

**GUBERNATORIAL
(STATEWIDE DIRECT)
PRIMARY ELECTION**
June 7, 2022



Poll Worker Manual

Name: _____



QUICK REFERENCE (Refer to Official Appointment Notice)

VOTE CENTER INFORMATION

Location #: _____ Name: _____

Address: _____

Site Contact Name: _____

Contact Phone: _____ 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		
Recruitment Contact		
Call 9-1-1 in case of emergency or safety concerns		

Poll Worker Hotline: (858) 565-3360

Saturday, E-10 through Monday, E-1: 7:30am - 5:30pm

Election Day, Tuesday, June 7: 6:15am until the last poll worker goes home

Observer Hotline: (858) 495-5123

Curbside Voting: (858) 505-7396

NOTE FROM THE REGISTRAR



County of San Diego

REGISTRAR OF VOTERS

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

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

CYNTHIA L. PAES
Registrar of Voters

ANDREW MCDONALD
Assistant Registrar of Voters

Hello Everyone!

Here it is! Your trusted Poll Worker Manual. Although much will look familiar, there have been some noteworthy changes. If ever in doubt, it is still the “go to” on how to properly manage your vote center.

Many of you may have already experienced these changes if you’ve helped us out with an election in 2022. The April 5 Special Vacancy Election for the 80th Assembly District was the first election conducted with the vote center model under the Voter’s Choice Act (VCA). Additionally, if you participated in the November 2020 and September 2021 elections, then the vote center model won’t be new to you.

Neighborhood polling places have been replaced with larger “one stop shop” vote centers providing more services and flexibility for voters. Under the VCA, every active registered voter will automatically receive a ballot in the mail and vote centers will be open anywhere from four to eleven days.

With what is looking like a busy 2022 with the Gubernatorial (Statewide Direct) Primary Election on June 7 and the Gubernatorial General Election on November 8, one area remains fundamental, consistent, and true to the success of our office and the overall election... that’s YOU! Thank you all for showing up to tackle another election with us. Every voter in San Diego County is counting on us!

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

Remember your positive interaction with a voter has an impact that could last their entire voting life. It will take positive energy, patience, and dedication, but if that means bolstering our democratic way, it is well worth it!

CYNTHIA L. PAES
Registrar of Voters

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WHAT'S NEW THIS ELECTION

Voter's Choice Act (VCA) Implementation

- On October 19, 2021, the County of San Diego Board of Supervisors directed the Registrar's office to transition San Diego County to the vote center model under the Voter's Choice Act.
- Under the VCA, voters choose **when, where, and how they vote**.
- Every active registered voter in San Diego County will receive a ballot in the mail nearly a month before Election Day. Once voters receive their ballot, they can return it:
 - By mail
 - At a secure Ballot Drop Box (BDB) location
 - At any Vote Center
 - Or they can vote in person at any vote center in the county.



MAIL IT. DROP IT. VISIT.

Staffing and Training

- Boards will consist of:
 - 1 Site Manager
 - 1 Precinct Inspector
 - 10 Technical Inspectors
- Poll Worker Training:
 - 2 days
- Site Manager Training:
 - 3 days
 - Plus Site Managers will attend Poll Worker Training with their board
- A team of expert trainers will train all Site Managers and poll workers.

Other Changes for this Election

- Some changes to voting in person:
 - Voters can check-in at any Vote Center to vote the ballot we mailed them and cast their ballot without an envelope.
 - Unofficial "emergency" ballots are available in the case of an emergency.
- A "Voter Access table" has been added to Vote Center layout and provides voters access to several important resources such as:
 - Reference Ballots (composite ballots available for voter reference in various languages in accordance with federal and state mandates)
 - Information regarding available translation services (Language Flyer)
 - A survey regarding voters with specific needs (Specific Needs Survey)

ELECTION RULES AND EXPECTATIONS

Poll Worker Mission

Take care of every voter correctly at the polls.

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

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

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 nametag.
- There will be specific bilingual poll workers assigned to Vote Centers when community demographics indicate the need for bilingual services.
- If you need an answer for a voter or you need assistance, contact your Precinct Inspector or Site Manager. Never guess!



Staff Expectations

- Do not participate in or allow voters or poll workers to have political conversations while at or near the Vote Center.
- Poll workers are not allowed to bring children or pets.
- No smoking is allowed.
- Covered drink containers are permitted throughout the vote center, but must not be placed on tabletops or near election equipment.
- Television, radios, or other devices that would disturb voters are not allowed.
- Be considerate when using your cell phone.
- Personal reading materials are permitted as long as they are not political in nature.



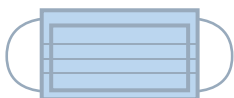
Supplies and Equipment

- 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 the Mail Ballot Bag Station, monitor exterior signage. Also monitor the 25' and 100' markers, refresh if needed.



Health and Safety Guidelines

- Training will include COVID-19 recommendations regarding safety and use of personal protective equipment (PPE).
- Face shields, masks, gloves, hand sanitizer and wipes will be provided for each training location and Vote Center.
- Stations and voting equipment will be placed throughout the Vote Center with consideration for safety and health.



ELECTION RULES AND EXPECTATIONS

Emergencies and Vote Center Security



If you experience an emergency of any kind, call 911 immediately; when possible, call the poll worker hotline to inform us of the emergency.

If a member of the public (voter/observer/poll watcher) is interfering with the election process AND is not responding to the SM/PI's attempts to de-escalate the situation, call 911.

There is no need to call the non-emergency number in this case, the dispatchers are prepared to receive these calls regarding election interference.

The 3 Knows!

Know where: Get to know your assigned Vote Center, including your commute and parking.



Know when: Confirm your scheduled work dates, including set-up and pack out dates. (Site Managers: confirm this information with your Board and your Site Contact.)

Know what: Understand your assigned station at the Vote Center, review the relevant sections in this manual, the available job aids, and resources!

Principles of Success

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



Remember

Make sure to make alternate arrangements to vote:



- Vote by mail
- Bring your completed ballot with you to your Vote Center
- Drop off your ballot at a Ballot Drop Box (BDB) location, OR
- Vote early at the Registrar of Voters

Dress Code

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



Helpful Reminders

- Plan accordingly to arrive on time and ready to assist your Board in conducting the election
- Make sure to bring snacks, extra water, and meals with you
- Take your breaks when directed by the SM/PI; the suggested break/meal times are described in the Recruitment section on page 102.
- Stay safe and have fun! Thank you for working this election!



In-Person Voting Dates and Hours

May 28 to June 3

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

June 4 to June 6

ALL Vote Centers open:
8:00am to 5:00pm

Election Day, June 7

ALL Vote Centers open:
7:00am to 8:00pm

CALENDAR OF IMPORTANT TASKS AND DATES

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 MAY	2	3	4	5	6	7 SM Training (Group 1)
8 SM Training (Group 1)	9	10 SM Training (Group 2)	11	12	13 PW Training Site Setup	14
15	16 PW Training (Group 1)	17	18 PW Training (Group 2)	19	20 PW Training (Group 3)	21
22	23 PW Training (Group 4)	24	25 PW Training (Group 5)	26	27 Mini-SUPU 1 & Setup 1 Poll Worker Hotline OPEN	28 11-Day Vote Centers Open
29	30	31	1 JUNE	2	3 Mini-SUPU 2 & Setup 2	4 All Vote Centers Open
5 All Vote Centers Open Poll Worker Hotline OPEN	6	7 Election Day!	8 Pack Out (All Sites)	9	10	11
Important payroll information can be found on page 102.						

PRE-ELECTION AND ELECTION TIMELINE

Pre-Election, In-Person Voting and Election Day

May 7 - May 12: Site Manager Training

- Site Managers report to their assigned 3-day training.

May 13: Poll Worker Training Site Setup

- Site Managers and Trainers setup all PW Training Sites.

May 16 - May 26: Poll Worker Training

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

May 27: Supply Pick-Up 1 and Vote Center Setup 1 (11-Day Vote Centers)

- Boards assigned to 11-Day Vote Centers will setup their Vote Center (including picking-up supplies from their assigned DART location).
- Poll Worker Hotline opens today and remains open during the hours specified on the Inside Front Cover of the manual.

May 28: 39 Vote Centers Open (11-Day Vote Centers)

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

June 3: Supply Pick-Up 2 and Vote Center Setup 2 (4-Day Vote Centers)

- Boards assigned to the 4-Day Vote Centers (the remaining 179) will setup their Vote Center (including picking-up supplies from their assigned DART location).

June 4: All Vote Centers Open (179 4-Day Vote Centers Open Today)

- All boards are now fully staffed and at assigned Vote Centers
- **All Vote Centers are open from 8:00am to 5:00pm**

June 7: Election Day!

- **On Election Day, all Vote Centers are open from 7:00am to 8:00pm**

June 8: Pack Out

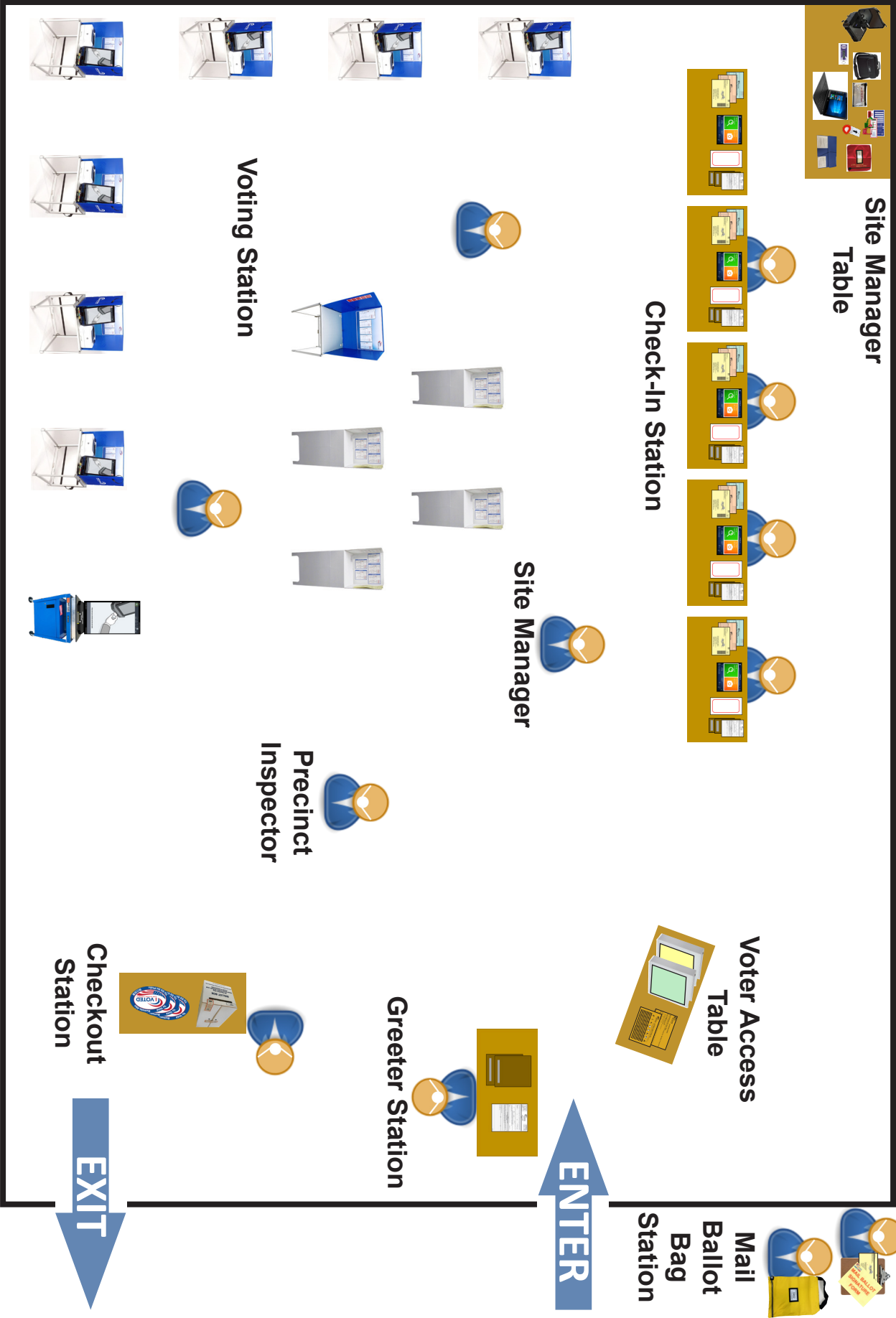
- Boards report to assigned Vote Centers to pack out



Remember your “3 Knows!”

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

VOTE CENTER SAMPLE LAYOUT



STATION DIAGRAMS

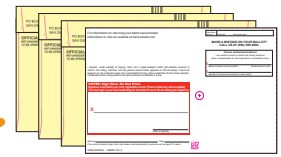


Mail Ballot Bag



Also found here:
• Station Job Aid

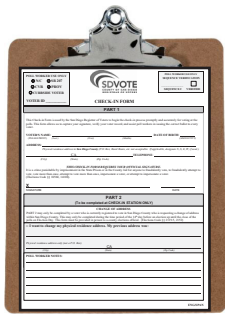
Mail Ballot Bag Station



Replacement Mail Ballot Envelopes



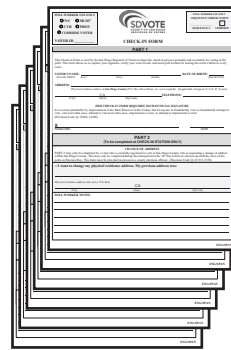
Mail Ballot Signature Form Envelope



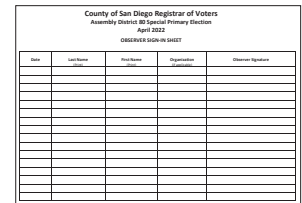
Clipboard with Check-In Form



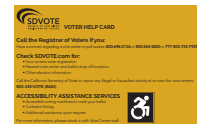
Also found here:
• Station Job Aid
• Hand sanitizer



Blank Check-In Forms

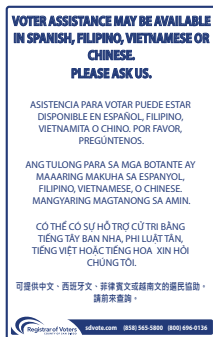


Observer Sign-In/Out Sheet

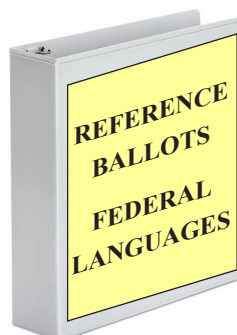


Voter Help Card (Front)

Greeter Station



Voter Assistance Poster

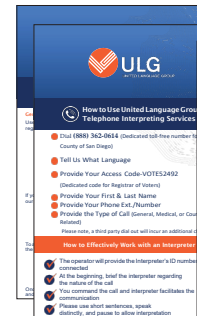


Reference Ballot Binders
(Federal and State Languages)



Specific Needs Survey

Voter Access Table



Language Flyer

Registrar of Voters Language Services	
Chinese	Bridge Line: 858-505-7254
Filipino	Bridge Line: 858-505-7257
Spanish	Bridge Line: 858-505-7256
Vietnamese	Bridge Line: 858-505-7253
Native American (English Only)	Bridge Line: 858-505-7217

FOR ALL OTHER LANGUAGE ASSISTANCE
PLEASE REFER TO THE
UNITED LANGUAGE GROUP
TELEPHONE INTERPRETING SERVICES



Voter Help Card (Back)

Setup Guides



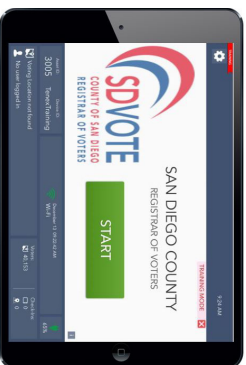
- Brown Box (Spoiled/Surrendered)
- Station Job Aid

Poll Worker Side

Check-In Station



ePollbook



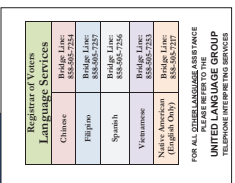
Voter Help Card
(Front)



Language Flyer



Specific Needs Survey

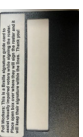


Voter Side

- List of Qualified Write-In Candidates (if applicable)
- Hand Sanitizer



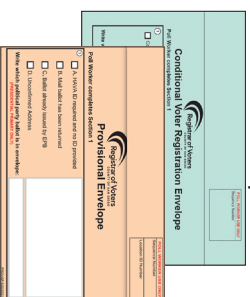
Signature Guide



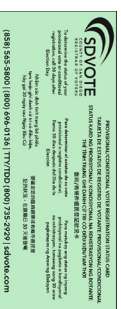
Magnifying Sheet



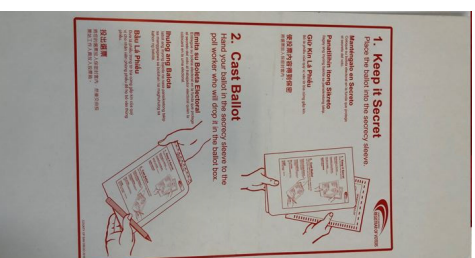
CVR Envelopes



Provisional Envelopes



Prov/CVR Status Card



Secrecy Sleeve

STATION DIAGRAMS



ADA Cart with BMD



Cardboard Voting Booth

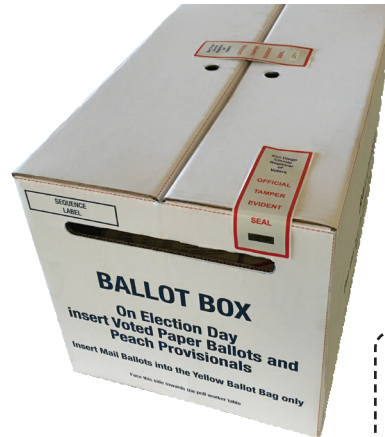


Ballot Marking Device
(and BMD Voting Booth)

Also found here:

- Station Job Aid

Voting Station



Ballot Box



Also found here:

- Station Job Aid
- Hand Sanitizer



Secrecy Sleeve
Collection Area

Checkout Station



MFA Token



Laptop Bag



Vote Center Laptop



Red Bag



Cradlepoint



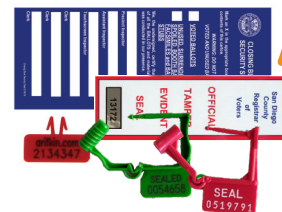
Poll Worker Card



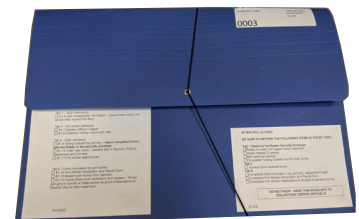
Password Sheet



Official Ballot Pouch



Locks and Seals



Blue Envelope

Also found here:

- Emergency Ballots

Site Manager Table

STATIONS AND RESPONSIBILITIES

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

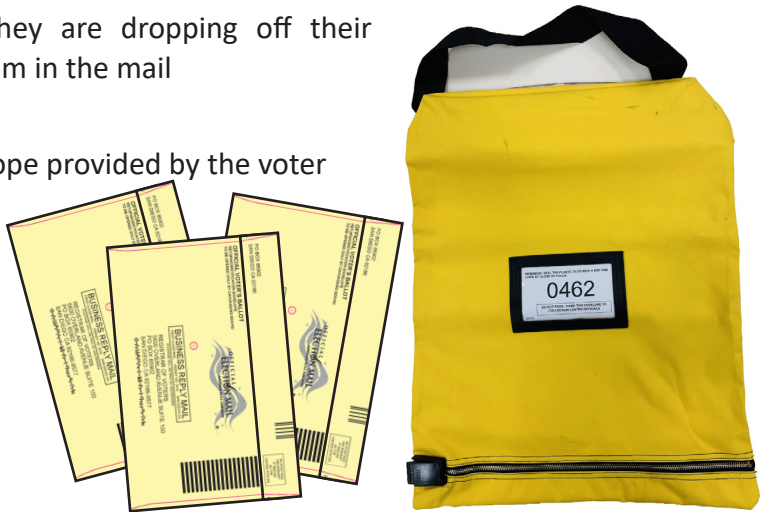
Vote Centers will have 12 poll workers: 1 Site Manager, 1 Precinct Inspector, and 10 Technical Inspectors. Some Vote Centers may have different size Boards depending on a neighborhood's recent voter turnout. It is the Site Manager's discretion to assign poll workers to stations as required.

1. Mail Ballot Bag Station

There will be **two Mail Ballot Bag Technical Inspectors** stationed outside the Vote Center who 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. Technical Inspectors should remain near the entrance to the Vote Center and should not leave the premises.

Mail Ballot Bag Station duties include, but are not limited to:

- Welcome each voter and ask if they are dropping off their completed ballot that was sent to them in the mail
- If applicable, manage the voter line
- Verify the completeness of the envelope provided by the voter
- Ensure that the ballot's envelope is sealed
- Provide an "I Voted" sticker
- Direct in-person voters and observers inside the Vote Center



2. Greeter Station

There will be **one Greeter Station Technical Inspector**, they are responsible for welcoming each voter, providing the Check-In form for the voter to complete, and directing them to the next station. The Precinct Inspector will be roving to assist the Greeter Station as needed.

Greeter Station duties include, but are not limited to:

- Greet and welcome each voter
- Provide voters a clipboard, pen, and Check-In Form and instruct them to complete the form legibly and completely
 - The Check-In Form is available in all 5 federal languages: English, Chinese, Filipino, Spanish, Vietnamese.
- Once voters complete their Check-In Form, direct them to an available Check-In Station
- Greeters will also welcome Observers and have them sign in on the Observer sign-in/out sheet
- Direct most voters' questions to Site Manager

 A clipboard with a silver clip at the top. The clipboard holds a 'CHECK-IN FORM' (PART 1) and 'PART 2' (To be completed at CHECK-IN STATION ONLY). The form is titled 'SDVOTE' and 'CHECK-IN FORM'. It includes fields for 'VOTER ID', 'VOTER'S NAME', 'ADDRESS', 'CITY', 'STATE', 'ZIP CODE', 'PHONE', 'DATE OF BIRTH', and 'I want to change my physical residence address. My previous address was:'. There are also checkboxes for 'I want to change my physical residence address' and 'I want to change my physical residence address'. The form is in English and Spanish.

STATIONS AND RESPONSIBILITIES

3. Check-In Station

There will be **four Check-In Station Technical Inspectors** and a **fifth Check-In table will be available as a backup**. The Site Manager will be roving to assist the Check-In Station as needed.

Check-In Station duties include, but are not limited to:

- Using the voter's completed Check-In Form, check-in voters into the ePollbook
- All in-person voters must check-in and provide a signature on the ePollbook
- Process voters in ePollbook per instructions given on the screen
- Provide voters their voting materials
- Answer voter questions
- Direct voters to the Voting Station

SDVOTE
COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS

CHECK-IN FORM

PART 1

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

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

ADDRESS: (Physical residence address in San Diego County (P.O. Box, Rural Route, etc. are acceptable. (Applicable designations N, S, E, W, if used.)

