2020 Presidential Primary Election

Election Day Manual ★ March 3, 2020

SDVOTE

QUICK REFERENCE

My Polling Place address: _____

Recruitment Contact: _____ ***Phone:*** _____

Call your Recruitment Contact if a poll worker is missing on Election Day.

MY PRECINCT BOARD: NAMES	PHONE NUMBERS
Precinct Inspector:	
Assistant Inspector:	
Techincal Inspector:	
Clerk:	
Clerk:	
Field Support Rep: (Precinct Inspector & FSR exchange numbers after 4:00 p.m.)	

Poll Worker Hotline
(858) 565-3360

Call before Election Day with any questions about training or your responsibilities.

Monday - Friday
8:00 a.m. - 6:00 p.m.

Saturdays & Sundays
9:00 a.m. - 5:00 p.m.

Monday, March 2nd
8:00 a.m. - 8:00 p.m.

Election Day, Tuesday, March 3rd
Available from 5:30 a.m.
until last poll worker goes home

Observer Hotline
(858) 495-5123

Election Day Break Schedule*

Precinct Inspector's breaks:
  9:00 a.m. - 9:45 a.m.
  1:30 p.m. - 2:15 p.m.

Assistant Inspector's breaks:
  9:45 a.m. - 10:30 a.m.
  2:15 p.m. - 3:00 p.m.

Technical Inspector's breaks:
  10:30 a.m. - 11:15 a.m.
  3:00 p.m. - 3:45 p.m.

Clerk's breaks:
  11:15 a.m. - 12:00 p.m.
  3:45 p.m. - 4:30 p.m.

Clerk's breaks:
  12:00 p.m. - 12:45 p.m.
  4:30 p.m. - 5:15 p.m.

*Precinct Inspectors will use their best judgement and work with their board members to allow additional 15 minute breaks throughout the day as allowed by time and voter turnout.

NOTE FROM THE REGISTRAR

So here it is, the Poll Worker Manual for the 2020 Presidential Primary Election! Although a lot is the same, there have been noteworthy changes made. If ever in doubt, it is still the "go to" on how to properly manage your polling place or to serve a voter. It is still concise, easy to read and understand or as much as elections can be.

If you look closer, you will see that there is much that is new.

There is a completely new section on how to setup and operate the new ballot marking device (BMD) – that has replaced our touchscreen voting unit.

A couple of pages have been added to talk about a new voter scenario called, Conditional Voter Registration (CVR). While this section is only a few pages, truth be known we have been concerned about how this will affect you at the polls, so we spent almost the entire year discussing how to best implement and incorporate it into your training and this Manual.

Coupled with CVR is something that is not so new, but only shows up every four years – how to properly issue ballots based on a voter's political party preference. It is the political party's nomination after all that will drive who gets to vote on their slate of presidential candidates.

To help with your Election Day tasks, we have provided easy quick reference charts, color-coding and diagrams in the Manual. Also, we are placing an additional poll worker in each precinct to offset some of the new duties and situations that will certainly come up. With that said, don't be unprepared and taken by surprise. All the above deserves your utmost attention, dedication and action.

Read this manual, 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 on Election Day. Whether by yourself or as a team, take advantage of the workshop offerings too.

Mastering everything you need to know in this Manual will have you not looking back as if hindsight is 20/20!

As in each election, know that we'll be right by your side the whole way through.

Fondly,

L. Michael Vu, Registrar

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Preparing for Election Day

Setting Up The Poll

Assisting Voters

TIP

Look for this symbol in this manual – it means information is also in an online lesson.

Closing the Polls

Ballot Marking Device

abc Reference

ELECTION DAY RULES

Poll Hours
All polls must open at 7:00 a.m. and close at 8:00 p.m.

Number of Board Members
There must be a minimum of three poll workers at each precinct. Call your recruitment contact if you are missing any board members.

Bilingual Poll Workers
Some boards are assigned bilingual poll workers to assist citizens who may not speak English well. Bilingual stipends are reserved for poll workers filling an assigned position.

Poll Worker Assignments
All poll workers must work at their assigned stations, take their assigned breaks, and cover each other's breaks as detailed in this manual.

Breaks
Every poll worker takes two scheduled 45-minute breaks. Break assignments are printed inside the front cover of this manual.

