OF VOTERS  
SANDIEGO COUNTY, CALIFORNIA

**Check-In Form**

This Check-In Form assists in confirming your voter information to ensure poll workers are able to provide your correct ballot. If you need assistance, please let us know.

**PART 1 - VOTER INFORMATION**

NAME: (PLEASE PRINT) (Last) (First) (Middle Initial) LOC #:

DATE OF BIRTH: (MM/DD/YYYY) TELEPHONE: (Optional) O N/C O CARRY-IN O PROV O CVR

RESIDENCE ADDRESS: (Physical residence address in San Diego County. No P.O. Box or Mailing Address) O ADDRESS CHANGE O CURBSIDE

(City) (State) (Zip Code)

**PART 2 - RESIDENCE ADDRESS CHANGE**

I want to change my residence address. My previous residence address was: (House Number) (Street Name) (Apt./Unit) (City) (State) (Zip Code)

**PART 3 - VOTER SIGNATURE (Elections Code § 1114.5)**

I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.

X SIGNATURE DATE (MM/DD/YYYY) CANCELLED CHECK-IN

VA001

BMD Secrecy Sleeve

**1. Keep it Secret**  
Place the ballot into the secrecy sleeve.

**Manténgalo en Secreto**  
Coloque la boleta electrónica en la funda que protege el secreto del voto.

**Panatilihin itong Sikreto**  
Pagsilip ang tingong bilog sa pamamagitan ng bitay.

**Giữ kín Lá Phiếu**  
Đặt lá phiếu vào túi bảo vệ và niêm phong kín.

使投票內容得到保密  
將選舉內容放入保密封套內。

**2. Cast Ballot**  
Hand your ballot in the secrecy sleeve to the poll worker who will drop it in the ballot box.

**Emita su Boleta Electoral**  
Entregue su boleta electrónica al funcionario que entregará el material del voto al tabulador electoral según le indique en la urna electoral.

**Itulong ang Balota**  
Ihatag ang tingong bilog sa isang kasamang tawag na magpapalitan ng bitay sa magpapalitan ng bitay.

**Bầu Lá Phiếu**  
Hãy cho phiếu bầu của mình vào túi niêm phong kín và đưa vào thùng phiếu.

投出票  
將自己的票放入保密封套內，由工作人員放入投票箱。

**1. Keep it Secret**  
Place the ballot into the secrecy sleeve with the sequence number showing.

**Manténgalo en Secreto**  
Coloque la boleta electrónica en la funda que protege el secreto del voto.

**Panatilihin itong Sikreto**  
Pagsilip ang tingong bilog sa pamamagitan ng bitay.

**Giữ kín Lá Phiếu**  
Đặt lá phiếu vào túi bảo vệ và niêm phong kín.

使投票內容得到保密  
將選舉內容放入保密封套內。

**2. Cast Ballot**  
Hand your ballot in the secrecy sleeve to the poll worker who will drop it in the ballot box.

## 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 Scroll Up/Scroll Down 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 Check-out 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, signed and dated. Ensure all envelopes are sealed.
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.
8. Direct voters to the Voter Survey Flyer.





### 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. Answer questions from staff, voters, observers, media, and the general public.
4. Ensure Poll Workers are correctly following all established procedures and providing a positive voting experience for all voters.
5. Manage Wait Time procedure.
6. Manage voter lines and oversee Line Monitors.

*\*Will also assist with Poll Worker training as directed.*

### Precinct Inspector Responsibilities

*The Precinct Inspector is primarily assisting at the Check-In 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 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 who have not attended Poll Worker Training 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.



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.



### 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 Voter



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. Call Recruitment 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 Official Ballot Box is empty.
4. Seal the Official 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)

For information on returning your ballot (and 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.)

Name of person returning ballot: \_\_\_\_\_ Relationship to voter: \_\_\_\_\_  
Signature of person authorized to return ballot: \_\_\_\_\_

**VOTER: Sign Here, Do Not Print.**  
Signature must match your voter registration record. (Power of Attorney is prohibited.)  
Signature of voter: *Jane Doe*

Date of signing: 4/4/2025

If the voter is unable to sign, she may make a mark witnessed by a person other than the person authorized to return the ballot.

Witness: \_\_\_\_\_

SD05020911 - 10BPM YEL

FOR RETURN TO  
SAN DIEGO CALIFORNIA

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  
REGISTRAR OF VOTERS  
5600 OVERLAND AVENUE SUITE 100  
PO BOX 85902  
SAN DIEGO CA 92186-5902  
(Printed on 100% recycled paper with 50% recycled fiber)

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)

PO BOX 85902  
SAN DIEGO CA 92186

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

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

OFFICIAL ELECTION BALLOTING MATERIAL

REGISTRAR OF VOTERS  
5600 OVERLAND AVENUE SUITE 100  
PO BOX 85902  
SAN DIEGO CA 92186-5902

APPLY FIRST-CLASS MAIL POSTAGE HERE

SD05020911 - 10BPM YEL

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.)

Name of person returning ballot: \_\_\_\_\_ Relationship to voter: \_\_\_\_\_  
Signature of person authorized to return ballot: \_\_\_\_\_

**VOTER: Sign Here, Do Not Print.**  
Signature must match your voter registration record. (Power of Attorney is prohibited.)  
Signature of voter: *Jane Doe*

Date of signing: \_\_\_\_\_

If the voter is unable to sign, she may make a mark witnessed by a person other than the person authorized to return the ballot.

Witness: \_\_\_\_\_

SD05020911 - 10BPM YEL

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:

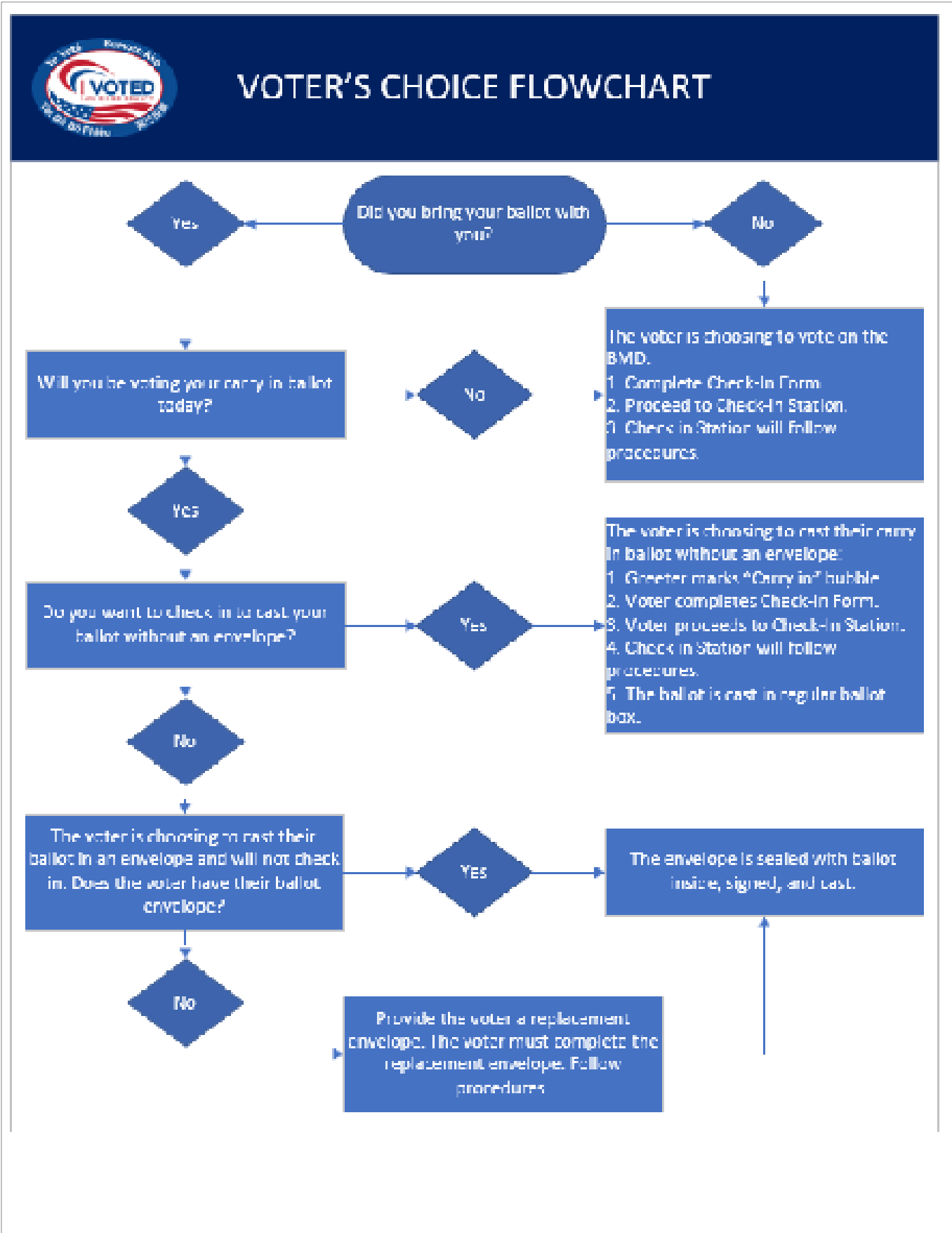
1. Provide a replacement envelope to the voter.
2. Voter will place their voted mail ballot inside the envelope, then seal, sign, and date.
3. Voter must complete the address block and the signature box.
4. Once the required fields are completed, the voter or poll worker will place only ballots sealed inside envelopes in the Mail Ballot Bag.

The diagram illustrates the process of completing a replacement envelope. It shows two forms: a replacement envelope on the left and a voted ballot on the right. Arrows point from the replacement envelope to the corresponding fields on the voted ballot. The replacement envelope has a yellow header with 'PO BOX 65902 SAN DIEGO CA 92106' and 'OFFICIAL MAIL' on the left. The voted ballot has a red header with 'VOTER: MUST FILL OUT - Print Clearly' and 'Your ballot may NOT count if you do not completely fill out the information below.' The voted ballot contains the following information: 'John Doe' (First Name, Last Name), '123 Street Ln' (Address), 'San Diego CA 92104' (City, State, Zip Code), and '08/14/2003' (Date of Birth). The replacement envelope has a signature box with 'John Doe' and a date box with '08/15/2023'. A red box on the replacement envelope says 'VOTER: MUST FILL OUT - Print Clearly' and 'Your ballot may NOT count if you do not completely fill out the information below.'



### Remember:

- » Voters may drop off the mail ballot sealed inside an envelope or they can carry it inside the Vote Center 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.



## 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.

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

**Check-In Form**

This Check-In Form assists in confirming your voter information to ensure poll workers are able to provide your correct ballot. If you need assistance, please let us know.

PART 1 – VOTER INFORMATION	STAFF USE ONLY
<b>NAME:</b> _____ <small>(PLEASE PRINT) (Last) (First) (Middle Initial)</small>	LOC #: <b>1</b>
<b>DATE OF BIRTH:</b> _____ <b>TELEPHONE:</b> _____ <small>(MM/DD/YYYY) (Optional)</small>	VID: _____ <input type="radio"/> N/C <input type="radio"/> CARRY-IN
<b>RESIDENCE ADDRESS:</b> _____ <small>(Physical residence address in San Diego County - No P.O. Box or Mailing Address)</small>	<input type="radio"/> PROV <input type="radio"/> CVR
<small>(City) (State) (Zip Code)</small>	<input type="radio"/> ADDRESS CHANGE <b>2</b>
<b>PART 2 – RESIDENCE ADDRESS CHANGE</b>	
<input type="checkbox"/> I want to change my residence address. My previous residence address was:	<input type="radio"/> CURBSIDE
<small>(House Number) (Street Name) (Apt./ Unit)</small>	<b>SEQUENCE VERIFICATION</b>
<small>(City) (State) (Zip Code)</small>	SEQ #: <b>3</b>
<b>PART 3 – VOTER SIGNATURE</b> <small>(Elections Code § 2119.5)</small>	
I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.	
<input checked="" type="checkbox"/> SIGNATURE _____	<input type="radio"/> VERIFIED
DATE (MM/DD/YYYY) _____	<b>NOTES</b>
	<input type="radio"/> CANCELLED CHECK-IN <b>4</b>


5

### Quick Reference

#### Poll Worker Use Only

- » 1 LOC #: Vote Center Location
- » 1 VID: 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
- » 3 Verified: Checked after voter confirms sequence number
- » 4 Cancelled Check-In: Instructed to check off by poll worker hotline only.
- » 5 Check-In Form #: Type in EPB

### 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 mark their choices 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.

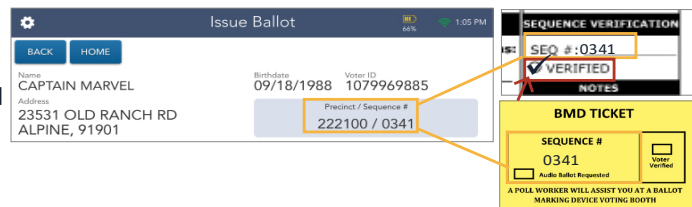
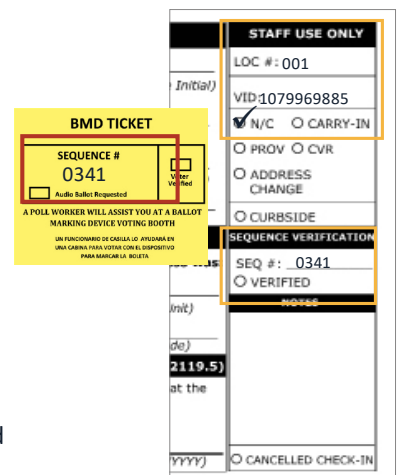
#### Procedure for Assisting This Voter:

##### Greeter Station

1. Greet the voter.
2. Use Voter’s Choice Flowchart to confirm voter’s intent (see page 24).
3. Provide voter a 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 in the ePollbook.
2. If the voter brought in their ballot or ballot packet to surrender you will follow the surrendering process (page 43).
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 Location # on the Check-In Form
6. Write the VID on the Check-In Form.
7. Write the Sequence # on the Check-In Form and BMD Ticket.
8. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
9. On the Check-In Form only, checkmark the “Verified” box. (See right)
10. Enter Check-In Form number on the EPB when prompted and provide the voting materials to the voter.
  - Short secrecy sleeve
  - BMD Ticket
11. 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.
  - 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.
2. 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 “Scroll Up/Scroll Down” button will appear on the screen and they will need to tap on the Scroll Up/Scroll Down button to see all candidates listed. Point to the instructions for the Scroll Up/Scroll Down 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.
3. Direct voters to the Voter Survey Flyer.



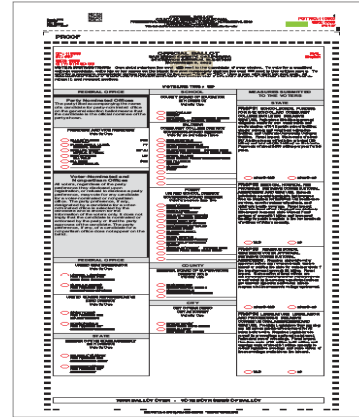
## B. Check In Voters Using Carry-In Ballot without Envelope

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:

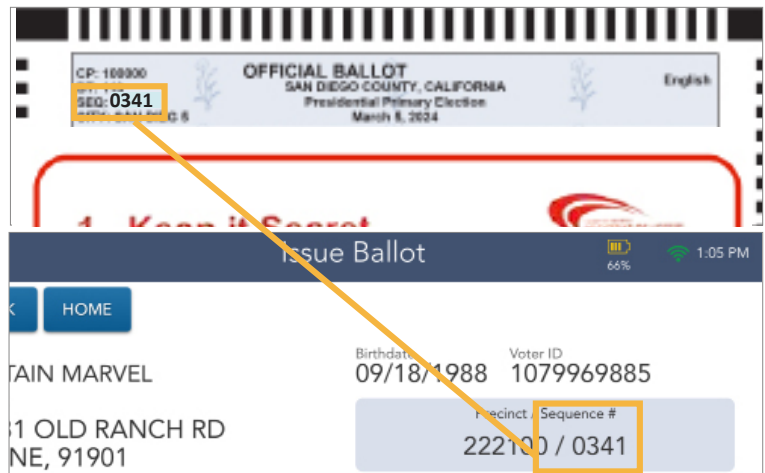
#### Greeter Station

1. Greet the voter.
2. Use Voter's Choice Flowchart to confirm voter's intent (page 24).
3. Mark "Carry-In" bubble on the Check-In Form.
4. Provide voter their Check-In Form.
5. 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, the ballot may need to be surrendered (page 43).
5. Mark the "N/C" bubble and write the Loc #, VID, 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.