CA (State) TELEPHONE: (City) (Area Code) (Number)

It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Election Code §§ 18680, 18686)

☒ SIGNATURE: _____ DATE: _____

PART 2
(To be completed at CHECK-IN STATION ONLY)

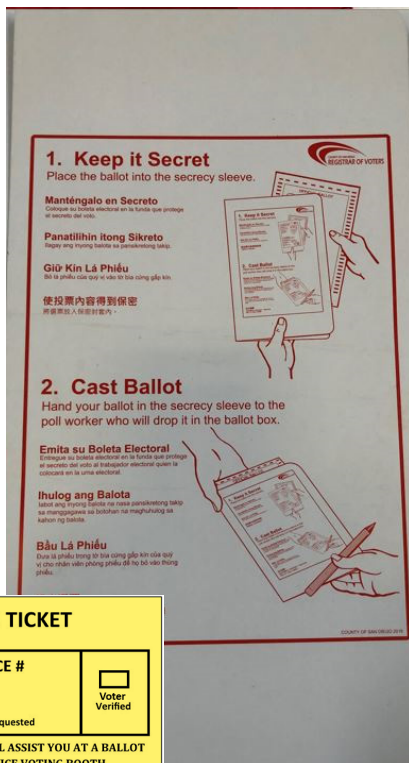
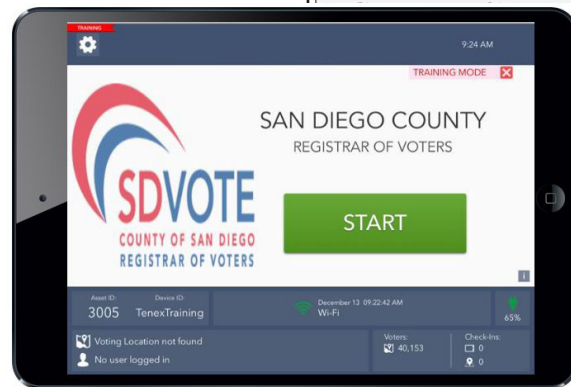
CHANGE OF ADDRESS:

PART 2 may only be completed by a voter who is currently registered to vote in San Diego County who is requesting a change of address within San Diego County. This may only be completed during the time period of the 10-day ballot on election up until the close of the polls on Election Day. This form must be provided in person to a county election official. (Election Code §§ 21815, 21822)

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

Physical residence address only (not a P.O. Box) _____ CA _____ (City Code) _____

ENGSPAN



BMD TICKET

SEQUENCE # ☐ Audio Ballot Requested ☐ Voter Verified

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

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

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

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

將會有投票站工作人員在投票亭內協助您使用選票標記設備



Registrar of Voters
COUNTY OF SAN DIEGO

Conditional Voter Registration Envelope

Poll Worker completes Section 1

☐ Conditional Voter Registration

NEW VOTER / NOT REGISTERED

POLL WORKER USE ONLY
Sequence Number
Location ID Number

Registrar of Voters
COUNTY OF SAN DIEGO

Provisional Envelope

Poll Worker completes Section 1

☐ A. HAVA ID required and no ID provided

☐ B. Mail ballot has been returned

☐ C. Ballot already issued by EPB

☐ D. Unconfirmed Address

POLL WORKER USE ONLY
Sequence Number
Location ID Number

SDVOTE
COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS

PROVISIONAL/CONDITIONAL VOTER REGISTRATION STATUS CARD
TARJETA DE ESTATUS DE REGISTRO DE VOTANTE PROVISIONAL/CONDICIONAL
STATUS KARD NG PROBISYONAL/ KONDISYONAL NA REHISTRASYON NG BOTANTE
THẺ TÌNH TRẠNG GHI DANH CỬ TRI CÓ ĐIỀU KIỆN/TẠM THỜI

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 Eleksiyon

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

要確定您的臨時投票或有條件籍民登記的狀況，在選舉日 30 天後致電

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

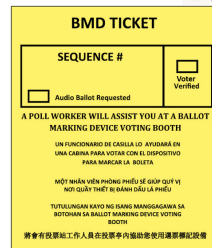
STATIONS AND RESPONSIBILITIES

4. Voting Station

There will be **two Voting Station Technical Inspectors**. The Site Manager will be roving to assist at the Voting Station as needed.

Voting Station duties include, but are not limited to:

- Accompany voters to an available BMD or voting booth
- Activate and pull up a voter's ballot using the Sequence # on the voter's BMD ticket
- Activate an accessible voting session, if requested by the voter
- Verify with the voter, the sequence number on the BMD ticket matches the EPB and Check-In Form
- Instruct voters to read the instructions in the voting booth
- Answer voter questions and, if necessary, provide assistance using the BMD
- Direct voters to the Checkout Station



5. Checkout Station

There will be **one Checkout Station Technical Inspector**. The Site Manager will be roving to assist the Technical Inspector as needed.

Checkout Station duties include, but are not limited to:

- Monitor the Ballot Box
- Ensure voters have completely and legibly filled out and signed their envelopes
- Carefully insert the voter's ballot into the ballot box without seeing the ballot -- ensuring privacy
- Answer voter questions
- Collect secrecy sleeves
- Provide "I Voted" stickers



STATIONS AND RESPONSIBILITIES



Site Manager Responsibilities

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

Site Manager duties include, but are not limited to:

- Oversee all Vote Center activities
- Assist any station as needed
- Assist Curbside Voters
- Answer questions from staff, voters, observers, media, and the general public
- Ensure staff is correctly following all established State and County procedures and providing a positive voting experience for all voters

Precinct Inspector Responsibilities

The Precinct Inspector is responsible for assisting the Site Manager and being flexible in their duties, including assisting at any station as needed.

Precinct Inspector duties include, but are not limited to:

- Stay near Greeter and Checkout Stations to assist as needed
- Assist Site Manager as needed
- Cover staff when on break
- Direct questions from staff, voters, observers, and the general public to the Site Manager
- Ensure staff is correctly following all established State and County procedures and providing a positive voting experience for all voters
- Accompany voted ballots and materials to the DART each night with one other poll worker



OPENING THE VOTE CENTER

Daily Opening

Every morning before the Vote Center opens to the public, it is important to complete the tasks listed on the Daily Opening Checklist on page 84.

All Poll Workers:



Site Manager:

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

First Voter Procedure

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

Even if one of the poll workers wants to cast their own ballot, please wait for a member of the public to perform the first voter duties detailed here. The first voter procedure is performed each morning.

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

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

1. Show the first voter that the Mail Ballot Bag is empty.
2. Lock the zipper of the Mail Ballot Bag using a Red Tab Lock (from the Official Ballot Pouch) so it cannot be opened again.
3. Show the voter that the Ballot Box is empty.
4. Seal the Ballot Box by placing Tamper Evident Seals (from the Official Ballot Pouch) where indicated.
5. Once the first voter has completed these duties, escort the first voter to the Greeter Station and provide them a Check-In Form to begin the voting process.



ASSISTING VOTERS

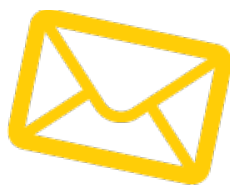
Legislative Overview

- **Assembly Bill 37**, signed into law by Governor Newsom on September 27, 2021, permanently requires that every eligible active registered voter shall be mailed a ballot for all elections. The law extends previous legislation enacted under AB 860 (2020) and SB 29 (2021).
- **The Voter's Choice Act, SB 450 (2016)**, which was adopted by the San Diego County Board of Supervisors on October 19, 2021, further specifies that voters must be offered a variety of options by which they can cast their vote in the manner they prefer.



The following pages will provide detailed guidance for how to assist every voter based upon their specific needs and disposition (**bold items in the below descriptions**), as well as how to provide a positive voting experience for each voter!

With the Voter's Choice Act, voters have the choice to:



MAIL IT.

If a voter chooses to "Mail it" they must sign and date their return envelope, seal their ballot inside, and return it through the U.S. Postal Service: postal carrier, placed in a USPS collection mailbox, or dropped off at any Post Office.

If voters choose not to "Mail It" then they can "Drop It" or "Visit" and, in both cases, a Vote Center is able to assist!



DROP IT.

If a voter chooses to "Drop it" they must sign and date their return envelope, seal their ballot inside and return it to any official Ballot Drop Box location, or directly to the ROV office.

Voters can also visit us at a Vote Center, where we are ready to **receive those mail ballots and secure them until they can be counted at the ROV.**

Voters dropping off their mail ballots will not need to enter the Vote Center and are able, in most cases, to simply drop off their envelope with the Technical Inspectors carrying the Mail Ballot Bag outside the Vote Center.

If voters choose not to "Mail It" and do not wish to "Drop It" (or aren't able to), then we can assist them at the Vote Center when they come to "Visit"



VISIT.

"VISIT" - Voters who visit us at a Vote Center will be assisted based on their voter scenario:

- **In-Person Voting**
- **Residential Address Change (SB 207)**
- **Conditional Voter Registration (CVR)**
- **Provisional Voters**

ASSISTING VOTERS

Ballot Drop Offs

Voter's Ballot Drop Off (Self)

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

1. Poll worker verifies that the envelope is sealed and it has been signed by the voters. Poll worker also verifies that the "Date of signing" is completed.
2. Once verified, the poll worker will accept the envelope from the voter and place it in the Mail Ballot Bag.

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

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

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

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

X Name of person returning ballot Relationship to voter

X Signature of person authorized to return ballot

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

X

Date of signing

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

SDIE022R006 - 1QBRM YEL E

Authorized Ballot Drop Off (Not Self)

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

1. Poll worker verifies that the envelope is sealed and it has been signed by the voters. Poll worker also verifies that the "Date of signing" is completed.
2. Poll worker verifies that the person carrying the envelope has completed the authorization box on the upper right side of the envelope, this includes their name, relationship to voter, and signature.
3. Once both boxes are complete and verified, the poll worker will place the envelope in the Mail Ballot Bag.

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

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

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

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

X Name of person returning ballot Relationship to voter

X Signature of person authorized to return ballot

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

X

Date of signing

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

SDIE022R006 - 1QBRM YEL E



The images on these pages are scaled down representations; larger images can be found in the Reference section of the manual. The Mail Ballot Envelope can be found on page 89 and the Replacement Mail Ballot Envelope on page 89.

ASSISTING VOTERS

Replacement Envelope Requested

If a voter wishes to drop off their mailed ballot, but **does not have an envelope**, they may request a **Replacement Mail Ballot Envelope**. The poll worker and voter will complete the following steps:

1. Poll worker will provide a replacement envelope to the voter.
2. Voter will place their mail ballot inside, seal, sign, and date.
3. **Voter must complete the address block in the bottom right corner of the envelope.**
4. Once all of the necessary fields are completed and verified, the voter (or poll worker) may place the envelope in the Mail Ballot Bag.

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

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

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

X Name of person returning ballot Relationship to voter
X Signature of person authorized to return ballot

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 _____

VOTER PRINT CLEARLY

First Name _____ Last Name _____
San Diego County residence address as registered (not mailing address)
City _____ State _____ Zip Code _____
Date of Birth _____

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

SDIE0222R011 - MBDO YEL E



Remember, you may occasionally see other types of mail ballot envelopes (RAVBM, military, other California counties).

If a voter requests to **cast their mailed ballot (without its envelope) in the ballot box** **OR** if they are bringing back a voted **Emergency Ballot**, they must be directed to the Greeter Station to begin the check-in process.



Directing Voters to In-Person Voting

The voter will proceed to the Greeter Station if they are not dropping off a mail ballot envelope or requesting a replacement mail ballot envelope.

ASSISTING VOTERS

“Vote by Mail (VBM) Issued” Voters

Every eligible active registered voter in San Diego County will automatically receive a ballot in the mail, these are called VBM Issued Voters. If VBM Issued Voters choose not to mail their ballot in and instead wish to vote inside a Vote Center, they have two options:

- Once checked-in, mark their ballot using the BMD (see instructions below under “Voting BMD In Person (BMD)”)
- Once checked-in, mark the ballot they received in the mail and cast into the ballot box without its return envelope (see instructions on page 24 under “Voting Mailed Ballot In Person (Non-BMD)”)

Voting BMD In Person (BMD)

A voter may visit any Vote Center to cast an in-person ballot. If the voter is not voting their mailed ballot in person, they will vote using the BMD.

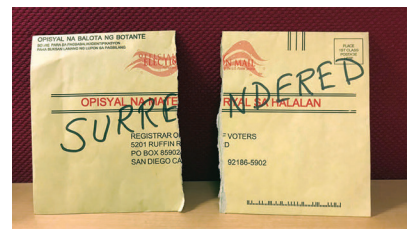
Procedure for Assisting this Voter

Greeter Station

1. Greeter Station greets voter and provides a Check-In Form for the voter to complete.
2. Direct the voter to the Check-In Station.

Check-In Station

3. Use the completed Check-In Form to find the voter in the ePollbook (EPB Manual, page 9).
4. Select “No” on-screen when asked if voter is voting their mailed ballot in person.
5. Accept the voter’s mailed ballot envelope and/or mailed ballot (if offered by the voter) and follow the surrendering process (page 38).
6. Mark the “No Change” (N/C) bubble and write the Voter ID and Sequence # on the Check-In Form and BMD Ticket.



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

ASSISTING VOTERS

Check-In Station (continued)

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

Issue Ballot

TRAINING 66% 1:05 PM

BACK HOME

Name: CAPTAIN MARVEL
Birthdate: 09/18/1988
Voter ID: 1079969885
Address: 23531 OLD RANCH RD, ALPINE, 91901
Precinct / Sequence #: 222100 0341

SDVOTE
COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS

CHECK-IN FORM
PART 1

POLL WORKER USE ONLY
SEQUENCE VERIFICATION
0341
SEQUENCE # VERIFIED

BMD TICKET
SEQUENCE # 0341
Audio Ballot Requested
Voter Verified
A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH
UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN UNA CABINA PARA VOTAR CON EL DISPOSITIVO PARA MARCAR LA BOLETA
MỘT NHÂN VIÊN PHÒNG PHIẾU SẼ GIÚP QUÝ VỊ NƠI QUẦY THIẾT BỊ ĐÁNH DẤU LÁ PHIẾU
TUTULUNGAN KAYO NG ISANG MANGGAGAWA SA BOTOHAN SA BALLOT MARKING DEVICE VOTING BOOTH
將會有投票站工作人員在投票亭內協助您使用選票標記設備

8. Provide voting materials to the voter:
 - Secrecy sleeve
 - BMD Ticket
9. Direct voter to Voting Station.

Voting Station

10. Direct voter to an available BMD voting booth, remind voters to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
11. Pull up and activate the voter’s ballot using the BMD Ticket, verify the Sequence # with voter.
 - Checkmark the “Voter Verified” box on the BMD Ticket.

Checkout Station

12. Poll worker will cast the voter’s ballot by sliding the ballot from the secrecy sleeve into the Ballot Box without looking at the ballot, and provide an “I Voted” sticker.
 - If the voter insists, you may allow the voter to place their ballot in the Ballot Box themselves.



ASSISTING VOTERS

“Vote by Mail (VBM) Issued” Voters

Voting Mailed Ballot In Person (Non-BMD)

A voter may bring their mailed ballot to the Vote Center to vote in person and, after being checked in on an EPB, cast their ballot into the Ballot Box without an envelope .

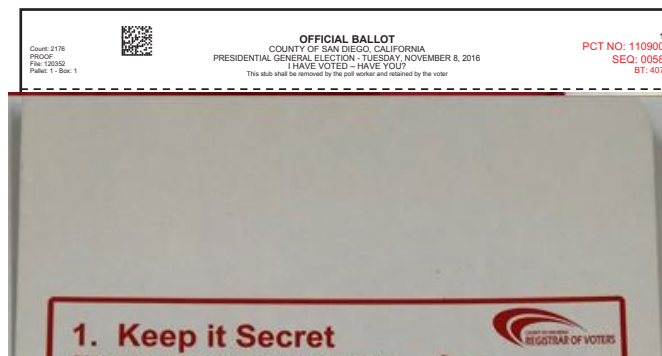
Procedure for Assisting This Voter

Greeter Station

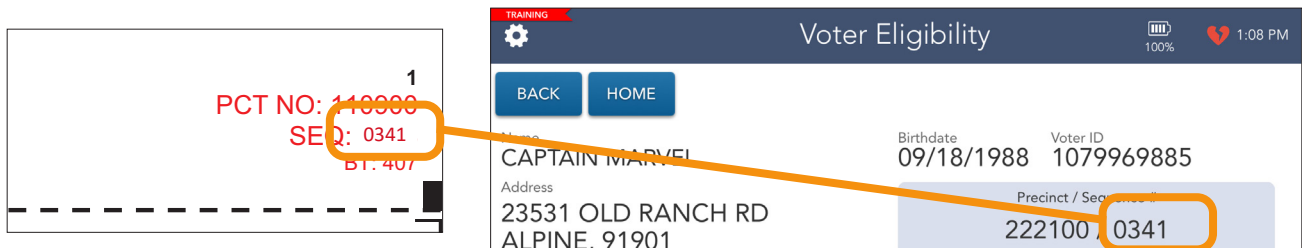
1. Do not give this voter a secrecy sleeve at the Greeter Station.
2. Greeter Station greets voter and provides a Check-In Form for the voter to complete.
3. Direct the voter to the Check-In Station.

Check-In Station

4. Use the completed Check-In Form to find the voter in the EPB (EPB Manual, page 12).
5. Select “Yes” on-screen when asked if voter is voting their mailed ballot in person.
6. **Immediately hand voter a secrecy sleeve; ask voter to slide the ballot toward the top of the secrecy sleeve so the Sequence # can be seen.**



7. Verify that the Sequence # on the voter’s ballot matches their assigned Sequence # on-screen.



8. If the Sequence # on the voter’s Mailed Ballot does not match, they will vote using the BMD, follow the instructions in the message box on-screen.

ASSISTING VOTERS

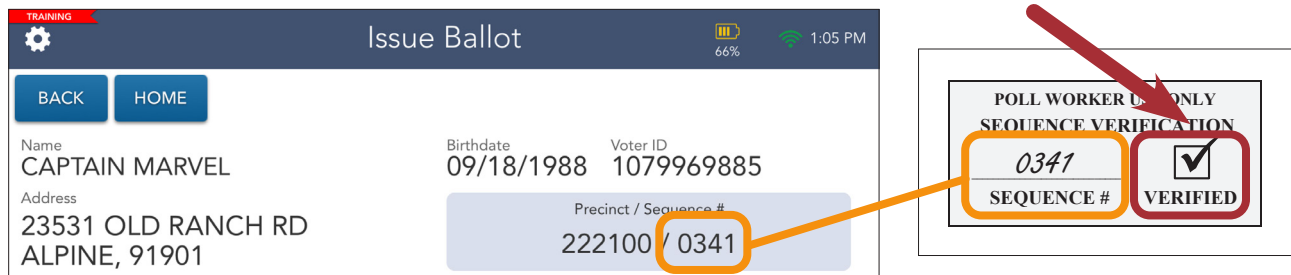
Check-In Station (continued)

9. If applicable, accept the voter's Mail Ballot Envelope and follow the surrendering process (page 38).
10. Mark the "N/C" bubble and write the Voter ID and Sequence # on the Check-In Form.



The image shows a 'CHECK-IN FORM PART 1' for SDVOTE (County of San Diego Registrar of Voters). It is divided into three main sections. The left section, titled 'POLL WORKER USE ONLY', contains bubbles for 'N/C' (checked), 'SB 207', 'CVR', 'PROV', and 'CURBSIDE VOTER'. Below these is a field for 'VOTER ID' with the value '1079969885'. The right section, also titled 'POLL WORKER USE ONLY', contains a 'SEQUENCE VERIFICATION' section with the value '0341' and a 'VERIFIED' checkbox. The center section features the SDVOTE logo and the title 'CHECK-IN FORM PART 1'.

11. Verify with voter that the Sequence # from the EPB matches the Check-In Form.
 - Checkmark the "Verified" box on the Check-In Form (see red arrow below).



The image shows a screenshot of the 'Issue Ballot' screen from the SDVOTE system. The screen displays the voter's name 'CAPTAIN MARVEL', birthdate '09/18/1988', voter ID '1079969885', and address '23531 OLD RANCH RD, ALPINE, 91901'. The precinct/sequence number is '222100 / 0341'. A red arrow points from the '0341' in the sequence number to the 'VERIFIED' checkbox on the Check-In Form, which is also shown in a separate inset. The inset shows the 'POLL WORKER USE ONLY' section of the form with the 'SEQUENCE VERIFICATION' field containing '0341' and the 'VERIFIED' checkbox checked.

12. Provide voting materials to the voter:
 - Pen (if marking their ballot)
13. Direct voter to Voting Station (or Checkout Station if ballot is already voted).

Voting Station

14. Direct voter to an available voting booth, remind voters to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.

Checkout Station

15. Poll worker will cast the voter's ballot by sliding the ballot from the secrecy sleeve into the Ballot Box without looking at the ballot, and provide an "I Voted" sticker.
 - If the voter insists, you may allow the voter to place their ballot in the Ballot Box themselves.



ASSISTING VOTERS

“Vote by Mail (VBM) Issued” Voters

Voting Emergency Ballot (Non-BMD)

A voter may request to vote an Emergency Ballot instead of using a Ballot Marking Device. An Emergency Ballot is a blank, election-specific ballot on which the voter writes each contest and their selection, using their Voter Information Pamphlet as a guide.

Three instances for the use of unofficial “Emergency Ballots”:

1. Emergency (if BMDs are non-functioning)
2. Voter requests a “takeout” OR voter insists on requesting a non-BMD option
3. Voter returns with a completed takeout “Emergency Ballot”

For all three instances, contact your Site Manager for assistance. Specific instructions on how to assist this voter will be found in the “Emergency Ballot” carton.

For voters who insist on voting an “Emergency Ballot” (Instance 2), see the suggested script below:

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

- “I understand you would like to vote on a paper ballot. Our Ballot Marking Devices will print your ballot with your selections and then you will cast your ballot directly into the ballot box just like in previous elections.”

If the voter insists on voting a non-BMD option, the poll worker should ask if the voter can bring their mailed ballot to vote:

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

If the voter does not wish to retrieve their mailed ballot and would still like to vote during their visit to the Vote Center, the poll worker MUST advise the voter of the following information:

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

ASSISTING VOTERS

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Assisting Voters

The following pages contain voter scenarios in which a voter requests changes or there are specific conditions which affect what steps a poll worker will take to assist that voter.

ASSISTING VOTERS

Residential Address Change (SB 207)

Senate Bill 207 (SB 207) allows a voter to update their residential address at a Vote Center and vote on the same day.

How will I know?

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

Procedure for Assisting This Voter

Greeter Station

1. Greeter Station greets voter and provides a Check-In Form for the voter to complete.
2. Direct the voter to the Check-In Station.

Check-In Station

3. Use the completed Check-In Form to find the voter in the EPB, find that the voter's address does not match their registration, determine if the voter has moved since the last election.
4. If they have moved, ask the voter to complete "Part 2" of the Check-In Form and use the Check-In Form (Part 1) to manually update the voter's residential address (EPB Manual, page 18).

SIGNATURE _____		DATE _____
PART 2 (To be completed at CHECK-IN STATION ONLY)		
CHANGE OF ADDRESS PART 2 may only be completed by a voter who is currently registered to vote in San Diego County who is requesting a change of address within San Diego County. This may only be completed during the time period of the 14 th day before an election up until the close of the polls on Election Day. This form must be provided in person to a county elections official. (Elections Code §§ 2119.5, 2152)		
<input type="checkbox"/> I want to change my physical residence address. My previous address was: _____ <i>Physical residence address only (not a P.O. Box)</i> _____ <div style="display: flex; justify-content: space-between;"><div>(City)</div><div>CA (State)</div><div>(Zip Code)</div></div>		
POLL WORKER NOTES: _____		

5. If the voter's Sequence # has changed, accept the voter's Mail Ballot Envelope and/or Mail Ballot (if offered by the voter) and follow the surrendering process (page 38).

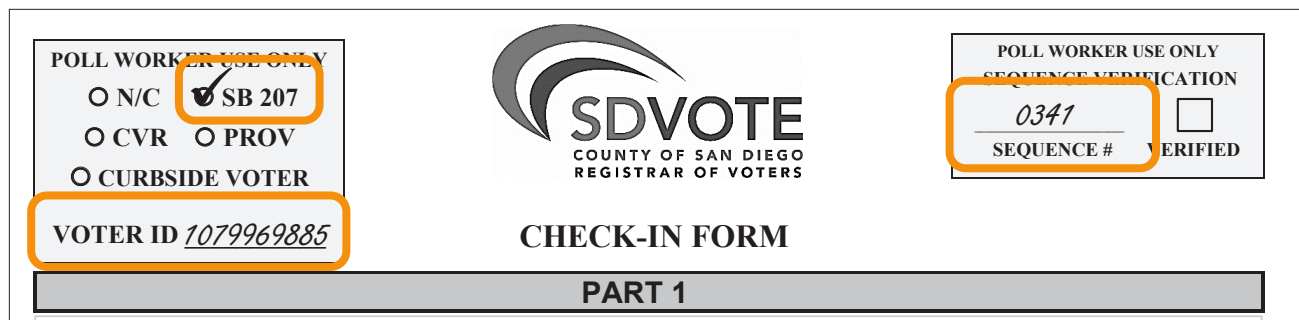


If after updating the voter's residence address, the EPB now shows messaging regarding "Precinct Not in Election" (PNE), call the Poll Worker Hotline for help assisting this voter.

