

MAIL BALLOT BAG STATION

VOTER

POLL WORKER

Dropping off own
ballot received in the
mail

Verify envelope is
sealed, signed, and
dated

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

NO POSTAGE NECESSARY

MADE A MISTAKE ON YOUR BALLOT? CALL US AT (858) 565-6800.

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

X Name of person returning ballot Relationship to voter

X Signature of person authorized to return ballot

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

X _____

Date of signing _____

Witness _____ Date _____

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

SDIE0222R006 - 10BRM YEL E

Dropping off another
voter's ballot
received in the mail

Verify authorization
box is completed

Verify envelope is
sealed, signed, and
dated

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

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

X _____

Date of signing _____

Witness _____ Date _____

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

SDIE0222R006 - 10BRM YEL E

Needs a Replacement
Envelope

Verify envelope is
sealed, signed, and
dated

Ensure voter
completes name,
address, and
birthdate

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

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

X Name of person returning ballot Relationship to voter

X Signature of person authorized to return ballot

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

X _____

Date of signing _____

Witness _____ Date _____

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

VOTER PRINT CLEARLY

First Name _____ Last Name _____

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

City _____ State _____ Zip Code _____

Date of Birth _____

MAIL BALLOT BAG STATION

IF	THEN
Voter wants to vote in person	<ul style="list-style-type: none"> Direct voter to Greeter Station
Voter insists on casting their ballot into ballot box inside the Vote Center	<ul style="list-style-type: none"> Direct voter to Greeter Station
Voter brings multiple envelopes	<ul style="list-style-type: none"> Verify all envelopes are signed and sealed by voters Verify "Person Authorized to Return" box is completed
Voter brings their voted ballot without their envelope	<ul style="list-style-type: none"> Provide voter with a Replacement Envelope Ensure voter writes their name, address, and date of birth Ensure envelope is signed and sealed
Voter brings an RAVBM ballot (Remote Accessible Vote by Mail)	<ul style="list-style-type: none"> Verify the completeness of the RAVBM Envelope Ensure envelope is sealed Provide Replacement Envelope if needed
Voter brings a VBM ballot from another county in California	<ul style="list-style-type: none"> Accept the VBM ballot Place envelope in the Mail Ballot Bag Inform voter that it will be sent to the appropriate jurisdiction
Voter brings a ballot from another state	<ul style="list-style-type: none"> Inform voter that out-of-state-ballots cannot be accepted
Voter brings completed Mail Ballot Signature Form	<ul style="list-style-type: none"> Ensure form is completed Place in Mail Ballot Signature Form Envelope
An Observer arrives at the Vote Center	<ul style="list-style-type: none"> Direct Observer to the Greeter Station to fill out the Observer Sign-In Sheet
A Poll Watcher arrives at the Vote Center	<ul style="list-style-type: none"> Direct Poll Watcher to the Greeter Station to fill out the Observer Sign-In Sheet
If there are more than 10 voters waiting to be helped by the Greeter Station	<ul style="list-style-type: none"> Notify the Site Manager
You do not know how to assist a voter or visitor	<ul style="list-style-type: none"> Consult the Poll Worker Manual Ask the Site Manager, who will in turn call the Poll Worker Hotline if necessary

GREETER STATION JOB AID

POLL WORKER

- Greet and welcome each voter and visitor with a smile
- Hand voters a Check-In Form on a clipboard with a pen
- Ask voter to fill out all of Part 1 of the Check-In Form neatly and completely
- Direct voters to an available Check-In Station

