

# VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_ DATE: \_\_\_\_\_

| <b>SITE MANAGER DUTIES</b>   | Checkmark each task once completed. |
|--|-------------------------------------|
| <b>•Site Manager Arrival</b>   |                                     |
| 1. Turn on cellphone and keep charged. Keep cellphone on person with ringer on to receive calls from ROV.  |                                     |
| 2. Access Vote Center with assistance from site contact or their designee.<br><ul style="list-style-type: none"> <li>• If unable to access the Vote Center within 15 minutes of start time, call the Poll Worker Hotline</li> </ul>  |                                     |
| 3. Discuss with site contact: 1) the poll worker access and departure schedule for setup and all voting days, 2) site access procedures and rules, 3) poll worker parking, 4) restroom location, 5) building emergency procedures, 6) end of day lock-up procedures, and 7) any scheduled events that may impact Vote Center access or parking.<br><ul style="list-style-type: none"> <li>• Call Poll Worker Hotline to report issues or concerns</li> </ul>   |                                     |
| 4. Remind the site contact that Vote Center hours are extended on election day; confirm site has a plan to accommodate.  |                                     |
| <b>•Poll Worker Arrival</b>  |                                     |
| 1. Welcome arriving poll workers and ensure they sign the Poll Worker Roster.<br><ul style="list-style-type: none"> <li>• If poll workers do not show, call the Poll Worker Hotline</li> </ul>   |                                     |
| 2. Review Vote Center Setup Checklist with all poll workers and discuss setup plan (manual pg. 82-83).   |                                     |
| 3. Assign each poll worker specific tasks and to a station for setting up.   |                                     |
| <b>•Site Layout and Voter Flow</b>   |                                     |
| 1. Walk Vote Center and note location of power outlets and entrance/exits.   |                                     |
| 2. Utilizing the Vote Center Sample Layout as a guide (manual pg. 10), identify voter flow and the location of each station.   |                                     |
| 3. Calculate number of power outlets required for BMDs, EPBs, ADA Cart, Cradlepoint, and Laptop. (Outlet Layout Diagram, manual pg. 47). Identify location of outlets sufficient to power Vote Center Stations and verify outlets are operational.   |                                     |
| 4. Identify placement for voter waiting lines at the Stations and outside the Vote Center.   |                                     |
| <b>VOTE CENTER SUPPLIES AND INVENTORY</b>  |                                     |
| <b>• Storage Container Instructions – 4-Day Vote Centers Only (11-Day Vote Centers Skip Steps 1-5)</b>   |                                     |
| 1. Follow instructions and complete Storage Container Seal Log (supplied at Mini-SUPU). Place log in Blue Envelope-Tab 6.  |                                     |
| 2. Open Storage Container--use caution and watch for shifting carts and loose supplies.  |                                     |
| 3. Transfer contents of Supply Carts to an empty cart outside of Storage Container; transfer the Supply Cart Diagram to the new cart; carefully wheel cart inside Vote Center; repeat process until container is empty.  |                                     |
| 4. Close and lock empty Storage Container.   |                                     |
| <b>• Inventory Supplies Before Setup – All Vote Centers</b>  |                                     |
| 1. Inventory each supply cart prior to unpacking by using the Supply Cart Diagrams (manual pgs. 80-81).  |                                     |
| 2. Unpack carts and inventory all supplies using the Vote Center Supply List (manual, pages 78-79). SM to delegate tasks.<br><ul style="list-style-type: none"> <li>• If there are missing supplies, prepare a list of items (including quantities) and make one call to the Poll Worker Hotline</li> </ul>  |                                     |
| <b>VOTE CENTER STATIONS AND TABLES</b>   |                                     |
| <b>•Site Manager Table</b>   |                                     |
| 1. Using the Site Manager Table Diagram as a guide (manual pg. 13), set up the following:<br><ul style="list-style-type: none"> <li>• Cradlepoint: Power on Cradlepoint and monitor to verify battery level is maintaining a sufficient charge and that modem lights are on (manual pgs. 72-74).</li> <li>• Vote Center Laptop: Check Vote Center email for correspondence from ROV (use MFA token, see Laptop Instructions).</li> <li>• Blue Envelope: Inventory Contents using Vote Center Supply List (manual pg. 78).</li> </ul> |                                     |
| <b>•Mail Ballot Bag Station</b>  |                                     |
| 1. Assemble and organize supplies at the Mail Ballot Bag Station using Station Diagram as a guide (manual pg. 11).   |                                     |
| 2. Measure and mark 25'/100' distances from Vote Center entrance and Curbside Voting area (exit polling/electioneering).   |                                     |
| 3. Set up any outdoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4).  |                                     |
| 4. Assemble outdoor signage and identify placement to maximize visibility and point traffic towards Vote Center.<br><ul style="list-style-type: none"> <li>• Note: Signage displayed only during voting hours and taken inside at the end of each day.</li> </ul>  |                                     |
| 5. Identify proper location for placement of curbside voting sign.   |                                     |

# VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_ DATE: \_\_\_\_\_

| <b>•Greeter Station</b>   | <i>Checkmark each task once completed.</i> |
|---|--|
| 1. Assemble and organize supplies at the Greeter Station using Station Diagram as a guide (manual pg. 11).  | <input type="checkbox"/>                   |
| 2. Hang required posters and notices so that each language is visible. Display American flag with respect and care.   | <input type="checkbox"/>                   |
| 3. Set up any indoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4).  | <input type="checkbox"/>                   |
| <b>•Check-In Station</b>  |  |
| 1. Assemble and organize supplies at the Check-In Station using Station Diagram as a guide (manual pg. 12).   | <input type="checkbox"/>                   |
| 2. Confirm power cords are fully plugged in and cords are securely taped down to prevent trip hazards.  | <input type="checkbox"/>                   |
| <ul style="list-style-type: none"> <li>• Use provided blue tape to secure cords (Do not use other types of tape).</li> </ul>  | <input type="checkbox"/>                   |
| 3. Ensure every EPB is charging and has established a green-fan connection.   | <input type="checkbox"/>                   |
| 4. Inspect all secrecy sleeves to ensure each one is empty.   | <input type="checkbox"/>                   |
| <b>•Voter Access Table</b>  |  |
| 1. Assemble and organize supplies at the Voter Access Table using Station Diagram as a guide (manual pg. 11).   | <input type="checkbox"/>                   |
| <b>•Voting Station</b>  |  |
| 1. Site Manager: Check all Red Padlocks on the BMD and Printer Security Bags; verify that locks are free from tampering and that the padlock numbers match the padlock numbers on the Seal Verification Log. Record results on Seal Verification Log (Blue Envelope–Tab 6). | <input type="checkbox"/>                   |
| 2. Select location for each BMD voting booth; use the Vote Center Sample Layout Diagram as a guide (manual pg. 10).   | <input type="checkbox"/>                   |
| <ul style="list-style-type: none"> <li>• Layout may look different from diagram (depending on configuration of site)</li> </ul>   | <input type="checkbox"/>                   |
| 3. Set up BMD voting booths, BMDs, and printers; follow instructions in manual pgs. 48-58. Poll workers are to work together and use due care to avoid injury and to protect against damage.  | <input type="checkbox"/>                   |
| 4. Ensure all printer trays are loaded with official ballot paper (use ROV supplied paper only).  | <input type="checkbox"/>                   |
| 5. Site Manager and poll worker: Set up ADA Cart and assemble Curbside Voting Kit and place on cart shelf (manual pg. 68-69).   | <input type="checkbox"/>                   |
| 6. Site Manager: Verify all serial numbers and Red and Green Padlock numbers on back of each BMD match the serial and padlock numbers on the Seal Verification Log (Blue Envelope–Tab 6). Return form to Blue Envelope.   | <input type="checkbox"/>                   |
| 7. Complete “Part I. BMD Ballot Count Report” of the Daily Ballot Statement.  | <input type="checkbox"/>                   |
| <ul style="list-style-type: none"> <li>• If any BMD count shows that ballots have been printed, immediately call the Poll Worker Hotline</li> </ul>   | <input type="checkbox"/>                   |
| 8. Assemble and select location for cardboard and ADA voting booths.  | <input type="checkbox"/>                   |
| <b>•Checkout Station</b>  |  |
| 1. Assemble and organize supplies at the Checkout Station using Station Diagram as a guide (manual pg. 13).   | <input type="checkbox"/>                   |
| <b>END OF SETUP DAY</b>   |  |
| <b>•Site Manager to Confirm/Review with Poll Workers</b>  |  |
| 1. Review with poll workers expectations of timeliness and proper conduct to prepare for voting days (manual pg. 7).  | <input type="checkbox"/>                   |
| 2. Assign Vote Center station responsibilities to poll workers. Review Daily Opening Checklist responsibilities.  | <input type="checkbox"/>                   |
| 3. Discuss with board daily DART requirements: identify Technical Inspector to accompany Precinct Inspector, verify transportation available, familiarize with Chain of Custody form, call Site Manager after delivery of voting materials.                                 | <input type="checkbox"/>                   |
| 4. Email the <a href="mailto:ROV-HR@sdcounty.ca.gov">ROV-HR@sdcounty.ca.gov</a> with poll worker attendance exceptions (see instructions on Poll Worker Roster). The subject line of the email must read: “Poll Worker Roster (today’s date) VC ###”                        | <input type="checkbox"/>                   |
| 5. Power off Laptop.  | <input type="checkbox"/>                   |
| 6. Secure Official Ballot Pouch in laptop bag.  | <input type="checkbox"/>                   |
| 7. Power off every EPB.   | <input type="checkbox"/>                   |
| 8. Power off Cradlepoint (manual pg. 73).   | <input type="checkbox"/>                   |
| 9. Call Poll Worker Hotline before leaving the facility.  | <input type="checkbox"/>                   |
| 10. Close Vote Center and ensure it is securely locked per the site contact’s instructions.   | <input type="checkbox"/>                   |