ASSISTING VOTERS

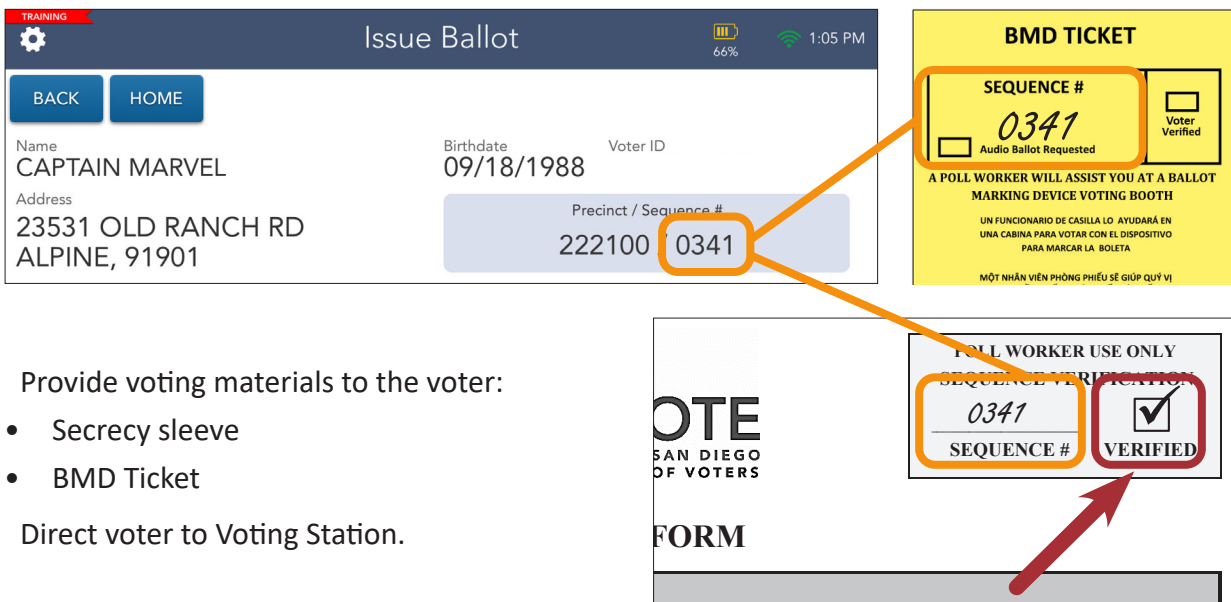
Check-In Station (Continued)

6. Mark the “SB 207” bubble and write the Voter ID and Sequence # on the Check-In Form.



The image shows the 'CHECK-IN FORM PART 1' from the County of San Diego Registrar of Voters. It features the SDVOTE logo and a 'POLL WORKER USE ONLY' section. In this section, the 'SB 207' bubble is checked, and the 'Voter ID' is written as 1079969885. To the right, there is a 'SEQUENCE VERIFICATION' section where the sequence number 0341 is written, and a 'VERIFIED' checkbox is present.

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



This block contains two images. On the left is a screenshot of the 'Issue Ballot' interface, showing voter information: Name (CAPTAIN MARVEL), Birthdate (09/18/1988), Address (23531 OLD RANCH RD, ALPINE, 91901), and Precinct / Sequence # (222100 0341). On the right is a yellow 'BMD TICKET' with the sequence number 0341 and a 'Voter Verified' checkbox. Below these is a close-up of the 'CHECK-IN FORM' showing the 'SEQUENCE VERIFICATION' section with the number 0341 and the 'VERIFIED' checkbox checked, with a red arrow pointing to it.

8. Provide voting materials to the voter:
 - Secrecy sleeve
 - BMD Ticket
9. Direct voter to Voting Station.

Voting Station

10. Direct voter to an available BMD voting booth, remind voters to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
11. Pull up and activate the voter’s ballot using the BMD Ticket, verify the Sequence # with voter.
 - Checkmark the “Voter Verified” box on the BMD Ticket.

Checkout Station

12. Poll worker will cast the voter’s ballot by sliding the ballot from the secrecy sleeve into the Ballot Box without looking at the ballot, and provide an “I Voted” sticker.
 - If the voter insists, you may allow the voter to place their ballot in the Ballot Box themselves.

ASSISTING VOTERS

Conditional Voter Registration (CVR)

Conditional Voter Registration (CVR) allows a prospective voter to conditionally register to vote and vote on the same day at any Vote Center. CVR voters are either voting for the first time or for the first time in San Diego County.

How will I know?

When searching for the voter in the EPB, the voter will NOT be found after searching using different search methods. The voter may volunteer that they want to register to vote; however, the poll worker must still attempt multiple searches to confirm.


Procedure for Assisting This Voter

Greeter Station

1. Greeter Station greets voter and provides a Check-In Form for the voter to complete.
2. Direct the voter to the Check-In Station.

Check-In Station

3. Use the completed Check-In Form to find the voter in the EPB. If voter is not found, double check all fields, compare to the Check-In Form, and search again using a different search option.
4. After at least two search attempts, check with voter to determine if this is their first time voting, first time voting in San Diego County, if they are registered using a different name, or changed their name.
5. When they confirm they are a new voter to San Diego County, process them as a CVR Voter and use the Check-In Form to conditionally register the voter by manually entering all provided information into the EPB (EPB Manual, page 21).
6. Mark the "CVR" bubble and write the voter's Sequence # on the Check-In Form. Leave the Voter ID field blank. Since this is a new registration, no Voter ID has been assigned.

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

ASSISTING VOTERS

Check-In Station (continued)

- Ask voter to legibly complete the voter side of a CVR Envelope (all of Section 2).
- Poll worker completes poll worker side of the envelope (write the Sequence # in the upper-right box and place a check mark in the CVR box in Section 1).

Voter completes Section 2

Complete this section in its entirety if voting for the first time in the County of San Diego.
 Your ballot may NOT count if you do not fill out the information below.
 After voting insert your voted ballot in this envelope, seal it, and return it to staff.

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

First Name Middle Initial Last Name
 CURRENT Residence Address (No Business Address or P.O. Box) City State Zip Code
 Previous Residence Address City State Zip Code
 CURRENT Mailing Address (if different from above or P.O. Box) City State Zip Code
 California Driver License or California Identification Card # Birth Date Birth Place (Name of U.S. State or country of birth)
 Social Security # and 4 digits (Only if CA Driver License or CA ID Card # NOT provided above)
 I want to choose a political party preference:
☐ American Independent ☐ Democratic Party ☐ Green Party ☐ I do not want to choose a political party preference
☐ Libertarian Party ☐ Peace and Freedom Party ☐ Republican ☐ No Party / None
 Other (specify):
 READ AND SIGN THE VOTER'S DECLARATION BELOW:
 I am a U.S. citizen and a resident of California and am 18 years or older. I am not currently imprisoned or on parole for the conviction of a felony. I am not prohibited from voting by a court because of a mental incompetency. I understand that voting twice is a crime and I have not voted previously in this election either by mail or at any other polling place. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.
 Signature is mandatory
 Signature Date
 Affirmant Number: CVR-P 12/12/2019 E

POLL WORKER USE ONLY
 Sequence Number
 0341

Registrar of Voters
 COUNTY OF SAN DIEGO

Conditional Voter Registration Envelope

Poll Worker completes Section 1

☒ Conditional Voter Registration
 • New Voter / Not Registered

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

- Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
 - Check mark the "Verified" box on the Check-In Form (see red arrow below).

Issue Ballot

BACK HOME

Name: CAPTAIN MARVEL Birthdate: 09/18/1988 Voter ID: 66% 1:05 PM

Address: 23531 OLD RANCH RD ALPINE, 91901

Precinct / Sequence #: 222100 0341

BMD TICKET

SEQUENCE #
 0341

☐ Audio Ballot Requested ☐ Voter Verified

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

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

MỘT NHÂN VIÊN PHÒNG PHIẾU SẼ GIÚP QUÝ VỊ

- Provide voting materials to the voter:
 - BMD Ticket
 - CVR envelope
 - Prov/CVR Status Card (provided so the voter may check the status of their ballot, 30 days after the election)

VOTING STATION FORM

POLL WORKER USE ONLY
 SEQUENCE VERIFICATION
 0341
 SEQUENCE # ☒ VERIFIED

- Direct voter to Voting Station.

Voting Station

- Direct voter to an available BMD voting booth, remind voters to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
- Pull up and activate the voter's ballot using the BMD Ticket, verify the Sequence # with voter.
 - Check mark the "Voter Verified" box on the BMD Ticket.

Checkout Station

- Verify that the voter has legibly completed all fields in Section 2 of their CVR envelope.
- Poll worker will cast the voter's ballot (CVR envelope) and provide the voter an "I Voted" sticker.
 - If the voter insists, you may allow the voter to place their ballot in the Ballot Box.

ASSISTING VOTERS

Provisional Voter - Box A

HAVA ID Required, No ID Provided

Help America Vote Act (HAVA) is a law which provides for postal or electronic voter registration. In order to complete their registration, the voter must provide a current and valid identification upon their first in-person visit to vote. If the voter is unable to produce a necessary identification document at that time, they must continue to vote a provisional ballot until they can complete their registration.

How will I know?

When checking-in the voter, 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. Greeter Station greets voter and provides a Check-In Form for the voter to complete.
2. Direct the voter to the Check-In Station.


Check-In Station

3. Use the completed Check-In Form to search for voter in the EPB.
4. 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.
5. Determine if the voter is able to satisfy the ID requirement, see page 94 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 "VBM Issued" procedure (go to page 22, Step 6). If not, proceed to Step 6, below.

6. If voter is not able to satisfy the ID requirement, mark the "PROV" bubble and write the Voter ID and Sequence # on the Check-In Form

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> POLL WORKER USE ONLY <input type="radio"/> N/C <input type="radio"/> SR 207 <input type="radio"/> CVR <input checked="" type="radio"/> PROV <input type="radio"/> CURBSIDE VOTER </div> <div style="border: 1px solid black; padding: 2px;"> VOTER ID <u>1079969885</u> </div>	 <p>SDVOTE COUNTY OF SAN DIEGO REGISTRAR OF VOTERS</p> <p>CHECK-IN FORM</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> POLL WORKER USE ONLY SEQUENCE VERIFICATION <u>0341</u> <input type="checkbox"/> SEQUENCE # VERIFIED </div>
PART 1		

ASSISTING VOTERS

Check-In Station

- Ask voter to neatly complete the voter side of a Provisional Envelope (all of Section 2)
- Poll worker completes poll worker side of the envelope (write the Sequence # in the upper-right box and place a checkmark in “Box A. HAVA ID required and no ID provided”)

The image shows two forms for the Check-In Station. The left form is 'Voter completes Section 2' of a Provisional Envelope, showing fields for personal information, address, and party preference. The right form is 'Poll Worker completes Section 1' of a Provisional Envelope, showing fields for sequence number (0341) and a checkmark in 'Box A. HAVA ID required and no ID provided'.

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

The image shows three forms for the Check-In Station. The left form is 'Issue Ballot' showing voter information (CAPTAIN MARVEL, 23531 OLD RANCH RD, ALPINE, 91901) and sequence number (0341). The middle form is 'BMD TICKET' showing sequence number (0341) and a checkmark in 'Voter Verified'. The right form is 'Voter Verification' showing sequence number (0341) and a checkmark in 'VERIFIED'.

- Provide voting materials to the voter:
 - BMD Ticket
 - Provisional envelope
 - Prov/CVR Status Card (provided so the voter 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, remind voters to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
- Pull up and activate the voter’s ballot using the BMD Ticket, verify the Sequence # with the voter.
 - Checkmark the “Voter Verified” box on the BMD Ticket.

Checkout Station

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

ASSISTING VOTERS

Provisional Voter - Box B or Box C

“Mail Ballot Has Been Returned to ROV” or “Ballot Already Issued by EPB”

Provisional Box B and Box C are used when it appears that a vote may have already been accounted for this voter. Box B is when a Mail Ballot has been received by the ROV and Box C is if the voter has already checked in at a Vote Center during this election. In both cases, if the voter feels there has been an error, the voter has the right to vote a provisional ballot.

How will I know?

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

Procedure for Assisting This Voter

Greeter Station

1. Greeter Station greets voter and provides a Check-In Form for the voter to complete.
2. Direct the voter to the Check-In Station.

Check-In Station

3. Use the completed Check-In Form to find the voter in the EPB.
4. Upon reaching the Voter Eligibility screen, the poll worker will see a red flag indicating that the voter must vote a provisional ballot (EPB Manual, pages 25 or 27 depending on red flag message).
5. Discuss with voter the reasons why they might be receiving a provisional status and confirm if they still wish to vote.

Questions for Voters



Box B: “Do you remember mailing your envelope or is it possible your envelope could have been mailed by someone in your household?”

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

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

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

ASSISTING VOTERS

Check-In Station (continued)

- Ask voter to legibly complete the voter side of a Provisional Envelope (all of Section 2).
- Poll worker completes poll worker side of the envelope (write the Sequence # in the upper-right box and place a checkmark in Box B. OR Box C., follow EPB message instructions).

Voter completes Section 2

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 (If different from above or P.O. Box) City State Zip Code

4. California Driver License or California Identification Card # Birth Date

5. I want to choose a political party preference

6. READ AND SIGN THE VOTER'S DECLARATION BELOW:

Poll Worker completes Section 1

1. ☐ A. HAVA ID required and no ID provided

2. ☐ B. Mail ballot has been returned

3. ☐ C. Ballot already issued by EPB

4. ☐ D. Unconfirmed Address

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

- Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
 - Checkmark the "Verified" box on the Check-In Form (see red arrow below).

Issue Ballot

BACK HOME

Name: CAPTAIN MARVEL Birthdate: 09/18/1988 Voter ID: 1079969885

Address: 23531 OLD RANCH RD ALPINE, 91901

Precinct / Sequence #: 222100 0341

BMD TICKET

SEQUENCE # 0341

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

MỘT NHÂN VIÊN PHÒNG PHIẾU SẼ GIÚP QUÝ VỊ

- Provide voting materials to the voter:
 - BMD Ticket
 - Provisional envelope
 - Prov/CVR Status Card (provided so the voter 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, remind voter to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
- Pull up and activate the voter's ballot using the BMD Ticket, verify the Sequence # with voter.
 - Checkmark the "Voter Verified" box on the BMD Ticket.

Checkout Station

- Verify that the voter has legibly completed all fields in Section 2 of their Provisional envelope.
- Poll worker will cast the voter's ballot (Provisional envelope) and provide the voter an "I Voted" sticker.

ASSISTING VOTERS

Provisional Voter - Box D

Unconfirmed Address

An “unconfirmed address” is an address which is not currently recognized to be a valid street address in the EPB. This could happen for a variety of reasons including, but not limited to: newly developed areas, unlisted streets, voters without formal address (unhoused residents).

How will I know?

A voter may request to change their address. However, when updating the voter’s address, the stated address will not be found as a valid address in the EPB.

Procedure for Assisting This Voter

Greeter Station

1. Greeter Station greets voter and provides a Check-In Form for the voter to complete.
2. Direct the voter to the Check-In Station.

Check-In Station

3. Use the completed Check-In Form to find the voter in the EPB, find that the voter’s address does not match their registration, determine if the voter has moved since the last election.
4. If they have, ask the voter to complete “Part 2” of the Check-In Form.

ons on Election Day. This form must be provided in person to a county elections official. (Elections Code §§ 21135, 21137)

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

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

CA

(City) (State) (Zip Code)

5. Use the Check-In Form to manually update the voter’s residential address. If you find that the address provided by the voter is not listed in the EPB, search for the given address a second time to confirm that it was not an entry error.
6. Force-enter the unconfirmed address using the EPB procedure (EPB Manual, page 31).
7. Ask 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.
8. Mark the “PROV” bubble and write the Voter ID and Sequence # on the Check-In Form.

POLL WORKER USE ONLY

☐ N/C ☐ SR 207

☐ CVR ☒ PROV

☐ CURBSIDE VOTER

VOTER ID 1079969885

SDVOTE
COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS

CHECK-IN FORM

PART 1

POLL WORKER USE ONLY

SEQUENCE VERIFICATION

0341

SEQUENCE # VERIFIED

ASSISTING VOTERS

Check-In Station (continued)

9. Ask voter to legibly complete the voter side of a Provisional Envelope (all of Section 2)
10. Poll worker completes poll worker side of the envelope (write the Sequence # in the upper-right box and place a check mark in "Box D. Unconfirmed address")

Voter completes Section 2

Poll Worker completes Section 1

11. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
 - Check mark the "Verified" box on the Check-In Form (see red arrow below).

Issue Ballot

BMD TICKET

Voter Verification

12. Provide voting materials to the voter:
 - BMD Ticket
 - Provisional envelope
 - Prov/CVR Status Card (provided so the voter may check on the status of their ballot, 30 days after the election)
13. Direct voter to Voting Station.

Voting Station

14. Direct voter to an available BMD voting booth, remind voters to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
15. Pull up and activate the voter's ballot using the BMD Ticket, verify the Sequence # with voter.
 - Check mark the "Voter Verified" box on the BMD Ticket.

Checkout Station

16. Verify that the voter has legibly completed all fields in Section 2 of their Provisional envelope.
17. Poll worker will cast the voter's ballot (Provisional envelope) and provide the voter an "I Voted" sticker.

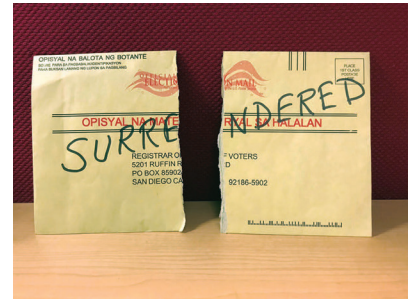
ASSISTING VOTERS

Additional Assisting Voters Procedures

Surrendering Process

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

1. Accept the items and explain to the voter that you will “surrender” the items to dispose of them properly.
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.



Voter Access Table

The Voter Access Table is available for all voters who may be interested in additional assistance, especially those voters who request language assistance. While poll workers will not staff this table directly, it is important to be aware of the specific resources available at this table and be able to direct voters to the appropriate resource.

- **Reference Ballots** are composite ballot facsimiles which contain all contests for the specified election in San Diego County. The reference ballots are translated into all federal and state-mandated languages for use by voters to reference when marking their own ballot. Instructions on how to use the reference ballots are included with each binder.
- The **Language Flyer** provides information on how to access language and translation services.
- The **Specific Needs Survey** is a feedback survey which voters can complete and mail back to the ROV to describe their voting experience as it relates to accessibility services or how we might improve those services in the future.
- The **Voter Help Card** is a two-sided card that provides information regarding a variety of other resources available to voters including:
 - Language services available at vote centers
 - Phone numbers for the San Diego Registrar of Voters’ office
 - Information for voters on how to use SDVOTE.com to find out more about their current registration, nearby vote centers or ballot drop off locations, and other election information
 - The phone number for the California Secretary of State (so a voter can assist by reporting illegal or fraudulent activity at or near vote centers)
 - Information regarding other accessibility services available at vote centers

SDVOTE COUNTY OF SAN DIEGO REGISTRAR OF VOTERS		LANGUAGE ASSISTANCE SERVICES							
		The San Diego County Registrar of Voters provides language support in English, Spanish, Filipino, Vietnamese, Chinese, Arabic, Japanese, and Korean.							
Service	Phone	Ballot	Election Materials	Reference Ballot	Outreach & Education	Voter Registration	Mail-in Ballot	Mail-in Ballot	Mail-in Ballot
Spanish	✓	✓	✓	✓	✓	✓	✓	✓	✓
Filipino	✓	✓	✓	✓	✓	✓	✓	✓	✓
Vietnamese	✓	✓	✓	✓	✓	✓	✓	✓	✓
Chinese	✓	✓	✓	✓	✓	✓	✓	✓	✓
Arabic	✓	✓	✓	✓	✓	✓	✓	✓	✓
Japanese	✓	✓	✓	✓	✓	✓	✓	✓	✓
Korean	✓	✓	✓	✓	✓	✓	✓	✓	✓

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 for:

- Your current voter registration
- Nearest vote center and ballot drop off locations
- Other election information

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

ACCESSIBILITY ASSISTANCE SERVICES

- Accessible voting machines to mark your ballot
- Curbside Voting
- Additional assistance upon request

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

ASSISTING VOTERS

Out of County Voters

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

The poll worker should also suggest that the voter might be able vote their mail ballot and drop the envelope off at the Vote Center OR return to their home county to vote in-person (if applicable).

If the voter insists on registering and voting in the county, contact your Site Manager for assistance and they will help you register the voter as CVR (page 30).



Ways to determine a voter is visiting from out of County:

- Voter states they live outside the County
- Voter's address is known to be out of County
- When SM attempts to precinct the voter, their address is out of County

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.

Any voter may request and receive access to the RAVBM system. It is commonly used by voters with a disability or voters deployed overseas serving in the military.

Just like any mail ballot, RAVBM ballots must be sealed inside an envelope, signed, and returned by mail or at any Vote Center or Ballot Drop Box location.

If a voter or family member visits the Vote Center with an RAVBM ballot or envelope, follow the related Mail Ballot Drop Off processes detailed on pages 20-21.

If you need assistance with an envelope or ballot, contact your Site Manager before proceeding.

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

Printed name: _____ Precinct: _____ Date of signing: _____

**MADE A MISTAKE ON YOUR BALLOT?
CALL US AT (858) 965-6885.**

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

X Name of person returning ballot: _____ Relationship to voter: _____
X Signature of person authorized to return ballot: _____

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

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

X _____
Date of signing: _____

74748852 RAVBM 1199
2 999001
Minnie Mouse
1234 Magic Street
4/5/2022

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

SDV0322006 - 10BRM E

OFFICIAL BALLOT
SAN DIEGO COUNTY, CALIFORNIA
Assembly District 80 Special Primary Election
April 5, 2022

8001-999001-VBM-AV 8001

**MEMBER OF THE STATE
ASSEMBLY 80TH DISTRICT**
Vote for (WRITE-IN) SAMPLE

You can see larger representations of the RAVBM envelope (page 89) and ballot (page 96) in the Reference section.

VOTING ACCESSIBILITY

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

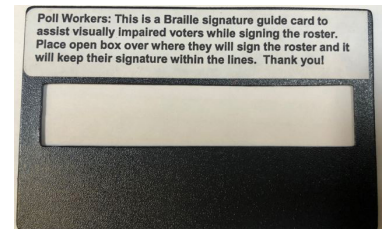
Accommodating all voters' needs is not just courteous, it's the law! There are several laws in place that have helped shape the options we provide for our voters.

- In 1990, Congress passed the "Americans with Disabilities Act." One of its mandates is to ensure equal access and participation of Americans with disabilities in the voting process.
- In 2002, Congress passed the "Help America Vote Act," or HAVA, and it further ensured that states and local election offices work to improve the accessibility of voting locations.

All poll workers will watch "Democracy for All - Disability Awareness and the Voting Process"; this video provides information on how to ensure a Specific Needs voter has a positive voting experience!

Specific Needs Voters

- **A voter may be assisted with any procedure or process in the vote center by a family member, friend, or even a poll worker.** A voter cannot be assisted by their boss or union representative.
 - Assistance may include (but is not limited to): filling out forms, completing the Check-In process, reading the ballot aloud, and/or marking the ballot, all as directed by the voter.
 - The Assisted Voter Log (Blue Envelope, Tab 6) is only used when a voter requests assistance with their ballot. Poll workers must write the voter's name on the log and have the voter repeat the following oath: "I (voter's name) do affirm that I request assistance marking my ballot." Do not write the name of the person(s) providing the assistance.
- **There are signature guide cards available** to help a voter sign in the correct space. There is also a magnifying sheet that can be used to magnify the text on forms.
- **The BMD enables all voters to vote privately and independently.** A voter can adjust the text size and contrast at any time, or they can use the audio instructions and handheld device to mark their ballot. The BMD also provides the ballot and audio instructions in the county's federally covered languages.



Language Assistance

- The Registrar of Voters assigns bilingual poll workers to Vote Centers throughout the county and provides many resources for language voters at every location.
- Every poll worker must wear a visible nametag all day, and bilingual poll workers must wear the nametag that identifies which language they speak.
- The Voter Help Card has a phone number for language assistance in Chinese, Filipino, Spanish, Vietnamese, and hundreds of other languages. Voters may use their own mobile phones for language assistance.
- Reference Ballots are available in all five federally mandated languages (English, Chinese, Filipino, Spanish, and Vietnamese) and state mandated languages (Arabic, Japanese, Korean, and Laotian).
- The BMD enables a voter to view the ballot in any of the five federally mandated languages.



VOTING ACCESSIBILITY

Vote Center Accessibility

- The Registrar of Voters will provide accessibility equipment when needed to accommodate voter access to a Vote Center. Accessibility devices may be placed at arrival points, on the paths of travel to the Vote Center, at entryways, or inside a Vote Center.
- If a Vote Center is assigned accessibility equipment, the Site Managers will receive instructions (in the Blue Envelope, Tab 4) regarding the proper installation/arrangement of all accessibility supplies (signs, cones, ramps, and doorstops). Not all Vote Centers receive accessibility equipment.