STAFF USE ONLY	
Initial)	LOC #: 001
	VID: 1079969885
	<input checked="" type="radio"/> N/C <input type="radio"/> CARRY-IN
Address)	<input type="radio"/> PROV <input type="radio"/> CVR
	<input type="radio"/> ADDRESS CHANGE
City)	<input type="radio"/> CURBSIDE
SEQUENCE VERIFICATION	
Iss was	SEQ #: 0341
	<input type="radio"/> VERIFIED
Init)	NOISE
City)	
2119.5)	
at the	
YYYY)	<input type="radio"/> CANCELLED CHECK-IN

## 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.
3. Direct voters to the Voter Survey Flyer.





## 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. Use Voter’s Choice Flowchart to confirm voter’s intent (page 24).
3. Provide the voter with their Check-In Form.
4. 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 “Address Change” bubble.
7. Write the Loc #, VID and Sequence # on the Check-In Form.
8. Write the Sequence # on the BMD Ticket.

**PART 2 – RESIDENCE ADDRESS CHANGE**

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

123 Street Ln.

(House Number) (Street Name) (Apt./ Unit)

San Diego CA 92101

(City) (State) (Zip Code)

**PART 3 – VOTER SIGNATURE** (Elections Code § 2119.5)

**BMD TICKET**

SEQUENCE # 0341

Audio Ballot Requested

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

UN FIANCIONARIO DE CASILLA O AYUDARA EN UNA CASILLA PARA VOTAR CON EL DISPOSITIVO PARA MARCAR LA BOLETA.

**STAFF USE ONLY**

LOC #: 001

VID: 1079969885

N/C  CARRY-IN

PROV  CVR

ADDRESS CHANGE

CURBSIDE

**SEQUENCE VERIFICATION**

SEQ #: 0341

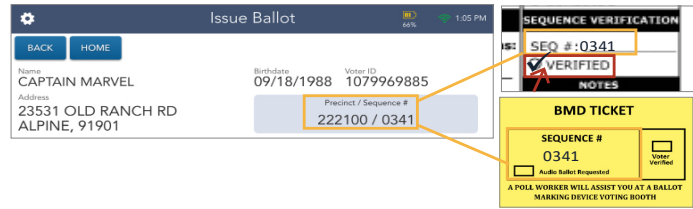
VERIFIED

CANCELLED CHECK-IN

## 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 "Scroll Up/Scroll Down" button will appear on the screen and they will need to tap on the Scroll Up/Scroll Down button to see all candidates listed. Point to the instructions for the Scroll Up/Scroll Down 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.
3. Direct voters to the Voter Survey Flyer.



## 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. Use Voter’s Choice Flowchart to confirm voter’s intent (page 24).
3. Provide the voter with a Check-In Form.
4. Direct the voter to the Check-In Station.

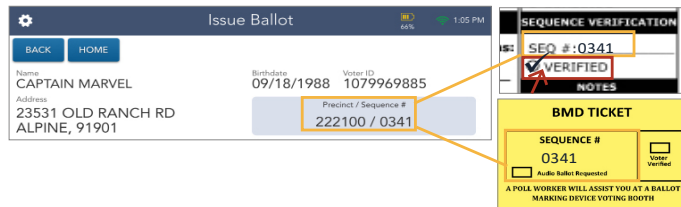
#### Check-In Station

1. Use the completed Check-In Form to find the voter 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. Ask voter to legibly complete the voter side of a CVR Envelope (all of Section 2).
5. Poll Worker completes the Poll Worker side of the envelope. Place a checkmark in the CVR box in Section 1.
6. Use the Check-In Form to conditionally register the voter by manually entering all provided information into the EPB.
7. Mark the “CVR” bubble and write the Loc # on the Check-In Form and the voter’s Sequence # on the Check-In Form and BMD Ticket. Leave the VID field blank. Since this is a new registration, no Voter ID has been assigned.

## Conditional Voter Registration (CVR) continued

### Check-In Station continued

8. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
9. Checkmark the “Verified” box only on the Check-In Form (see diagram).
10. Scan the CVR envelope affidavit number
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 “Scroll Up/Scroll Down” button will appear on the screen and they will need to tap on the Scroll Up/Scroll Down button to see all candidates listed. Point to the instructions for the Scroll Up/Scroll Down 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.
3. Direct voter to the Voter Survey Flyer.

## 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 Req’d.” in order to proceed, the EPB will have the poll worker press “Record ID”.

#### Procedure for Assisting This Voter:

##### Greeter Station

1. Greet voter.
2. Use Voter’s Choice Flowchart to confirm voter’s intent (page 24).
3. Provide the voter with their Check-In Form.
4. 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.

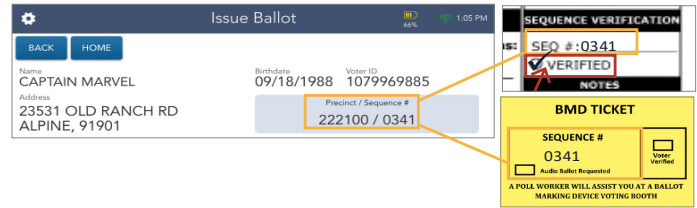
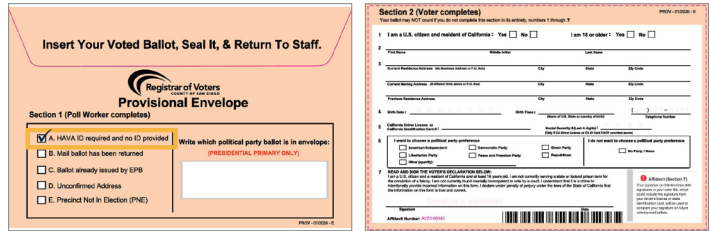


**If the voter is able to satisfy the ID requirement, the poll worker will indicate that they verified the document. The voter will then be checked in using the “Check-In Voters Using BMD” starting on page 26, Step 6. If not, proceed below.**

4. If voter is not able to satisfy the ID requirement, mark the “PROV” bubble, write the Loc #, VID, and Sequence # on the Check-In Form. Write the Sequence # on the BMD Ticket.

## Provisional Voter - Box A (HAVA ID Required, No ID) continued Check-In Station continued

6. Poll Worker completes Poll Worker side of the envelope, placing 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. Scan the PROV envelope affidavit number and manually enter Check-In Form number.
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 “Scroll Up/Scroll Down” button will appear on the screen and they will need to tap on the Scroll Up/Scroll Down button to see all candidates listed. Point to the instructions for the Scroll Up/Scroll Down 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.
3. Direct voter to the Voter Survey Flyer.

## 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. Use Voter’s Choice Flowchart to confirm voter’s intent (page 24).
3. Provide the voter with 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 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?”**

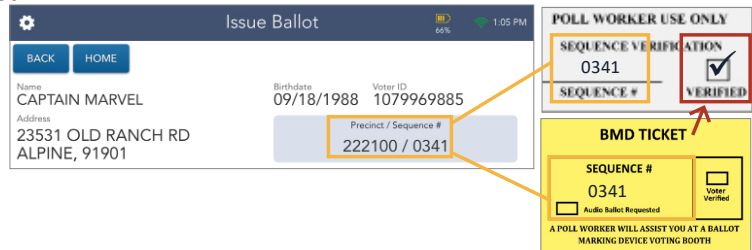
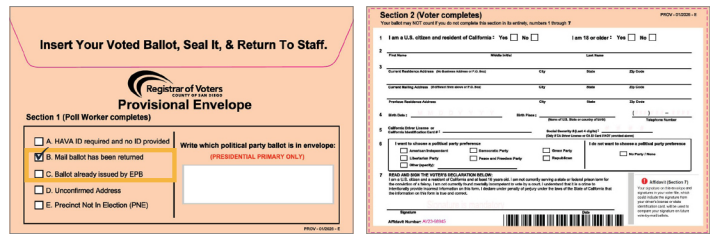
**Box C: “Did you visit and check in at a Vote Center during this election?”**

4. 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.
5. Mark the “PROV” bubble and write the LOC # and VID. Write the 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

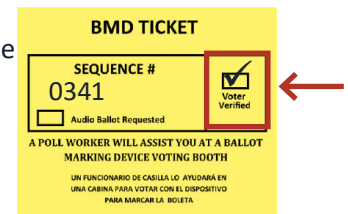
- Poll Worker completes Poll Worker side of the envelope. Place a checkmark in Box B. or Box C., follow EPB message instructions.
- Ask voter to legibly complete the voter side of a Provisional Envelope (all of Section 2).
- Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
- Checkmark the “Verified” box ONLY on the Check-In Form.
- Scan the PROV envelope affidavit number and manually enter Check-In Form number.
- 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.



- Direct voter to Voting Station.

### Voting Station

- Direct voter to an available BMD voting booth.
- 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.
- Remind voter to read the instructions in the voting booth.
- 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.
- Tell the voter that for contests with multiple candidates the “Scroll Up/Scroll Down” button will appear on the screen and they will need to tap on the Scroll Up/Scroll Down button to see all candidates listed. Point to the instructions for the Scroll Up/Scroll Down button in the voting booth so the voter can see it.
- 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

- Verify that the voter has legibly completed all fields in Section 2 of their Provisional envelope.
- Poll Worker will cast the voter’s sealed Provisional envelope into the Ballot Box and provide the voter an “I Voted” sticker.
- Direct voters to the Voter Survey Flyer.

## 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. Use Voter’s Choice Flowchart to confirm voter’s intent (page 24).
3. Provide the voter with 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’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. Mark the “PROV” bubble and write the LOC # and VID on the Check-In Form. Write the Sequence # on the Check-In Form and BMD Ticket.

**PART 2 – RESIDENCE ADDRESS CHANGE**

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

123 Street Ln.

(House Number)	(Street Name)	(Apt./ Unit)
San Diego	CA	92101
(City)	(State)	(Zip Code)

**PART 3 – VOTER SIGNATURE** (Elections Code § 2119.5)

sure poll workers are able to

<b>STAFF USE ONLY</b>
LOC #: 001
VID: 1079969885
<input type="radio"/> N/C <input type="radio"/> CARRY-IN
<input checked="" type="radio"/> PROV <input type="radio"/> CVR
<input type="radio"/> ADDRESS CHANGE
<input type="radio"/> CURBSIDE
<b>SEQUENCE VERIFICATION</b>
SEQ #: 0341
<input type="radio"/> VERIFIED
<b>NOTES</b>
<input type="radio"/> CANCELLED CHECK-IN

**BMD TICKET**

SEQUENCE # 0341

Audio Ballot Requested

Voter Verified (VSS)

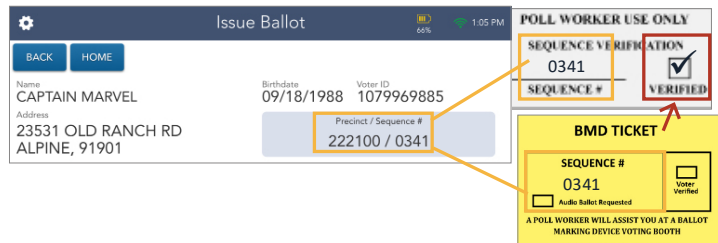
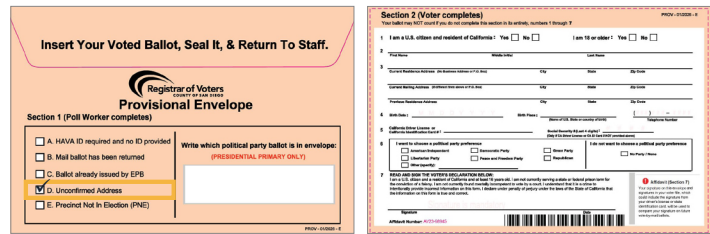
A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH

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

## Provisional Voter - D (Unconfirmed Address)

### Check-In Station continued

7. Poll Worker completes Poll Worker side of the envelope, placing 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. Scan the PROV envelope affidavit number and manually enter Check-In Form number .
12. Provide voting materials to the voter:
  - BMD Ticket
  - Provisional envelope
    - » Confirm that the voter side of the envelope is complete, including the voter’s signature
  - Provide Prov/CVR Status Card so the voter may check the status of their ballot 30 days after the election
13. 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 “Scroll Up/Scroll Down” button will appear on the screen and they will need to tap on the Scroll Up/Scroll Down button to see all candidates listed. Point to the instructions for the Scroll Up/Scroll Down 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.
3. Direct voters to the Voter Survey Flyer.

## 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, alert the Site Manager and see the steps below.

### 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 Loc #, VID, and write 8001 for the Sequence # on the Check-In Form.
3. Ask the voter to legibly complete the voter side of a Provisional Envelope (all of Section 2).
4. Complete poll worker side of the envelope, and check Box E, PNE.
5. Verify that Sequence # 8001 on the Check-In Form matches the the BMD ticket.
6. Scan the PROV envelope affidavit number and manually enter the Check-In Form number.

**Section 2 (Voter completes)**  
 Your ballot may NOT count if you do not complete this section in its entirety, numbers 1 through 7

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

2 First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

3 Current Residence Address (No Business Address or P.O. Box) \_\_\_\_\_  
 Current Mailing Address (if different from above or P.O. Box) \_\_\_\_\_  
 Previous Residence Address \_\_\_\_\_

4 Birth Date: \_\_\_\_\_ Sex \_\_\_\_\_

5 California Driver License or California Identification Card # \_\_\_\_\_

6 I want to choose a political party preference  
 American Independent  Democratic Party  
 Libertarian Party  Peace and Freedom Party  
 Other (specify): \_\_\_\_\_

7 READ AND SIGN THE VOTER'S DECLARATION BELOW:  
 I am a U.S. citizen and a resident of California and at least 18 years old. I am not the convalescer of a felony. I am not currently found mentally incompetent to vote. Intentionally provide incorrect information on this form. I declare under penalty of perjury that the information on this form is true and correct.

Signature \_\_\_\_\_  
 Affidavit Number: AV23-68945

---

**Section 1 (Poll Worker completes)**

Insert Your Voted Ballot, Seal It, & Return To Staff.