# DAILY OPENING CHECKLIST

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

*Checkmark each task once completed.*

| Sat   | Sun   | Mon   | Tues  | Wed   | Th    | Fri   | Sat   | Sun   | Mon   | E-Day |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 10/29 | 10/30 | 10/31 | 11/01 | 11/02 | 11/03 | 11/04 | 11/05 | 11/06 | 11/07 | 11/08 |

**DUTIES FOR SITE MANAGER/PRECINCT INSPECTOR**

|   |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|
| 1. Turn on cellphone and keep charged. Keep cellphone on person with ringer on to receive calls from ROV.                                   |  |  |  |  |  |  |  |  |  |  |  |
| 2. Access Vote Center at 7:30 am (6:00 am on Election Day).<br>● If access is delayed by more than 15 minutes, call the Poll Worker Hotline |  |  |  |  |  |  |  |  |  |  |  |
| 3. Set out Poll Worker Roster and ensure all poll workers sign in.<br>● If poll workers do not show, call the Poll Worker Hotline           |  |  |  |  |  |  |  |  |  |  |  |
| 4. Power on the Cradlepoint. Verify battery level is at "FF" (fully full) and that modem lights are on (manual pg. 72-74).                  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Power on all EPBs and confirm all are charging and have established a green-fan connection with the Cradlepoint.                         |  |  |  |  |  |  |  |  |  |  |  |
| 6. Power on Vote Center Laptop.   |  |  |  |  |  |  |  |  |  |  |  |
| 7. Check Vote Center email account for ROV correspondence (use MFA token).  |  |  |  |  |  |  |  |  |  |  |  |
| 8. Walk Vote Center to look for safety issues/hazards and ensure all areas are presentable, organized, and free of clutter.                 |  |  |  |  |  |  |  |  |  |  |  |
| 9. Verify PWs are wearing ROV nametags, incl. bilingual PWs.  |  |  |  |  |  |  |  |  |  |  |  |
| 10. At 8:00am (7:00am on Election Day), open the Vote Center. Step outside and announce that the polls are now open.                        |  |  |  |  |  |  |  |  |  |  |  |
| 11. Verify First Voter protocols are performed each day the Vote Center is open (manual pg. 18).  |  |  |  |  |  |  |  |  |  |  |  |

**MAIL BALLOT BAG STATION RESPONSIBILITIES**

|   |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|
| 1. Inventory and restock supplies at Mail Ballot Bag Station (manual pg. 11). Make sure station is presentable: organized, neat, and free from clutter.                 |  |  |  |  |  |  |  |  |  |  |  |
| 2. Place yellow poll signs at nearby intersections to achieve maximum visibility and point traffic towards Vote Center.   |  |  |  |  |  |  |  |  |  |  |  |
| 3. Place feather Vote Here sign near main entrance to Vote Center (or voter parking lot if available) for maximum visibility.   |  |  |  |  |  |  |  |  |  |  |  |
| 4. Place Curbside Voting sign at a readily accessible curbside location (or parking lot if available). Ensure this sign is placed near the entrance to the Vote Center. |  |  |  |  |  |  |  |  |  |  |  |
| 5. Place Vote Here (A-Frame) sign at entrance to Vote Center.   |  |  |  |  |  |  |  |  |  |  |  |
| 6. Verify 25' exit poll marker/tape and replace if needed.  |  |  |  |  |  |  |  |  |  |  |  |
| 7. Verify 100' electioneering marker/tape and replace if needed.  |  |  |  |  |  |  |  |  |  |  |  |
| 8. Ensure posters are neatly displayed in clear view of voters.   |  |  |  |  |  |  |  |  |  |  |  |
| 9. Obtain a Red Tab Lock from Official Ballot Pouch in preparation to perform the First Voter Procedure.  |  |  |  |  |  |  |  |  |  |  |  |

**GREETER STATION RESPONSIBILITIES**

|   |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|
| 1. Inventory and restock supplies at Greeter Station (manual pg. 11). Make sure station is presentable: organized, neat, and free from clutter. |  |  |  |  |  |  |  |  |  |  |  |
| 2. Ensure posters are neatly displayed in clear view of voters.   |  |  |  |  |  |  |  |  |  |  |  |
| 3. Ensure American Flag is hung with respect and care.  |  |  |  |  |  |  |  |  |  |  |  |

# DAILY OPENING CHECKLIST

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

(Continued)

Checkmark each task once completed.

| Sat   | Sun   | Mon   | Tues  | Wed   | Th    | Fri   | Sat   | Sun   | Mon   | E-Day |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 10/29 | 10/30 | 10/31 | 11/01 | 11/02 | 11/03 | 11/04 | 11/05 | 11/06 | 11/07 | 11/08 |