Curbside Voting

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

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

- The ROV will notify the Site Manager that a Curbside Voter is present, on their way, or arriving at a specific time. In this case, the voter made arrangements by calling the Curbside Voting number or the ROV directly.
- A friend or family member who accompanied the voter may advise poll workers of a voter who is unable to come inside the Vote Center.



Curbside Voting Procedures

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

- A pre-assembled manila envelope containing: Check-In Form, secrecy sleeve, Provisional envelope, CVR envelope, and an "I Voted" sticker
- A clipboard with pen and stylus
- An ePollbook

The Site Manager or Precinct Inspector will then:

1. Check-in the voter following the standard process (Check-In Form, check-in using EPB, etc.)
2. Issue voter their voting materials (as indicated by the EPB and as required by the voter's scenario)
3. Standby while voter marks their ballot. Be ready to answer questions or provide assistance, while ensuring voter privacy
4. When voter has finished voting, take the ballot (in its secrecy sleeve or envelope) to the Vote Center to cast in the Ballot Box on behalf of the voter
5. Restock the "Curbside Voting Kit" as necessary



Individual steps to assisting a voter will be dependent upon the voter's scenario, see Assisting Voters (page 22) for more information on individual processes and see the EPB Manual for EPB steps.

OBSERVER POLICIES AND PROCEDURES

Observers and Poll Watchers

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

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

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

Observers

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

Poll Watchers

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

All observers and poll watchers must sign-in upon entering the Vote Center. The Observer Sign-In/Out sheet is found in Tab 2 of the Blue Envelope and should be kept at the Greeter Station.



Observers may:

- Observe the process of opening the Vote Center and closing the Vote Center
- Request to see the Check-Ins Log on the ePollbook at the convenience of poll workers
- Observe voting procedures throughout each voting day



Observers may NOT:

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

Examples of Interference:



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

Electioneering

Electioneering is: campaigning, making speeches, passing out campaign literature, or doing anything that could be seen as promoting a particular candidate or measure on the ballot within 100 feet of the entrance to the Vote Center or curbside voting area.

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



Steps to Address Violations of Observer or Electioneering Policy

1. Politely remind the observer/poll watcher of the Observer Policies & Procedures poster as well as the postings titled: “Warning: Electioneering Prohibited” and “Warning: Corrupting the Voting Process is Prohibited.”
2. Suggest a solution (see Poll Worker Tip “Electioneering Solutions”).
3. Provide the Observer Hotline number, if an observer/poll watcher has questions or concerns (page 2).
4. Call the Poll Worker Hotline if the person takes an aggressive, argumentative, or hostile attitude.
5. Call 9-1-1 if any member of the public is interfering with the election process and is not responding to attempts to de-escalate the situation.
 - An example would be: someone preventing voters from voting or attempting to delay the process of voting.

Electioneering Solutions:



- Logos on shirts or buttons can be covered with painter’s tape.
- The individual may turn a political shirt inside out in a nearby restroom.
- Political face masks may be replaced with a disposable one provided by the Vote Center.

As a poll worker, it is your responsibility to:

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

OBSERVER POLICIES AND PROCEDURES

Observer Policies and Procedures Poster

OBSERVER POLICI

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

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

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

- Members of the public may take photographs or videotape from inside the polling place before the polls open and after the polls close.
- Members of the public may only take photographs or videotape inside the polling place while the polls are open provided that no voters are present in the polls and the activity does not interfere with poll worker operations.
- A voter may voluntarily take a picture of his or her voted ballot as long as the activity does not intimidate, interfere or disrupt the voting process.
- Cell phones may not be used inside of the poll, except for an emergency.

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

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

POLÍTICAS Y PROCEDIMIENTOS DEL OBSERVADOR

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

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

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

- Los miembros del público pueden tomar fotografías o grabar en video desde adentro del lugar de votación antes de que abran las casillas electorales y después de que cierren las mismas.
- Los miembros del público pueden tomar fotografías o grabar en video únicamente adentro del lugar de votación mientras las casillas electorales están abiertas, siempre que ningún elector esté presente en las casillas electorales y la actividad no interfiera con las operaciones del trabajador electoral.
- Un votante puede tomarse una fotografía con su boleta sufragada siempre y cuando la actividad no intimide, interfiera, o interrumpa el proceso de votación.
- Los teléfonos celulares no deben ser utilizados adentro de la casilla electoral, excepto en una emergencia.

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

- Mostrar credenciales
- Respetar la privacidad
- Respetar la intimidad
- No interferir

Get the Media



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
- Not all members of the media have formal credentials; media may include: bloggers, influencers, or vloggers.

MGA PATAKARAN AT PAMAMARAAN NG TAGA-OBSERBA

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

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

Pag-videotape o Potograpiya (Kodigo ng mga Eleksyon sa California § 18540, 18541, 18370, 14221, 14291)

- Ang mga miyembro ng publiko ay maaaring kumuha ng litrato o mag-videotape sa loob ng lugar ng botohan bago magbukas ang mga botohan at pagkatapos magsara ng mga botohan.
- Ang mga miyembro ng publiko ay maaari lamang kumuha ng litrato o mag-videotape sa loob ng lugar ng botohan habang ang mga botohan ay bukas kung walang mga botanang naroroon sa mga botohan at ang aktibidad ay hindi makakagambala sa mga operasyon ng manggagawa sa botohan.
- Ang bolante ay maaaring boluntaryong kumuha ng litrato ng kanyang binotohang balota hangga't ang aktibidad ay hindi iniintimida, ginagambala o itinatigil ang proseso ng pagboto.
- Ang mga selyular ay hindi maaaring gamitin sa loob ng botohan, maliban sa emerhensya.

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

- Magbigay ng mga kredensyal sa media at kumuha ng permiso sa mga miyembro ng manggagawa sa botohan at botante bago pahintulutan ang anumang paglilitrato o pag-videotape habang oras ng pagboto.



A copy of this poster will be placed near the entrance of the Vote Center. All visiting observers and media will be directed to review the poster to familiarize themselves with the applicable rules and expectations.

ES & PROCEDURES

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

May observe the:

- Roster of voters and street index at the convenience of the poll workers.
- Procedure for opening the poll.
- Voting procedures during Election Day.
- Closing procedure.

May not:

- Interfere with the voting process or with poll worker operations.
- Photograph or videotape inside the polling place while the polls are open and while voters are present in the polls.
- Touch any voting materials (ballots, roster, etc.)
- Sit at the poll worker table.
- Discuss any ballot or political issue.
- Be in the area where voters are casting their ballots.

Electioneering (California Elections Code § 18370, 18541, 18546)

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

Members of the public cannot:

- Electioneer as defined or pass around petitions, put up political signs about how to vote on a measure or try to influence a voter less than 100 feet from the entrance to the poll.
- Wear campaign related items, including hats, shirts or label buttons in or within 100 feet of the poll. Observers or voters will be asked to remove or cover these items before entering the poll.
- Remove a political sign on private property within the 100 foot limit, unless the owner agrees to take it down.

THỦ TỤC VÀ QUY ĐỊNH CHO QUAN SÁT VIÊN

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

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

Quay Phim hay Chụp Hình (Bộ Luật Bầu Cử California, Điều 18540, 18541, 18370, 14221, 14281)

- Công chúng có thể chụp hình hay quay phim từ bên trong phòng phiếu trước khi phòng phiếu mở cửa và sau khi đóng cửa.
- Công chúng có thể chụp hình hay quay phim bên trong địa điểm bỏ phiếu trong thời gian phòng phiếu mở cửa nhưng phải không có sự hiện diện của cử tri trong phòng phiếu và hành động này không làm ảnh hưởng đến việc điều hành của nhân viên phòng phiếu.
- Cử tri có thể tự nguyện chụp hình là phiếu đã bầu của họ miễn sao việc chụp hình không đe dọa, gây trở ngại hoặc làm gián đoạn tiến trình bầu cử.
- Điện thoại di động có thể không được dùng trong phòng phiếu, trừ trường hợp khẩn cấp.

Truyền Thông (Bộ Luật Bầu Cử California, Điều Khoản 18540, 18541, 18370, 14221, 14281)

- Trình tự hành nghề truyền thông và được nhân viên phòng phiếu, và cử tri cho phép trước khi có bất cứ hình chụp và quay phim có thể được cho phép trong thời gian bầu cử.
- Giữ gìn sự bí mật của tất cả lá phiếu khi ở trong phòng phiếu để bảo vệ quyền riêng tư và ngăn ngừa sự đe dọa cho cử tri.
- Việc thông tin cử tri phải không gần hơn 25 feet từ cử tri vào phòng phiếu.
- Không được gây trở ngại tiến trình bầu cử hoặc làm trở ngại nhân viên phòng phiếu làm việc.

Quan sát Viên Phòng Phiếu (Bộ Luật Bầu Cử California, Điều Khoản 14221, 14223, 18370)

Có thể quan sát:

- Danh sách cử tri và địa chỉ trong sự thuận tiện của nhân viên phòng phiếu.
- Thủ tục mở cửa phòng phiếu.
- Thủ tục bỏ phiếu trong ngày bầu cử.
- Thủ tục đóng cửa phòng phiếu.

Không thể:

- Can thiệp vào tiến trình bầu cử hoặc nhân viên phòng phiếu.
- Chụp hình hay quay phim bên trong phòng phiếu khi cử tri đang ở trong phòng phiếu.

公眾觀察政策與程序

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

- 請禮貌對待投票站工作人員，因為他們正在盡最大努力工作並將辛勤工作一整天。
- 保持安靜，切勿打擾投票站工作人員或選民。
- 使投票站工作人員有合理的空間執行選舉程序。

錄影或拍照 (California州選舉法規第18540、18541、18370、14221、14291節)

- 於投票站開放前和投票站關閉後，公眾可以在投票站內拍照或錄影。
- 於投票站開放期間，公眾祇能在投票站內沒有選民時拍照或錄影，且不得干擾投票站工作人員的工作。
- 選民可自願為其已填妥的選票拍照，只要該行為不威脅、干擾或破壞投票過程。
- 不得在投票站內使用手機，除非發生緊急情況。

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

- 若想於投票期間進行拍照或錄影，必須出示媒體證件並事先徵得投票站工作人員和選民的同意。
- 在投票站內，確保所有選票保密，以保護選民的隱私權，並防止選民受到恐嚇。
- 在投票站出口進行民意調查時，必須遠離投票站入口處至少25英尺。
- 切勿干擾投票流程或投票站工作人員的工作。

投票站監察員 (California州選舉法規第14221、14223、18370節)

可觀察：

- 在投票站工作人員方便時，可以查看選民名冊和街道索引。
- 投票站開站程序。
- 選民如何投票程序。
- 關閉程序。

不可觀察：

- 在投票站內拍照或錄影。



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

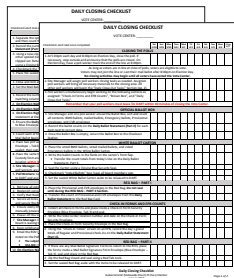
CLOSING PROCEDURES

Remember, Closing Procedures can only begin after all voters have exited the Vote Center.

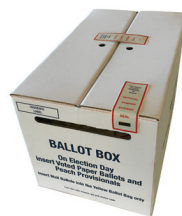
When closing the vote center, use the **Daily Closing Checklist on pages 86-87** and reference the **Closing Job Aid** (the Site Manager has a copy and there is an additional copy in the Pink Election Day Checklist Booklet after the Official Daily Closing Checklist).

1

Site Manager must use the **Daily Closing Checklist** each day to ensure the vote center is closed according to the required procedure.



2



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

3

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



4



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

The remaining poll workers clean and reset the vote center for the next day of operation.

Before Election Day

Leading up to Election Day (5/28 through 6/6), Vote Centers close at 5:00pm.



- 5:00pm is not a firm closing time. Within reason, voters may join the line until the vote center is closed and/or continue to drop off ballots until the Mail Ballot Bag is locked for the night.

Election Day

On Election Day (6/7), Vote Centers close at 8:00pm.

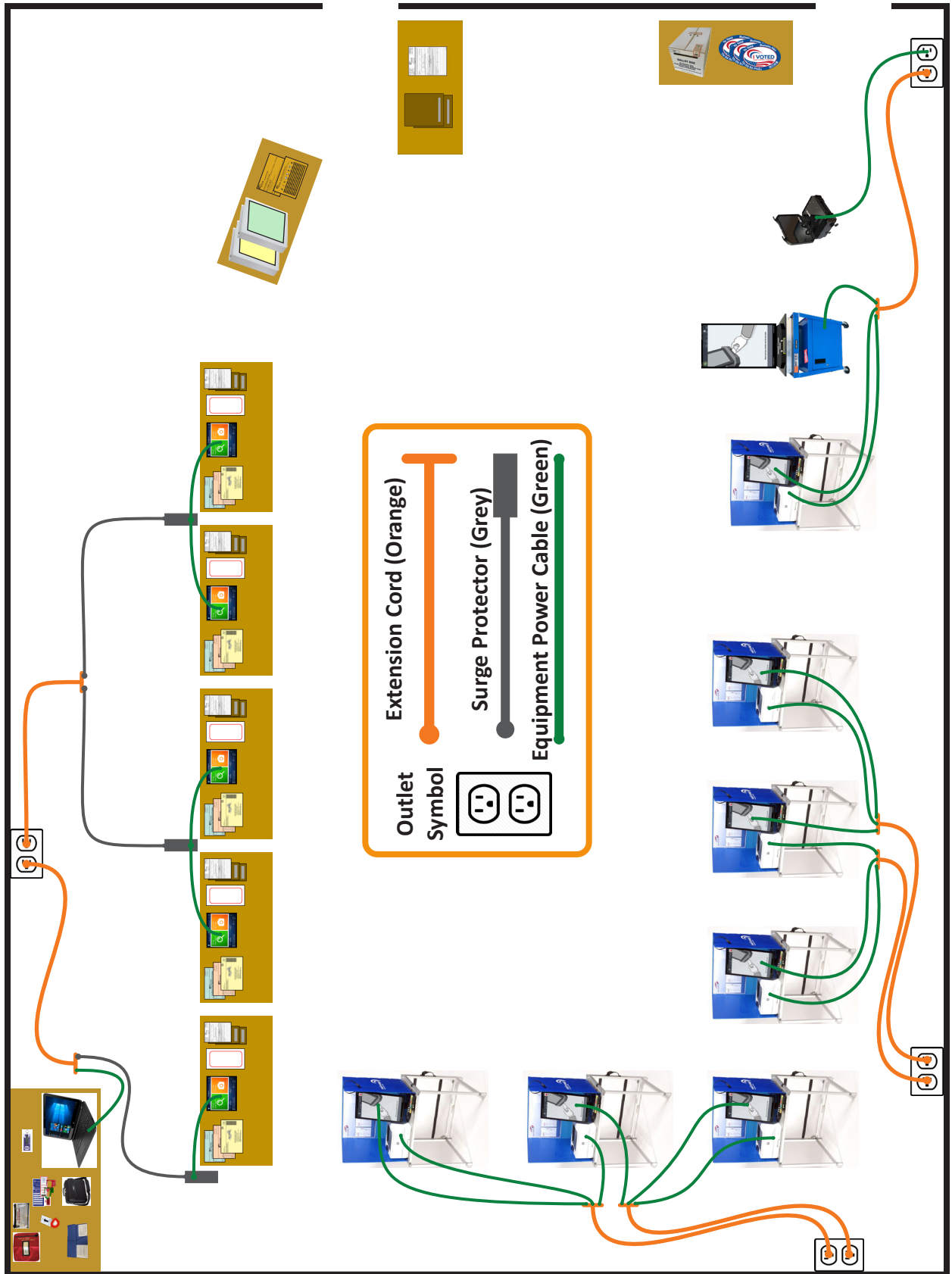


- 8:00pm is a firm closing time.** Voters may not join the line or drop off ballots after 8:00pm.
- If there is a line, a Mail Ballot Bag Technical Inspector must stand at the end of the line to mark the last voter and be prepared to discuss with any arriving voters that it is after 8:00pm, the Vote Center is closed and the election has ended.



Closing procedures should be completed within 30 minutes of closing the vote center.

OUTLET LAYOUT



BALLOT MARKING DEVICE (BMD) MANUAL

Equipment

BMD Security Bag contents:

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



BMD Printer Security Bag contents:

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



Voting Booth (and Privacy Screen):



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Set Up

Step 1: Set Up the BMD Booth

1



Position the voting booth with the folded legs toward you. The blue privacy screen will be on the other side of the folded booth. (Velcro strap should be on top and the carrying handle on the left.)

2



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

3



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

4



After the booth legs are extended on both sides, raise the tabletop up. Keep hands/fingers clear of pinch points and make sure the tabletop clears the support brackets on each side.

5



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

6



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

Set Up

Step 2: Security Bags - Seal Verification



Please wait until instructed (by your Site Manager or Precinct Inspector) to remove any mini-padlocks. When instructed, follow the directions on this page to complete the Seal Verification step before removing any Red Padlocks from the security bags.

Due to the Secretary of State chain of custody requirements, the Red Padlocks on the Ballot Marking Device Security Bag and Printer Security Bag must be verified and checked for tampering.



It is important to complete the Seal Verification Log, found in the Blue Envelope, before you begin setting up the Ballot Marking Device because any inconsistency or tampering must be reported immediately. An example of the log can be found on page 93.



The Site Manager will give the Voting Station Technical Inspector the Official BMD Seal Verification Log. There is one per Vote Center.

1. Verify that the Red Padlock numbers on every BMD Security Bag and Printer Security Bag match the Red Padlock numbers listed on the Seal Verification Log.
2. Circle the appropriate answer.
 - If any of the numbers do not match, have another member of the board confirm the discrepancy and call the Poll Worker Hotline immediately.

SEAL VERIFICATION LOG					
GUBERNATORIAL PRIMARY ELECTION, JUNE 7, 2022					
					Location L-001
Complete the Seal Verification Log prior to opening the polls.					
1. Before unpacking the BMD and BMD PRINTER security bags, verify the numbers on the red mini padlocks match the numbers listed below:					
BMD Bag Red Mini Padlock #	Does # Match?	Printer Bag Red Mini Padlock #	Does # match?		
822901	Yes No	822902	Yes No		
822903	Yes No	822904	Yes No		
822905	Yes No	822906	Yes No		
822907	Yes No	822908	Yes No		
822909	Yes No	822910	Yes No		
822911	Yes No	822912	Yes No		
822913	Yes No	822914	Yes No		
822915	Yes No	822916	Yes No		
2. Set up all BMDs and verify the numbers on the green and red mini padlocks on the BMDs match the numbers listed below:					
BMD Serial #	Does # match?	Red padlock #	Does # match?	Green Padlock #	Does # match?
	Yes No	822917	Yes No	32001	Yes No
	Yes No	822918	Yes No	32002	Yes No

BMD Bag Red Mini Padlock #	Does # Match?	Printer Bag Red Mini Padlock #	Does # match?
822901	Yes No	822902	Yes No
822903	Yes No	822904	Yes No
822905	Yes No	822906	Yes No

Set Up

Step 3: Unpack the BMD Security Bag

1



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

2



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

3



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

4



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

Set Up

Step 4: BMD Seal Verification



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

1

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



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

BMD Serial #	Does # match?	Red padlock #	Does # match?	Green Padlock #	Does # match?
D1103198	Yes No	822917	Yes No	32001	Yes No

2

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



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

3

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

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

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

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



Set Up

Step 5: Unpack the Printer Security Bag

1



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

2



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

3



Remove the power cord from the security bag.
If you are missing any items, call the Poll Worker Hotline immediately.

4



Undo velcro strap and, using two hands, lift the printer up and out of the case.
Place the printer on Voting Booth table to the right of the BMD. Place printer so the cable ports are facing the rear of the voting booth.

Set Up

Step 6: Connect the BMD

1

The BMD comes with three cords:



BMD Power Cord
(Red Sticker)



Printer USB Cord
(Yellow Sticker)



ATI-RJ45 Cord
(Orange Sticker)

2



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

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

3



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

4



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



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

5



Connect the RJ-45 cable to the ATI (match orange stickers) and place ATI Unit in front of the BMD screen.



Plug Headphones into ATI Unit (match the mint green plug with the mint green sticker).

6



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

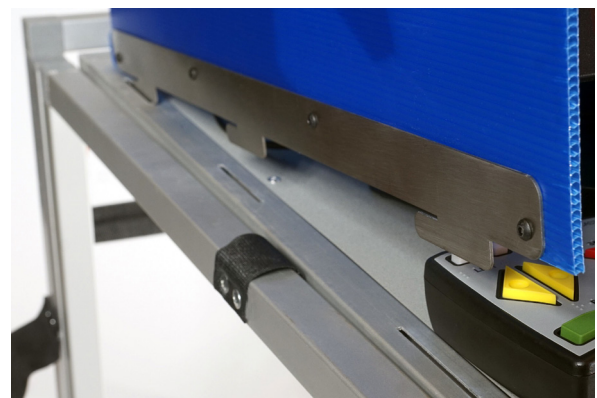


Plug Printer and BMD into orange extension cord and plug the extension cord into a wall outlet. See Outlet Layout on page 47 for guidance with appropriately connecting your equipment to available power sources.

7



Unfold the privacy screen and position around the back of the BMD and printer. Make sure to manage all loose cords between the privacy screen and behind the BMD and printer.



Insert the anchor teeth on the privacy screen into the provided slots in the booth table and slide back (to lock in place).

Set Up

Step 7: Power On and Test

1



The BMD Tablet automatically powers on when plugged in. If it does not, see “Troubleshooting” on page 70.



Next, power on the printer by pressing the Power button on the front of the printer.

2



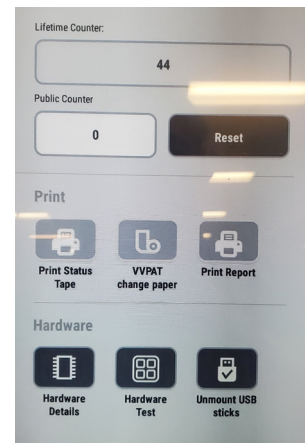
Insert the Poll Worker Card (found in the Official Ballot Pouch) into the yellow slot at the bottom of the BMD with the chip facing up.

3



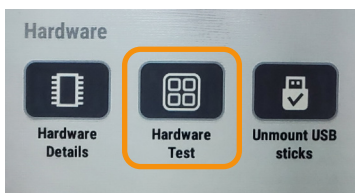
At the login prompt, enter the provided PIN, then press the Login button.

4



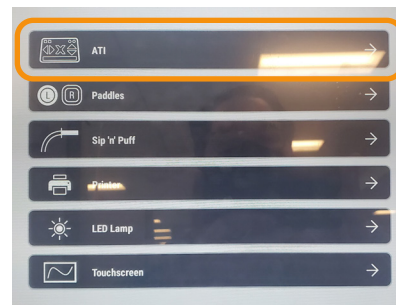
Make sure the Public Counter is at zero.

5



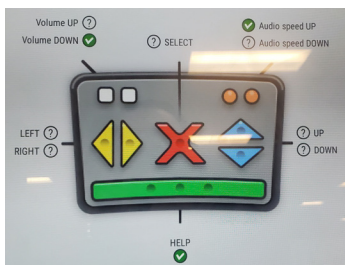
Press the Hardware Test button at the bottom of the Poll Administration screen.

6



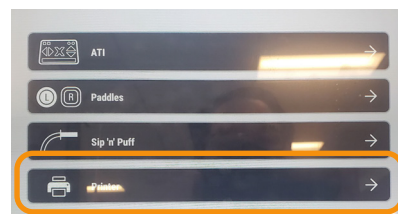
Press the ATI button.