Registrar of Voters  
 COUNTY OF SAN DIEGO  
**Provisional Envelope**


Write which political party

A. HAVA ID required and no ID provided  
 B. Mail ballot has been returned  
 C. Ballot already issued by EPB  
 D. Unconfirmed Address  
 E. Precinct Not In Election (PNE)

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

## 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.**



**PROVISIONAL/CONDITIONAL VOTER REGISTRATION STATUS CARD**  
**TARJETA DE ESTATUS DE REGISTRO DE VOTANTE PROVISIONAL/CONDICIONAL**  
**STATUS KARD NG PROBIYONAL/ KONDISIONAL NA REHISTRASYON NG BOTANTE**  
**THẺ TÌNH TRẠNG GHI DANH CỬ TRI CÓ ĐIỀU KIỆN/TẠM THỜI**  
**臨時/有條件選民登記狀況卡**

To determine the status of your provisional vote or conditional registration, call 30 days after Election Day

Para determinar el estatus de su voto provisional o registro condicional, llame 30 días después del Día de la Elección

Para matukoy ang status ng inyong probisyonal na pagboto o kondisyonal na rehistrasyon, tumawag nang 30 araw pagkatapos ng Araw ng Eleksyon

Nhằm xác định tình trạng bỏ phiếu tạm hoặc ghi danh cử tri có điều kiện, hãy gọi 30 ngày sau Ngày Bầu Cử

要確定您的臨時選票或有條件選民登記的狀況，在選舉日 30 天後致電

(858) 565-5800 | (800) 696-0136 | TTY/TDD (800) 735-2929 | [sdvote.com](http://sdvote.com)

## 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

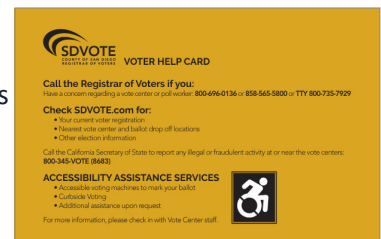
The following resources are available at the Voter Access Table:

- » 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
- » Voter 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



	Spanish	Phone	Ballot	Facsimile/Reference Ballot	Reference Ballot	Outreach & Assistance	Vote Registration	Mailballot Request
Spanish	✓	✓	✓	✓	✓	✓	✓	✓
Filipino	✓	✓	✓	✓	✓	✓	✓	✓
Vietnamese	✓	✓	✓	✓	✓	✓	✓	✓
Chinese	✓	✓	✓	✓	✓	✓	✓	✓
Arabic	✓	✓	✓	✓	✓	✓	✓	✓
Japanese	✓	✓	✓	✓	✓	✓	✓	✓
Korean	✓	✓	✓	✓	✓	✓	✓	✓

United Language Group 888-362-0614, Access Code: 86872492 \*select precinct ballots



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

**VOTER HELP CARD**


Call the Registrar of Voters if you:  
 Have a concern regarding a vote center or poll worker: 800-696-0136 or 858-565-5800 or TTY 800-735-7929

Check [SDVOTE.com](http://SDVOTE.com) for:  
 • Your current voter registration  
 • Recent vote center and ballot drop off locations  
 • Other election information

Call the California Secretary of State to report any illegal or fraudulent activity at or near the vote centers: 800-345-VOTE (8643)

**ACCESSIBILITY ASSISTANCE SERVICES**  
 • Accessible voting machines to mark your ballot  
 • Curbcut/stopping  
 • Additional assistance upon request

For more information, please check in with Vote Center staff



### 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)

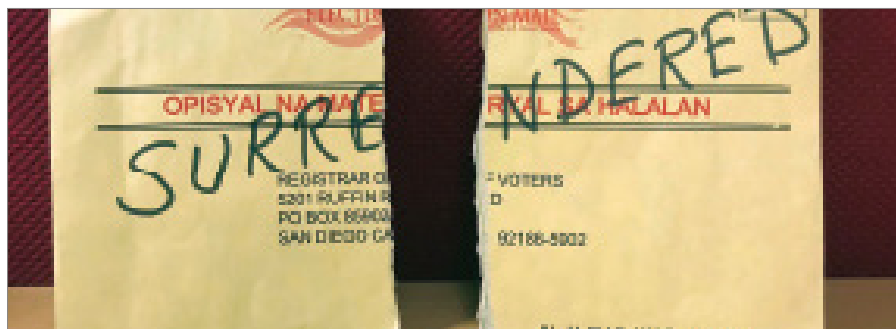
### Challenging a Voter

“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, Hindi, Hmong, Indonesian, Japanese, Khmer, Korean, Laotian, Spanish, Thai, and Vietnamese.
- » The BMD enables a voter to view their ballot in the five federally mandated languages.

**Bilingual Interpreters who have not attended Poll Worker Training will ONLY assist voters with language translation. They are different from Bilingual Poll Workers, who assist voters with the voting process.**



## 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 Check-In TI 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 Poll Worker 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 Poll Worker will bring the Curbside 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 voter survey.
  - A clipboard with pen and stylus, an ePollbook, and Poll Worker Activation Card.
3. From the Voter Eligibility screen under "more options" select Curbside Voter. 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 Curbside 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.**

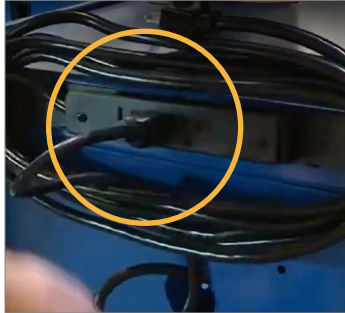
## Set up the Curbside Cart

1



Lock the Curbside Cart wheels before you start.

2



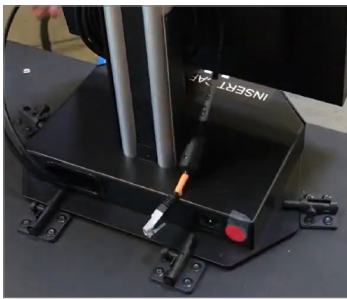
Plug the Uninterruptible Power Supply (UPS) into the power bar on the back of the cart.

3



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

4



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

5



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



6

Plug the Printer power cord and USB cord into the printer.



7



Plug the Printer and BMD power cords into the UPS.



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



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

**8**



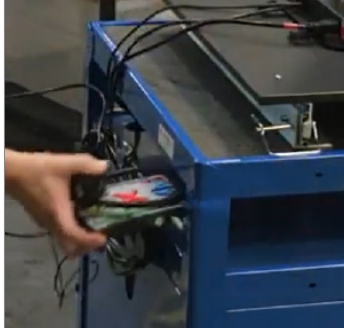
Place printer in the Curbside Cart, move it as far to the right as possible.

**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.

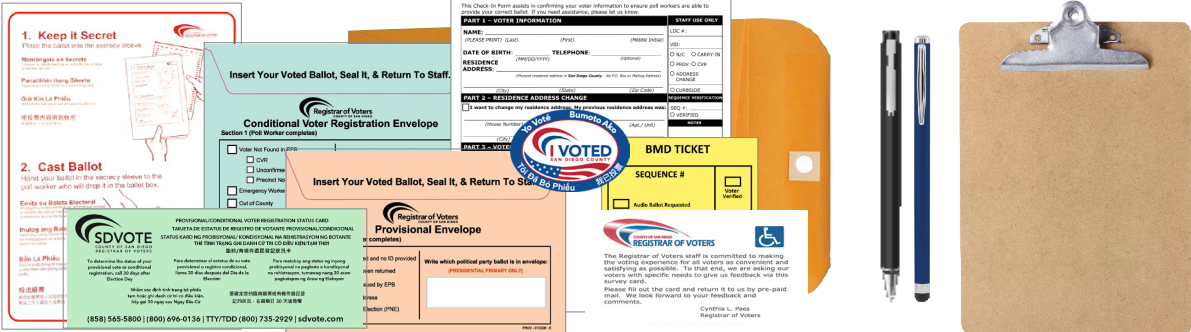
See Outlet Layout on page 49 for guidance with appropriately connecting your equipment to available power sources.

**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, Voter Survey, and "I Voted" Sticker. Place on the Curbside Cart shelf. Also place a clipboard with a pen and a stylus there.

**Quick Reference**

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**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)



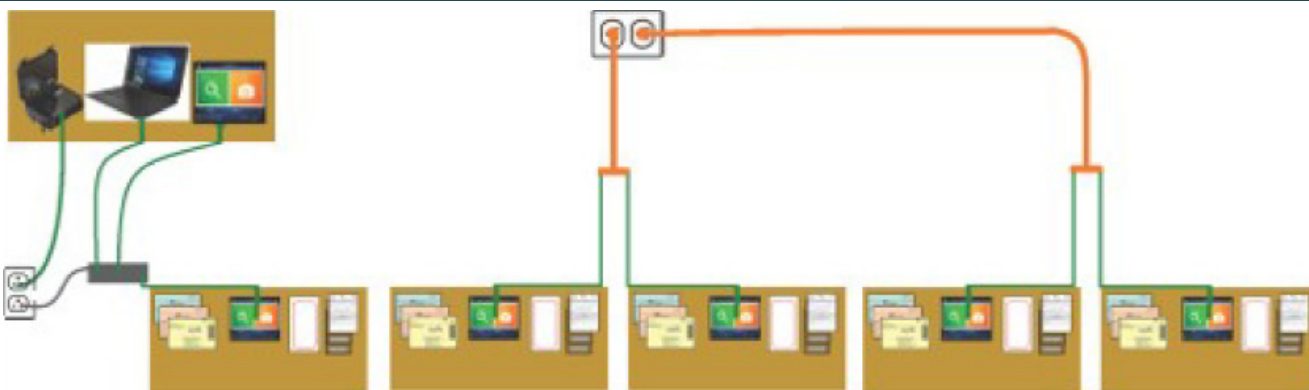
**Voting Booth (and Privacy Screen)**

**BMD Printer Security Bag contents:**

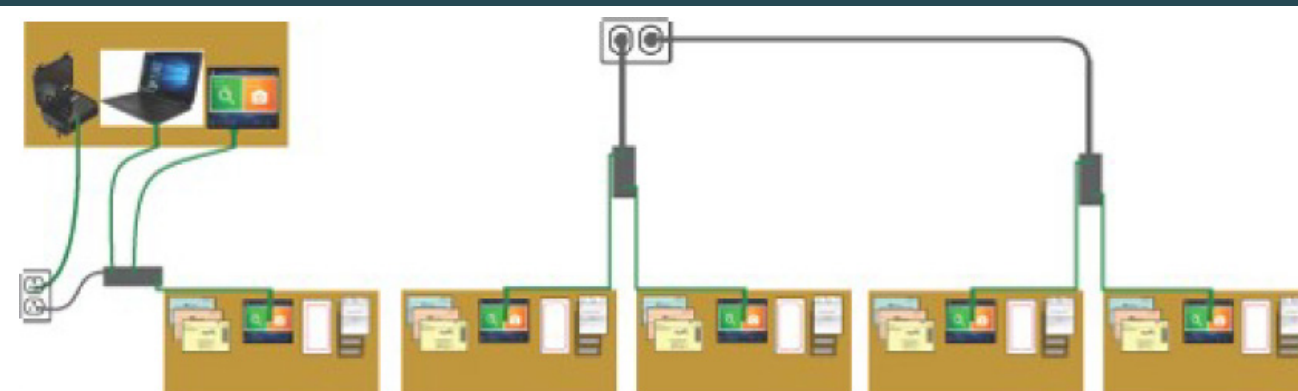
- » Printer
- » Printer power cord
- » Ballot paper pre-loaded in Printer



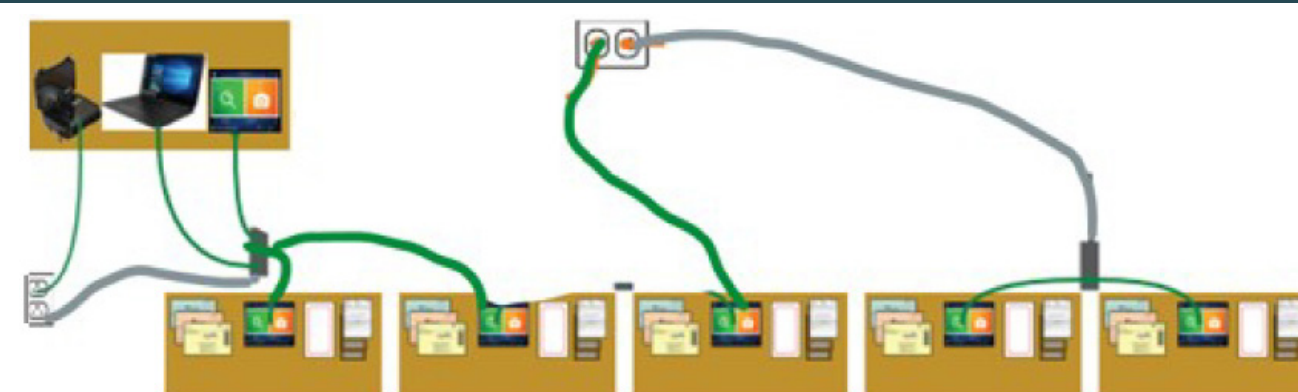
### Connect ePollbooks Directly to the Orange Extension Cords



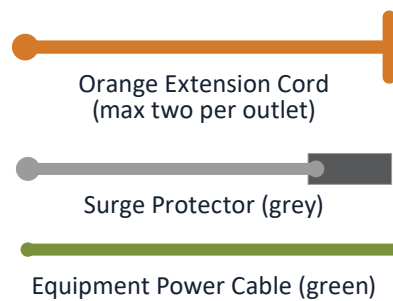
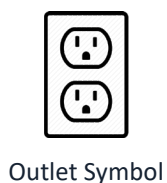
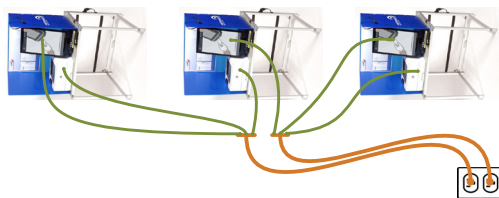
### Connect ePollbooks Directly to the Surge Protectors



### Connect ePollbooks Directly to the Surge Protector and Outlet



### Connect BMDs



## 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

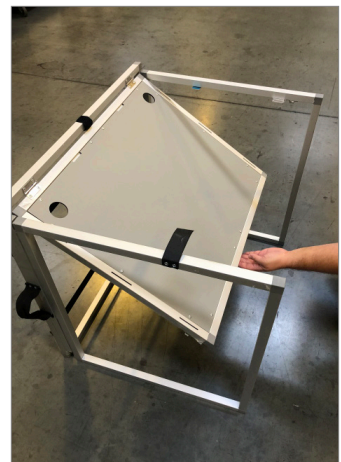
Undo Velcro strap to release booth legs and unfold them toward yourself.



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 accommodates 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.



- The Site Manager will locate the official BMD Seal Verification Log found in the Blue Accordion 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.
- 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.
- Circle the appropriate answer.

**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 #	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
BMD 2	D2100311	7058026	Yes No	31302	Yes No	BMD 12	D1102578	Yes No	7058036	Yes No
BMD 3	D1101690	7058027	Yes No	31303	Yes No	BMD 13	-	Yes No	-	Yes No

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
BMD 2	D2100311	7058026	Yes No	31302	Yes No	BMD 12	D1102578	Yes No	7058036	Yes No
BMD 3	D1101690	7058027	Yes No	31303	Yes No	BMD 13	-	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, fill out the online Supply Request Form as soon as possible.

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.



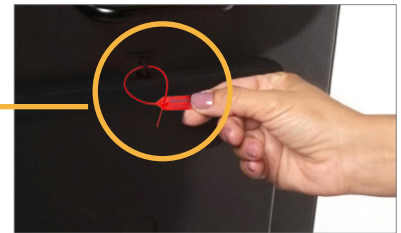
BMD #	Red Cable lock	Does # match?	Green Cable lock	Does # match?
BMD1				
D1103198	7058025	Yes No	31301	Yes No

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 Accordion 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 fill out the online Supply Request Form as soon as possible.

## Step 6: Connect the BMD

### 1 The BMD comes with three cords:



BMD Power Cord  
(Red Sticker)



Printer USB Cord  
(Yellow Sticker)



ATI-RJ45 Cord  
(Orange Sticker)

### 2

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

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



### 3

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



### 4

Insert the Printer USB cord into the Printer. This plug is shaped like the letter “D” (*match yellow stickers*).



Plug the Printer power cord into the Printer (*match green stickers*).



5



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



Plug the headset into the ATI controller, match mint green stickers. Place the ATI controller 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.

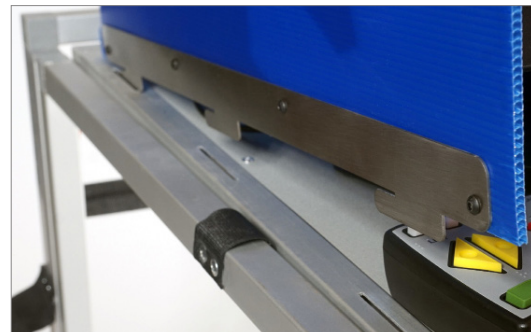


Plug Printer and BMD into orange extension cord and plug the extension cord into a wall outlet. See Outlet Layout on page 49 for guidance with appropriately connecting your equipment to available power sources.