## CHECK-IN STATION RESPONSIBILITIES

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
| 1. Inventory and restock supplies at Check-In Station (manual pg. 12). Make sure station is presentable: organized, neat, and free from clutter.   |  |  |  |  |  |  |  |  |  |  |  |
| 2. Confirm each EPB is charging and has established a green-fan connection with the Cradlepoint.   |  |  |  |  |  |  |  |  |  |  |  |
| 3. Log in each EPB by touching <i>Allow Login Again</i> at the <i>Device Locked</i> screen .   |  |  |  |  |  |  |  |  |  |  |  |
| 4. Walk area and scan for trip hazards. Confirm power cords are fully plugged in and all cords are securely taped down.  |  |  |  |  |  |  |  |  |  |  |  |
| 5. Verify Blue Security Seal on Brown Box is tamper-free. If tamper-free, break seal and open Brown box. <ul style="list-style-type: none"> <li>• Call Poll Worker Hotline if seal shows evidence of tampering or is missing.</li> </ul> |  |  |  |  |  |  |  |  |  |  |  |

## VOTING STATION RESPONSIBILITIES

|   |           |  |  |  |  |  |  |          |  |  |  |
|---|-----------|--|--|--|--|--|--|----------|--|--|--|
| 1. Walk area and scan for trip hazards. Confirm BMD and printer power cords are fully plugged in and securely taped down.   |           |  |  |  |  |  |  |          |  |  |  |
| 2. Inspect all BMD padlocks, including ADA Cart, and verify all are secure and free from tampering; record results on BMD Daily Log (Blue Envelope-Tab 6). <ul style="list-style-type: none"> <li>• Call Poll Worker Hotline if any padlock shows evidence of tampering or is missing.</li> </ul> |           |  |  |  |  |  |  |          |  |  |  |
| 3. Ensure all printer trays are loaded with official ballot paper.  |           |  |  |  |  |  |  |          |  |  |  |
| 4. <b>First Day of Voting Only:</b> Using a Poll Worker Card, perform "Open the Poll" function on all BMDs (manual pg. 59). Do not close the polls until all voting is completed on Election night.   | 11<br>Day |  |  |  |  |  |  | 4<br>Day |  |  |  |
| 5. Obtain Daily Ballot Statement (Blue Envelope-Tab 6). Complete "Part I. BMD Ballot Count Report" each day. <ul style="list-style-type: none"> <li>• If BMD "Open" counts do not match the previous day's "Close" counts, immediately call the Poll Worker Hotline</li> </ul>                    |           |  |  |  |  |  |  |          |  |  |  |

## CHECKOUT STATION RESPONSIBILITIES

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
| 1. Inventory and restock supplies at Checkout Station (manual pg. 13). Make sure station is presentable: organized, neat, and free from clutter. |  |  |  |  |  |  |  |  |  |  |  |
| 2. Obtain a Ballot Box from Supply Cart and assemble. Use a new Ballot Box for each day of voting.   |  |  |  |  |  |  |  |  |  |  |  |
| 3. Obtain Tamper Evident Seal from Official Ballot Pouch in preparation to perform the First Voter procedure.                                    |  |  |  |  |  |  |  |  |  |  |  |

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

**Remember the Poll Worker Mission!**

Take care of every voter correctly at the polls.

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

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

# DAILY CLOSING CHECKLIST

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

Checkmark each task once completed.