7



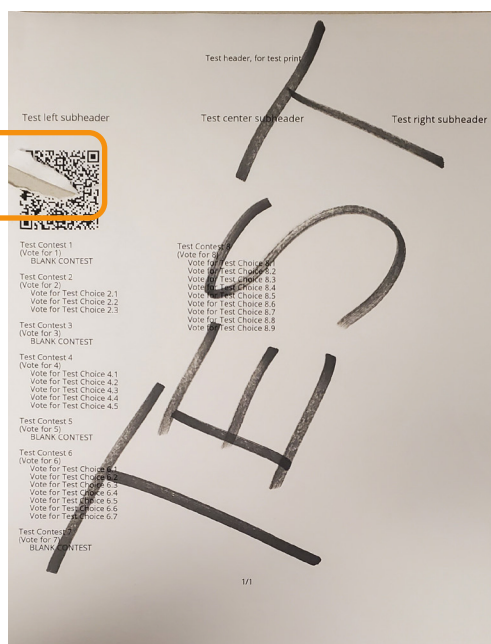
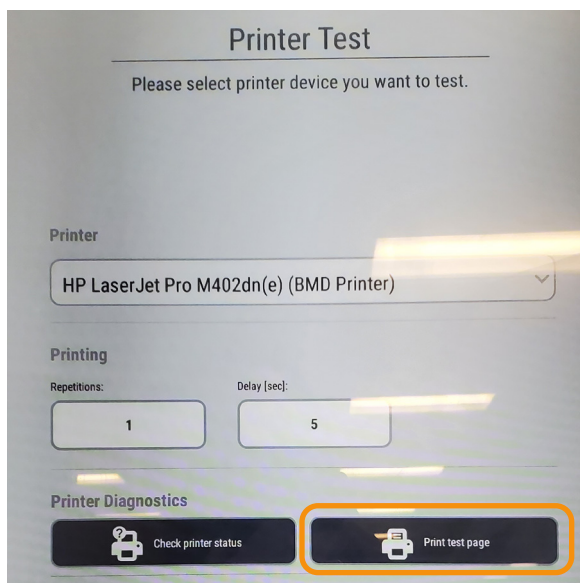
Press each button on the ATI to test functionality (green check marks). When complete, tap the “Back to Menu” button.

8



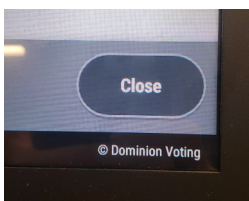
Next, tap the Printer button.

9



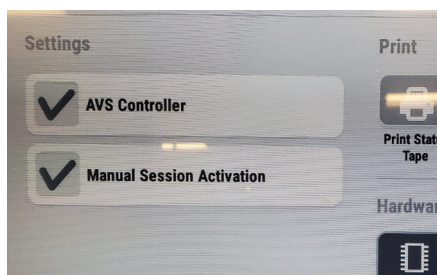
Tap the “Print test page” button, once the test page has printed, write TEST in large letters across the page and partially tear the page through the QR Code. Place this TEST page in the Brown Box. This is NOT a ballot and will not be counted during Closing.

10



Press the Close button.

11



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

Set Up

Step 8: Daily Ballot Statement

12

DAILY BALLOT STATEMENT

Location #: _____

Part I. BMD Ballot Count Report

1. Daily, before the Vote Center opens, record under "Open", the number of "Total Ballots Printed" shown on each BMD screen.
2. Daily, after the Vote Center closes, record under "Close", the number of "Total Ballots Printed" shown on each BMD screen.

Where to locate the "Total ballots printed:" on the BMD screen:



	BMD #1		BMD #2		BMD #3		BMD #4		BMD #5		BMD #6		BMD #7		BMD #8	
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Setup, Friday, 5/27/2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Saturday, 5/28/2022																
Sunday, 5/29/2022																
Monday, 5/30/2022																
Tuesday,																

The first row of Part I of the Daily Ballot Statement must be verified as part of Vote Center Setup. You will record the Total Ballots Printed twice each day – once before the Vote Center opens and once when the Vote Center closes.

Place the Daily Ballot Statement in the Blue Envelope - Tab 6.

STOP HERE!



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



Basic Security Protocols



- Do not leave Poll Worker Cards unattended
- Do not leave passwords in places where they are visible. Keep confidential.
- Always remove the Poll Worker Card after activating a session
- Allow the voter privacy by returning to your station
- If a voter spoils a ballot, ask if they need assistance. If they spoil more than 2 ballots, call the Hotline.

Operating the BMD

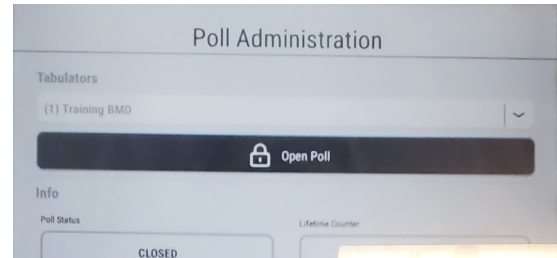
Opening the Polls (First Day of Voting ONLY)

1



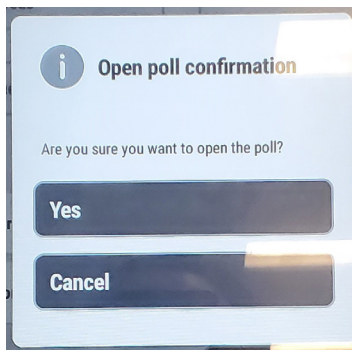
Insert Poll Worker Card and log-in.

2



Tap the Open Poll button.

3



Tap the Yes button to confirm opening the poll.

4



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

5

Repeat for all BMDs in the Vote Center.

Congratulations! Your BMDs are ready for voting to begin!

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



Operating the BMD

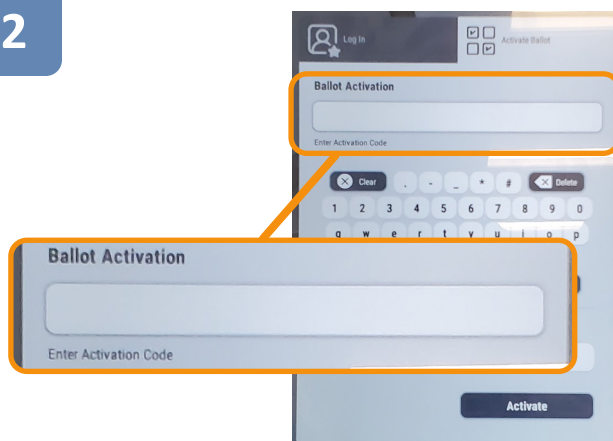
Activating a Voting Session

1



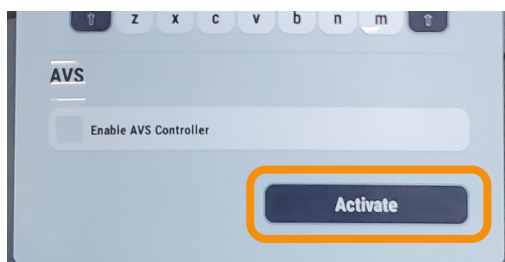
Insert the Poll Worker Card.

2



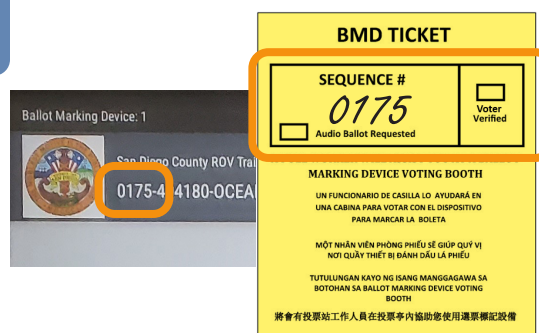
At the Ballot Activation screen, enter the voter's Sequence # from their BMD ticket.

3



Press "Activate" and remove the Poll Worker Card. Do not leave the Poll Worker Card unattended.

4



Verify with voter that the Sequence # on the screen matches the number on the BMD ticket. Once verified, check the "Voter Verified" box. Place the BMD ticket in apron pocket and allow the voter to begin voting.

Important Reminders for Voting Station Technical Inspectors



- Provide the voters their privacy, but remain nearby in case any assistance is required.
- After the voter has finished voting and has printed their ballot, they may need assistance putting their ballot into an envelope and/or the Ballot Box, be sure to maintain the confidentiality of their vote if you are assisting a voter.

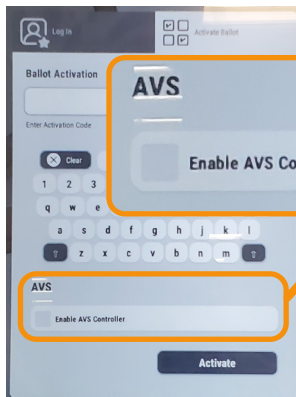


For Accessible Voting Sessions (next page):

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

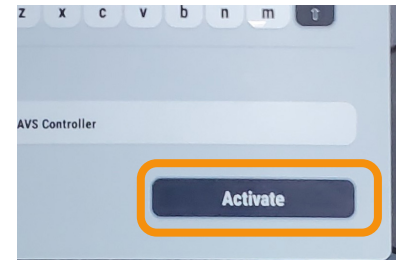
Activating an Accessible Voting Session

1



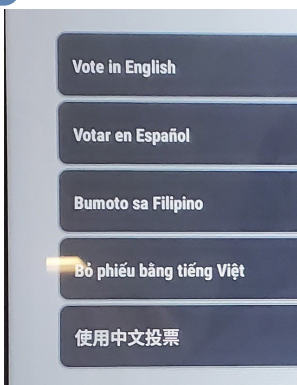
Insert the Poll Worker Card. At the Ballot Activation screen, select the “Enable AVS Controller” option, then enter the voter’s Sequence # from their BMD Ticket.

2



Press “Activate” and remove the Poll Worker Card. Do not leave the Poll Worker Card unattended.

3



Select the voter’s requested language option.

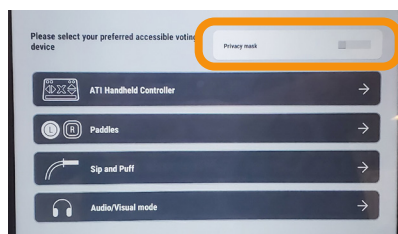
4



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

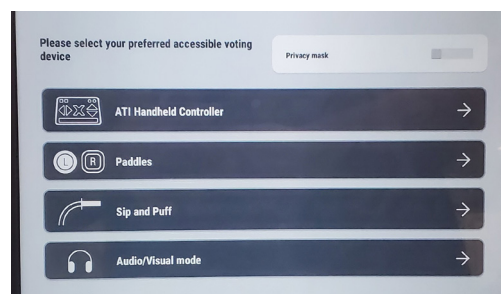


5



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

6



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



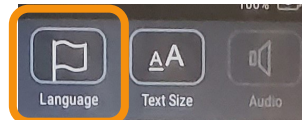
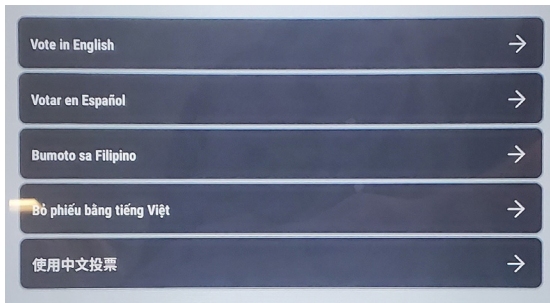
The audio instructions will start immediately when the ATI or Audio option is selected.

Operating the BMD

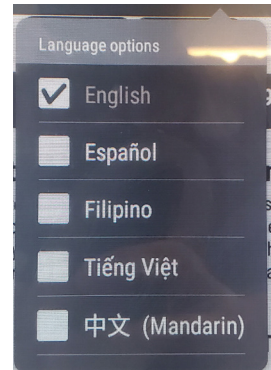
Voting Session Guide

Language Selection

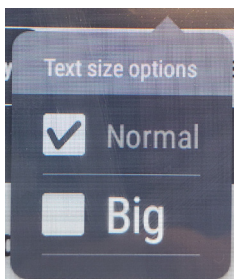
Before they being voting, voters may select which language they wish to see during their voting session.



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

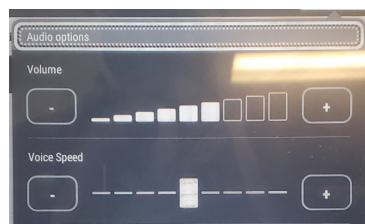
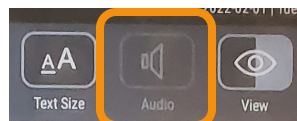


Text Size



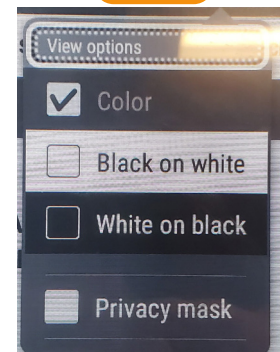
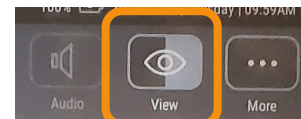
Voters may change the size of the screen text using the menu option at the top of the screen.

Audio Options



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

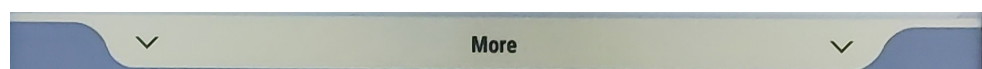
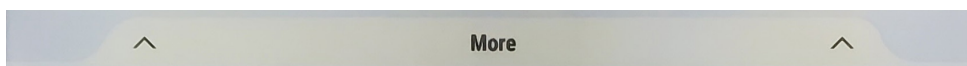
Viewing Options



Voters may switch between different contrast and color options for ease of reading. During an AVS a privacy mask is also available.

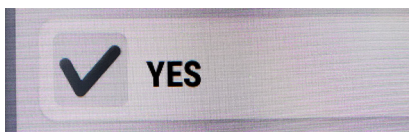
Navigating the Ballot

Voters should navigate the ballot using the provided tabs and buttons. Voters may need to use the MORE buttons so see all available candidates.



Making Selections

Voters must select the box next to their choice to vote for that choice (AVS: Must touch selections twice to confirm selection).

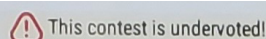
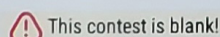


To vote for a write-in candidate, tap the "Write-in" selection, then type in the candidate's name using the pop-up keyboard. Tap the "Accept" button when finished.

Voter Review

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

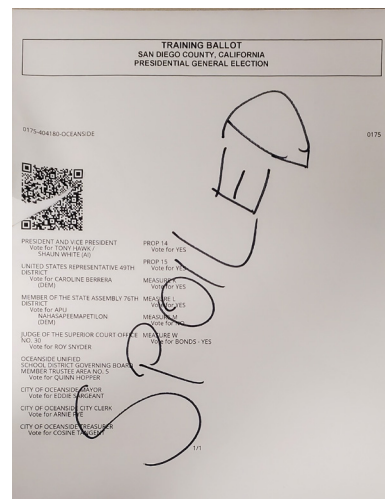
Warning messages may appear on the Review screen regarding any blank or undervoted contest. During review, the voter may make changes to any contest.

Spoiling a Ballot

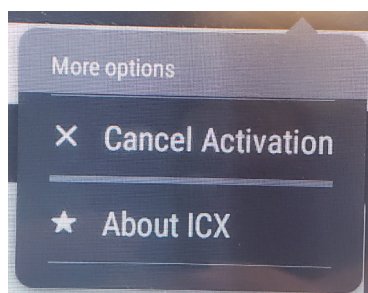
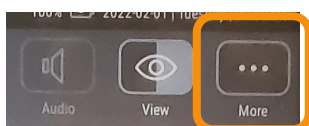
All voters will be voting on the Ballot Marking Device and will be able to review their selections before printing their ballot. However, if a voter notices they made a mistake after printing their ballot, the ballot must be spoiled.

1. Write "SPOILED" across the ballot that was spoiled
2. Tear the QR code on spoiled ballot slightly
3. Place it in the Brown Box (Surrendered/Spoiled)
4. Reactivate the voter's ballot

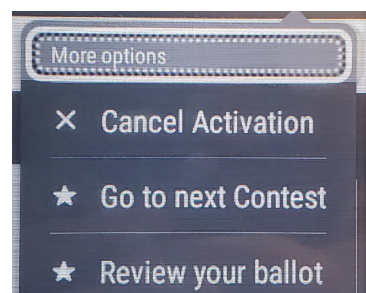


Cancelling a Ballot Activation

At any time during a voting session, a poll worker may need to cancel a ballot activation via the "More" button. Reasons for this might include: voter wishes to stop voting and leave the Vote Center, the voter wishes to switch to an Accessible Voting Session, or the incorrect Sequence # was activated.



Voting Session



Accessible Voting Session

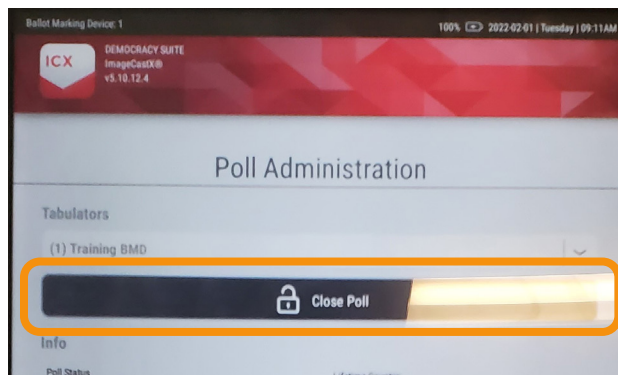
Close the Poll (Election Night ONLY)

1



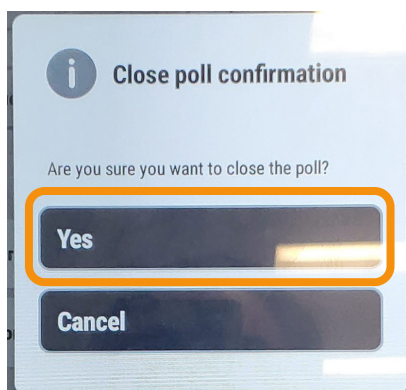
Insert the Poll Worker Card. Switch to the Login tab on the Ballot Activation screen. Enter the PIN and then press the Login button.

2



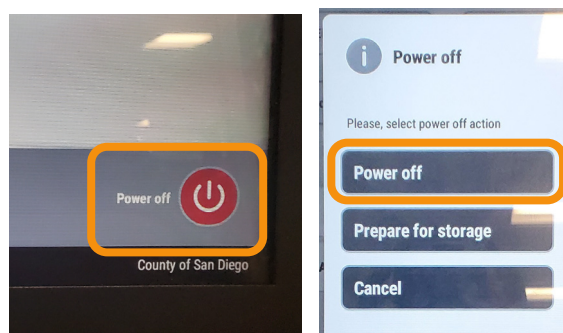
Press the Close Poll button.

3



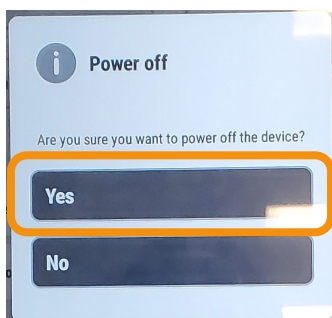
A confirmation message will display. Press Yes.

4



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

5



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

6



Tap the power button on the Printer to turn off.

BMD Pack-Out

Step 1: Pack BMD Printer

1



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

2



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

3



Unplug the USB cord from the back of the Printer.

4



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

5



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

6



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

BMD Pack-Out

Step 2: Pack the BMD



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

1



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



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

2



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

3



Place plastic protective BMD bag over BMD

4



Repackage the BMD in the protective foam.

5



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

6



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

7



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

Step 3: Pack the BMD Voting Booth

1



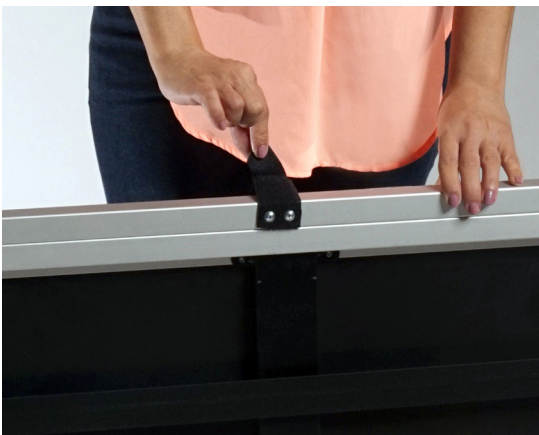
Once the booth tabletop is cleared of all items, unlatch the locks, and lower the tabletop.

2



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

3



Secure the Velcro strap to lock the booth.

4



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



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



The remaining pages of this section contain information about setting up the ADA Cart as well as a list of common questions, technical issues, and solutions.

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

ADA Cart Setup



Note: You may also reference the ADA Cart setup video on SDVote.com for additional help.

1



Lock the ADA Cart wheels before you start.

2



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

3



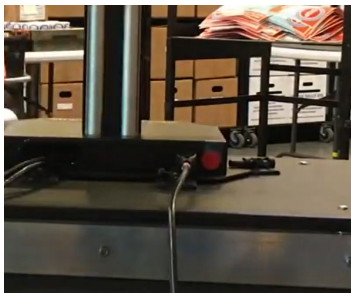
Confirm the black fuse cap (back of the UPS) is closed

4



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

5



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

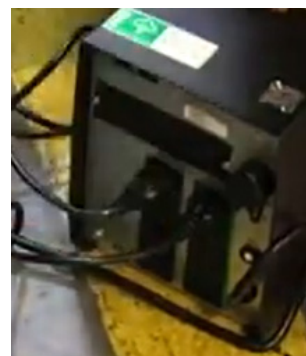


6



Plug the printer power cord and USB cord into the printer. Confirm the printer has paper but do not place it in the cart yet.

7



Plug the printer and BMD power cords into the UPS.



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

8



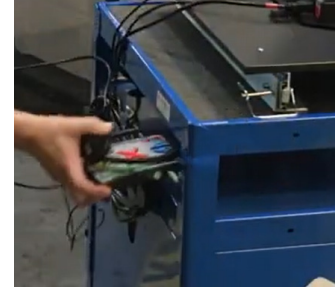
Place printer in the ADA Cart, move it as far to the right as possible.

9



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

10



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

11



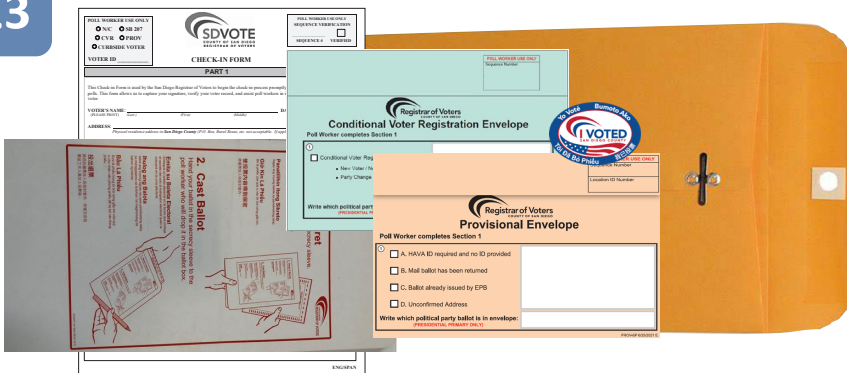
Plug power strip into wall outlet. Power on the UPS and Printer. Unplug cord from wall to check that the UPS remains on, then plug in again to keep charged when not in use. UPS will emit a beeping noise every 60 seconds when not plugged in to a power source. See Outlet Layout on page 47 for guidance with appropriately connecting your equipment to available power sources.

12



Tape/Velcro door closed.

13



Place 5 of each of the following into a manila envelope: Check-In Form, Secrecy Sleeve, Green CVR Envelope, Peach Provisional Envelope, "I Voted" Sticker. Place on the ADA Cart shelf.



Also place a clipboard with a pen and a stylus on the ADA Cart shelf.

BMD Troubleshooting/FAQ

Setup Troubleshooting

If the Tablet does not automatically power on when plugged in:

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

Test Ballot Prints Faintly

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

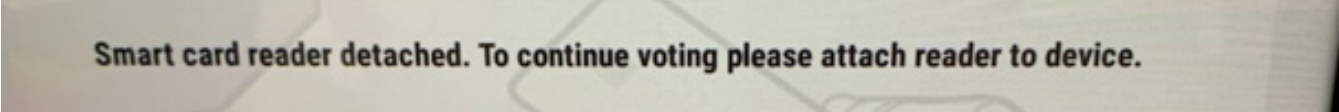
Poll Administration Screen appears instead of Ballot Activation Screen

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

Operations Troubleshooting

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

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



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

BMD Message: "USB Change Detected"

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

BMD Message: "Printer Not Connected"

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

ATI Connectivity Issues:

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

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.

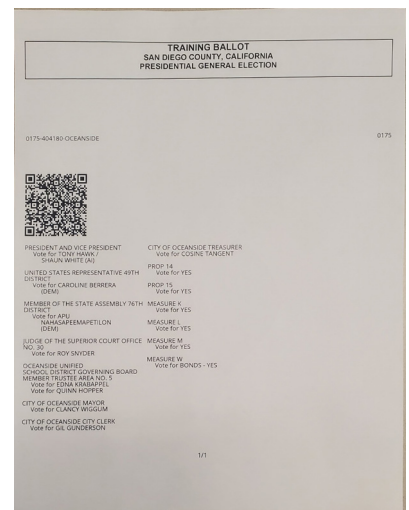
Is the printed paper from the BMD printer a receipt?