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



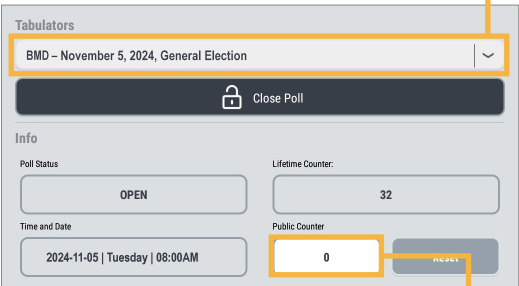
**3**



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

**4**

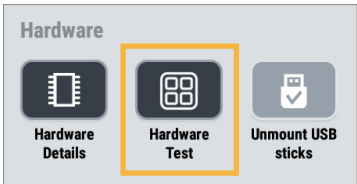
Verify the current election is displayed.



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.

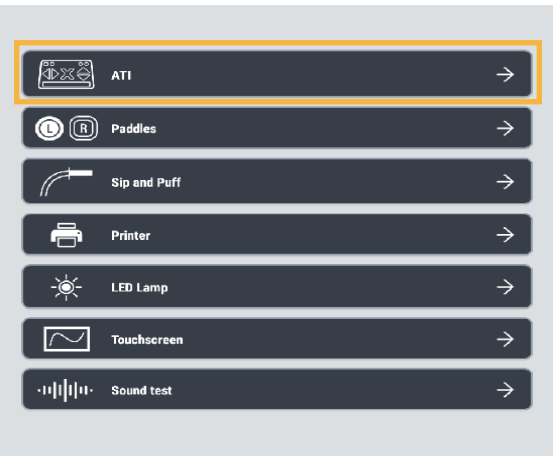
**5**



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 Controller to test functionality (green checkmark will appear). 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

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

### DAILY BALLOT STATEMENT – Part I

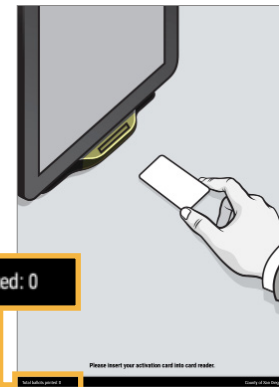
#### BMD Total Ballots Printed Report

**Part I. Instructions:**  
 \*NOTE: Not all vote centers have the same number of BMD units.

- 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.
- 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.
- On **Election Day only**: Add all red boxes together and record in the red box at the bottom of this document.

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

- The first row of Part I of the Daily Ballot Statement must be verified as part of Vote Center Setup.
- You will record the Total Ballots Printed twice each day – once before the Vote Center opens and once when the Vote Center closes.
- Place the Daily Ballot Statement in the Blue Accordion 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 Activation Cards unattended.
- » Do not leave passwords in places where they are visible. Keep confidential.
- » Always remove the Poll Worker Activation Card after activating a session.
- » Allow the voter privacy.
- » If a voter spoils a ballot, ask if they need assistance. If they spoil more than 2 ballots, call the Hotline.

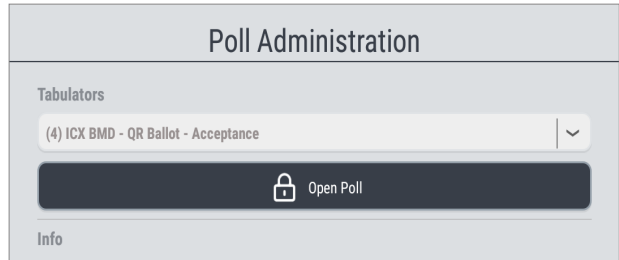
## Opening the Polls (First Day of Voting ONLY)

1



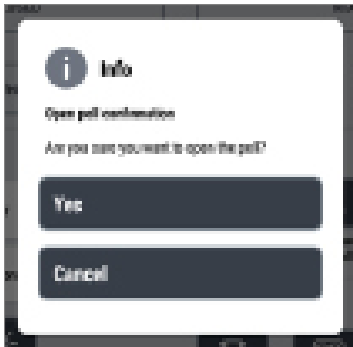
Insert Poll Worker Activation Card and log-in.  
*(Instructions found on Information sheet)*

2



Tap the Open Poll button.

3



Tap the Yes button to confirm opening the poll.

4

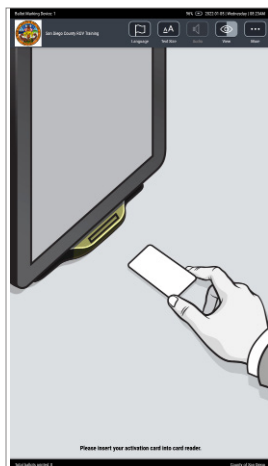


Remove the Poll Worker Activation Card and keep it on the lanyard.

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!**

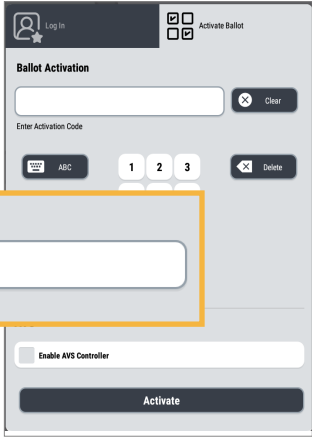
## Activating a Voting Session

**1**



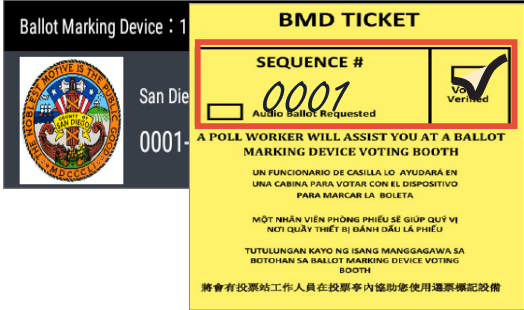
Insert the Poll Worker Activation Card.

**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 Activation card and allow the voter to begin voting. **Do not leave the Poll Worker Activation 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.

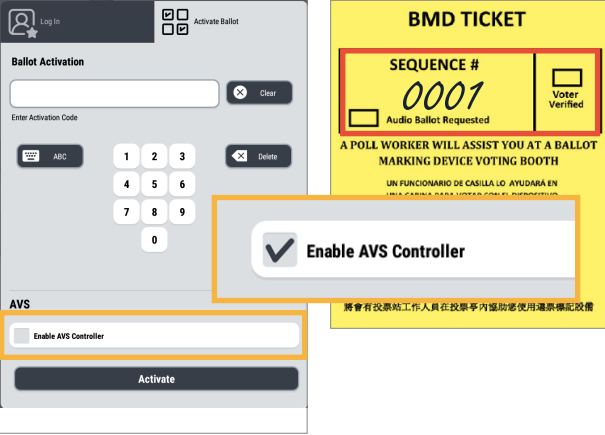


### For Accessible Voting Sessions (see page 62)

- » Voters should be comfortably positioned with the ATI Controller 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**



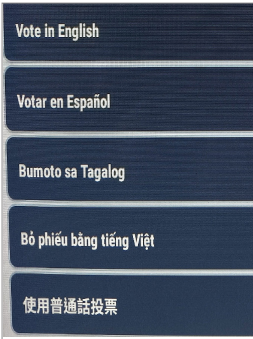
Insert the Poll Worker Activation Card. At the Ballot Activation screen, select the “Enable AVS Controller” option, then enter the voter’s Sequence # from their BMD ticket.

**2**



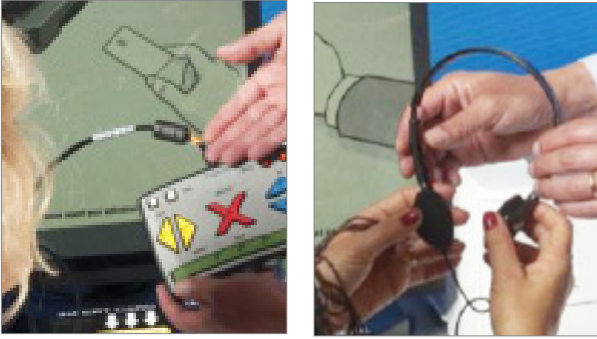
Verify with voter that the Sequence # on the screen matches the number on the BMD ticket prior to activating the ballot. Once verified, activate the ballot, check the “Voter Verified” box, place the BMD ticket in apron pocket, remove the Poll Worker Activation Card.

**3**



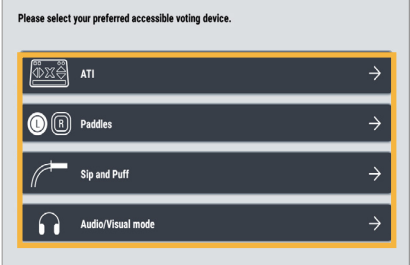
Select the voter’s requested language option.

**4**



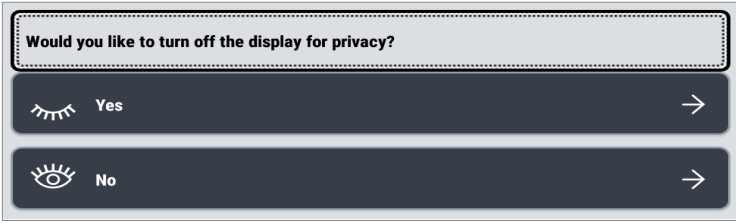
Give the voter the ATI controller and give them a moment to become comfortable holding it. Give the voter the headphones and ask them to put them on now.

**5**



Select the appropriate accessible voting device as requested by the voter.

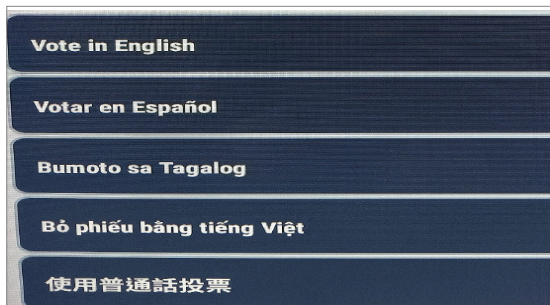
**6**



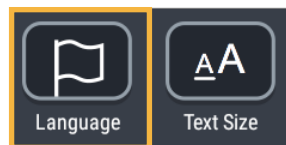
If ATI is selected an image of the ATI controller will appear, audio will start immediately with instructions on how to use device. Click twice on image to proceed. Voter will be prompted to turn off the display for privacy by selecting Yes or No.

## Voting Session Guide

### Language Selection

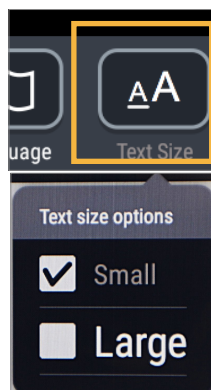


Voters may also change the on-screen language at any time during the voting session using the menu option at the top of the screen.



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

### Text Size



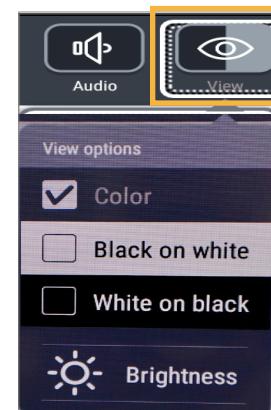
Voters may change the size of the screen text using the menu option at the top of the screen.

### Audio Options



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

### Viewing Options



Voters may switch between different contrast and color options for ease of reading.

### Finding Candidate Names - Using the “Scroll Up/Scroll Down” Button



Voters may need to use the **Scroll Up/Scroll Down** button 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 Scroll Up/Scroll Down 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).

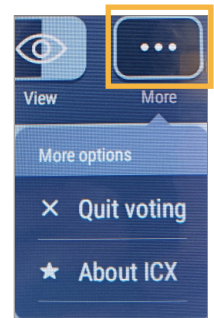
To vote for a write-in candidate, tap the “Write-in” selection, then type in the candidate’s name using the pop-up keyboard. Tap the “Accept” button when finished.

### Canceling 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.



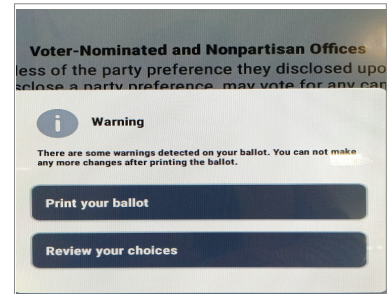
### Voter Ballot Review

At any time while marking their choices, the voter may review their ballot selections.

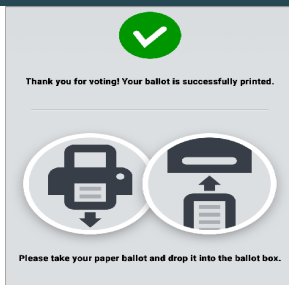
1. Tap “Skip to Review” or “Review” at the bottom of screen.
2. Use Scroll Up/Scroll Down to review selections.
3. Press “Print Ballot”.
4. Select “Print your Ballot” or “Review your choices” on popup.

During review, warning messages may appear on any blank or undervoted contests.

The voter may make changes to any contest by pressing “Back to Ballot”



### Ballot Printing Complete

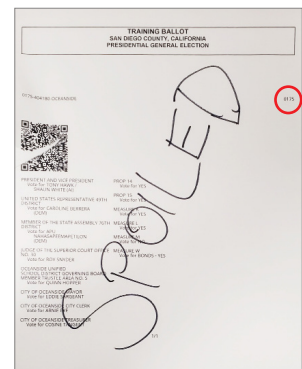


The voter will be prompted to deposit their voted ballot in the Official Ballot Box once it has completed printing.

### Spoiling a Ballot

If a voter needs to make changes after printing their ballot, the ballot must be spoiled.


1. Write SPOILED across the ballot
2. Tear slightly through the center of the barcode
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.



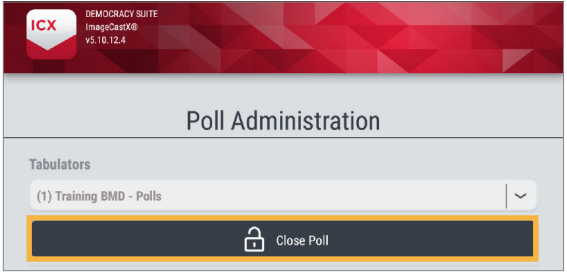
## Close the Poll (Election Night ONLY!)

**1**

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



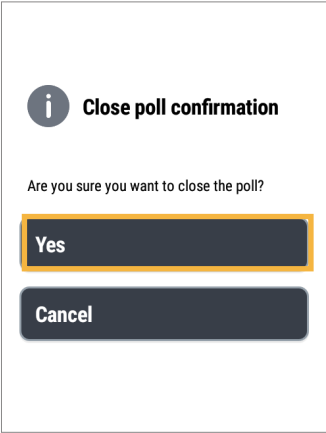
**2**



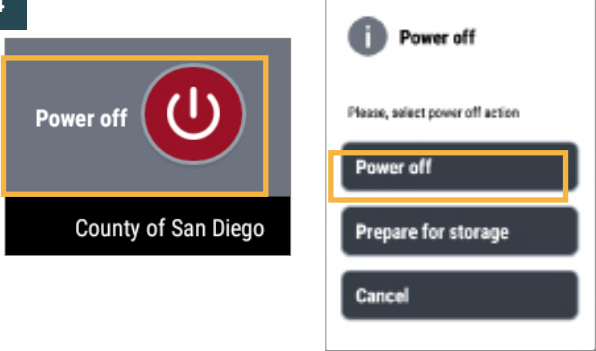
Press the Close Poll button.

**3**

A confirmation message will display. Press "Yes".