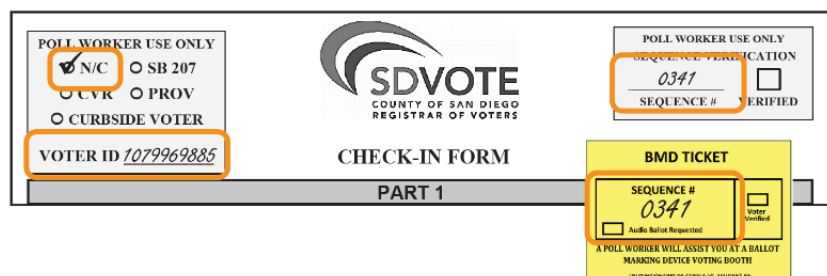


IF	THEN
Voter is dropping off the ballot mailed to them	<ul style="list-style-type: none"> • Direct voter outside to the Mail Ballot Bag Station
Voter wants to vote at the Voter Center with the ballot received in the mail	<ul style="list-style-type: none"> • Instruct voter to fill out a Check-In Form • Direct voter to an available Check-In Station
Voter requests an Emergency Ballot	<ul style="list-style-type: none"> • Instruct voter to fill out a Check-In Form • Direct voter to an available Check-In Station
Voter is dropping off an Emergency Ballot	<ul style="list-style-type: none"> • Instruct voter to fill out a Check-In Form • Direct voter to an available Check-In Station
An Observer enters the Vote Center	<ul style="list-style-type: none"> • Have Observer fill out the Observer Sign-In Sheet • Notify your Site Manager
A Poll Watcher enters the Vote Center	<ul style="list-style-type: none"> • Have Poll Watcher fill out the Observer Sign-In Sheet • Notify your Site Manager
You do not know how to assist a voter or visitor	<ul style="list-style-type: none"> • Notify the Site Manager, who will call the Poll Worker Hotline if necessary

CHECK-IN STATION JOB AID

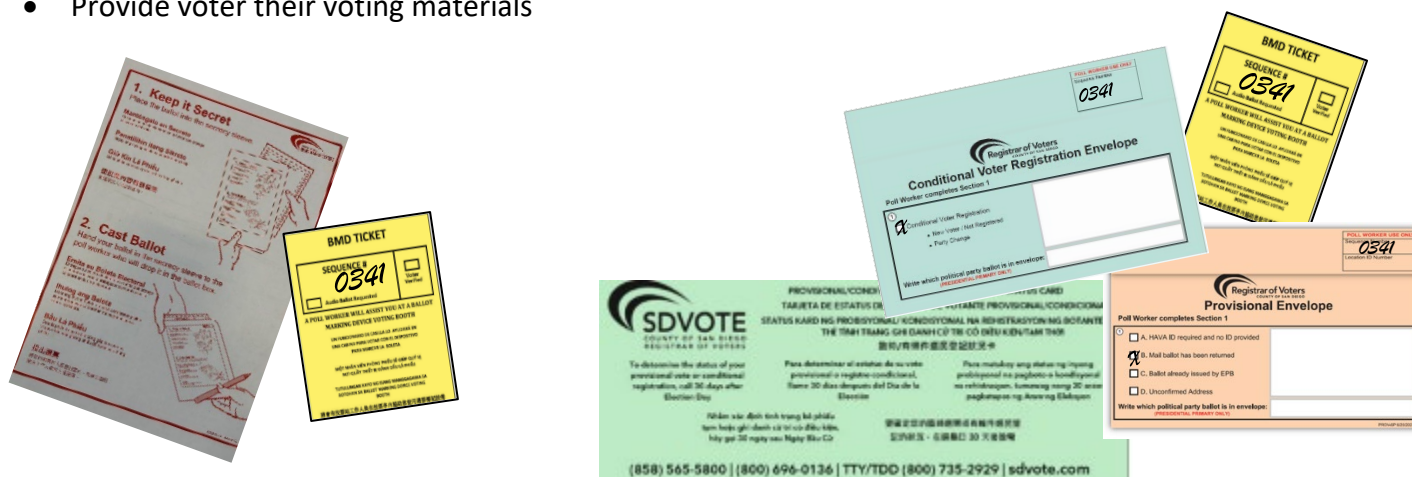
POLL WORKER

- Greet and welcome each voter with a smile
- Look up voter in the EPB using the voter's Check-In Form
 - Use first four letters of their last name and first name and full birthdate
 - Search at least twice if voter is not found
 - Verify first/last name and month/day of birthdate were entered into correct fields
 - Verify spelling of name and address or if voter has hyphenated name, Jr/Sr, etc.
 - Use other search options on the Find Voter screen
- Confirm the information on the Voter Identification screen is the same as on the Check-In Form
 - If correct: Check the N/C bubble and write the Voter's ID and Sequence # on the Check-In Form and BMD Ticket
 - Ask voter to verify Sequence # is correct on Check-In Form and BMD Ticket