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

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

The barcode contains the voter's selections in a way that can be read by the tabulation equipment. This barcode does not contain voter information and does not identify the voter in any way.

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



Notes:

[illegible]

CRADLEPOINT GUIDE

Overview

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

Cradlepoint Equipment

- Cradlepoint case



Cradlepoint
Serial Number

- AC cord pouch



- AC cord and adapter



Setting Up the Cradlepoint

1

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



2

Open the fan caps on both sides of the case before turning on the battery. Always leave the fan caps open when operating.



3

Connect the AC cord to the adapter block. Then connect the adapter cord (long, thin cord) to the left side of the Cradlepoint case (as pictured).

Plug the other end of the cord directly into a wall outlet. DO NOT use an extension cord.

See Outlet Layout on page 47 for guidance with appropriately connecting your equipment to available power sources.



Daily Opening

Each morning, plug the AC Adapter into the Cradlepoint case. Then, press and hold the silver button in the center of the case interior.

Allow at least 5 minutes for the Cradlepoint to power-up before checking connections to any devices.



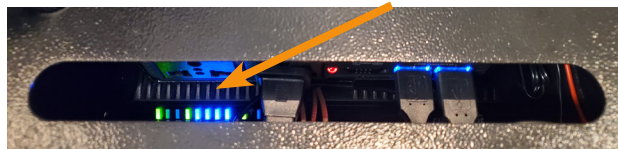
Operating Notes

In order for the Cradlepoint to function properly, the AC switch must be in the ON position.

The ON position is when the switch is shifted left, toward the red light.



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



There should be one (1) blinking green light and four (4) blue lights. If any of these lights are off or are other colors, see Troubleshooting (page 74).

Daily Closing

In order to preserve battery, you must power down the Cradlepoint each night:

1. Unplug the power cord from the wall outlet
2. Press and hold the silver button on the Cradlepoint until you hear the fan turn off; the lights will turn off as well

Packing the Cradlepoint

After powering down the Cradlepoint on Election Night only:

1. Unplug the AC Adapter and disconnect its cord from the adapter, return both pieces of the cord back to the provided cloth pouch (tied to the Cradlepoint case).
2. Close the Cradlepoint lid and snap the clasps closed to secure the lid.
3. Place the Cradlepoint on a supply cart as indicated in the provided Supply Cart Diagrams.

Cradlepoint Troubleshooting/FAQ

The Cradlepoint display lights say “FF”, what does this mean?

The “FF” light indicates that the Cradlepoint is fully charged or “Fully Full” (per AT&T). If the battery level falls below 100%, the display will show a number which is the battery percentage.



What do I do if the Cradlepoint is not charging or the number on my Cradlepoint is dropping?

1. Ensure the Cradlepoint is plugged directly into a wall outlet.
2. Check all plugs inside and outside of the Cradlepoint, including the USB plugs.
3. Try another outlet inside the Vote Center.
4. Call the Poll Worker Hotline if the battery percentage is dropping or is below 50%.

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

Check inside the Cradlepoint and ensure the AC switch is positioned to the left. If not, slide the AC switch to the left and the red light should come on. This switch should never be turned off. If the Cradlepoint will not turn on after ensuring the AC switch is in the “On” position, call the Poll Worker Hotline for assistance.



The lights inside my Cradlepoint don’t match the picture on page 73, what do I do?

1. Ensure AC Switch is in the ON position.
2. If the AC Switch is on and the lights are still off or incorrect colors, manually power down the Cradlepoint, wait one minute, and power back on the Cradlepoint.
3. Wait five minutes for the Cradlepoint to power on completely and reconnect.
4. If the lights still do not correctly light up, call the Poll Worker Hotline for additional assistance.

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

1. There may be a coverage issue with that particular spot at the Vote Center. Try moving the Cradlepoint to a different location in the Vote Center. If you are unable to connect both the Vote Center Laptop and the ePollbooks, call the Poll Worker Hotline for assistance.
2. For ePollbooks: See how to connect the EPB and Cradlepoint in the EPB Manual, page 43.
3. For the Vote Center Laptop: Call the Poll Worker Hotline.

Notes:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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 47 for guidance with appropriately connecting your equipment to available power sources. The laptop will be used primarily by the Site Manager and the Precinct Inspector (when the Site Manager is not available).

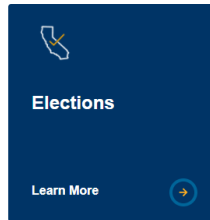
The following applications will be available to assist voters, visitors, and poll workers:

California Secretary of State Website

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



1. Select "Elections" from the menu (second box).
2. User makes a selection from the menu options:



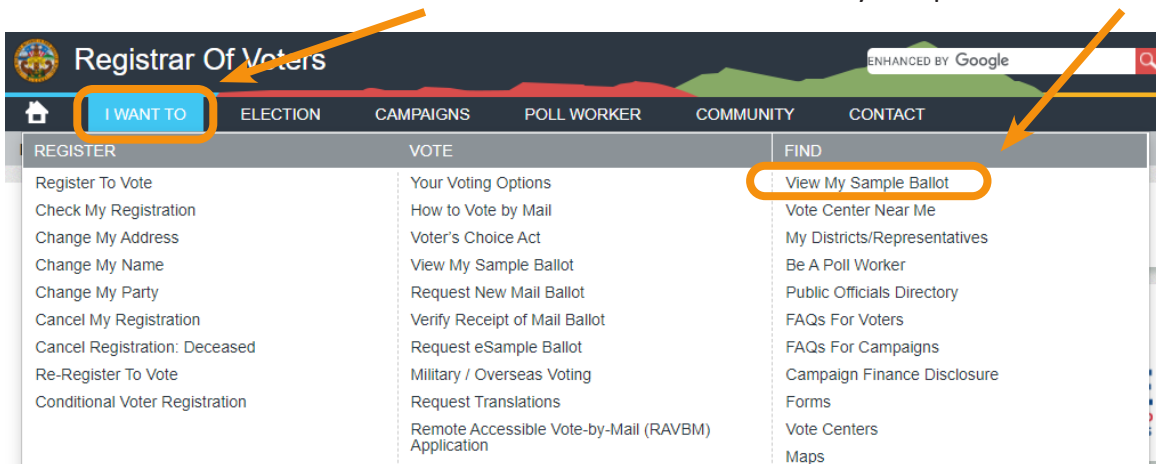
SDVOTE.com

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



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

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



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

Precincting Application

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

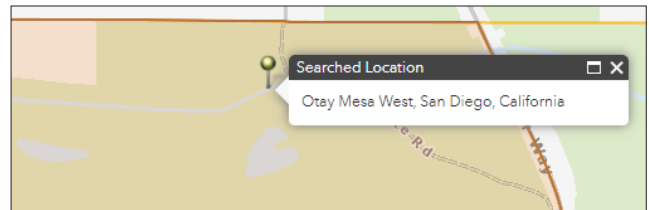


Once the Precincting Application opens, press the “Home” button on the left edge of the screen. There are two ways to locate a voter’s address using the Precincting App:

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

OR

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



The voter’s precinct will populate on the map inside the highlighted precinct area.

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

- The **voter’s precinct** is listed at the top, labeled, “Election Precinct”
- The **voter’s Sequence #** is listed in the second to last fields marked “Sequence No”

Consolidation Information	
No of Home Precincts Consolidated	3
Name of Consolidation	NESTOR
Registered Voter Totals	961
Permanent Vote by Mail	753
Not Reg/Voters Not VBM	209
Sequence No	82
Ballot type	1

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

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



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

1. After logging in select precinct from the Precinct dropdown menu.
2. A list of streets within that precinct will populate. The list of streets is alphabetical and can be expanded to look for individual voters (based on their known street address).

April 5, 2022 Assembly District 80, Special Primary Election
San Diego County
Street Index Report

Precinct: 135000

Voted at Poll Sites: Both Yes No | Issued VBM: Both Yes No | Returned VBM: Both Yes No

➡ AFFINITY CT SAN DIEGO, CA 92131 --- Voted at Poll Sites: 0 --- VBM Requested: 378 --- VBM Returned: 246
➡ AFFINITY CT UNIT SAN DIEGO, CA 92131 --- Voted at Poll Sites: 0 --- VBM Requested: 1 --- VBM Returned: 0

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

SUPPLY LIST

Vote Center Supply List – June 7, 2022

CART 1

WHITE OFFICIAL BALLOT BOX (1 of 2)

REQUIRED POSTINGS AND PAMPHLETS

- ☐ Observer's Policies and Procedures
- ☐ Required Postings Poster (DOJ)
- ☐ Station Supply Handout (supply images)
- ☐ US Flag
- ☐ Voter Assistance Poster
- ☐ Voter Bill of Rights
- ☐ Open Primary (Top Two Notice)
- ☐ Reference Ballot Materials Binder
- ☐ State Language Facsimiles Binder
- ☐ State Voter Guides
- ☐ Warning - Electioneering
- ☐ Warning - Corruption

OFFICIAL BALLOT POUCH CONTAINING SEALS AND LOCKS

- ☐ Poll Worker Cards with wrist coil
- ☐ Poll Worker Retractable Lanyards
- ☐ Password sheet – BMD, e-Pollbook, Street Index and VC Lan ID/Password
- ☐ Green padlocks – to secure BMD power button if needed
- ☐ Red padlocks –to secure the BMD and printer bags after poll closes
- ☐ Closing Blue Security Seals – to seal & complete all ballot cartons/brown boxes
- ☐ Red tab locks –to secure the red bag, and the yellow bag after poll closes
- ☐ Ballot box seals –tamper evident seals to secure Official Ballot Box after first voter views empty

BLUE ACCORDIAN ENVELOPE

Tab 1-

Tab 2 – Poll Worker Resources

- ☐ Pink Election Day Checklist Booklet
- ☐ Observer Sign In/Out sheet
- ☐ PW Job Aids
- ☐ Accident Forms
- ☐ Universal Language Group (ULG) Flyer/Language Assistance

Tab 3 – Envelopes

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

Tab 4 - Poll worker reference

- ☐ ADA Accessibility information
- ☐ DART Location Notice
- ☐ Election Officer's Digest

Tab 5 – Voter Handouts

- ☐ Specific Needs Survey

Tab 6 - Forms completed by Poll Workers

- ☐ Challenge/Assisted Voter List
- ☐ Daily Ballot Statement
- ☐ Vote Center Official Chain of Custody
- ☐ Seal Verification Log

WHITE OFFICIAL BALLOT BOX, (2 of 2)

11 Day Sites

- ☐ Secrecy Sleeves
- ☐ Clipboards

4 Day Sites

- ☐ NO BOX for 4 Day Sites

BROWN BOX W/ HANDLES (FOR SPOILED AND SURRENDERED BALLOTS)

11 Day Sites

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

4 Day Sites

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

SUPPLY LIST

CHECK IN FORMS

- ☐ Box

FACE SHIELDS – ONLY FOR 11 DAY SITES

- ☐ Box

EMERGENCY BALLOTS

- ☐ Box
☐ Instructions

SURGE PROTECTORS

- ☐ Box (Surge protectors, white)

CONDITIONAL VOTER REGISTRATION ENVELOPES

- ☐ Box (Green envelopes)

PROVISIONAL ENVELOPES

- ☐ Box (Peach, Mail Ballot Drop Off Replacement Envelopes – Yellow (same box))

BMD PAPER (2)

- ☐ Paper Reams

BLUE BIN - STATIONERY KIT

- ☐ Post It Notes
☐ Binder Clips
☐ BMD Ticket Pads
☐ Calculators
☐ First Aid Kits
☐ Glue Sticks
☐ I Voted stickers
☐ ID Badges w/ lanyards
☐ Magnifying sheets
☐ Mini Flags
☐ Note Pads
☐ Painters Tape
☐ Paper Clips
☐ Pens
☐ Poll Worker Pins
☐ UHU

FLAT WHITE BALLOT CARTONS

- ☐ Top shelf of CART 1. Unassembled – Quantity based on location

CART 2

BMD's

- ☐ BMD's– BMD's are locked with red padlock
☐ Extension cords (in BMD bag)

CART 3

BMD'S

- ☐ BMD's– BMD's are locked with red padlock
☐ Extension cords (in BMD bag)

CART 4

BMD PRINTERS

- ☐ Printers, on bottom two shelves of cart, on left hand side of cart

E POLL BOOK (to be placed here on Cart 4 at pack out)

- ☐ E Poll Book on right side of middle and bottom shelf

CART 5

PRINTERS

- ☐ Printers, on bottom two shelves of cart, on left hand side of cart

VOTE CENTER LAPTOP

- ☐ Laptop on bottom shelf in soft storage bag
☐ Laptop power cord (inside storage bag)
☐ MFA Token (inside storage bag)

CRADLEPOINT

- ☐ Cradlepoint in black plastic case

PPE – PERSONAL PROTECTION EQUIPMENT

- ☐ Gloves Staff/Voters
☐ Hand sanitizer
☐ Masks – Staff/ Voters
☐ PDI Super Sani-Cloth® For disinfectant/cleaner/electronics
☐ Face Shields /11d will have a separate box of Face Shields
☐ N95 Masks
☐ Instruction Packets/1 signature form
☐ Disposable headphone covers

- ☐ Push Pins
☐ Rubber Bands
☐ Rulers
☐ Safety Vest
☐ Scissors
☐ Scotch Tape
☐ Specific needs signature guides
☐ Staplers and staples
☐ Stylus
☐ Table Covers Black
☐ Tape Measure
☐ Trash Liners
☐ Trays
☐ Voter Help Card Pads
☐ Provisional / CVR Status Card

METAL COLLAPSIBLE CRATE – FOR LOOSE ITEMS

- If storage container delivery, supplies will be in a 4'x4' metal crate.
- If truck delivery, supplies will be loose and placed next to carts.

BMD VOTING BOOTHS

- ☐ BMD voting booths with privacy screens

'VOTE HERE' SIGN

- ☐ Sign

'CURBSIDE VOTING' SIGN

- ☐ Sign

WHITE VOTING BOOTH

- ☐ Carboard voting booth, unassembled

POLL SIGN BAGS

- ☐ Yellow Poll Sign bags

FEATHER FLAG

- ☐ Feather Flag with base inside bag

ADA BOX

- ☐ ADA brown large cardboard box with ADA items inside
SITE SPECIFIC - This box will only be delivered if supplies are needed at location.

ROUND PLASTIC WEIGHTS AND / OR SANDBAGS

- ☐ (Items will vary depending on what is available)

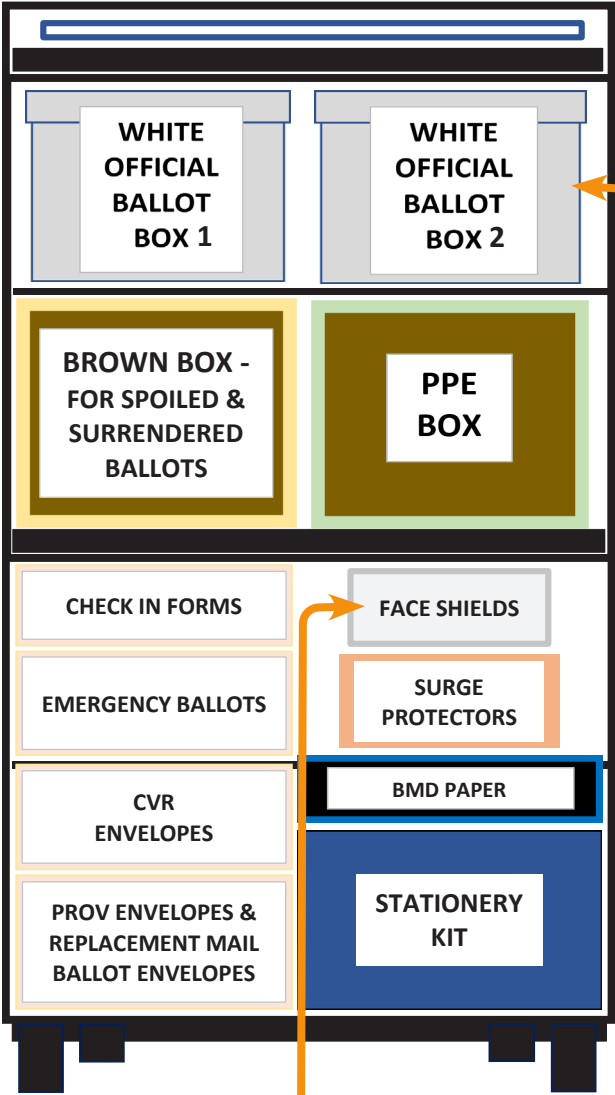
ADA CART

- ☐ ADA Cart, blue, on wheels
☐ UPS (Universal Power Supply) inside

SUPPLY CART DIAGRAMS

Checklists

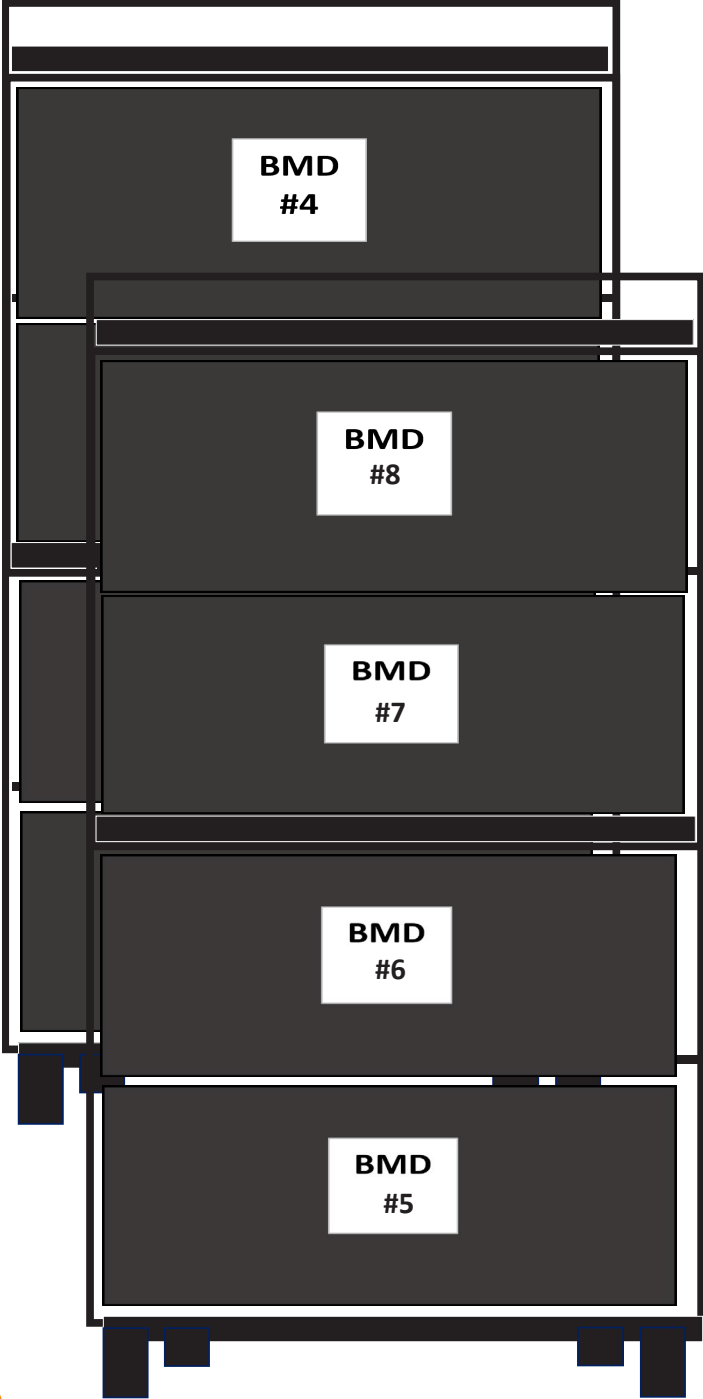
Supply Cart 1



ONLY for 11-day vote centers. 4-day vote centers will find face shields in the PPE Box

Only for 11-day vote centers. 4-day vote centers will find these supplies in the Brown Box

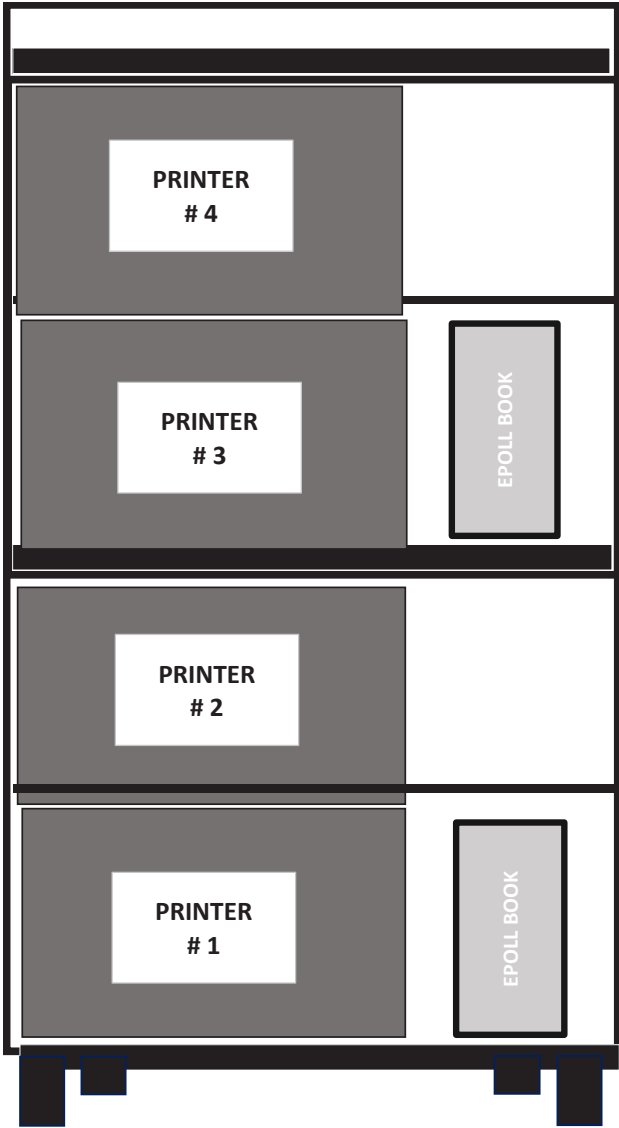
Supply Carts 2 & 3



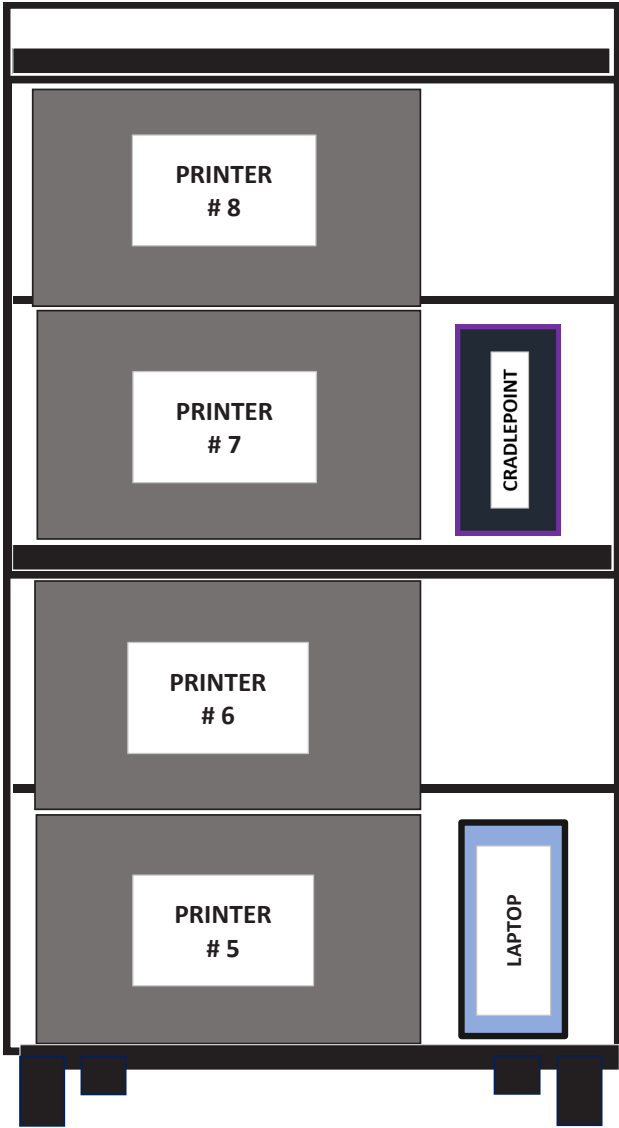
Supply Carts #2 and #3 both have four BMD Security Bags each

SUPPLY CART DIAGRAMS

Supply Cart 4



Supply Cart 5



Checklists

Vote Center Setup Checklist

VOTE CENTER SETUP CHECKLIST

VOTE CENTER: _____ DATE: _____

Checkmark each task once completed.