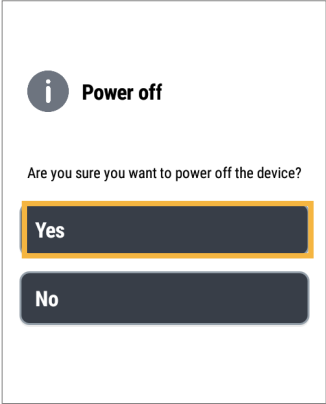
**4**



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

**5**

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



**6**



Tap the Power Button on the Printer to turn off.

## Step 1: Pack BMD Printer

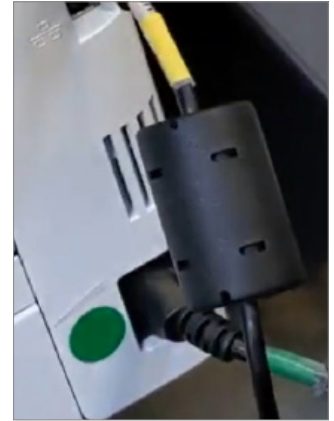
1



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 controller. Unplug the headphones from the ATI and set both aside.

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



2



Coil the ATI cable and Printer USB cord together, then secure them behind the BMD screen (between the tablet and the stand). Do not wrap cords around BMD screen.



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 controller, 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 Cable Lock on the power door and put the broken Cable lock 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 lock 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 Cable lock.

### 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 Activation 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 Activation Card, wait 30 seconds, slowly reinsert ensuring that it is fully inserted. If problem persists, try using a different Poll Worker Activation 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 controller 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 Activation 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?

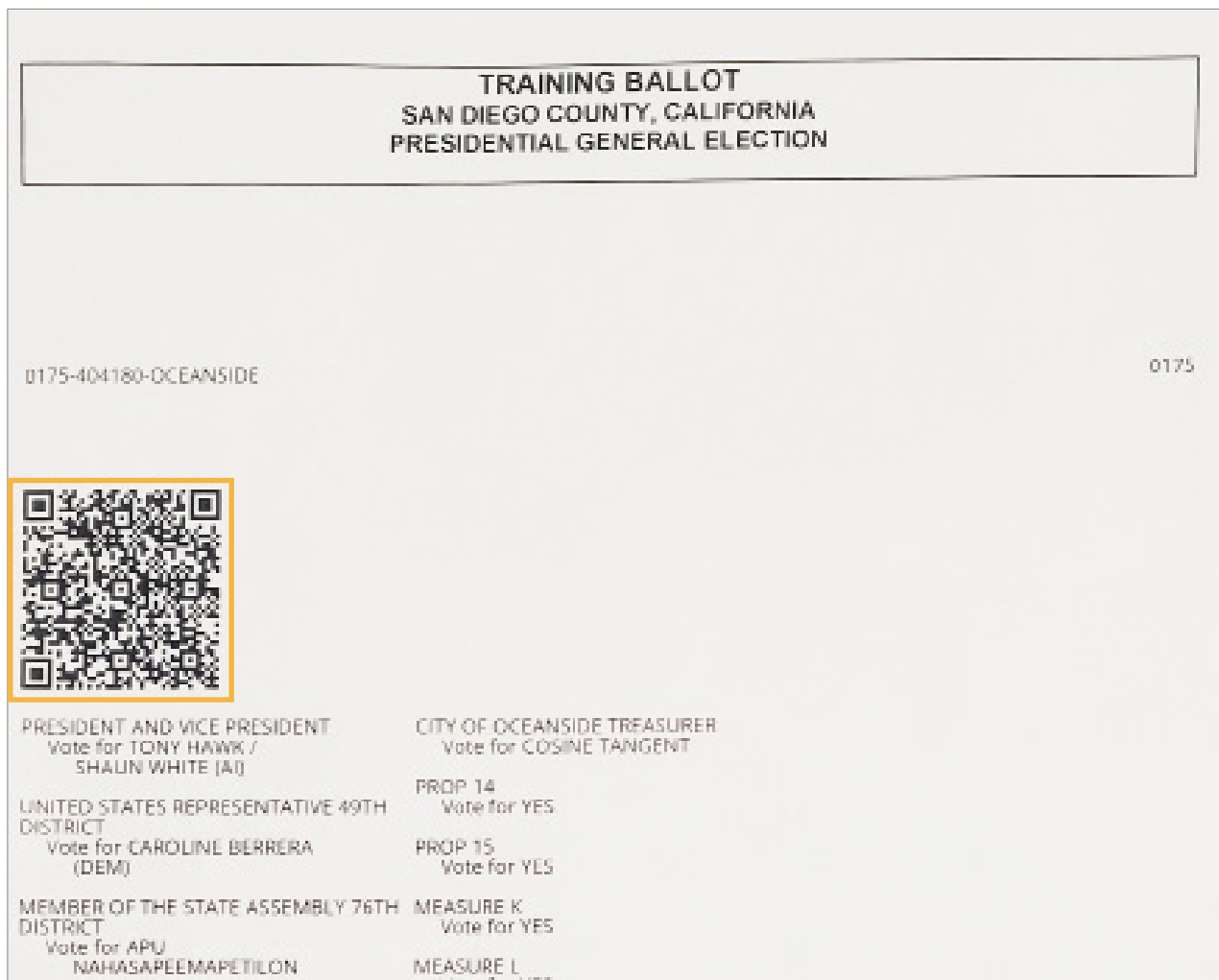
When listening to the AVI Help and Instructions, if Audio Volume or Audio Speed is changed, instructions will repeat from the beginning. During a voting session, each selected text will be repeated 3 times until the voter navigates to another text or makes a selection.

### 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.





## 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).



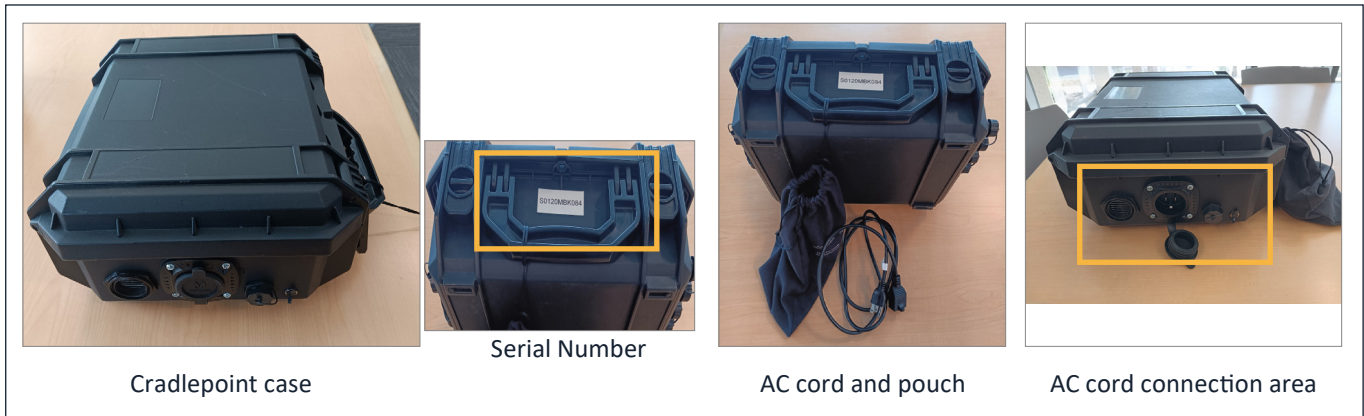
4

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



### Setting Up the Cradlepoint

**1**

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

The image shows the black Cradlepoint case with its lid open, revealing the internal components and the carrying handle on the side.

**2**

The image shows the AC power cord being inserted into the left side of the Cradlepoint case. The cord is plugged into a circular port on the side panel.

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 extension 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).

The image shows the front panel of the Cradlepoint case with its status lights. A single green light is blinking, and four blue lights are illuminated. A yellow circle highlights the lights.

### 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).

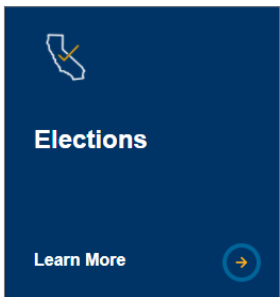
**The following applications will be available to assist voters, visitors, and poll workers:**

### California Secretary of State Website

The California Secretary of State (SOS) website ([www.sos.ca.gov](http://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.

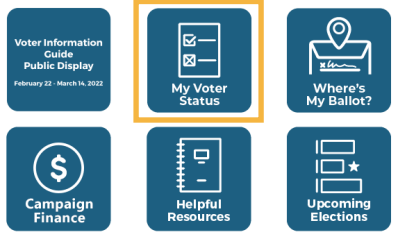
**1**

Select "Elections" from the menu (second box).



**2**

User makes a selection from the menu options:



### SDVOTE.com

The County of San Diego Registrar of Voters' website provides access to information such as: sample ballots, information about the Voters' Choice Act, specific information about district/elected representatives, and resources for poll workers. Users can select from a variety of options, an example might be a voter's sample ballot:

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

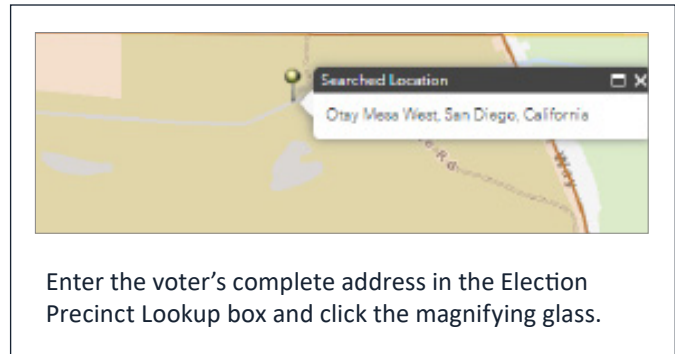
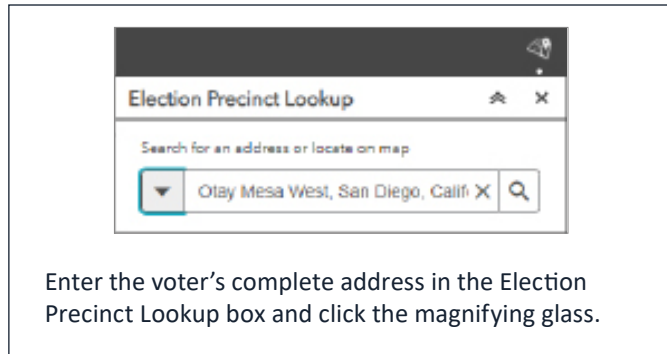
<span style="background-color: #0070C0; color: white; padding: 2px 5px;">1 I WANT TO</span> <span>ELECTION</span> <span>CAMPAIGNS</span> <span>POLL WORKER</span> <span>COMMUNITY</span> <span>CONTACT</span>		
<b>REGISTER</b> Register To Vote Check My Registration Change My Address Change My Name Change My Party Cancel My Registration Cancel Registration: Deceased Re-Register To Vote Conditional Voter Registration	<b>VOTE</b> Your Voting Options How to Vote by Mail Voter's Choice Act <span style="background-color: #0070C0; color: white; padding: 2px 5px;">2 View My Sample Ballot</span> Request New Mail Ballot Verify Receipt of Mail Ballot Request eSample Ballot Military / Overseas Voting Request Translations	<b>FIND</b> View My Sample Ballot Vote Center Near Me My Districts/Representatives Be A Poll Worker Public Officials Directory FAQs For Voters FAQs For Campaigns Campaign Finance Disclosure 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:



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”

<b>ELECTION PRECINCT</b>	
385910	
<b>Consolidation Information</b>	
No of Home Precincts Consolidated	3
Name of Consolidation	NESTOR
Registered Voter Totals	961
Permanent Vote by Mail	753
Net Reg Voters Not VBM	208
Sequence No	82
Ballot Type	1

### 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

- Elections in California
- Language Assistance Table Tents
- Observer's Policies and Procedures Posters
- Required Postings Poster (DOJ)
- Secrecy Sleeves – Long (Carry-in ballot)
- Secrecy Sleeves – Short (BMD)
- State Voter Guides
- US Flag
- Voter Assistance Poster
- Voter Bill of Rights
- Vote Center Station Supplies
- Warning Corruption & Electioneering Posters

#### OFFICIAL BALLOT POUCH

- Closing Blue Security Seals
- Green Cable Locks
- MFA Token
- Poll Worker Cards (on wrist coil)
- Poll Worker Lanyards and Retractors
- Red Cable Locks
- Red Tab Locks

#### PROVISIONAL AND VOTE BY MAIL BALLOT BAGS

- Mail Ballot Bags
- Provisional Red Bags

#### BLUE ACCORDION ENVELOPE

##### Tab 1-Curbside Voting Sign Labels (VOTE CENTER NUMBER)

- Labels and Instructions

##### Tab 2- Poll Worker Resources

- Accident Forms
- Blue Envelope Program Pamphlet
- Change of Political Party Forms
- E-Poll Book Manual
- LanguageLine App (Sign Language)
- Law Enforcement Quick Reference Guide
- Observer's Sign-In Sheet
- Poll Worker Checklist Booklet
- Poll Worker Job Aids
- Universal Language Group (ULG) Flyer

##### Tab 3- Envelopes

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

##### Tab 4- Poll Worker Reference

- ADA Accessibility Information (NOT ALL LOCATIONS RECEIVE THIS NOTICE)
- BMD Numbers
- Check-In Station Numbers
- DART Location Notice
- Election Officer's Digest

##### Tab 5- Voter Handouts

- Voter Surveys
- Change of Political Party Forms

##### Tab 6 – Forms completed by Poll Worker

- Assisted Voters List
- Chain of Custody Form
- Challenge List
- Daily Ballot Statement
- Seal Verification Log
- Wait Time Tickets and Instructions

### 2 SPOILED AND SURRENDERED BOX

- Clipboards
- Federal Facsimile Ballot Binder
- Paper Ream
- State Language Facsimile Ballot Binder

### 3 PPE – PERSONAL PROTECTION EQUIPMENT BOX

- Disposable headphone covers
- Gloves
- Hand Sanitizer
- Masks – Staff/Voters
- N95 Instruction Packets/ 1 signature form
- N95 Masks
- PDI Super Sani-Cloth®

### 4 CHECK-IN FORMS

- Box, complete with 5 Languages

### 5 EMERGENCY BALLOT BOX

- Instructions (inside Box)

**6 SURGE PROTECTORS BOX**

- Surge Protectors

**7 CONDITIONAL VOTER REGISTRATION (CVR) ENVELOPES BOX**

- Green CVR Envelopes

**8 BMD PAPER**

- Paper Resams

**9 PROVISIONAL ENVELOPES**

- Provisional Envelopes

**10 MAIL BALLOT REPLACEMENT ENVELOPES**

- Mail Ballot Replacement Envelopes

**11 BLUE STATIONERY BIN**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Aprons Black     | <input type="checkbox"/> I Voted Stickers            | <input type="checkbox"/> Poll Worker Pins                | <input type="checkbox"/> Staplers and Staples |
| <input type="checkbox"/> Aprons ext. ties | <input type="checkbox"/> ID Badges                   | <input type="checkbox"/> Post it Notes                   | <input type="checkbox"/> Stylus               |
| <input type="checkbox"/> Aprons white     | <input type="checkbox"/> Magnifying Sheets           | <input type="checkbox"/> Provisional/CVR Status Pads     | <input type="checkbox"/> Table Covers         |
| <input type="checkbox"/> Binder Clips     | <input type="checkbox"/> Mini Flags with Stands      | <input type="checkbox"/> Push Pins                       | <input type="checkbox"/> Tape Measure         |
| <input type="checkbox"/> BMD Ticket Pads  | <input type="checkbox"/> Note Pads                   | <input type="checkbox"/> Rulers                          | <input type="checkbox"/> Trash Liners         |
| <input type="checkbox"/> Calculators      | <input type="checkbox"/> Observer Hotline Pads – New | <input type="checkbox"/> Safety Vests                    | <input type="checkbox"/> Trays (baskets)      |
| <input type="checkbox"/> First Aid Kit    | <input type="checkbox"/> Painter's Tape              | <input type="checkbox"/> Scissors                        | <input type="checkbox"/> UHU Adhesive         |
| <input type="checkbox"/> Glue Sticks      | <input type="checkbox"/> Plastic ID Covers w/Lampads | <input type="checkbox"/> Scotch Tape                     | <input type="checkbox"/> Voter Help Card      |
| <input type="checkbox"/> Highlighters     | <input type="checkbox"/> Pens                        | <input type="checkbox"/> Specific Needs Signature Guides |   |

**12 FLAT BALLOT CARTONS**

- Top shelf of CART 1. Unconsecrated – labeled 1, 2, 3, etc. Quantity based on location.