The image shows a 'CHECK-IN FORM' and a 'BMD TICKET'. The Check-In Form has a 'POLL WORKER USE ONLY' section with bubbles for N/C (checked), SB 207, CVR, PROV, and CURBSIDE VOTER. It also has a 'VOTER ID' field with the number 1079969886. The BMD Ticket has a 'SEQUENCE #' field with the number 0341 and a 'VERIFIED' checkbox.

- Process voter in EPB per instructions given on screen
- Provide voter their voting materials



- Direct voter to Voting Station

Note: Other scenarios are on back

CHECK-IN STATION JOB AID

IF	THEN
Voter's address is incorrect	Ask voter if they have moved <ul style="list-style-type: none"> • If yes, process as SB207 Voter • Voter completes part 2 of the Check-In Form • Update address in EPB
Voter is voting for the first time in San Diego County	Process as a CRV Voter <ul style="list-style-type: none"> • Voter completes Section 2 of CVR Envelope • Mark CVR box and write Sequence # on Poll Worker side • Give voter envelope, BMD Ticket, and Prov/CVR Status Ticket
Voter is not eligible to vote a regular ballot due to: <ol style="list-style-type: none"> 1. VBM Ballot already returned 2. Ballot already issued by EPB 	Process as a Provisional Voter <ul style="list-style-type: none"> • Voter completes Section 2 of Provisional Envelope • Mark correct box and write Sequence # on Poll Worker side • Give voter envelope, BMD Ticket, and Prov/CVR Status Ticket
Voter is not eligible to vote a regular ballot due to an Unconfirmed Address	<ul style="list-style-type: none"> • Notify the Site Manager
EPB displays "HAVA ID Req'd"	<ul style="list-style-type: none"> • Request ID document from the HAVA ID list (p. 97) • If voter is unable to provide any approved form of identification, process as a Provisional Voter (instructions above) and mark Box A
EPB displays "Voter is eligible to vote" without instructions in blue message box	Process as a VBM Ballot Issued Voter voting on BMD <ul style="list-style-type: none"> • Check the "N/C" bubble on the Check-In Form • Write Voter's ID and Sequence # on the Check-In Form • Write Sequence # on BMD Ticket • Ask voter to sign and verify Sequence # on EPB matches BMD Ticket and Check-In Form. If so, mark "Verified" box on Check-In Form • Select "BMD" at "Issue Ballot" screen • Hand voter BMD Ticket and Secrecy Sleeve • Direct voter to Voting Station
Voter is surrendering the ballot they received in the mail	<ul style="list-style-type: none"> • Write "Surrendered" on the mailed ballot and/or envelope with mailed ballot inside and tear in half • Place in the Brown Box
Voter insists on voting on an Emergency Ballot	<ul style="list-style-type: none"> • Notify the Site Manager
Voter requests reference ballot in language other than English	<ul style="list-style-type: none"> • Direct voter to the Reference Ballot Binders located on the Language Access Table
Voter's information other than address is incorrect in EPB	<ul style="list-style-type: none"> • Instruct voter to go to SDVOTE.com and follow instructions for completing a new registration application
EPB displays "Decertified"	<ul style="list-style-type: none"> • Notify Site Manager, who will call the Poll Worker Hotline for instructions
Voter hands you a Wait Time Ticket	<ul style="list-style-type: none"> • Give to Ticket to Site Manager
You do not know how to assist a voter or visitor	<ul style="list-style-type: none"> • Notify Site Manager, who will call the Poll Worker Hotline if necessary

VOTING STATION

VOTER

POLL WORKER

Voting on the BMD
(Ballot Marking
Device)

- Insert Poll Worker Card
- Input sequence number to
“Activate” voter’s ballot
- Check Voter Verified box
once the voter confirms
sequence number matches
the BMD
- Remove Poll Worker Card
and do not leave it
unattended
- Instruct voter to read
instructions in voting booth
- Remind voter to place ballot
in secrecy sleeve or envelope