Checklists

SITE MANAGER	
Site Manager Arrival	
1. Turn on personal cell phone in case ROV needs to contact you.	
2. Access the Vote Center by meeting with site contact (or other designee).	
• If unable to access the Vote Center within 15 minutes of start time, call the Poll Worker Hotline (858-565-3360)	
3. With site contact: confirm the schedule for setup and voting days, clarify site access, poll worker parking, restroom location, building emergency procedures, and end of day lock-up procedures (if applicable).	
Welcome Poll Workers	
1. Welcome arriving poll workers and ensure they sign in on the Poll Worker Roster.	
2. Have poll workers review the Vote Center Setup Checklist (manual pg. 82-83).	
3. Assign each poll worker to a station to set up.	
Site Layout and Voter Flow	
1. Utilizing the Vote Center Sample Layout as a guide (manual pg. 10), identify location of each station and voter flow.	
2. Identify location and appropriate power outlets for BMDs/ADA Cart/EPBs/Cradlepoint/Laptop.	
• Refer to the Outlet Layout (manual pg. 47)	
SUPPLY INVENTORY – BEFORE VOTE CENTER SETUP	
Open Storage Container (for Storage Container sites only)	
1. Complete Storage Container Seal Log by following instructions on form	
2. Re-lock Storage Container when all supply carts have been taken inside the Vote Center	
Site Layout and Voter Flow	
1. Prior to unpacking supplies, review Supply Cart Diagrams with poll workers (manual pgs.80-81).	
2. Using the Site Manager Supply List found in the Site Manager Yellow Packet, inventory all supplies (manual pgs. 78-79).	
• If there are missing supply items, keep a list and call the Poll Worker Hotline after inventory is completed (858-565-3360)	
STATIONS	
Site Manager Table (set up concurrently with Check-In Table)	
Set up the following:	
• Cradlepoint: Power on Cradlepoint. Ensure FF (“fully full”) message is showing and that modem lights are on (manual pgs. 72-74)	
• EPB: Power on every EPB. Establish and verify connection with Cradlepoint	
• Laptop: Power on Laptop. Check email for ROV correspondence (SM VC Laptop Instructions)	
• MFA Token: Test login with token	
• Blue Envelope	
Mail Ballot Bag Station	
1. Utilizing the Vote Center Diagram as a guide, assemble and organize supplies onto black carts (if available) for the Mail Ballot Bag Station (manual pg. 11).	
2. Determine a plan for organizing a line of voters outside the Vote Center (if necessary).	
3. Measure and mark 25’/100’ distances from the entrance to the Vote Center and the Curbside Voting area (exit polling/electioneering).	
4. Set up any outdoor accessibility supplies (if provided, instructions are in TAB 4 of the Blue Envelope).	
5. Assemble outdoor signage and identify placement for voting days (reference against online mapping systems to optimize directional signs).	
• NOTE: Signage displayed only during voting hours	
6. Set up PPE.	
Greeter Station	
1. Determine the best flow for voters to enter and exit the Vote Center.	
2. Utilizing the Vote Center diagram as a guide, place supplies on the Greeter table (manual pg. 11).	
3. Post required posters ensuring each language is visible, and American Flag neatly and respectfully.	
4. Set up any indoor accessibility supplies (if provided, instructions are in TAB 4 of the Blue Envelope).	
5. Set out the Observer Sign-In/Out sheet.	
6. Set up PPE.	

Vote Center Setup Checklist

Gubernatorial (Statewide Direct) Primary Election
June 7, 2022

Page 1 of 2

Vote Center Setup Checklist

VOTE CENTER SETUP CHECKLIST

VOTE CENTER: _____ DATE: _____

(Continued)

Checkmark each task once completed.

Check-In Station (set up concurrently with Site Manager Table)	
1. Utilizing the Vote Center Diagram as a guide, place supplies, including the EPB, on all 5 Check-In tables (manual pg. 12).	
2. Confirm power cables are securely plugged in and cabling/cords are taped down to prevent trip hazards. • Use provided blue tape to secure cables/cords using the Outlet Layout (manual pg. 47)	
3. Ensure every EPB is charging and has established a connection with Cradlepoint.	
4. Set up PPE.	
5. Utilizing the Vote Center Diagram as a guide, place supplies on the Language Access table (manual pg. 11). • Includes Reference Ballot Binders, Voter Help Cards and Specific Needs Surveys	
Voting Station	
1. Utilizing the Vote Center Diagram as a guide, set up all 7 BMDs + 1 ADA Cart BMD (manual pgs. 48-58). • Layout may look different from diagram, depending on site	
2. Ensure all printer trays are loaded with official BMD paper.	
3. Assemble Curbside Voting Kit and place on shelf of ADA Cart (manual pg. 69).	
4. Site Manager completes Seal Verification Log (Blue Envelope – TAB 6). Once complete, place back inside Blue Envelope – TAB 6.	
5. Complete Part I of the Daily Ballot Statement • If any BMDs show that ballots have been printed, call the Poll Worker Hotline (858-565-3360)	
6. Assemble and position cardboard voting booths and ADA voting booth.	
7. Set up PPE.	
Checkout Station	
1. Utilizing the Vote Center diagram as a guide, place supplies on the Checkout table (manual pg. 13).	
2. Set up PPE.	
END OF DAY	
Confirm/Review with Poll Workers	
1. Review voting day morning arrival protocols.	
2. Email the ROV (virginia.exner@sdcounty.ca.gov) only if exceptions are noted on the Poll Worker Roster for the day. • The subject line of the email must say: "Poll Worker Roster VCA ###" • VCA ### = VCA + your Vote Center location number	
3. Power off Laptop.	
4. Secure MFA Token in laptop bag (front zipper).	
5. Power off every EPB.	
6. Power off Cradlepoint (manual pg. 73).	
7. Ensure Storage Container is locked (if applicable).	
8. Close and ensure Vote Center is locked according to facility instructions.	
9. Call Poll Worker Hotline (858-565-3360) before leaving the facility.	

Vote Center Setup Checklist

Gubernatorial (Statewide Direct) Primary Election
June 7, 2022

Daily Opening Checklist

DAILY OPENING CHECKLIST

VOTE CENTER:

Checkmark each task once completed.

Sat	Sun	Mon	Tues	Wed	Th	Fri	Sat	Sun	Mon	E-Day
5/28	5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7

SITE MANAGER/PRECINCT INSPECTOR

1. Turn on personal cell phone in case ROV needs to contact you.										
2. Ensure access to Vote Center no later than 7:30 am (6:30 am on Election Day). • If access is delayed by more than 15 minutes, call the Poll Worker Hotline (858-565-3360)										
3. Power on the Cradlepoint and ensure FF ("fully full") message is showing and that modem lights are on (manual pg. 72-74).										
4. Power on every EPB and ensure they are charging and have established a connection with Cradlepoint.										
5. Power on Laptop.										
6. Check email inbox for ROV correspondence (SM VC Laptop Instructions).										
7. Prepare Poll Worker Roster and ensure poll workers sign in. • If poll workers are late or missing, call the Poll Worker Hotline (858-565-3360)										
8. At 8:00am each day and 7:00am on Election Day, open the poll. If necessary, step outside and announce that the polls are now open.										
9. Follow First Voter protocols each day polls are open (manual pg. 18).										

MAIL BALLOT BAG STATION

1. Prepare and stock supplies for Mail Ballot Bag Station (manual pg. 11).										
2. Place yellow poll signs at nearby intersection(s) and entrance(s) to Vote Center for maximum visibility.										
3. Place feather sign at main entrance to Vote Center parking lot for maximum visibility.										
4. Place Curbside Voting sign near disabled person parking space(s) or as appropriate.										
5. Place Vote Here (A-Frame) sign at entrance to building.										
6. Check 25-foot Exit Poll marker/tape and replace if needed.										
7. Check 100-foot Electioneering marker/tape and replace if needed.										

GREETER STATION

1. Prepare and stock supplies on the Greeter table (manual pg. 11).										
2. Ensure all posters are posted in clear view for voters.										

CHECK-IN STATION

1. Prepare and stock supplies at the Check-In Station (manual pg. 12).										
2. Ensure every EPB is charging and has established a connection with Cradlepoint.										
3. At "Device Locked" screen, touch "Allow Login Again" and log in to all EPBs (EPB manual pg. 46).										
4. Confirm power cables are securely plugged in, and cabling/cords are taped down to prevent trip hazards.										
5. Open sealed Brown Box.										

Daily Opening Checklist

Gubernatorial (Statewide Direct) Primary Election
June 7, 2022

Page 1 of 1

Daily Opening Checklist

DAILY OPENING CHECKLIST

VOTE CENTER: _____

(Continued)

Checkmark each task once completed.

	Sat	Sun	Mon	Tues	Wed	Th	Fri	Sat	Sun	Mon	E-Day
	5/28	5/29	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7
VOTING STATION											
1. Check BMD padlocks and confirm they are secure and free from tampering, including BMD on ADA Cart.											
2. Confirm BMD power cables are securely plugged in, and cabling/cords are taped down to prevent trip hazards.											
3. Ensure all printer trays are loaded with official BMD paper.											
4. Using a Poll Worker Card, "Open the Poll" on all BMDs (manual pgs. 59). • "Open the Poll" is only done on the first day of voting. It will remain open until Election Night											
5. Complete Part I of the Daily Ballot Statement. • If BMD "Open" counts do not match the previous day's "Close" counts, immediately call the Poll Worker Hotline											
CHECKOUT STATION											
1. Prepare and stock supplies for the Checkout Station (manual pg. 13).											

Save this checklist in TAB 6 of the Blue Envelope to complete each day.

Daily Closing Checklist

DAILY CLOSING CHECKLIST

VOTE CENTER: _____

Checkmark each task once completed.

Checklists

	Sat 5/28	Sun 5/29	Mon 5/30	Tues 5/31	Wed 6/1	Th 6/2	Fri 6/3	Sat 6/4	Sun 6/5	Mon 6/6	E-Day 6/7
CLOSING THE POLLS											
1. At 5:00pm each day and 8:00pm on Election Day, close the poll. If necessary, step outside and announce that the polls are closed. On Election Day, have a poll worker mark the end of the line at 8:00pm.											
<p>As long as voters are in line at close of polls, voters are eligible to vote. Voters may not join the line or cast their mail ballot after 8:00pm on Election Day. No closing activities may begin until all voters have exited the Vote Center.</p>											
2. Site Manager will assign poll workers closing tasks as needed. Assigned poll workers will bring all necessary materials to the closing area. All other poll workers will begin the "Daily Close-Out Tasks" Section (pg. 2).											
3. Poll workers simultaneously begin working on the following sections as assigned: "Check-In Forms and EPB Counts", "Brown Box", and "Daily Close-Out Tasks".											
Remember that your poll workers must leave for DART within 30 minutes of closing the Vote Center.											
OFFICIAL BALLOT BOX											
1. Site Manager and one poll worker unseal the Ballot Box; sort and count all contents: BMD ballots, mailed ballots, Emergency ballots, Provisional envelopes, and CVR envelopes.											
2. Record the ballot counts on the Daily Ballot Statement (Part II) for each item next to correct date.											
3. Once the Ballot Box is empty, return the Ballot Box to the Checkout Station.											
WHITE BALLOT CARTON											
1. Place the voted BMD ballots, voted mailed ballots, and voted Emergency ballots in the White Ballot Carton.											
2. Write the ballot counts in the fields on the carton's front flap. <ul style="list-style-type: none"> Transfer the count totals from today's line on the Daily Ballot Statement, Part II. 											
3. Seal the Carton using a Closing Blue Security Seal.											
4. Checkmark "Voted Ballots" box; have all board members sign.											
5. Set the sealed White Ballot Carton aside to be released to DART.											
RED BAG – PART I											
1. Place the Provisional and CVR envelopes in the Red Bag. Do not seal until during the RED BAG – PART II Section.											
2. Transfer the count of Provisional and CVR envelopes from the Daily Ballot Statement to the Red Bag Card.											
CHECK-IN FORMS AND EPB COUNTS											
1. Collect all Check-In Forms and place inside a Check-In Form Security Envelope (Blue Envelope, Tab 3) and seal.											
2. Write the Vote Center location number and date on the Check-In Form Security Envelope.											
3. Place the Check-In Form Security Envelope in the Red Bag.											
4. Using the "Check-In Totals" screen on an EPB, record the day's grand totals of Regular and Provisional check-ins on the Daily Ballot Statement (Part II) .											
RED BAG – PART II											
1. If there are any Mail Ballot Signature Forms to return to the ROV, place the forms inside a Mail Ballot Signature Form Envelope (Blue Envelope – Tab 3), seal and place in the Red Bag.											
2. Zip the Red Bag closed and seal using a Red Tab Lock.											
3. Set the sealed Red Bag aside with the items to be released to DART.											

Daily Closing Checklist

Gubernatorial (Statewide Direct) Primary Election
June 7, 2022

Page 1 of 2

Daily Closing Checklist

DAILY CLOSING CHECKLIST

VOTE CENTER: _____

Checkmark each task once completed.

	Sat 5/28	Sun 5/29	Mon 5/30	Tues 5/31	Wed 6/1	Th 6/2	Fri 6/3	Sat 6/4	Sun 6/5	Mon 6/6	E-Day 6/7
BROWN BOX (SPOILED OR SURRENDERED BALLOTS)											
1. Separate the spoiled ballots from all other items in the Brown Box; sort and then count the number of spoiled BMD ballots only.											
2. Record the number of spoiled BMD ballots on the Daily Ballot Statement (Part II) next to correct date.											
3. Using a new clip each day: clip the spoiled BMD ballots together with all other spoiled items, used BMD tickets, and surrendered items; date the clipped set. Return to the Brown Box, close the Brown Box, and seal using a Closing Blue Security Seal.											
4. Checkmark the "Unused..." box; have all board members sign.											
5. Place the sealed Brown Box back at the Check-In Station.											
MAIL BALLOT BAG											
1. Close and lock all Mail Ballot Bags using Red Tab Locks.											
2. Set the Mail Ballot Bag aside with the items to be released to DART.											
DAILY BALLOT STATEMENT											
1. Record the number of Total Ballots Printed from each BMD in the matching columns on the Daily Ballot Statement (Part I) .											
2. On Election Night Only: Calculate the Grand Total for the BMD Ballot Count on the Daily Ballot Statement (Part I) .											
3. On Election Night Only: Calculate the Grand Totals on the Daily Ballot Statement (Part II) for all columns.											
4. On Election Night Only: Once the Daily Ballot Statement is complete, have all Board Members read the certification statement at the bottom of the form, sign, and date.											
5. Ensure the Daily Ballot Statement is complete for the day, then return to Blue Envelope – Tab 6.											
BALLOT RELEASE TO DART											
1. Count each of the items being released to DART: White Ballot Carton(s), Mail Ballot Bag(s), Red Bag(s), Blue Check-In Form Security Envelope.											
2. Have two poll workers complete the Official Chain of Custody form (Blue Envelope – Tab 6), verify that all items have been accounted for and are sealed, then sign and document the date and time.											
3. Have the same two poll workers take the completed Official Chain of Custody form and all the items listed and proceed to the assigned DART location within 30 minutes of closing the Vote Center .											
4. Site Manager: Call the Poll Worker Hotline to notify the ROV that your poll workers are on their way to DART.											
5. Poll Workers: Call the Site Manager when you have released the items to DART and are leaving the DART Location.											
DAILY CLOSE-OUT TASKS											
1. Retrieve all exterior signage for overnight storage.											
2. Replenish consumed supplies at all stations for next day.											
3. Verify that Red & Green Padlocks are intact on BMDs.											
4. Secure all locks, seals, cards, & passwords in the Official Ballot Pouch and secure the MFA Token in the Laptop Bag.											
5. Ensure every EPB is plugged in, logged out for the day, and then manually powered down.											
6. Power off the Vote Center Laptop and the Cradlepoint.											
7. Site Manager: Call the Poll Worker Hotline to notify the ROV that your board is leaving the Vote Center.											
8. Keep cellphones on until you get home in case the ROV calls.											
9. Email the ROV (virginia.exner@sdcounty.ca.gov) only if exceptions are noted on the Poll Worker Roster for the day. <ul style="list-style-type: none"> The subject line of the email must say: "Poll Worker Roster VCA ###" VCA ### = VCA + your Vote Center location number 											
10. On Election Night Only: follow page 64 in the Poll Worker Manual to "Close Poll" on all BMDs.											

Daily Closing Checklist

Gubernatorial (Statewide Direct) Primary Election
June 7, 2022

Page 2 of 2

Checklists

Vote Center Packout Checklist

VOTE CENTER PACKOUT CHECKLIST

VOTE CENTER: _____ WEDNESDAY, JUNE 8, 2022

Checkmark each task once completed.

Checklists

PACKOUT	
Preparation	
1. Turn on personal cell phone in case ROV needs to contact you.	
2. Power on the Cradlepoint (manual pg. 72-74).	
3. Power on the Laptop.	
4. Check email inbox for ROV correspondence (SM VC Laptop Instructions).	
5. Welcome arriving poll workers and ensure they sign in on the Poll Worker Roster.	
6. Review pack-out plan with Poll Workers.	
<ul style="list-style-type: none"> • Use the Supply List and cart diagrams (manual pgs. 78-81) • Site Manager is responsible for: Blue Envelope, EPBs, Laptop, MFA Token, and Cradlepoint • Note: Keep the Cradlepoint and Laptop on until just before departure (to check email) 	
Packing Process	
1. Pack all EPBs, power cords, and bricks into their cases.	
2. Power off and disassemble all BMDs and BMD Booths.	
3. Pack BMDs and printers into their respective bags and lock both security bags with Red Padlocks.	
<ul style="list-style-type: none"> • Leave paper in printers 	
4. Pack all cardboard booths.	
5. Pack all outdoor signage.	
6. Remove all posted items and all adhesive/tape/tacky from walls.	
7. Pack all supplies, envelopes, and other materials following the Supply List and cart diagrams (manual pgs. 78-81).	
8. Remove any floor tape indoors/outdoors.	
<ul style="list-style-type: none"> • Be cautious so as not to cause damage to the floor 	
9. Place all supply carts into the Storage Container, if applicable. For non-storage container locations, leave supply carts organized inside facility for Warehouse pickup.	
10. Once all supplies/supply carts have been packed, survey the facility, and check for any remaining unpacked items and outdoor signage.	
DEPARTURE	
1. Thank poll workers for their hard work this election.	
2. Email the ROV (virginia.exner@sdcounty.ca.gov) only if exceptions are noted on the Poll Worker Roster for the day.	
<ul style="list-style-type: none"> • The subject line of the email must say: "Poll Worker Roster VCA ###" • VCA ### = VCA + your Vote Center location number 	
3. Power off and pack the Cradlepoint (manual pg. 73).	
4. Power off and pack laptop and MFA Token into laptop bag.	
5. Place all checklists in the Blue Envelope, TAB 6.	
6. Ensure Storage Container is locked, if applicable.	
7. Inform the site contact that the Vote Center has been packed out and the team is leaving the facility.	
<ul style="list-style-type: none"> • Thank the site contact for hosting the Vote Center • Remind the site contact that Warehouse team will need access for supply pickup, if applicable 	
8. Call the Poll Worker Hotline to let them know that the Vote Center Packout is complete.	
THANK YOU FOR YOUR WORK ON THIS ELECTION!	

Mail Ballot Envelope

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

POSTAGE WILL BE PAID BY ADDRESSEE

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

OFFICIAL ELECTION MAIL
REGISTERED MAIL

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

PO BOX 85902
SAN DIEGO CA 92186

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

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

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

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

X Name of person returning ballot Relationship to voter

X Signature of person authorized to return ballot

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

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

X

Date of signing

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

SDIE0222R006 - 1QBRM YEL E

Replacement Mail Ballot Envelope

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

POSTAGE WILL BE PAID BY ADDRESSEE

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

OFFICIAL ELECTION MAIL
REGISTERED MAIL

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

PO BOX 85902
SAN DIEGO CA 92186

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

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

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

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

X Name of person returning ballot Relationship to voter

X Signature of person authorized to return ballot

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

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

X

Date of signing

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

SDIE0222R011 - MBDO YEL E

VOTER PRINT CLEARLY

First Name _____ Last Name _____

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

City _____ State _____ Zip Code _____

Date of Birth _____

Remote Accessible Vote-by-Mail (RAVBM) Envelope

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

POSTAGE WILL BE PAID BY ADDRESSEE

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

OFFICIAL ELECTION MAIL
REGISTERED MAIL

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

PO BOX 85902
SAN DIEGO CA 92186

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

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

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

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

X Name of person returning ballot Relationship to voter

X Signature of person authorized to return ballot

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

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

X

Date of signing

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

SDIE0322R006 - 1QBRM E

74748852 RAVBM 1199
2 999001

Minnie Mouse
1234 Magic Street

4/5/2022

Conditional Voter Registration (CVR) Envelope

POLL WORKER USE ONLY
Sequence Number

Registrar of Voters
COUNTY OF SAN DIEGO

Conditional Voter Registration Envelope

Poll Worker completes Section 1

1

☐ Conditional Voter Registration

• New Voter / Not Registered

• Party Change

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

Voter completes Section 2

2

• Complete this section in its entirety if voting for the first time in the County of San Diego

• Your ballot may NOT count if you do not fill out the information below

• After voting insert your voted ballot in this envelope, seal it, and return it to staff

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

First Name Middle Initial Last Name

Current Residence Address (No Business Address or P.O. Box) City State Zip Code

Previous Residence Address City State Zip Code

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

California Driver License or California Identification Card #: Social Security # (last 4 digits): Birth Date: (Month/Day/Year) Birth Place: (Name of U.S. State or country of birth) (Only if CA Driver License or CA ID Card is NOT provided above)

I want to choose a political party preference

☐ American Independent ☐ Democratic Party ☐ Green Party ☐ Libertarian Party ☐ Peace and Freedom Party ☐ Republican

☐ I do not want to choose a political party preference

☐ No Party / None

READ AND SIGN THE VOTER'S DECLARATION BELOW:

I am a U.S. citizen and a resident of California, and am at least 18 years of age. I am not currently imprisoned in any state for the conviction of a felony, I am not currently barred from voting by a court, I understand that it is a crime to knowingly provide false 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 _____

Attendant Number: _____

CVR-P-12/12/2019 E

ROV OFFICE USE ONLY

Old Cons Precinct

New Cons Precinct

Ballot Type

Registered Political Party

Voter ID

Count: ☐ Yes ☐ No

Reason

Initials

ROV OFFICE USE ONLY

Provisional Envelope

POLL WORKER USE ONLY
Sequence Number
Location ID Number

Registrar of Voters
COUNTY OF SAN DIEGO

Provisional Envelope

Poll Worker completes Section 1

1

☐ A. HAVA ID required and no ID provided

☐ B. Mail ballot has been returned

☐ C. Ballot already issued by EPB

☐ D. Unconfirmed Address

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

Voter completes Section 2

2

• Your ballot may NOT count if you do not complete this section in its entirety, numbers 1 through 6

• After voting, insert your voted ballot in this envelope, seal it, and return it to staff

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

First Name Middle Initial Last Name

Current Residence Address (No Business Address or P.O. Box) City State Zip Code

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

Previous Residence Address City State Zip Code

California Driver License or California Identification Card #: Social Security # (last 4 digits): Birth Date: (Month/Day/Year) Birth Place: (Name of U.S. State or country of birth) (Only if CA Driver License or CA ID Card is NOT provided above)

I want to choose a political party preference

☐ American Independent ☐ Democratic Party ☐ Green Party ☐ Libertarian Party ☐ Peace and Freedom Party ☐ Republican

☐ I do not want to choose a political party preference

☐ No Party / None

READ AND SIGN THE VOTER'S DECLARATION BELOW:

I am a U.S. citizen and a resident of California and 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 barred from voting by a court, I understand that it is a crime to knowingly provide false 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 _____

Attendant Number: _____

PROV-SP-02/25/2021 E

ROV OFFICE USE ONLY

Old Cons Precinct

New Cons Precinct

Ballot Type

Registered Political Party

Voter ID

Count: ☐ Yes ☐ No

Reason

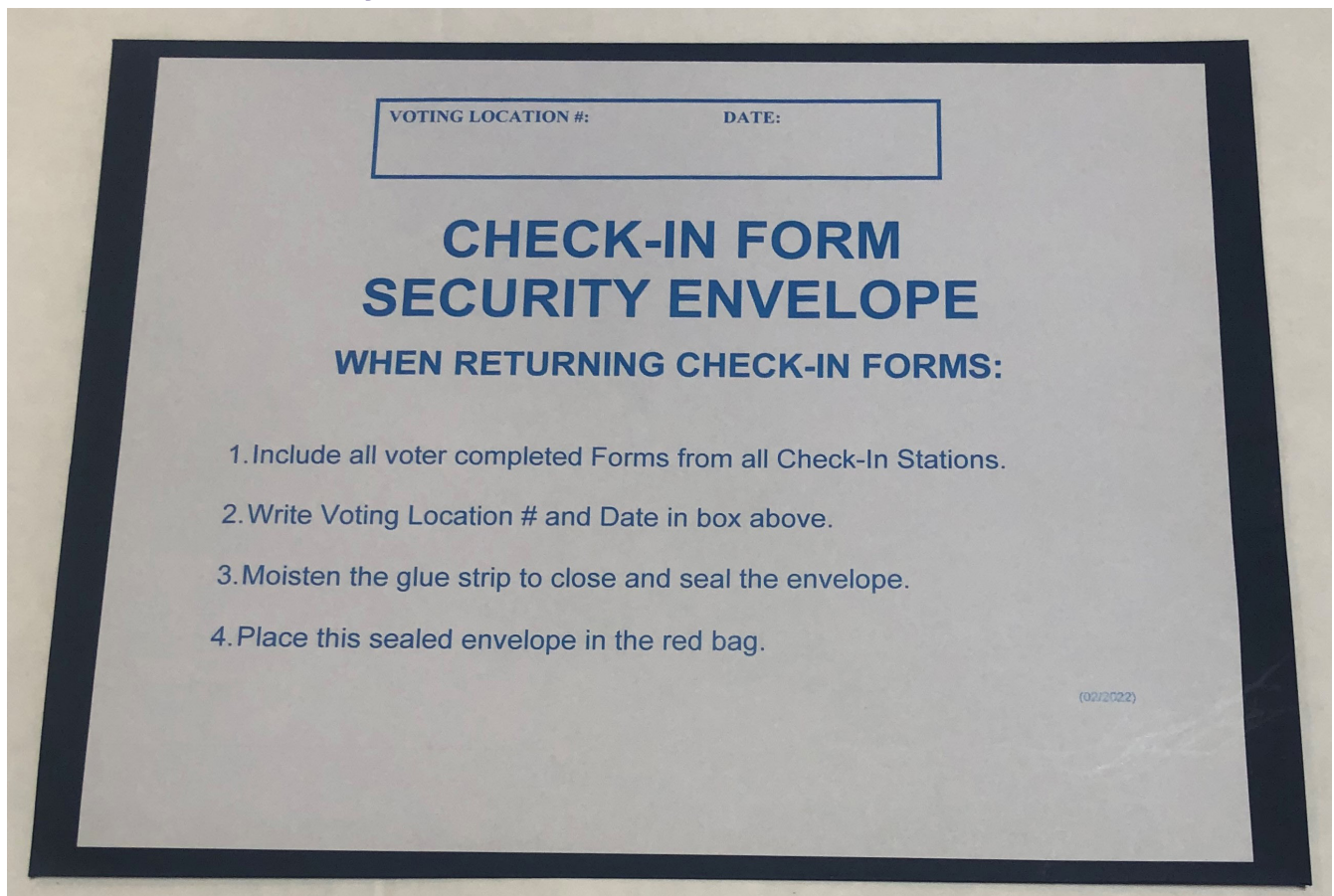
Initials

ROV OFFICE USE ONLY

Reference - ENVELOPES

90

Check-In Form Security Envelope



A white security envelope with a black border. At the top, there is a rectangular box divided into two sections: "VOTING LOCATION #:" on the left and "DATE:" on the right. Below this box, the text "CHECK-IN FORM SECURITY ENVELOPE" is printed in large, bold, blue capital letters. Underneath, "WHEN RETURNING CHECK-IN FORMS:" is printed in smaller, bold, blue capital letters. A list of four instructions follows, numbered 1 through 4. In the bottom right corner, the date "(02/2/22)" is printed in small text.

VOTING LOCATION #: DATE:

**CHECK-IN FORM
SECURITY ENVELOPE**

WHEN RETURNING CHECK-IN FORMS:

1. Include all voter completed Forms from all Check-In Stations.
2. Write Voting Location # and Date in box above.
3. Moisten the glue strip to close and seal the envelope.
4. Place this sealed envelope in the red bag.

(02/2/22)

Mail Ballot Signature Form Envelope



A tan-colored envelope. In the top left corner, there is a logo for the "COUNTY OF SAN DIEGO REGISTRAR OF VOTERS" with the address "P.O. BOX 85656 SAN DIEGO, CA 92186-5656". The main text "MAIL BALLOT SIGNATURE FORM" is printed in large, bold, red capital letters in the center of the envelope.

COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS
P.O. BOX 85656
SAN DIEGO, CA 92186-5656

**MAIL BALLOT
SIGNATURE
FORM**

Check-In Form



POLL WORKER USE ONLY

- ☐ N/C ☐ SB 207
☐ CVR ☐ PROV
☐ CURBSIDE VOTER

VOTER ID _____

POLL WORKER USE ONLY SEQUENCE VERIFICATION

SEQUENCE # _____ VERIFIED ☐

CHECK-IN FORM

PART 1

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

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

ADDRESS: _____
 Physical residence address in **San Diego County** (P.O. Box, Rural Route, etc. not acceptable. If applicable, designate N, S, E, W, if used.)

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

THIS CHECK-IN FORM REQUIRES YOUR OFFICIAL SIGNATURE.

It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code §§ 18560, 14108).

X

SIGNATURE

DATE

PART 2

(To be completed at CHECK-IN STATION ONLY)

CHANGE OF ADDRESS

PART 2 may only be completed by a voter who is currently registered to vote in San Diego County who is requesting a change of address within San Diego County. This may only be completed during the time period of the 14th day before an election up until the close of the polls on Election Day. This form must be provided in person to a county elections official. (Elections Code §§ 2119.5, 2152)

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

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

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

POLL WORKER NOTES:

ENG/SPAN

Official Seal Verification Log

SEAL VERIFICATION LOG				BMD DAILY LOG	
GUBERNATORIAL PRIMARY ELECTION, JUNE 7, 2022					
Location «Location»					
Complete the Seal Verification Log prior to opening the polls.					
1. Before unpacking the BMD and BMD PRINTER security bags, verify the numbers on the red mini padlocks match the numbers listed below:					
BMD Bag Red Mini Padlock #	Does # Match?	Printer Bag Red Mini Padlock #	Does # match?		
	Yes No		Yes No		
	Yes No		Yes No		
	Yes No		Yes No		
	Yes No		Yes No		
	Yes No		Yes No		
	Yes No		Yes No		
	Yes No		Yes No		
	Yes No		Yes No		
	Yes No		Yes No		
2. Set up all BMDs and verify the numbers on the green and red mini padlocks on the BMDs match the numbers listed below:					
BMD Serial #	Does # match?	Red padlock #	Does # match?	Green Padlock #	Does # match?
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		Yes No		Yes No
	Yes No		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.					
Poll Worker Signature		Date			
Poll Worker Signature		Date			
Place completed and signed Seal Verification Log in the blue envelope TAB 6.					

BMD DAILY LOG					
1. Look at the back of each BMD to ensure all Mini-Padlocks are tamper free.					
• Alert Site Manager immediately if any Mini-Padlocks show evidence of tampering or are missing.					
Date	Initial Mini-Padlocks Tamper Free? (Y/N)	Comments			
5/27/2022 (Friday)					
5/28/2022 (Saturday)					
5/29/2022 (Sunday)					
5/30/2022 (Monday)					
5/31/2022 (Tuesday)					
6/1/2022 (Wednesday)					
6/2/2022 (Thursday)					
6/3/2022 (Friday)					
6/4/2022 (Saturday)					
6/5/2022 (Sunday)					
6/6/2022 (Monday)					
6/7/2022 (Tuesday)					
2. Note any BMD Mini-Padlock replacement(s) and the reason in the section below.					
BMD Serial #	NEW Mini Red Padlock	NEW/Mini Green Padlock	Date Replaced	Reason for Replacement	
3. Note any BMD replacement(s) and the reason in the section below.					
REPLACED BMD Serial #	NEW Mini Red Padlock	NEW/Mini Green Padlock	Date Replaced	Reason for Replacement	
Poll Worker Signature		Date			
Poll Worker Signature		Date			

Daily Ballot Statement

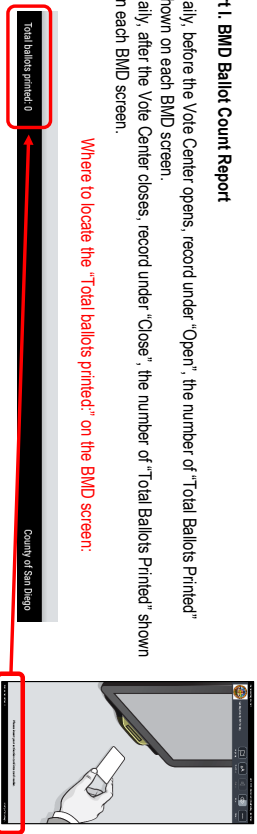
DAILY BALLOT STATEMENT

Location #: _____

Part I. BMD Ballot Count Report

1. Daily, before the Vote Center opens, record under "Open", the number of "Total Ballots Printed" shown on each BMD screen.
2. Daily, after the Vote Center closes, record under "Close", the number of "Total Ballots Printed" shown on each BMD screen.

Where to locate the "Total ballots printed" on the BMD screen:



	BMD #1		BMD #2		BMD #3		BMD #4		BMD #5		BMD #6		BMD #7		BMD #8	
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Setup, Friday, 5/27/2022	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Saturday, 5/28/2022																
Sunday, 5/29/2022																
Monday, 5/30/2022																
Tuesday, 5/31/2022																
Wednesday, 6/1/2022																
Thursday, 6/2/2022																
Friday, 6/3/2022																
Saturday, 6/4/2022																
Sunday, 6/5/2022																
Monday, 6/6/2022																
Election Day 6/7/2022																

Total BMD Ballots Printed
(Add the final "Close" numbers in the red boxes above and write total here.)

DO NOT
TRANSFER
ANY NUMBERS
TO PART II

Part II. Manual Ballot Counts and Check-In Record

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

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

	Ballots Cast			Envelopes Cast		EPB Check-Ins		Spoiled Ballots (BMD)
	BMD (from Ballot Box)	Mailed Ballot	Emergency	Provisional	CVR	Regular	Provisional	
Saturday, 5/28/2022								
Sunday, 5/29/2022								
Monday, 5/30/2022								
Tuesday, 5/31/2022								
Wednesday, 6/1/2022								
Thursday, 6/2/2022								
Friday, 6/3/2022								
Saturday, 6/4/2022								
Sunday, 6/5/2022								
Monday, 6/6/2022								
Election Day 6/7/2022								
Grand Total								

Part III. Ballot Statement Certification

ALL BOARD MEMBERS: READ AND SIGN

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

SITE MANAGER:

PRECINCT INSPECTOR:

TECHNICAL INSPECTOR:

TECHNICAL INSPECTOR:

TECHNICAL INSPECTOR:

TECHNICAL INSPECTOR:

TECHNICAL INSPECTOR:

TECHNICAL INSPECTOR:

TECHNICAL INSPECTOR:

TECHNICAL INSPECTOR:

TECHNICAL INSPECTOR:

TECHNICAL INSPECTOR:

Place the completed form in Tab 6 of the Blue Envelope each night including Election Day.

2

Official Chain of Custody

COUNTY OF SAN DIEGO REGISTRAR OF VOTERS

OFFICIAL CHAIN OF CUSTODY

June 7, 2022 Gubernatorial Primary Election

Vote Center #: L001

Date: _____

Section I: Poll Workers – Voted Ballots Released From Vote Center to DART

_____ # OF WHITE VOTED BALLOT CARTONS DART rec'd: #/INITIAL _____ ROV rec'd: #/INITIAL _____

_____ # OF YELLOW MAIL BALLOT BAGS DART rec'd: #/INITIAL _____ ROV rec'd: #/INITIAL _____

_____ # OF RED BAGS DART rec'd: #/INITIAL _____ ROV rec'd: #/INITIAL _____

_____ # OF BLUE CHECK-IN FORM SECURITY ENVELOPES IN RED BAG

Confirm the number of items being released to DART. Sign and date below, and confirm that all items are locked or sealed before leaving the vote center.

Print: _____ Poll Worker 1 Sign: _____

Print: _____ Poll Worker 2 Sign: _____

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

NOTES:

Section II: DART - Receipt of Ballots from Vote Center

Confirm the number of items being **received from Vote Center** by writing the number and placing initials on the lines above. Confirm that all items are locked or sealed.

NOTES:

Section III: ROV Warehouse - Receipt of Ballots from DART

Confirm the number of items being **received from DART** by writing the number and placing initials on the lines above. Confirm that all items are locked or sealed.

NOTES: Ballots Cast transferred from White Voted Ballot Carton:

White copy: Poll Worker

Yellow copy: ROV (Warehouse)

Pink copy: ROV (Election Systems)

04/19/2022



Emergency Ballot

STATEWIDE DIRECT PRIMARY ELECTION, June 7, 2022

COUNTY OF SAN DIEGO



POLL WORKER USE ONLY


SEQ:

Page 1 of 2

Instruction to voters:

- Vote by legibly writing the full name of the candidate you choose in the empty box below.
- To vote for offices that elect by district, please add the district number or letter.
- Use only black or blue ink pen to write your choice (selection) on your ballot.
- Use your Sample Ballot or eSample Ballot found in your Voter Information Pamphlet (VIP). Look up your VIP with the QR Code provided (right) to find your candidate choices.

www.sdvote.com



CONTEST	SELECTION
GOVERNOR	
LIEUTENANT GOVERNOR	
SECRETARY OF STATE	
CONTROLLER	
TREASURER	
ATTORNEY GENERAL	
INSURANCE COMMISSIONER	
STATE BOARD EQUALIZATION - 4TH DISTRICT	
UNITED STATES SENATOR	
UNITED STATES SENATOR – PARTIAL TERM	
U.S. REPRESENTATIVE – CONG. DIST. # _____	
STATE SENATE - DISTRICT # _____	

Continue on next page

Emergency Ballot (Blank)

OFFICIAL BALLOT

SAN DIEGO COUNTY, CALIFORNIA

Assembly District 80 Special Primary Election

April 5, 2022

8001-999001-VBM-AV

8001



MEMBER OF THE STATE

ASSEMBLY 80TH DISTRICT

Vote for (WRITE-IN) SAMPLE

RAVBM Ballot (Example)

HAVA IDs List

Acceptable Identification to Meet HAVA ID Requirement

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

Acceptable forms of current and valid photo identification include:

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

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

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

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

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

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

Disability Sensitivity at the Polls (from the California Secretary of State website)

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

Meeting a Person With a Disability

- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.
- **Speak directly to a person with a disability,** not just to others accompanying a person.
- **Offer assistance, but do not insist on providing it.** It is best to ask all voters if they need assistance or would like to use an accessible voting system, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who is disabled.
- **Don't ask about or mention a person's disability** unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.
- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

Interacting With a Person Who Uses a Mobility Device (e.g., wheelchair, scooter, cane, etc.)

- **Provide personal space.** Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of his or her personal space.
- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.
- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building. Meeting Someone With a Disability That Affects Speech
- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.

Disability Sensitivity at the Polls

Meeting Someone Who Has a Visual Impairment

- **Greetings.** Identify yourself and introduce anyone else who may be with you. Also, don't leave the person without saying you are leaving.
- **Guiding.** If asked to be a sighted guide, place your arm against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.
- **Guide and service animals.** Do not pet or distract a guide or service animal. The animal is responsible for the owner's safety and is working. People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use guide or service animals as well.

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

- **Let the person take the lead** in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).
- **Talk directly to the person** even if a sign language interpreter is present. If the person lip reads, face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.

Use Appropriate Language

- Instead of disabled person, handicapped, or crippled, say **person with a disability**
- Instead of an able-bodied person, say **person without a disability**
- Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**
- Instead of the blind, say **person who is blind or visually impaired**
- Instead of hearing-impaired, 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**

GLOSSARY

ADA: Americans with Disabilities Act.

ADA Cart: Holds a BMD, printer and battery (UPS) to be rolled outside for curbside voting.

Audio Tactile Interface (ATI): Used at the BMD for an accessible voting session.

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

Ballot Box: White cardboard box that holds election supplies. Also used as the Ballot Box on election days.

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

Ballot Marking Device (BMD): The electronic device that allows voters to mark their selections on a tablet and print out their ballot. The BMD is suitable for all voters.

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

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

BMD Ticket: Ticket with the voter's Sequence #. Created at the Check-in station so that the correct ballot can be activated on BMD.

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

Brown Box: Brown box which will be used to collect spoiled ballots and surrendered mail ballots/envelopes.

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

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

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

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

Cradlepoint: Provides WI-FI connectivity to the ePollbook (EPB) and Vote Center laptop.

Daily Ballot Statement: Form used to record the total number of Ballots Cast and other important election information. Found in Tab 6 of the Blue Envelope.

DART: Dispatch And Return Team.

DART Ballot Return Center: Site where voted election materials are dropped off after the vote centers close each night.

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

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

Emergency Ballot: Blank, election-specific ballot used if all other voting devices are non-functioning.

ePollbook (EPB): Electronic roster of registered voters. Each voter must sign and be checked-in to the ePollbook to receive a ballot.

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

HAVA: Help America Vote Act. Addresses improvements to voting systems and voter access.

Inactive Voter: Voters are considered "inactive" when a county elections official receives information (for example, from the post office) indicating the voter has moved out of state or mail is returned undeliverable without a forwarding address.

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

Mailed 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.

N/C ("No Change"): If a voter requests no changes or updates to their registration, they are considered a "No Changes" voter. See Check-In Form for categories of voters.

Observer: Groups or individuals expressing an interest

GLOSSARY (CONTINUED)

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 the operation of a Vote Center.

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

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

Precinct Inspector (PI): see definition on page 17.

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

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

RAVBM: Remote Accessible Vote-by-Mail; commonly used by voters with a disability or voters deployed overseas serving in the military. Allows voters to download a ballot on a personal computer and mark it privately and independently using their own assistive technology. Available to all registered voters.

Red Bag: Used to secure ballots in provisional and CVR envelopes, and the Check-In Form Security Envelope with completed Check-In Forms.

Reference Ballots: A set of binders which include copies of the ballot in mandated languages. The 5 federally mandated languages (English, Chinese, Filipino, Spanish, and Vietnamese) are yellow facsimile ballots are available upon request in all vote centers. The state mandated languages (Arabic, Japanese, Korean, and Laotian) are green facsimiles and are provided only at vote centers where additional language resources are indicated.

Replacement Ballot: BMD ballot provided to the voter at a Vote Center.

Replacement Mail Ballot Envelope: Yellow envelope provided at Vote Center to a voter who does not have their official Mail Ballot envelope.

ROV: Registrar of Voters.

Senate Bill 207 (SB 207): Legislation which allows voters to change their residence address without submitting a new Voter Registration.

Seal Verification Log: Form which contains Padlock numbers (assigned to specific BMD Security Bags and BMD tablets) and BMD serial numbers. Used to verify that no tampering has taken place. Must be completed at Vote Center Setup.

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

Site Manager (SM): see definition on page 17.

Spoiled Ballot: Any ballot that has been damaged or on which a voter made a mistake. It must be slightly torn through, marked "spoiled," and placed in the brown box before voter is issued a new ballot.

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

Unconfirmed Address (UA): Registered voter is changing their residential address but the ePollbook cannot find their new address. (Non-listed streets or newly developed area)

Uninterruptible Power Supply (UPS): Equipment to provide battery backup of network equipment should the commercial power fail.

Vote-by-Mail Issued (VBM Issued) Voters: Voters who receive a mail ballot, whether by request or by legislation, are categorized as "VBM Issued" Voters.

Voter's Choice Act (VCA): Election model allows voters to choose how, when, and where to cast their ballot by: Mailing every voter a ballot, expanding in-person early voting and allowing voters to cast a ballot at any Vote Center (VC) within their county.

Vote Center (VC): Neighboring precincts grouped together into one large poll to provide in-person Vote Centers throughout the county. Previously referred to as: voting location, super poll, or polling place.

Voter Help Card: Handout for voters which includes phone numbers for voters to call for additional support and information, including language assistance or to verify the status of their CVR or Provisional envelope.

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

RECRUITMENT REMINDERS

Break/Meal Times

All poll workers 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 **MUST** take their breaks/meal times as directed by the Site Manager, who will coordinate break/meal time schedules, based on the needs of the Vote Center.

During the voting days leading up to Election Day, poll workers will receive a 1-hour meal period and two 15-minute breaks.*

Meal Period	PWs Out
11:00 am - 12:00 pm	2
11:30 am - 12:30 pm	1
12:00 pm - 1:00 pm	2
12:30 pm - 1:30 pm	1
1:00 pm - 2:00 pm	2

*These are suggested break schedules. The Site Manager will use their best judgment to schedule each board member to receive these lunch breaks as allowed by time and voter turnout.

On Election Day, election workers will receive two 45-minute meal periods and three 15-minute breaks.*

First Meal Period	PWs Out
9:30 am - 10:15 am	2
10:15 am - 11:00 am	2
11:00 am - 11:45 am	1
11:45 am - 12:30 pm	1
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	1
3:00 pm - 3:45 pm	1
3:45 pm - 4:30 pm	2
4:30 pm - 5:15 pm	2

Running Late? Sick or Absent?

As soon as you know you are going to be late, sick, or absent, you must notify your Site Manager AND your recruiter.

Issues with Staff? Other Concerns?

All concerns regarding personnel, including your supervisor, should be addressed with the help of your recruiter.

Payroll Information

The County of San Diego issues payroll checks one week after the end of a two-week pay period. Pay periods are set in advance by the County. Below you will find the pay periods and paydays applicable for this election.

Pay Period	Payday
May 6th - May 19th	May 27, 2022
May 20th - June 2nd	June 10, 2022
June 3rd - June 16th	June 24, 2022

Hours worked during these days... { ...are paid on this date.

RECRUITMENT CONTACTS

Main Line: (858) 565-5800

Fax (858) 505-7299

Region 1A North County

**Don Conley (858)505-4219
419530-459560**

**Kim Lange (858)505-4234
422910-435330**

**Mayar Bahnam (858)505-4218
403440-406610**

**Zeinab Alhamawendi (858)505-4217
408030-436560**

Region 1-B East County

**Valentina Mosley (858)505-7221
461320-499800
500070-546800**

**Roselyn Alvarez (858)505-4235
360150-375800
506000-574100**

**Pamela Netinho (858)505-4230
447740-479160
552080-573100**

**Julie Eiter (858)505-4231
481800-487300
543300-564300**

Diana Solorio (858) 505-4229

Region 2-A South Bay

**Mary Rowin (858)505-7229
306200-395140
438800-518190**

**Melanie Lucero (858)505-4227
245200-293400
351500-395030**

**Griselda Reyes (858)505-4226
235520-291200
301300-371200**

**Julius Manabat (858)505-4228
525240-533200**

Region 2-B Central San Diego

Lead: Cynthia Hernandez (858)505-7220

**Sharon Sumlin (858)505-4222
105140-135400**

**Susan Berard (858)505-4223
120040-222150**

**Dylann Jelden (858)505-4221
120200-213700**

Call Center

**Patty Boulder (858) 505-4225
John Volland (858) 505-4224**

RECRUITMENT PROGRAMS

County Employee Coordinator: Jean Vukotich (858) 505-4233

Poll Worker Mission

Take care of every voter correctly at the polls.

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

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

Poll Worker Oath

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

Department Mission

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

Department Vision

Earn and maintain public confidence in the electoral process.

County Mission

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

County Vision

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