**13 ORANGE EXTENSION CORDS**

- Top Shelf of CART 1 - Quantity based on location.

**14 BALLOT MARKING DEVICE (BMD) & PRINTERS**

**CART(S) BMD's**

- BMD's- BMDs are locked with RED CABLE LOCK

The following items are inside BMD Bag

- ATU
- BMD Power Cord
- Headphone

**CART(S) PRINTERS**

- Printers (Power Cord inside Printer Bag)
- CHADLEPOINT
- LAPTOP
- E POLL BOOTHS (Quantity based on Vote Center)

**15 CRATE**

- BMD VOTING BOOTHS
- "VOTE HERE" SIGN
- "CURBSIDE VOTING" SIGN
- WHITE CARDBOARD VOTING BOOTHS, unsecured
- YELLOW POLL SIGNS (inside yellow bags)
- ADA BOX (ADA designated sites only)  
ADA Brown large cardboard box with ADA items inside – SITE SPECIFIC IF NEEDED
- BOUND PLASTIC WEIGHTS AND / OR SANDBAGS- items will vary depending on what is available

**16 CURBSIDE CART**

- CURBSIDE CART, blue, on wheels
- UPS (Universal Power Supply) INSIDE

## VOTE CENTER SETUP DAY CHECKLIST

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

DATE: \_\_\_\_\_

<b>A. SITE MANAGER DUTIES</b>		<i>Checkmark each task once completed.</i>	
<b>•Site Manager Arrival</b>			
<b>Important:</b> For all questions, concerns, or setup issues, contact the Poll Worker Hotline at <b>(858) 565-3360</b> . (4-Day Vote Centers ONLY on Setup day: call <b>(858) 495-5123</b> .)		TRAINING	SETUP
1. Turn on your phone and ensure ringer/vibration is enabled.			
2. If facility is locked, contact the facility representative. If access is not granted, call the Poll Worker Hotline. (4-Day Sites call <b>(858) 495-5123</b> )			
3. Meet with the facility contact and confirm:			
<input type="checkbox"/> Site access procedures and end-of-day lock requirements <input type="checkbox"/> Setup and voting day schedules (including holidays and Election Day) <input type="checkbox"/> Daily access/lock-up contact names and phone number <input type="checkbox"/> Poll worker parking locations <input type="checkbox"/> Restroom access <input type="checkbox"/> Posted emergency procedures <input type="checkbox"/> Any scheduled events affecting parking or access <input type="checkbox"/> Wednesday E+1 pack-out times and access			
<b>•Poll Worker Arrival</b>			
1. Notify Recruitment if Poll Worker(s) are absent or leave early. Attempt to contact the poll worker first, then call Recruitment.			
2. Review Setup Day Checklist ( <b>manual pp. 78-79</b> ) and discuss the setup plan.			
3. Communicate facility evacuation plan to poll workers. Remind staff to call 9-1-1 if they feel unsafe or threatened.			
4. Assign specific setup tasks and ensure <u>ALL</u> provided equipment is assembled.			
<b>•Site Layout and Voter Flow</b>			
1. Walk vote center and identify the entrances and exits, storage container location (if applicable), and voter path of travel.			
2. Plan station placement using the Vote Center Layout ( <b>manual p. 12</b> ) as a guide. Use outlet diagram to plan equipment setup ( <b>manual p. 49</b> for suggested layout).			
3. Designate inside and outside voter line flow.			
<b>B. INVENTORY AND UNLOAD SUPPLIES / EQUIPMENT</b>			
<b>• Storage Container Instructions</b>			
1. Break seal and complete the Storage Container Seal Log. Place completed log in Blue Envelope-Tab 6.			
2. Open Storage Container carefully; watch for shifting carts and loose supplies.			
3. Review unloading instructions inside storage container. Lock cart wheels before unloading.			
<ul style="list-style-type: none"> <li>• Remove BMD Security Bags starting from the top shelf.</li> <li>• Roll bags into vote center one at a time.</li> <li>• Use two people to lower empty carts safely. Follow Transfer Cart Diagram.</li> <li>• Only remove carts once completely empty.</li> </ul>			
4. Close and lock empty storage container (may store empty carts inside).			
5. Inventory each supply cart before unpacking using Supply List and Supply Cart Diagrams ( <b>manual pp. 76-77 &amp; 87</b> ).			
6. Prepare a complete list of missing items before submitting the online Site Manager Supply Order.			
7. Unpack supplies.			
<b>C. SETUP STATIONS AND SM TABLE – (Site Manager delegates tasks)</b>			
<b>• Site Manager Table (manual p. 15)</b>			
<ul style="list-style-type: none"> <li>• Set up first:                             <ul style="list-style-type: none"> <li>• Turn on Cradlepoint; confirm modem lights are active. Keep plugged in at all times. (<b>manual pp. 72-73</b>)</li> <li>• Turn on ePollbooks (EPBs); confirm charging and green-fan connection. (<b>EPB Manual pp. 3-5</b>)</li> <li>• Log into Vote Center Laptop using MFA token and Laptop Instructions in SM Yellow envelope.</li> <li>• Check email for ROV updates.</li> </ul> </li> </ul>			
<b>• Mail Ballot Station (manual p. 13)</b>			
1. Set up according to station supplies on page 13.			
2. Measure and mark 25-foot exit polls and 100-foot electioneering boundaries from Vote Center entrance.			
3. Install mitigation (accessibility) supplies if packet is provided in Blue Envelope (Tab 4).			
4. Assemble and position directional signage to maximize visibility (wear a safety vest).			
<ul style="list-style-type: none"> <li>• Display only during voting hours; bring inside nightly.</li> </ul>			
5. Designate Curbside Voting area using A-Frame sign. (not in accessible parking).			
6. Attach Voter Center Location # sticker (Blue Envelope – Tab 1) to Curbside Voting sign and place below accessibility symbol.			

## VOTE CENTER SETUP DAY CHECKLIST

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

DATE: \_\_\_\_\_

<b>D. Greeter Station (manual p. 13)</b>	<i>Checkmark each task once completed.</i>	TRAINING	SETUP
1. Set up per Station Supplies; ensure all languages are represented.			
2. Post required notices visibly in all languages. (manual p. 12)			
3. Display American flag respectfully.			
<b>E. Check-In Station (manual p. 14)</b>			
1. Assemble using Station Supplies. (manual p. 14)			
2. Priority: Set up and plug in all EPBs, confirm green-fan connection and sideways communication.			
3. Ensure EPBs Delta files are downloading. Do not power down until pack out day.			
4. Verify power cords are fully connected and securely taped down.			
5. Confirm secrecy sleeves are empty.			
<b>F. Voter Access Table (manual p. 13)</b>			
1. Assemble and organize supplies per Station Supplies. (manual p. 13)			
<b>G. Voting Station (manual p. 15)</b>			
1. Complete BMD Seal Verification procedure (manual p. 53) <ul style="list-style-type: none"> <li>• Verify and match the BMD numbers with the pre-printed numbers on the Seal Verification Log. (Blue Envelope – Tab 6)                             <ul style="list-style-type: none"> <li>○ Red cable locks on the BMD and BMD printer security bags.</li> <li>○ BMD serial numbers (back of BMD)</li> <li>○ BMD red and green cable lock numbers</li> </ul> </li> <li>• Record results on Seal Verification Log (Blue Envelope – Tab 6)</li> <li>• Call Hotline if discrepancies are found.</li> </ul>			
2. Set up BMDs and booths following layout diagram (manual p. 12; setup pp. 49-58) <ul style="list-style-type: none"> <li>• Work in teams to prevent injury or equipment damage.</li> <li>• Ensure at least 2 BMDs and 1 ADA booth are measured as shown on the diagram. (p. 12)</li> </ul>			
3. Power on printers and conduct test procedures (manual pp 57-58) <ul style="list-style-type: none"> <li>• Print test pages, tear through QR code and write ‘test’ and place in Brown Box.</li> </ul>			
4. Confirm correct election appears on each BMD screen (manual p. 57) <ul style="list-style-type: none"> <li>• Call Hotline if incorrect and take BMD out of service.</li> </ul>			
5. Complete Part I of the Daily Ballot Statement (record “Total Ballots Printed”). <ul style="list-style-type: none"> <li>• Call Hotline if ‘ballots printed’ are not equal to zero.</li> </ul>			
6. Assemble cardboard voting booths. Assemble additional empty BMD voting booth if provided.			
7. Set up ADA Cart and Curbside Voting Kit. (manual p. 46-47)			
8. Two poll workers complete Seal Verification Log - Part I, Step 2.			
<b>H. Checkout Station</b>			
1. Assemble and organize per the Station Supplies. (manual p. 15)			
<b>END OF SETUP DAY</b>			
<b>I. Final Review with Poll Workers</b>			
1. Remind poll workers to review expectations for professionalism and timeliness. (manual p. 11)			
2. Assign station roles.			
3. Review Daily Opening Checklist responsibilities. (manual p. 80-81)			
4. Remind Precinct Inspector of nightly DART transport of ballots – two-person chain of custody. (manual p. 94)			
5. DO NOT power off BMDs or EPBs (remain on until pack out day).			
6. Ensure ALL electronic equipment stays powered on until pack-out day. ADA Cart is always plugged into a wall outlet to prevent UPS battery failure.			
7. Place Official Ballot Pouch in laptop bag.			
8. Site manager ensures poll worker attendance form is completed.			
9. Log off EPBs (do NOT power off). (EPB Manual p. 51)			
10. Confirm all EPBs have reached required Delta file number as communicated.			
11. Call Hotline to report setup completion and provide Delta file number.			
12. Securely close and lock vote center per site instructions.			

## DAILY OPENING CHECKLIST

VOTE CENTER # \_\_\_\_\_

Checkmark each task once completed.											
TRAINING	Sat E-10	Sun E-9	Mon E-8	Tue E-7	Wed E-6	Thu E-5	Fri E-4	Sat E-3	Sun E-2	Mon E-1	E- Day
<b>DUTIES FOR SITE MANAGER/PRECINCT INSPECTOR</b>											
1. Keep cellphone on, charged, with you, ringer on.											
2. Call site contact(s) and Hotline if locked out.											
3. SM completes PWs attendance form. Call no-shows; report absences to Recruitment.											
4. Verify Cradlepoint lights are on. <b>(manual p. 72)</b>											
5. Log on to EPBs. Confirm: charging and have a green-fan connection.											
6. Check emails; use MFA token. (Steps in SM Packet).											
7. Ensure ADA Cart is plugged into a wall outlet and charging.											
8. Look for safety issues/hazards; areas to be organized.											
9. PWs wear nametags, bilingual PWs w/language.											
10. Review <i>Site Manager Daily Reminders Checklist</i> .											
11. At 8:00 am (7:00 am on Election Day), announce, "The polls are now open."											
12. Conduct first voter protocols each day. <b>(manual p. 21)</b>											
<b>MAIL BALLOT STATION RESPONSIBILITIES</b>											
1. Restock supplies. <b>(manual p. 13)</b> Ensure station is organized, neat, no clutter.											
2. Place directional yellow poll signs as instructed to point voters 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.											
<b>GREETER STATION RESPONSIBILITIES</b>											
1. Restock supplies. <b>(manual p. 13)</b> Ensure station is organized, neat, free of clutter.											
2. Ensure posters are neatly displayed for voters to view.											
3. Ensure American Flag is respectfully displayed.											
4. Complete ' <i>Languages Spoken Here</i> ' table tent; mark each language spoken at this vote center.											
5. Manage the Voters Access Table and ensure it is well stocked.											

## DAILY OPENING CHECKLIST

VOTE CENTER # \_\_\_\_\_

(Continued)

Checkmark each task once completed											
TRAINING	Sat E-10	Sun E-9	Mon E-8	Tue E-7	Wed E-6	Thu E-5	Fri E-4	Sat E-3	Sun E-2	Mon E-1	E-Day
<b>CHECK-IN STATION RESPONSIBILITIES</b>											
1. Restock supplies. <b>(manual p. 14)</b>											
2. All EPBs – charging and have a green-fan connection.											
3. Login to EPBs. Touch 'Allow Login Again' at Device Locked screen.											
4. Look for 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.											
<b>VOTING STATION RESPONSIBILITIES</b>											
1. Look for 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.											
3. Record results on Seal Verification Log Part II. (Blue Envelope - Tab 6). Call Hotline if any Cable Lock shows evidence of tampering or is missing.											
4. First Day of Voting Only: Using a Poll Worker Card to "Open the Poll" on all BMDs. <b>(manual p. 60)</b> Do not close the polls until Election Night after all voting is complete, and all voters have left the site.	TRAINING	E-11 Day						E-4 Day			E-Day
5. Complete <i>Part 1 Daily Ballot Statement</i> (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.											
<b>CHECKOUT STATION RESPONSIBILITIES</b>											
1. Restock supplies. <b>(manual p. 15)</b> Ensure station is organized, neat, no clutter.											
2. Obtain red tab lock from Official Ballot Pouch to prepare for First Voter Procedure. <b>(manual p. 21)</b>											

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

## DAILY CLOSING CHECKLIST

VOTE CENTER # \_\_\_\_\_

Note: Use 'Election Day Closing Checklist' for closing on Election Day.

Checkmark each task once completed.										
TRAINING	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Mon
	E-10	E-9	E-8	E-7	E-6	E-5	E-4	E-3	E-2	E-1

<b>A: CLOSE POLLS, "THE POLLS ARE NOW CLOSED" (Early Voting: 5:00 PM.)</b>										
<b>B: SM TASK DELEGATION</b>										
Concurrently perform closing activities: PI and TI should leave for DART as soon as DART items are prepared.										
1. SM assigns priority Daily Closing Checklist sections first: <ul style="list-style-type: none"> <li>PI + PW to E2: Check-In Forms and EPB Counts</li> <li>2 PWs to G: Mail Ballot Bag</li> <li>PI+PW to I: Dart Items and Chain of Custody</li> </ul>										
2. SM assigns 1 PW to collect secrecy sleeves, ensure they are empty 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 <i>Daily Ballot Statement</i> -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. SM and 1 PW prioritize/complete the following checklist sections as a 2-person team: "C," "D," "E1," "E3," "H," and "J2."										
<b>C: OFFICIAL BALLOT BOX – Site Manager and Poll Worker</b>										
1. Retrieve <i>Daily Ballot Statement</i> from Blue Accordion Envelope-Tab 6.										
2. Break Red Tab Lock on Official Ballot Box; sort contents. <ul style="list-style-type: none"> <li>Mail Ballot envelopes go to PWs assigned to G: Mail Ballot Bag.</li> <li>Count ballots: BMD, Carry-in, Emergency, Provisionals, CVRs.</li> <li>Record counts on <i>Daily Ballot Statement</i> - Part II for today.</li> </ul>										
3. Return the empty ballot box to the Check Out Station.										
<b>D: WHITE BALLOT CARTON – Site Manager and Poll Worker</b>										
1. Place counted BMD, Carry-in, Emergency ballots in <i>White Ballot Carton</i> .										
2. Complete label on carton, transferring counts from <i>Daily Ballot Statement</i> – Part II.										
3. Seal the White Ballot Carton using a Closing Blue Security Seal.										
4. Mark "Voted Ballots"; have poll workers sign the seal.										
5. Place completed, sealed <i>White Ballot Carton</i> aside for DART.										
<b>E: RED BAG</b>										
<b>E1: Provisional and CVR Envelopes – Site Manager and Poll Worker</b>										
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 <i>Daily Ballot Statement</i> onto the Red Bag Card (inside plastic sleeve).										
<b>E2: Check-In Forms and EPB Counts – Precinct Inspector and Poll Worker</b>										
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. PI accesses the "Check-In Totals" screen on EPB (EPB Manual pp. 47-48, found in Blue Accordion Envelope – Tab 2). <ul style="list-style-type: none"> <li>PI provides today's totals for Regular and Provisional "This Location" and select today's date. SM to record on <i>Daily Ballot Statement</i> - Part II.</li> </ul>										
<b>E3: Mail Ballot Signature Form Envelope and Locking Red Bag – Site Manager and Poll Worker</b>										
1. Seal/place Mail Ballot Sign. Form Envelope in Red Bag (if any forms).										
2. Zip and lock the Red Bag using a Red Tab Lock.										
3. Set the sealed Red Bag aside for DART.										