|  | Sat<br>10/29 | Sun<br>10/30 | Mon<br>10/31 | Tues<br>11/01 | Wed<br>11/02 | Th<br>11/03 | Fri<br>11/04 | Sat<br>11/05 | Sun<br>11/06 | Mon<br>11/07 | E-Day<br>11/08 |
|--|--------------|--------------|--------------|---------------|--------------|-------------|--------------|--------------|--------------|--------------|----------------|
| <b>A: CLOSING THE POLLS</b>  |              |              |              |               |              |             |              |              |              |              |                |
| 1. At 5:00pm each day and 8:00pm on Election Day, close the Vote Center. Step outside and announce that the polls are closed.  |              |              |              |               |              |             |              |              |              |              |                |
| A person may not join the line to vote or cast a mail ballot after 8:00pm on Election Day. On Election Day, have a poll worker stand at the end of the line at 8:00 pm. <b>Wait until all voters have exited the Vote Center before beginning Closing tasks.</b> |              |              |              |               |              |             |              |              |              |              |                |
| <b>B: CLOSING CHECKLIST ASSIGNMENTS</b>  |              |              |              |               |              |             |              |              |              |              |                |
| 1. Assign PI and PWs the following Closing Sections: 1) "E2: Check-In Forms and EPB Counts," 2) "F: Brown Box," 3) "G: Mail Ballot Bag" and "I: Dart Items and Chain of Custody" (PI).   |              |              |              |               |              |             |              |              |              |              |                |
| 2. Assign PW to collect and inspect all secrecy sleeves, verify they are empty, and return to Check-In Station.  |              |              |              |               |              |             |              |              |              |              |                |
| 3. Assign PW to obtain/report "Total Ballots Printed" # from each BMD.   |              |              |              |               |              |             |              |              |              |              |                |
| 4. All PWs assist where needed, and when available, begin performing tasks under Closing Section, "J1: Perform After Polls Close."   |              |              |              |               |              |             |              |              |              |              |                |
| 5. <b>On Election Night Only:</b> SM assign PW to gather these items and return them to the Blue Envelope:<br>1) Observer Sign In Sheet, 2) PW Job Aids (from all stations), 3) ULG Flyers, and 4) Specific Needs Surveys.                                       |              |              |              |               |              |             |              |              |              |              |                |
| 6. SM perform the following Checklist Sections with PW assistance: "C," "D," "E1," "E3," "H," and "J2."  |              |              |              |               |              |             |              |              |              |              |                |
| <b>Concurrently Perform Closing Activities: Poll workers must leave for DART within 30 minutes of closing Vote Center.</b>   |              |              |              |               |              |             |              |              |              |              |                |
| <b>C: OFFICIAL BALLOT BOX</b>  |              |              |              |               |              |             |              |              |              |              |                |
| 1. SM and PW unseal the Ballot Box and sort contents in like piles. Deposit any Mail Ballot Envelopes into Mail Ballot Bag. Next, count: 1) BMD ballots, 2) Mailed ballots (w/o envelope), 3) Emergency ballots, 4) Provisional envelopes, and 5) CVR envelopes. |              |              |              |               |              |             |              |              |              |              |                |
| 2. Record the counts for each category on the Daily Ballot Statement – Part II (Blue Envelope-Tab 6) on the line for today's date.   |              |              |              |               |              |             |              |              |              |              |                |
| 3. Break down empty Ballot Box and return it to Supply Cart.   |              |              |              |               |              |             |              |              |              |              |                |
| <b>D: WHITE BALLOT CARTON</b>  |              |              |              |               |              |             |              |              |              |              |                |
| 1. SM and PW place items from the Ballot Box into White Ballot Carton:<br>1) BMD ballots, 2) Mailed ballots (w/o env.), & 3) voted Emerg. ballots.   |              |              |              |               |              |             |              |              |              |              |                |
| 2. Complete the fields on the carton's front flap by transferring the counts from today's line on the Daily Ballot Statement – Part II.  |              |              |              |               |              |             |              |              |              |              |                |
| 3. <b>On Election Night Only:</b> Do not seal until Closing Section: "H: Daily Ballot Statement" is complete.  |              |              |              |               |              |             |              |              |              |              |                |
| 4. Seal the White Ballot Carton using a Closing Blue Security Seal.  |              |              |              |               |              |             |              |              |              |              |                |
| 5. Mark the "Voted Ballots" box and have all poll workers sign the seal.   |              |              |              |               |              |             |              |              |              |              |                |
| 6. Place the completed White Ballot Carton aside. (DART Item)  |              |              |              |               |              |             |              |              |              |              |                |
| <b>E: RED BAG</b>  |              |              |              |               |              |             |              |              |              |              |                |
| <b>E1: Provisional and CVR Envelopes</b>   |              |              |              |               |              |             |              |              |              |              |                |
| 1. SM place the Provisional and CVR envelopes in the Red Bag. Do not close zipper until instructed below in Red Bag section "E3" below.  |              |              |              |               |              |             |              |              |              |              |                |
| 2. Transfer the Provisional and CVR envelope counts from the Daily Ballot Statement onto the Red Bag Card (inside plastic sleeve).   |              |              |              |               |              |             |              |              |              |              |                |
| <b>E2: Check-In Forms and EPB Counts</b>   |              |              |              |               |              |             |              |              |              |              |                |
| 1. PW collect all Check-In Forms and place inside Check-In Form Security Envelope(s) (found in the Blue Envelope - Tab 3) and seal.  |              |              |              |               |              |             |              |              |              |              |                |
| 2. Complete the fields on the Check-In Form Security Envelope.   |              |              |              |               |              |             |              |              |              |              |                |
| 3. Place this envelope in the Red Bag.   |              |              |              |               |              |             |              |              |              |              |                |
| 4. PI access the "Check-In Totals" screen on an EPB; provide the grand totals for today's both Regular & Provisional check-ins to Site Manager for recording on the Daily Ballot Statement - Part II.  |              |              |              |               |              |             |              |              |              |              |                |
| <b>E3: Mail Ballot Signature Form Envelope and Locking Bag</b>   |              |              |              |               |              |             |              |              |              |              |                |
| 1. SM seal and place Mail Ballot Signature Form Envelope in Red Bag (do not return empty Mail Ballot Signature Form Envelope to DART).   |              |              |              |               |              |             |              |              |              |              |                |
| 2. Zip and lock the Red Bag using a Red Tab Lock.  |              |              |              |               |              |             |              |              |              |              |                |
| 3. Set the sealed Red Bag aside. (DART Item)   |              |              |              |               |              |             |              |              |              |              |                |

**Daily Closing Checklist**

Statewide General Election

November 8, 2022

# DAILY CLOSING CHECKLIST

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

Checkmark each task once completed.