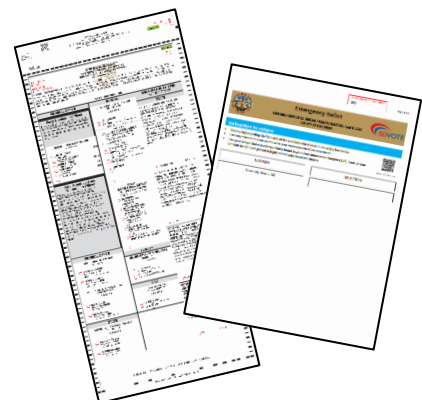
Requests Accessible
Voting Session

- Have voter comfortably
positioned with the ATI or
other device (all other
devices will be brought by
voter) and headphones ready
- Select Enable AVS controller
prior to activating the ballot



Voting on ballot
received in the mail
or Emergency Ballot



- Direct voter to an available voting
booth
- Instruct voter to read the
instructions in the voting booth
- Remind voter to place ballot in
secrecy sleeve or envelope



VOTING STATION

IF	THEN
Voter requires settings assistance	<ul style="list-style-type: none"> • “Language:” choose English, Chinese, Spanish, Filipino, or Vietnamese • “Text Size:” increase or decrease the font size of displayed text • “Audio”: adjust reading speed and headphone volume (in AVS controller mode only) • “View”: adjust screen contrast (colors, light, or dark backgrounds)
Voter requests navigation assistance	<ul style="list-style-type: none"> • Direct voter to touch the “More” button at the bottom to scroll down • Select “Next” in the lower right to proceed to next contest • Select “Previous” in the lower left to return to previous contest • Selecting a contest tab at the top will take the voter directly to that contest
Voter requests assistance marking the BMD	<ul style="list-style-type: none"> • Ask voter who is being assisted to repeat the following oath: “I (voter’s name) do affirm that I request assistance marking my ballot.” Write the voter’s name on the Assisted Voter log (Blue Envelope tab 6) • Select a candidate: tap the gray square to the right of candidate’s name • To vote for or against a measure: tap the gray square to the right of the Yes or No • To review all current selections: tap: “Review” at any time • To modify selections, tap “Back to Ballot” from the “Review” screen • To change a vote, tap the marked gray square to deselect; then tap another
Voter requests assistance printing their ballot	<ul style="list-style-type: none"> • Direct voter to tap on “Print Ballot” after reviewing all selections <ul style="list-style-type: none"> ○ A warning message may appear if voter chooses not to vote on every contest • The final screen reminds voter: <ul style="list-style-type: none"> ○ “Your official ballot has printed. Cast your paper ballot into the ballot box; this is not a receipt”
Wrong sequence number was entered	<p>Activation needs to be Canceled:</p> <ul style="list-style-type: none"> • Tap “More” in the top right-hand corner of the touchscreen • Tap “Cancel Activation” then “Yes, cancel activation” • Initiate a new session
Voter printed out their ballot and notices a mistake on it	<ul style="list-style-type: none"> • Write “Spoiled” across the ballot • Tear the QR/barcode on spoiled ballot slightly • Place it in the Brown Box • Initiate a new session
You do not know how to assist a voter or visitor	<ul style="list-style-type: none"> • Notify the Site Manager, who will call the Poll Worker Hotline if necessary

CHECK OUT STATION JOB AID

VOTER	POLL WORKER
Approaches station with ballot and secrecy sleeve	<p>Deposit ballot into the Ballot Box</p> <p>Collect secrecy sleeve</p> <p>Provide "I Voted" Sticker</p> 
Approaches station with green CVR or peach Provisional envelope	<p>Verify both sides of envelope are completed</p> <p>Verify ballot is sealed in envelope</p> <p>Deposit envelope with ballot inside into Ballot Box</p> <p>Provide "I Voted" Sticker</p> 
IF	THEN
Voter has a ballot without a secrecy sleeve or an envelope	<ul style="list-style-type: none"> Ensure voter retrieves secrecy sleeve or envelope before casting ballot into the Ballot Box Ensure envelope is filled out and signed and ballot is placed inside
Voter asks how ballot can be tracked to ensure it has been received by the ROV	<ul style="list-style-type: none"> Inform voter that every ballot in the Ballot Box is securely transported to the ROV and will be counted; trucks are tracked by GPS
Voter asks how Provisional/CVR ballot can be tracked to ensure it has been received by the ROV	<ul style="list-style-type: none"> Offer the voter a Prov/CVR Status Ticket Inform voter to call phone # 30 days after the election
You do not know how to assist a voter or visitor	<ul style="list-style-type: none"> Notify the Site Manager, who will in turn call the Poll Worker Hotline if necessary