## DAILY CLOSING CHECKLIST

VOTE CENTER # \_\_\_\_\_

*Checkmark each task once completed.*

*Note: Use 'Election Day Closing Checklist' for closing on Election Day.*

	TRAINING	Sat E-10	Sun E-9	Mon E-8	Tue E-7	Wed E-6	Thur E-5	Fri E-4	Sat E-3	Sun E-2	Mon E-1
<b>F: BROWN BOX – 1 Poll Worker</b>											
1. Separate spoiled BMD ballots from other items in Brown Box; sort and count number of spoiled BMD ballots.											
2. Provide # of spoiled BMD ballots to SM. <i>SM to record # on Daily Ballot Statement - Part II for today.</i>											
3. Clip together today's spoiled & surrendered items & BMD Tickets. <i>Daily, date the clipped sets and return to Brown Box.</i>											
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.											
<b>G: MAIL BALLOT BAG – 2 Poll Workers</b>											
1. Check with SM for Mail Ballot Envelopes placed in Ballot Box. <i>Retrieve and place into the Mail Ballot Bag.</i>											
2. Close and lock Mail Ballot Bag using Red Tab Lock.											
3. Set the Mail Ballot Bag(s) aside for DART.											
<b>H: DAILY BALLOT STATEMENT – Site Manager and Poll Worker</b>											
1. Complete <i>Daily Ballot Statement</i> Parts I and II and return to Blue Envelope–Tab 6.											
<b>I: DART ITEMS AND CHAIN OF CUSTODY – Precinct Inspector and Poll Worker</b>											
1. PI/PW complete the Official Chain of Custody Form (COC), (Blue Accordion Envelope, Tab 6). <ul style="list-style-type: none"> <li>• Record quantity of each:                             <ul style="list-style-type: none"> <li>○ Red Bag, yellow Mail Ballot Bag, White Ballot Carton</li> </ul> </li> <li>• Items listed on COC go to DART (even if empty).</li> </ul>											
2. PI/PW initial the COC form and record date and time. PI verifies items are sealed; labels are completed											
3. PI will notify ROV when leaving for DART.											
4. PI/PW transport DART items and Official Chain of Custody to DART.											
5. PI arrives at DART, calls SM to confirm DART delivery.											
<b>J: DAILY CLOSE-OUT TASKS</b>											
<b>J1: Perform After Polls Close – Poll Workers</b>											
1. Retrieve exterior signage (wear a safety vest).											
2. Replenish supplies at all stations.											
3. Log out, charge, and do not turn off EPBs.											
<b>J2: Perform Just Before Leaving Vote Center – Site Manager and Poll Worker</b>											
1. Put locks, seals, cards, passwords, MFA Token in Official Ballot Pouch. Place Official Ballot Pouch inside the Laptop Bag.											
2. SM scans Vote Center Status QR Code when leaving the Vote Center.											
3. 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.

Return Checklist to Tab-2 of Blue Accordion Envelope

## ELECTION DAY CLOSING CHECKLIST

VOTE CENTER # \_\_\_\_\_

*Checkmark each task once completed.*

	Training	Election Day
<b>A: CLOSE POLLS, "THE POLLS ARE NOW CLOSED" (Election Day: 8:00 PM.)</b>		
<b>A person may not join the line to vote or cast a mail ballot after 8:00 PM on Election Day. On Election Day at 8:00 PM, have PW or Line Monitor stand at the end of the line. Wait until all voters have exited the Vote Center before beginning Closing tasks.</b>		
<b>B: SM TASK DELEGATION</b>		
Concurrently perform closing activities: PI and PW should leave for DART as soon as DART items are prepared.		
1. SM assigns priority Election Day Closing Checklist sections first: <ul style="list-style-type: none"> <li>• PI + PW to E2: Check-In Forms and EPB Counts</li> <li>• 2 PWs to G: Mail Ballot Bag</li> <li>• PI + PW to I: Dart Items and Chain of Custody</li> </ul>		
2. SM assigns 1 PW to collect secrecy sleeves, ensure they are empty 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 <i>Daily Ballot Statement</i> -Pt. 1. ( <b>manual p. 59</b> )		
4. SM assigns 1 PW to F: Brown Box		
5. Available PWs perform checklist Section, J1: Perform After Polls Close.		
6. SM assigns 1 PW to gather and return items to Blue Accordion Envelope – Tab 2: Observer Sign-In Sheet, Assisted Voters List, PW Job Aids (all stations), ULG/ASL Flyers, Voter Surveys, Lockout Packet.		
7. SM and 1 PW prioritize/complete the following checklist sections as a 2-person team: "C," "D," "E1," "E3," "H," and "J2."		
<b>C: OFFICIAL BALLOT BOX – Site Manager and Poll Worker</b>		
1. Retrieve <i>Daily Ballot Statement</i> from Blue Accordion Envelope – Tab 6		
2. Break Red Tab Lock on Official Ballot Box; sort contents. <ul style="list-style-type: none"> <li>• Mail Ballot envelopes go to PWs assigned to G: Mail Ballot Bag.</li> <li>• Count ballots: BMD, Carry-in, Emergency, Provisionals, CVRs.</li> <li>• Record counts on <i>Daily Ballot Statement</i> - Part II for today. (<b>manual, p. 59</b>)</li> </ul>		
3. Return the empty ballot box to the Check Out Station.		
<b>D: WHITE BALLOT CARTON – Site Manager and Poll Worker</b>		
1. Place counted BMD, Carry-in, Emergency ballots in <i>White Ballot Carton</i> .		
2. Complete label on carton, transferring counts from <i>Daily Ballot Statement</i> – Part II.		
3. Don't seal white ballot carton yet. <b>Go to Section H.</b>		
4. Election Night only, you will place completed <i>Daily Ballot Statement</i> into White Ballot Carton.		
5. Seal the White Ballot Carton using a Closing Blue Security Seal.		
6. Mark "Voted Ballots"; have poll workers sign the seal.		
7. Place completed, sealed <i>White Ballot Carton</i> aside for DART.		
<b>E: RED BAG</b>		
<b>E1: Provisional and CVR Envelopes – Site Manager and Poll Worker</b>		
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 <i>Daily Ballot Statement</i> onto the Red Bag Card (inside plastic sleeve).		
<b>E2: Check-In Forms and EPB Counts – Precinct Inspector and 1 Poll Worker</b>		
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 <u>DART</u> .		
4. PI accesses the "Check-In Totals" screen on an EPB ( <b>EPB Manual pp. 47-48, found in the Blue Envelope – Tab 2</b> ) <ul style="list-style-type: none"> <li>• To record today's totals for Regular and Provisional click on "This Location" and select today's date. SM records check-ins on <i>Daily Ballot Statement</i> - Part II.</li> </ul>		
<b>E3: Mail Ballot Signature Form Envelope and Locking Red Bag – Site Manager and Poll Worker</b>		
1. Seal/place Mail Ballot Signature Form Envelope in Red Bag (if any forms).		
2. Place completed attendance sheet in Red Bag.		
3. Zip and lock the Red Bag using a Red Tab Lock.		
4. Set the sealed Red Bag aside for DART.		

Return Checklist to Tab-2 of Blue Accordion Envelope

## ELECTION DAY CLOSING CHECKLIST

VOTE CENTER # \_\_\_\_\_

<i>Checkmark each task once completed</i>	Training	Election Day
<b>F: BROWN BOX – 1 PW</b>		
1. Separate spoiled BMD ballots from other items in Brown Box; sort and count number of spoiled BMD ballots.		
2. Provide # of spoiled BMD ballots to SM; SM to record # on <i>Daily Ballot Statement</i> - Part II for today.		
3. Clip together today's spoiled & surrendered items & BMD Tickets. 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.		
<b>G: MAIL BALLOT BAG – 2 Poll Workers</b>		
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.		
<b>H: DAILY BALLOT STATEMENT – Site Manager and 1 Poll Worker</b>		
1. Calculate the Grand Total for BMD #s, Part I of the <i>Daily Ballot Statement</i> .		
2. Calculate the Grand Totals for ballot counts, Part II of the <i>Daily Ballot Statement</i> .		
3. Complete <i>Daily Ballot Statement</i> – Part III; board members sign the <i>Daily Ballot Statement</i> .		
4. Place completed <i>Daily Ballot Statement</i> into the White Ballot Carton. Return to checklist Section: "D: White Ballot Carton" to complete steps 4-7 (seal Carton and sign Security Seal).		
<b>I: DART ITEMS AND CHAIN OF CUSTODY – Precinct Inspector and 1 Poll Worker</b>		
1. PI/PW complete the Official Chain of Custody Form (COC), (Blue Envelope-Tab 6) <ul style="list-style-type: none"> <li>• Record quantity of each:                             <ul style="list-style-type: none"> <li>○ Red Bag, Mail Ballot Bag, White Ballot Carton, Blue Accordion Envelope</li> </ul> </li> <li>• Items listed on COC go to DART (even if empty).</li> </ul>		
2. PI/PW initial the COC form and date and time. PI verifies items are sealed; labels are completed.		
3. Blue Accordion Envelope also to DART.		
4. PI will notify ROV when leaving for DART.		
5. PI/PW transport DART items and Official Chain of Custody to DART.		
6. PI arrives at DART, calls SM to confirm DART delivery.		
<b>J: ELECTION DAY CLOSE-OUT TASKS</b>		
<b>J1: Perform After Polls Close – Poll Workers</b>		
1. Retrieve exterior signage (wear a safety vest).		
2. Log out, charge, and do not turn off EPBs.		
<b>J2: Perform Just Before Leaving Vote Center – Site Manager and Poll Worker</b>		
1. Put locks, seals, cards, passwords, MFA Token in Official Ballot Pouch. Place Official Ballot Pouch in the Laptop Bag.		
2. Perform "Close the Poll" procedure on all BMDs. ( <b>Manual pg. 65</b> )		
3. SM scans Vote Center Status QR Code when leaving the Vote Center.		
4. 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.
- Completed *Daily Ballot Statement* inside White Ballot Carton
- Blue Accordion Envelope

Return Checklist to Tab-2 of Blue Accordion Envelope

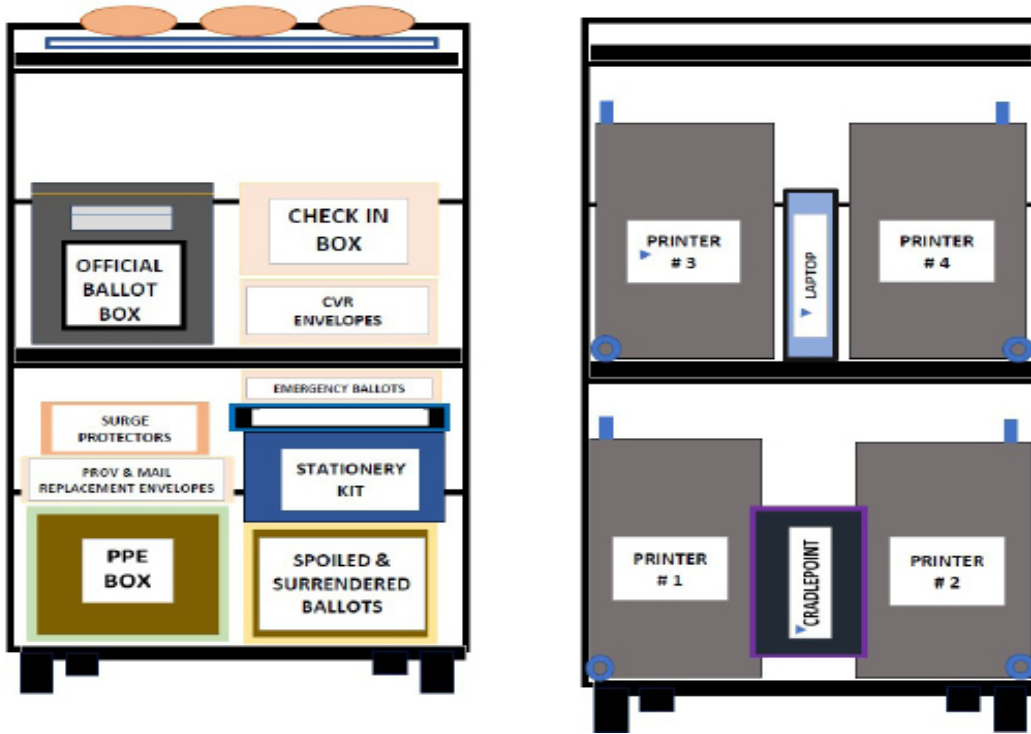
## VOTE CENTER FINAL PACKOUT CHECKLIST

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

DATE: \_\_\_\_\_

<b>PACKOUT</b>	<i>Checkmark each task once completed.</i>	
<b>Preparation</b>	TRAINING	PACKOUT
1. <b>Site Managers:</b> Monitor cellphone for calls from ROV.		
2. Check Vote Center Laptop for new email messages using the MFA Token.		
3. Review Packout plan with all poll workers: <ul style="list-style-type: none"> <li>• Instruct poll workers to ask for help before lifting heavy objects.</li> <li>• Supplies should be returned to their original locations.</li> <li>• Pack and organize by following the Supply List and Supply Cart Diagrams. <b>(manual pp. 76-77 &amp; 87)</b></li> <li>• Site Manager is responsible for packing                             <ul style="list-style-type: none"> <li>○ Official Ballot Pouch,</li> <li>○ EPBs,</li> <li>○ Laptop, and</li> <li>○ Cradlepoint.</li> </ul> </li> </ul> Note: Keep the Cradlepoint and Laptop powered on until just prior to departure (to check email).		
<b>Packing Process</b>		
1. Teams of two disassemble BMDs and BMD Booths. <b>(manual pp. 66-68)</b> <ul style="list-style-type: none"> <li>• Pack BMDs and printers into their respective security bags and lock bags with Red Cable Locks.</li> </ul> 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. <ul style="list-style-type: none"> <li>• Pack BMD and printer into security bags and lock.</li> <li>• Ensure UPS (battery) is powered off.</li> <li>• Shut cabinet door.</li> </ul>		
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. <b>(manual pp. 76-77 &amp; 87)</b>		
8. Carefully remove tape from floors and ground outside Vote Center (e.g., electioneering markers).		
9. Storage Container locations: <ul style="list-style-type: none"> <li>• Working in teams of two, place supplies into Storage Container.</li> <li>• 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.</li> <li>• Load and organize the supplies following the instructions posted in Storage Container.</li> </ul>		
10. Double check for any remaining supplies and signage.		
<b>CONCLUSION</b>		
1. Power off and pack the Cradlepoint. <b>(manual p. 73)</b>		
2. Power off and pack Laptop into the Laptop Bag.		
3. Use the copy of this checklist <b>(manual p. 86)</b> 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.		
6. Call the Hotline before leaving the facility.		