Not Allowed
Poll workers are not allowed to bring children or pets to the polls. No smoking is allowed at the poll site. No drinks or food are permitted at the official poll worker table. Televisions, radios or other devices that would disturb voters are not allowed at the polls. Be considerate when using your cell phone to communicate with the ROV.

Politics
Do not allow voters or poll workers to be loud or have political conversations while at or near the poll. Personal reading material is fine as long as it is not political in nature.

Dress Code
As representatives of the Registrar of Voters, poll workers should 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, midriff baring tops, and oversized pants are examples of inappropriate dress.

Ballot Marking Device (BMD)
Do not open the security bags or set up the BMD until election morning.

Emergency Situations
Call 911 immediately, then call the poll worker hotline to inform us of the emergency.

Collection Center
California Elections Code requires that two poll workers deliver the voted ballots to the Collection Center on election night.

Stipend
Poll workers are volunteers, not employees. They are not paid wages, but are provided with a stipend to offset expenses.

CALENDAR OF IMPORTANT TASKS

FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15
Hotline: 9 a.m. - 5 p.m.	Poll Worker Hotline: 8:00 a.m. - 6:00 p.m.					Hotline: 9 a.m. - 5 p.m.
	Poll Worker Training Classes					
	Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m.					
16	17	18	19	20	21	22
Hotline: 9 a.m. - 5 p.m.	President's Day	Poll Worker Hotline: 8:00 a.m. - 6:00 p.m.				Hotline: 9 a.m. - 5 p.m.
		Poll Worker Training Classes				
		Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m.				Supply Pick-Up PI/TI: Pick up supplies between 7:30 a.m. - 5 p.m.
		Last day to register to vote. (Adjusted due to holiday)	CVR Voting begins at ROV			
23	24	25	26	27	28	29
Hotline: 9 a.m. - 5 p.m.	Poll Worker Hotline: 8:00 a.m. - 6:00 p.m.					Hotline: 9 a.m. - 5 p.m.
Supply Pick-Up PI/TI: Pick up supplies between 7:30 a.m. - 5 p.m.	Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m.					
		Last day to turn in Vote By Mail application: 5:00 pm	ROV mails yellow envelope to PI's		PI: Mail Ballot Inventory Form to ROV.	PI's receive yellow envelope in the mail. Call hotline if you don't receive it!

MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY-SATURDAY
1	2	3 ELECTION DAY	
Hotline: 9 a.m. - 5 p.m.	Hotline: 8 a.m. - 8 p.m.	Poll Worker Hotline will be open from 5:30 a.m. until the last poll worker goes home.	Please expect to receive your Poll Worker Stipend checks approximately 4 weeks after the election. If you do not receive your check by April 3rd, please contact your recruiter (phone numbers inside back cover of this manual). Thank you for your patience and understanding as we process and mail your stipend.
Early Voting at ROV 8 a.m.- 5 p.m.			
Drop-In Workshop: 9 a.m.- 3 p.m.	Drop-In Workshop: 9 a.m.- 3 p.m.		
ROV may call any poll worker with Verbal Certification Code to add voter names to roster	All: If possible, set up polling place		**Do the online training as much as you'd like!** Once you've completed the online training, you can go back to any section at any time to review it.

Come to a Workshop! Hands-on refresher workshops give you the chance to review any topic you'd like with Poll Worker Trainers. You can practice assisting voters, setting up a BMD and packing up a poll.
Workshops are offered Sunday, March 1st, and Monday, March 2nd, at the locations listed below. Drop in for as long as you want, beginning at 9:00 a.m. Workshops close at 3:00 p.m.!

Oceanside: King of Kings Lutheran Church • 2993 Mac Donald Street, Oceanside, CA 92054
Escondido: Columbus Club Hall • 515 W. Valley Parkway, Escondido, CA 92025
Mission Bay: Marina Village Conference Center • 1936 Quivira Way, San Diego, CA 92109
Lemon Grove: First Baptist Church • 2910 Main Street, Lemon Grove, CA 91945
El Cajon: Community of Christ Church • 115 Cajon View Drive, El Cajon, CA 92020
Chula Vista: Hilltop Tabernacle • 346 L Street, Chula Vista, CA 91911

PRE-ELECTION CHECKLIST

Use the lists in this manual to get organized for Election Day.