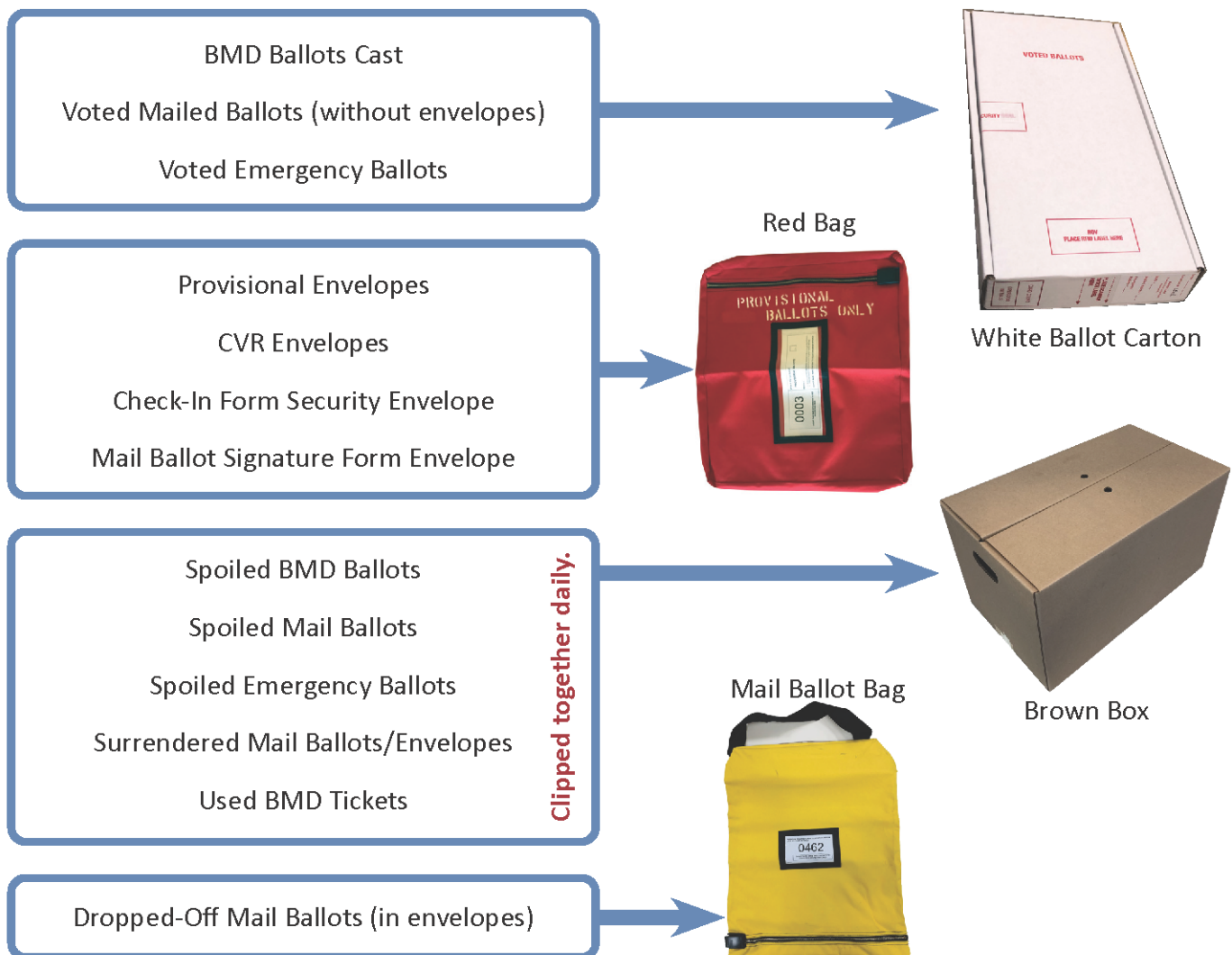
CLOSING JOB AID

- Included on this Job Aid:
 - Packing Reference Chart (FRONT) – A quick reference on where items will be packed during the closing procedures each night of the election
 - Signed and Sealed Reference Guide (BACK) – A quick rundown of individual closing-related items used at the Vote Center, includes information on if an item requires a signature OR if the item is sealed (and how it is sealed)
- Other resources include:
 - the Daily Closing Checklist (found in the Poll Worker Manual on pages 86 & 87)
 - the Closing Procedures pages in the Manual (pages 46)





Closing Procedures – Packing Reference Chart

Items to be Packed and Sealed

Where Items Get Packed and Sealed



Signed and Sealed Reference Guide

Vote Center Items		Signed?	Sealed?	Where?
Vote Center Items	Brown Box	YES all poll workers sign the Closing Blue Security Seal.	 YES Closing Blue Security Seal "Unused" box checked.	Stays at vote center for Warehouse supply pick up after the election.
	Official Ballot Pouch	NO	NO	Stays at vote center; is packed out according to checklist.
	Blue Envelope	NO	NO	Stays at vote center for Warehouse supply pick-up.
	BMD Seal Verification Log	YES only done on opening day of the Vote Center.	NO	Stays in the Blue Envelope (Tab 6).
	Daily Ballot Statement	YES on Election Night only; all poll workers sign.	NO Completed daily and returned Blue Envelope.	Returned to the Blue Envelope (Tab 6).
DART Items	Official Chain of Custody Form	YES two designated poll workers.	NO	Handed directly to DART official. One poll worker retains white copy.
	White Ballot Carton(s)	YES seal and then all poll workers sign the Closing Blue Security Seal.	 YES Closing Blue Security Seal with "Voted Ballots" box checked.	Handed directly to DART official.
	Red Bag	NO white card must be filled out completely.	 YES Secure with red tab lock.	Handed directly to DART official.