|   | Sat<br>10/29 | Sun<br>10/30 | Mon<br>10/31 | Tues<br>11/01 | Wed<br>11/02 | Th<br>11/03 | Fri<br>11/04 | Sat<br>11/05 | Sun<br>11/06 | Mon<br>11/07 | E-Day<br>11/08 |
|---|--------------|--------------|--------------|---------------|--------------|-------------|--------------|--------------|--------------|--------------|----------------|
| <b>F: BROWN BOX</b>   |              |              |              |               |              |             |              |              |              |              |                |
| 1. PW/PI separate the spoiled BMD ballots from all other items in the Brown Box; sort and count the number of spoiled BMD ballots only.   |              |              |              |               |              |             |              |              |              |              |                |
| 2. Inform SM of the number of spoiled BMD ballots; SM record number on Daily Ballot Statement-Part II, on the line for today's date.  |              |              |              |               |              |             |              |              |              |              |                |
| 3. Clip together all spoiled and surrendered items from today (including BMD Tickets). Daily, date clipped sets and return to Brown Box.  |              |              |              |               |              |             |              |              |              |              |                |
| 4. Seal the Brown Box using a Closing Blue Security Seal.   |              |              |              |               |              |             |              |              |              |              |                |
| 5. Mark the "Surrendered..." box and have all poll workers sign the seal.   |              |              |              |               |              |             |              |              |              |              |                |
| 6. Place the sealed Brown Box back at the Check-In Station.   |              |              |              |               |              |             |              |              |              |              |                |
| <b>G: MAIL BALLOT BAG</b>   |              |              |              |               |              |             |              |              |              |              |                |
| 1. PW check with SM for Mail Ballot Envelopes from Ballot Box.  |              |              |              |               |              |             |              |              |              |              |                |
| 2. Close and lock Mail Ballot Bag's deposit slot using Red Tab Lock.  |              |              |              |               |              |             |              |              |              |              |                |
| 3. Set the Mail Ballot Bag(s) aside. (DART Item)  |              |              |              |               |              |             |              |              |              |              |                |
| <b>H: DAILY BALLOT STATEMENT</b>  |              |              |              |               |              |             |              |              |              |              |                |
| 1. SM complete Daily Ballot Statement Parts I and II (return Daily Ballot Statement. to Blue Env.-Tab 6).   |              |              |              |               |              |             |              |              |              |              |                |
| 2. <b>On Election Night Only:</b> Calculate the Grand Total for Part I of the Daily Ballot Statement.   |              |              |              |               |              |             |              |              |              |              |                |
| 3. <b>On Election Night Only:</b> Calculate the Grand Totals for Part II of the Daily Ballot Statement.   |              |              |              |               |              |             |              |              |              |              |                |
| 4. <b>On Election Night Only:</b> Complete Daily Ballot Statement – Part III; all board members sign and date.  |              |              |              |               |              |             |              |              |              |              |                |
| 5. <b>On Election Night Only:</b> Place the completed Daily Ballot Statement into the White Ballot Carton. Then, return to Closing Checklist section, "D: White Ballot Carton" and complete steps 4-6 (sealing Carton, signing Security Seal).          |              |              |              |               |              |             |              |              |              |              |                |
| <b>I: DART ITEMS AND CHAIN OF CUSTODY</b>   |              |              |              |               |              |             |              |              |              |              |                |
| 1. Precinct Inspector and one poll worker complete the Official Chain of Custody Form by recording the quantity for each category. All items listed on the Form must be delivered to DART every day, even if empty.                                     |              |              |              |               |              |             |              |              |              |              |                |
| 2. Verify that all items listed have been accounted for and are sealed; sign Form and record the date and time.   |              |              |              |               |              |             |              |              |              |              |                |
| 3. <b>On Election Night Only:</b> The Blue Envelope must go to DART along with the other DART items. Do not return the Poll Worker Roster and Poll Worker Checklists with the Blue Envelope.  |              |              |              |               |              |             |              |              |              |              |                |
| 4. The same two poll workers take the completed Official Chain of Custody form and all the items listed to the assigned DART location.  |              |              |              |               |              |             |              |              |              |              |                |
| 5. SM call PW Hotline to notify PWs have departed site for DART.  |              |              |              |               |              |             |              |              |              |              |                |
| 6. PI call SM after delivering items to DART.   |              |              |              |               |              |             |              |              |              |              |                |
| <b>J: DAILY CLOSE-OUT TASKS</b>   |              |              |              |               |              |             |              |              |              |              |                |
| <b>J1: Perform as Soon as Polls Close</b>   |              |              |              |               |              |             |              |              |              |              |                |
| 1. Retrieve all exterior signage (wear safety vest).  |              |              |              |               |              |             |              |              |              |              |                |
| 2. Replenish supplies at all stations in preparation for next voting day.   |              |              |              |               |              |             |              |              |              |              |                |
| 3. Ensure each EPB is charging; log out each one for the day; power off.  |              |              |              |               |              |             |              |              |              |              |                |
| <b>J2: Perform Just Before Leaving Vote Center</b>  |              |              |              |               |              |             |              |              |              |              |                |
| 1. Secure all locks, seals, cards, passwords, and MFA Token in the Official Ballot Pouch. Store the Official Ballot Pouch inside the Laptop Bag.  |              |              |              |               |              |             |              |              |              |              |                |
| 2. <b>On Election Night Only:</b> Perform "Close Poll" procedure on all BMDs (manual pg. 64).   |              |              |              |               |              |             |              |              |              |              |                |
| 3. Email the <a href="mailto:ROV-HR@sdcountry.ca.gov">ROV-HR@sdcountry.ca.gov</a> with poll worker attendance exceptions (see instructions on Poll Worker Roster). The subject line of the email must read: "Poll Worker Roster (today's date) VC ####" |              |              |              |               |              |             |              |              |              |              |                |
| 4. Power down the Vote Center Laptop and the Cradlepoint.   |              |              |              |               |              |             |              |              |              |              |                |
| 5. SM call Poll Worker Hotline and notify leaving Vote Center.  |              |              |              |               |              |             |              |              |              |              |                |
| 6. SM monitor phone until you get home for calls from ROV.  |              |              |              |               |              |             |              |              |              |              |                |
| <b>Packout: 11-Day sites</b> pack out on Election Night. Refer to Vote Center Packout Checklist.  |              |              |              |               |              |             |              |              |              |              |                |
| <b>4-Day sites</b> pack out the day after Election Day. Refer to Vote Center Packout Checklist.   |              |              |              |               |              |             |              |              |              |              |                |