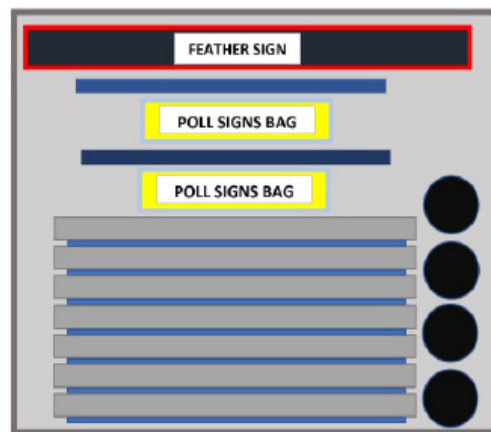
# VOTE CENTER SUPPLY CART DIAGRAMS



When packing the carts after the election, please place items back on carts. These images are an example. Thank you!



Supply Crate



Plastic Weights or Sandbags



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

# Mail Ballot Envelope

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

Printed name: Jane Doe  
 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.)

Name of person returning ballot: \_\_\_\_\_ Relationship to voter: \_\_\_\_\_  
 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, she may make a mark witnessed by a person over the age of 10 years.

Witness: \_\_\_\_\_  
 SDIE0720RD11 - 1GBRM 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  
 A PRODUCT OF 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](http://www.sdvote.com)

Printed name: Jane Doe  
 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.)

Name of person returning ballot: \_\_\_\_\_ Relationship to voter: \_\_\_\_\_  
 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  
 If the voter is unable to sign, she may make a mark witnessed by a person over the age of 18 years.

Witness: \_\_\_\_\_  
 SDIE0622RD11 - MBDO YEL E

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

Jane Doe  
 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

PO BOX 85902  
 SAN DIEGO CA 92186

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

OFFICIAL VOTER'S BALLOT  
 RETURN/IDENTIFICATION ENVELOPE  
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REGISTRAR OF VOTERS  
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 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](http://www.sdvote.com)

Printed name: Jane Doe  
 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.)

Name of person returning ballot: \_\_\_\_\_ Relationship to voter: \_\_\_\_\_  
 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 \_\_\_\_\_

11/5/2024  
 Date of signing  
 If the voter is unable to sign, she may make a mark witnessed by a person over the age of 18 years.

Witness: \_\_\_\_\_  
 SDIE0322RD06 - 1GBRM E

74748852 RAVBM 1199  
 2 999001

Jane Q Public  
 1234 Main Street

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

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REGISTRAR OF VOTERS  
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 PO BOX 85902  
 SAN DIEGO CA 92186-9577

# Provisional Ballot Envelope

**Section 2 (Voter completes)**  
 Your ballot may NOT count if you do not complete this section in its entirety, numbers 1 through 7

PROV - 01/2025 - E

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

2 First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

3 Current Residence Address (Do Business Address or P.O. Box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Current Mailing Address (If different from above or P.O. Box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Previous Residence Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

5 California Driver License or California Identification Card # : \_\_\_\_\_ Social Security # (Last 4 digits) \_\_\_\_\_ (Only FCA Driver License or CA ID Card # NOT provided above)

6 I want to choose a political party preference  
 American Independent  Democratic Party  Green Party  
 Libertarian Party  Peace and Freedom Party  Republican  
 Other (specify): \_\_\_\_\_ I do not want to choose a political party preference  
 No Party / None

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

*Signature is mandatory*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Affidavit Number: AV23-58945

**Affidavit (Section 7)**  
 Your signature on this envelope and signature in your voter file, which could include the signature from your driver's license or state identification card, will be used to compare your signature on future vote-by-mail ballots.

**Insert Your Voted Ballot, Seal It, & Return To Staff.**

Registrar of Voters  
 COUNTY OF SAN DIEGO

**Provisional Envelope**

Section 1 (Poll Worker completes)

A. HAVA ID required and no ID provided  
 B. Mail ballot has been returned  
 C. Ballot already issued by EPB  
 D. Unconfirmed Address  
 E. Precinct Not In Election (PNE)

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

PROV - 01/2025 - E

# Conditional Voter Registration Envelope

**Section 2 (Voter completes)**  
 Your ballot may NOT count if you do not complete this section in its entirety, numbers 1 through 7

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

2 First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

3 Current Residence Address (Do Business Address or P.O. Box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Current Mailing Address (If different from above or P.O. Box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Previous Residence Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

5 California Driver License or California Identification Card # : \_\_\_\_\_ Social Security # (Last 4 digits) \_\_\_\_\_ (Only FCA Driver License or CA ID Card # NOT provided above)

6 I want to choose a political party preference  
 American Independent  Democratic Party  Green Party  
 Libertarian Party  Peace and Freedom Party  Republican  
 Other (specify): \_\_\_\_\_ I do not want to choose a political party preference  
 No Party / None

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

*Signature is mandatory*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Affidavit Number: AV23-58945

**Affidavit (Section 7)**  
 Your signature on this envelope and signature in your voter file, which could include the signature from your driver's license or state identification card, will be used to compare your signature on future vote-by-mail ballots.

**Insert Your Voted Ballot, Seal It, & Return To Staff.**

Registrar of Voters  
 COUNTY OF SAN DIEGO

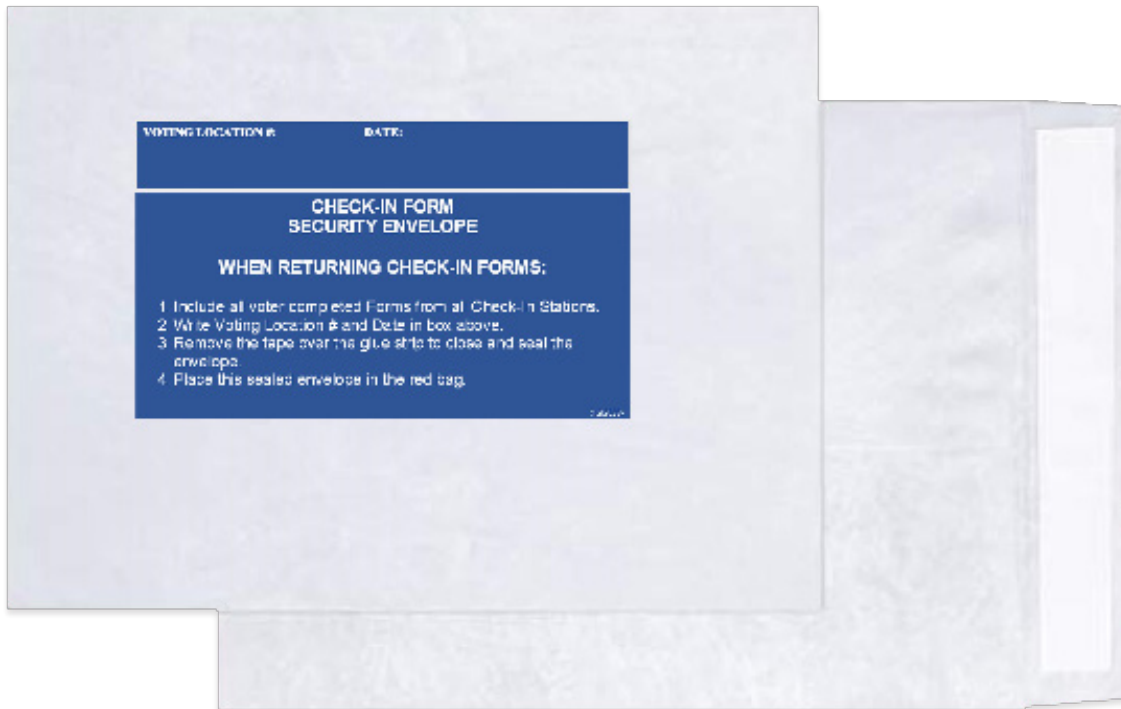
**Conditional Voter Registration Envelope**

Section 1 (Poll Worker completes)

Voter Not Found in EPB  
 CVR  
 Unconfirmed Address  
 Precinct Not In Election (PNE)  
 Emergency Worker  
 Out of County

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

### Check-In Form Security Envelope



### Mail Ballot Signature Form Envelope





### Check-In Form

This Check-In Form assists in confirming your voter information to ensure poll workers are able to provide your correct ballot. If you need assistance, please let us know.

PART 1 – VOTER INFORMATION	STAFF USE ONLY
<b>NAME:</b> _____ <i>(PLEASE PRINT) (Last) (First) (Middle Initial)</i>	LOC #:
<b>DATE OF BIRTH:</b> _____ <b>TELEPHONE:</b> _____ <i>(MM/DD/YYYY) (Optional)</i>	VID:
<b>RESIDENCE ADDRESS:</b> _____ <i>(Physical residence address in San Diego County - No P.O. Box or Mailing Address)</i>	<input type="radio"/> N/C <input type="radio"/> CARRY-IN <input type="radio"/> PROV <input type="radio"/> CVR <input type="radio"/> ADDRESS CHANGE
_____ <i>(City) (State) (Zip Code)</i>	<input type="radio"/> CURBSIDE
PART 2 – RESIDENCE ADDRESS CHANGE	SEQUENCE VERIFICATION
<input type="checkbox"/> I want to change my residence address. My previous residence address was:	SEQ #:
_____ <i>(House Number) (Street Name) (Apt./ Unit)</i>	<input type="radio"/> VERIFIED
_____ <i>(City) (State) (Zip Code)</i>	NOTES
<b>PART 3 – VOTER SIGNATURE</b> <span style="float: right;"><b>(Elections Code § 2119.5)</b></span>	
I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.	
<b>X</b> _____ <b>SIGNATURE</b> <span style="float: right;"><b>DATE (MM/DD/YYYY)</b></span>	<input type="radio"/> CANCELLED CHECK-IN



VA001

**BMD DAILY LOG**

- 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		

- 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

- 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.

- 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

- 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 #	Does # match?	Red Cable lock	Does # match?	Green Cable lock	Does # match?
BMD 1					BMD 11					
D1101090	7058025	Yes No	31301	Yes No	D1102631	Yes No	7058035	Yes No	31311	Yes No
BMD 2					BMD 12					
D2100311	7058026	Yes No	31302	Yes No	D1102578	Yes No	7058036	Yes No	31312	Yes No
BMD 3					BMD 13					
D1101690	7058027	Yes No	31303	Yes No	-	Yes No	-	Yes No	-	Yes No
BMD 4					BMD 14					
D2100471	7058028	Yes No	31304	Yes No	-	Yes No	-	Yes No	-	Yes No
BMD 5					BMD 15					
D1102667	7058029	Yes No	31305	Yes No	-	Yes No	-	Yes No	-	Yes No
BMD 6D11					BMD 16					
D1102693	7058030	Yes No	31306	Yes No	-	Yes No	-	Yes No	-	Yes No
BMD 7					BMD 17					
D1101891	7058031	Yes No	31307	Yes No	-	Yes No	-	Yes No	-	Yes No
BMD 8					BMD 18					
D1101958	7058032	Yes No	31308	Yes No	-	Yes No	-	Yes No	-	Yes No
BMD 9					BMD 19					
D1102645	7058033	Yes No	31309	Yes No	-	Yes No	-	Yes No	-	Yes No
BMD 10					BMD 20					
D1102686	7058034	Yes No	31310	Yes No	-	Yes No	-	Yes No	-	Yes No

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

(9/20/24)

**DAILY BALLOT STATEMENT – Part I**  
BMD Total Balots 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 Balots 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 Balots Printed" shown on each BMD screen.
3. On **Election Day only**, Add all red boxes together and record in the red box at the bottom of this document.

	BMD #1	BMD #2	BMD #3	BMD #4	BMD #5	BMD #6	BMD #7	BMD #8	BMD #9	BMD #10
Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..
Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..
Grand Total										

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

	BMD #11	BMD #12	BMD #13	BMD #14	BMD #15	BMD #16	BMD #17	BMD #18	BMD #19	BMD #20
Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..	Open, 5PM..
Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..	Close, 5PM..
Grand Total										

\* 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

(06/2024)

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

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

**Part II. Instructions:**

**NOTE: There 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).

	Ballots Cast <small>(in Ballot Box)</small>		Envelopes Cast <small>(in Envelope Box)</small>		# Check-ins from EPB		Spotted BMD Ballots
	BMD Printed 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							
<b>Grand Total</b>							

\* 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 centers and the number accounted for is as indicated on this Daily Ballot Statement. We further certify that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged (EC § 14.107).

SITE MANAGER: \_\_\_\_\_ PRECINCT INSPECTOR: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

(06/2024)



**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**

ROV INTAKE NOTES ANY DISCREPANCIES OR ISSUES:

Step 3: Receipt of materials

INITIAL ROV rec'd: \_\_\_\_\_

White copy: Poll Worker

Yellow copy: ROV Logistics Intake

Pink copy: ROV Election Systems

7/16/2024



# 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 to 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 all 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.

# 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**

## 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:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>A. Driver's license or identification card of any state</li> <li>B. Public housing identification card</li> <li>C. A credit or debit card with a photo</li> <li>D. Insurance plan identification card</li> <li>E. Identification card provided by a commercial establishment</li> <li>F. Military identification card</li> <li>G. Passport</li> <li>H. Employee identification card</li> <li>I. Student identification card</li> <li>J. Health club identification card</li> </ul> | <ul style="list-style-type: none"> <li>J. Vehicle certificate of ownership issued by a governmental agency</li> <li>K. Bank statement</li> <li>L. Government paycheck</li> <li>M. Voter notification card issued by a government agency</li> <li>N. Public housing identification card issued by a government agency</li> <li>O. Student identification card issued by a government agency</li> <li>P. Insurance or drug discount card issued by a government agency</li> <li>Q. Senior citizen and disabled discount cards issued by public transportation authorities</li> <li>R. Identification documents issued by governmental disability agencies</li> <li>S. Property tax statement issued by a governmental agency</li> <li>T. Vehicle registration issued by a governmental agency</li> </ul> |
|---|--|

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

**\*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.

**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 Accordion 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.

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

**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 Curbside 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 Accordion 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 (of Arabic, Hindi, Hmong, Indonesian, Japanese, Khmer, Korean, Laotian, and Thai) 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 for a 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 Cable Lock 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 Flowchart:** 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.\***

**Election Day, Poll Workers will receive two 45minute meal periods and three 15minute breaks.\***

Meal Period	PWs Out
11:00 AM - 12:00 PM	2
11:30 AM - 12:30 PM	2
12:00 PM - 1:00 PM	2
12:30 PM - 1:30 PM	2
1:00 AM - 2:00 PM	2
1:30 PM - 2:30 PM	2

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

<b>Name</b>	<b>Phone Number</b>	<b>Title</b>
Sheila Elayda	858-505-7235	Recruiter
Bob Foxe	858-944-6145	Recruiter
Jaime Gamblin	858-944-6144	Recruiter
Angelo Ganzon	858-944-6140	Recruiter
Griselda Reyes Gonzalez	858-944-6146	Recruiter
Kristy Hernandez	858-944-6148	Recruiter
Merlita Hilario	858-944-6151	Recruiter
Barbara Leal	858-944-6143	Recruiter
Alison Leibrecht	858-944-6141	Recruiter
Jim Ludlow	858-944-6152	Recruiter
Reyna Rickman	858-944-6156	Recruiter
Kerri Rudolph	858-944-6154	Recruiter
Daryn Sherrill	858-944-6142	Recruiter
Maria Torres	858-944-6149	Recruiter
<b>Sue Berard</b>	<b>858-505-7235</b>	<b>Site Manager Coordinator</b>
<b>Steve Gartman</b>	<b>858-505-7230</b>	<b>PI Coordinator</b>
<b>Susan Hall</b>	<b>858-505-7220</b>	<b>BPW Coordinator/Recruitment Lead</b>
<b>Kristi Arranaga-Pacheco</b>	<b>858-505-7218</b>	<b>College/H.S. Coordinator</b>





## **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.

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## **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.

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## **Department Mission**

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

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## **Department Vision**

Earn and maintain public confidence in the electoral process.

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## **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.

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