For All Poll Workers

☐ **1. Complete online training.** You can retake online training as many times as you like!

☐ **2. Attend classroom training.** Every poll worker is required to attend a two-hour in-person classroom training. Assistant Inspectors, Technical Inspectors, and Standbys will attend an additional one-hour Ballot Marking Device training.

☐ **3. Make alternate arrangements to vote.** You will probably NOT be assigned to work at the same poll where you are assigned to vote, and you will probably not have time to vote on Election Day!
   a. You can vote early at the ROV (call (858) 565-5800 for days and hours).
   b. You can vote by mail. Mail the ballot, bring it with you to drop off at your poll on Election Day, or drop it off at a Mail Ballot Drop Off location. Call the ROV at (858) 565-5800 to request a Mail Ballot. The last day to request a Mail Ballot is Tuesday, February 25th.

For Precinct Inspector

☐ **4. Set up on election eve.** The Precinct Inspector will contact all board members to coordinate time to set up the poll Monday night and election morning.

☐ **5. Contact poll owner.** Make arrangements to get access for Election Day and to set up the poll election eve. The poll contact information is on your Appointment Notice. If you cannot set up election eve, confirm your arrival time of 5:30 a.m. on Election Day.

☐ **6. Contact all members of your board (found on your Appointment Notice).** Set up time to meet election eve and/or confirm arrival time at 5:30 a.m. on election morning.

SUPPLY PICKUP (SUPU) CHECKLIST PI & TI

Supply Pickup Weekend (SUPU)
Sat. & Sun., Feb. 22nd & 23rd, 7:30 a.m.- 5:00 p.m.

1. Pick up and store supplies.
   a. Supply Pickup location and instructions are on your Appointment Notice (mailed to you two weeks before the Election). Bring your Appointment Notice and photo ID with you.
   b. Take supplies out of your vehicle and store them in a safe place inside your home until Election Day.

PI HOMEWORK

1. Count ballots, complete Ballot Inventory Form, and return immediately.

   a. Break open the Blue Security Seal on all ballot cartons. The Ballot Inventory Form will be in your white Ballot Carton. (See sample of the form on the next page.)

   b. Keep the ballot pads in order during the inventory. Follow the instructions on the Ballot Inventory Form to account for every ballot.

   c. Find your Roster of Voters in tab 1 of the Blue Envelope.

   Complete line one of the Ballot Statement with the total number of paper ballots you received.

COUNTY OF SAN DIEGO SECURITY SEAL

   d. Pack the ballots back into the cartons so that you will use Pad 1 for each language first on Election Day. **RE-SEAL each carton with a new Blue Security Seal, found in the Official Ballot Pouch.**

   e. Mail the Ballot Inventory Form as soon as possible (no later than Friday, Feb. 28).

2. Inventory all other supplies. Use the inventory list and supply poster found in your supply box. Call the hotline as soon as possible if you are missing any supplies.

HOT TIP! HARD TO FIND SUPPLIES AND WHERE THEY ARE:

- *The Poll Worker Declaration and Payroll Form is located in the Blue Envelope, tab 6.*
- *Posted Items Display Panel is folded inside the ADA booth sleeve.*
- *Blue Security Seals are found in the Precinct Inspector's Official Ballot Pouch.*
- *Secrecy sleeves are in the white Ballot Carton.*
- *Facsimile and Booth Ballots are found in the brown Ballot Carton(s).*
- *Provisional and CVR envelopes and voting instructions are in the Red Bag.*
- *The Roster of Voters & 3 Street Indexes are in the Blue Envelope, tab 1.*
- *Poll Worker Cards for the BMD are in the Precinct Inspector's Official Ballot Pouch.*
- *All seals, red tab locks, green mini locks & red and green mini BMD padlocks are also found in the Official Ballot Pouch.*
- *The election pins, I Voted stickers and stationery supplies are in the Election Supply Pouch.*

PI HOMEWORK: BALLOT INVENTORY FORM

Many frequently asked questions are answered right on this form.