	Check-In Form Security Envelope	NO Location # and date must be filled out after forms are placed inside.	YES Envelope gets sealed.	Envelope is placed in the Red Bag every night.
	Mail Ballot Signature Form Envelope	NO	YES If there are Mail Ballot Signature Forms, the envelope gets sealed.	If there are Mail Ballot Signature Forms, the envelope is placed in the Red Bag.
	Mail Ballot Bag	NO	 YES Secured with red tab lock on zipper before use; red tab lock on slot after polls close.	Handed directly to DART official.

EMERGENCY PREPAREDNESS JOB AID

SITE MANAGERS

- You must first determine the urgency of the situation:

<ul style="list-style-type: none">If there is or you feel an immediate threatIf there is a hinderance to the voting process	Call 911	<ul style="list-style-type: none">Provide Vote Center physical addressDetails of threatCall Poll Worker Hotline to inform if possible
If Site Manager is unable to resolve situation where voters/poll workers are uncomfortable	Call Poll Worker Hotline	<ul style="list-style-type: none">Poll Worker Hotline will call local law enforcement if necessaryFollow Poll Worker Hotline instructions

In case of an emergency/disaster event-

- Once you have called 911, follow these steps:

Step 1	Evacuate in case of disaster or event (fire, bomb threat, etc.)	<ul style="list-style-type: none">Direct Voters to emergency exitsInstruct poll workers to meet at predesignated assembly area
Step 2	Secure election materials	<ul style="list-style-type: none">As poll workers evacuate, direct them to take:<ul style="list-style-type: none">Ballot BoxMail Ballot BagsCompleted Check-In Forms
Step 3	Meet at predesignated assembly area	<ul style="list-style-type: none">Account for all poll workersAccount for and secure election materials
Step 4	Call Poll Worker H	<ul style="list-style-type: none">Report status and receive next steps