## Daily Closing Checklist

Statewide General Election

November 8, 2022

# VOTE CENTER FINAL PACKOUT CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_ DATE: \_\_\_\_\_

*Checkmark each task once completed.*

| <b>PACKOUT</b>   |  |
|--|--|
| All Vote Centers <i>must</i> adhere to ROV scheduled Packout times. Call Poll Worker Hotline to report any conflicts.  |  |
| 11-Day Vote Centers: Packout scheduled for Election Night, without a Storage Container<br>4-Day Vote Centers: Packout scheduled for the day following Election Day, with a Storage Container   |  |
| <ul style="list-style-type: none"> <li>• <b>Activities exclusive to 4-Day Vote Centers are marked with an asterisk*; 11-Day Vote Centers skip these steps</b></li> </ul>   |  |
| •Preparation   |  |
| 1. Monitor cellphone for calls from ROV.   |  |
| 2. *Welcome arriving poll workers and ensure they all sign the Poll Worker Roster.   |  |
| 3. *Power on the Cradlepoint (manual pgs. 72-74).  |  |
| 4. *Power on Vote Center Laptop; using the MFA Token check Vote Center email account for ROV correspondence.   |  |
| 5. Review Packout plan with all poll workers: <ul style="list-style-type: none"> <li>• Instruct poll workers to follow ROV training and work at a safe, steady pace. Request they ask for help before lifting heavy objects.</li> <li>• Pack and organize Vote Center supplies and Supply Carts by following the Supply List and Supply Cart Diagrams (manual pgs. 78-81).</li> <li>• Supplies should be returned to original locations (except for DART acquired supplies).</li> <li>• Site Manager is responsible for packing: Official Ballot Pouch, EPBs, Laptop, and Cradlepoint.</li> <li>• <b>Note: Keep the Cradlepoint and Laptop powered on until just prior to departure (to check email).</b></li> </ul> |  |
| •Packing Process   |  |
| 1. Working in teams of 2, power off and disassemble all BMDs and BMD Booths (manual pgs. 65-67). Pack BMDs, power cords, and printers into their respective security bags and lock bags with Red Padlocks (Official Ballot Pouch). <ul style="list-style-type: none"> <li>• <b>Do not remove paper from printers</b></li> </ul>  |  |
| 2. Site Manager and one poll worker: Power down and disassemble ADA Cart. Pack BMD and printer into their security bags and lock bags. Ensure UPS (battery) is powered off and return it to ADA cart for storage. Velcro cabinet door shut.  |  |
| 3. Disassemble and pack all cardboard voting booths. Do not bend or fold.  |  |
| 4. Pack all outdoor signage (for 11-Day sites, poll workers wear safety vests when collecting outdoor signage).  |  |
| 5. Remove all posted items and all adhesive/tape/tacky from walls. <ul style="list-style-type: none"> <li>• <b>Be careful so as not to cause damage to the walls</b></li> </ul>  |  |
| 6. Pack all supplies, envelopes, and other materials following the Supply List and Supply Cart Diagrams (manual pgs. 78-81).   |  |
| 7. Remove any tape from floors as well as outside Vote Center (e.g., electioneering markers). <ul style="list-style-type: none"> <li>• <b>Be careful so as not to cause damage to the floor</b></li> </ul>   |  |
| 8. *Working in teams of 2, place all supplies into Storage Container. <ul style="list-style-type: none"> <li>• *Transfer contents of supply carts to an empty cart inside Storage Container; transfer the Supply Cart Diagram to the new cart; repeat process until all supplies and carts are in the Storage Container.</li> <li>• *Load and organize the Storage Container following the instructions posted in Storage Container.</li> </ul>  |  |
| 9. <b>11-Day locations:</b> Assemble all supply carts and leave inside facility for Warehouse pickup.  |  |
| 10. After supply carts have been packed, check facility for any remaining supplies and check outdoors for signage.   |  |
| CONCLUSION   |  |
| 1. Email the ROV-HR@sdcounty.ca.gov with poll worker attendance exceptions (see instructions on Poll Worker Roster). The subject line of the email must read: "Poll Worker Roster (today's date) VC ####"  |  |
| 2. Power off and pack the Cradlepoint (manual pg. 73).   |  |
| 3. Power off and pack Laptop into the Laptop Bag.  |  |
| 4. Place the Poll Worker Checklist Booklet and the Poll Worker Roster into the Laptop Bag.   |  |
| 5. *Finalize Packout by placing remaining items in Storage Container (e.g., Cradlepoint, Laptop). Ensure Storage Container cargo strap is snugly around the carts and there is no slack in the strap. Close door and lock Storage Container.   |  |
| 6. On behalf of the ROV, thank the poll workers and let them know that the ROV appreciates their hard work this election!  |  |
| 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"> <li>• <b>Thank the site contact for hosting the Vote Center.</b></li> <li>• <b>11-Day Vote Centers: Remind the site contact that Warehouse team will need access for supply pickup.</b></li> </ul>  |  |
| 8. Call the Poll Worker Hotline before leaving the facility to let them know that the Vote Center Packout is complete.   |  |
| <b>THANK YOU FOR YOUR WORK THIS ELECTION!</b>  |  |





# SITE MANAGER DAILY REMINDERS

Vote Center Location #: \_\_\_\_\_ Statewide General Election, November 8, 2022

| <b>MISSION</b>  |
|---|
| <b>Always be Guided by the Poll Worker Mission:</b>   |
| 1. Take care of every voter correctly at the polls.   |
| 2. Make sure all voters and visitors have a positive voting experience.   |
| 3. Safely secure every ballot until it can be counted at the Registrar of Voters.   |
| <b>WORKING THE ELECTION</b>   |
| <ul style="list-style-type: none"><li>• Review the schedule to ensure you arrive on time. Strive to be a resource to the voters and to your poll workers. Be flexible and ready to assist your poll workers wherever needed in servicing the voters.</li><li>• Remind your poll workers to bring snacks and extra water for Election Day.</li><li>• Direct poll workers to take breaks and lunch period; suggested schedule can be found in the back of the manual.</li><li>• Confirm Precinct Inspector and designated Technical Inspector have transportation available for daily trip to DART.</li><li>• Review Poll Worker Manual during down time.</li><li>• Provide laptop training to your Precinct Inspector; include the process for accessing Vote Center email account.</li><li>• Review Poll Worker Checklists to familiarize yourself with Vote Center procedures and required tasks.</li><li>• Be prepared for Closing. Review the Closing Checklist and create a plan for assigning activities to each poll worker. Discuss the Closing Checklist assignments with your poll workers in preparation for Closing.</li><li>• Watch for visitors to your Vote Center. Greet them and inquire as to the purpose of their visit.</li><li>• Regularly walk the Vote Center and make sure nothing has been left behind by voters or misplaced by a poll worker. Ensure the Vote Center is free from safety hazards and is organized and tidy.</li><li>• Remind your poll workers that they must monitor their cellphones for calls from the ROV during working hours.</li></ul> |
| <b>SERVICE TO VOTERS</b>  |
| <ul style="list-style-type: none"><li>• Be friendly and welcoming. Take the time to listen to and address each voter's needs.</li><li>• Make sure all poll worker nametags are readable and visible to the voters.</li><li>• If you have not been trained on how to respond to a voter's or a member of the public's question, DO NOT guess or make up an answer. Call the Poll Worker Hotline.</li><li>• If you need assistance with processing a voter, call the Poll Worker Hotline.</li><li>• Manage any voter waiting lines at the Stations and outside the Vote Center.</li><li>• Perform Wait Time Ticket procedure every hour on the hour (where requested); Enter times using EPB.</li></ul>   |
| <b>SUPPLIES AND EQUIPMENT</b>   |
| <ul style="list-style-type: none"><li>• Monitor the Vote Center Stations to ensure all are stocked with required supplies. Audit Supply Carts to determine if any supplies are running low. Place supply order with Poll Worker Hotline before running out.</li><li>• Ensure all electronic equipment is functioning properly and all power cords are fully plugged in and taped down.</li><li>• Inspect Cradlepoint battery level at least hourly to verify it is maintaining a sufficient charge.<ul style="list-style-type: none"><li>• Call Poll Worker Hotline if battery fails to maintain a charge (battery level continuously decreases).</li></ul></li><li>• Regularly inspect all EPBs to ensure they are plugged in, charging, and have a green-fan connection.</li><li>• Using Sani-wipes, regularly sanitize all touched surfaces (EPBs, BMDs, pens, clipboards, etc.) throughout the day.</li><li>• Ask your poll workers to check on exterior signage: Yellow Polling Place signs, Feather sign, A-Frames, etc.</li><li>• Verify that the 25' and 100' markers are still in place for Exit Polling and Electioneering boundaries.</li></ul>  |