MICHAEL VU
Registrar of Voters

County of San Diego

CYNTHIA PAES
Assistant Registrar of Voters

REGISTRAR OF VOTERS
County Operations Center Campus
5600 Overland Avenue, Suite 100, San Diego, California 92123-1266

BALLOT INVENTORY FORM
Presidential Primary Election, March 3, 2020

Ballot inventory instructions:

Should I break the seals on every carton? Yes.
1) Open every sealed white and brown ballot carton(s) and count the total ballots received by party and language. Verify that the numbers match with the numbers in the table below.

Precinct number: _____   Sequence number: _____

	English QTY	English Actual	Spanish QTY	Spanish Actual	Filipino QTY	Filipino Actual	Vietnamese QTY	Vietnamese Actual	Chinese QTY	Chinese Actual	Total by Party QTY	Total by Party Actual
DEM												
NP DEM												
REP												
NP												
AI												
GRN												
LIB												
PF												

Total Ballots _____   Total Facsimile Ballots* _____

Don't miss these – very important!

*A facsimile ballot is not an official ballot. It is a tan colored English photocopy of the ballot that is handed out when a voter requests a Filipino, Spanish, Vietnamese or Chinese ballot. "COPY (Facsimile) Only - DO NOT VOTE THIS BALLOT" is written on them.

What if the numbers don't match?
1) If the count does not match, record any discrepancies in the actual column provided. **Call the Poll Worker Hotline at 858-565-3360 for further instruction.**

What if the numbers do match?
2) If the count matches, sign and date this form on the signature line provided below.
   a. **Also write the count on the ballot statement in the roster of voters (inside BLUE ENVELOPE TAB 1).**
   b. Re-seal all ballot cartons with a blue security seal (found inside the Official Ballot Pouch) where the original seal was placed.

When do I need to return this form?
3) Mail the white copy of this form back to the Registrar of Voters in the self-addressed stamped envelope **on the same day as you inventory the ballots**.

4) <u>**This form must be received no later than Sunday, March 1, 2020 to allow enough time for the office to correct any discrepancies or order replacement ballots before the election.**</u>

5) Please keep the yellow copy for your records.

I counted the number of official ballots issued to me and received the same number as stated above. I also re-sealed every carton to maintain security of the ballots.

_____   _____
Signature of Precinct Inspector   Date

White: Return to Registrar of Voters in the envelope provided
Yellow: Keep for your records

It is critical for the Precinct Inspector to call the Poll Worker Hotline immediately if there is a discrepancy between the number of ballots noted on this form and the number actually received.
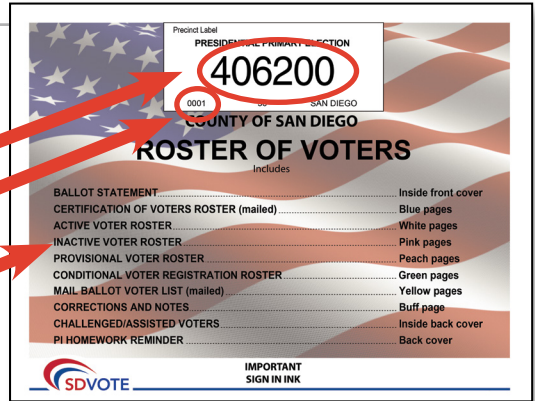
ROSTER OF VOTERS

*The ROSTER OF VOTERS (also referred to as **the roster**) contains the names of all registered voters in a precinct. **Every voter must sign the roster in order to receive a ballot,** so knowing how to correctly locate a voter's name is critical.*

Roster Cover

The roster cover contains important information:

- The 6-digit precinct number
- The 4-digit sequence number
- The specific order of the roster pages

It is critical to keep the roster pages in order: blue, white, pink.

Precinct Label

PRESIDENTIAL PRIMARY ELECTION

406200

0001   SAN DIEGO

COUNTY OF SAN DIEGO

ROSTER OF VOTERS
Includes

BALLOT STATEMENT	Inside front cover
CERTIFICATION OF VOTERS ROSTER (mailed)	Blue pages
ACTIVE VOTER ROSTER	White pages
INACTIVE VOTER ROSTER	Pink pages
PROVISIONAL VOTER ROSTER	Peach pages
CONDITIONAL VOTER REGISTRATION ROSTER	Green pages
MAIL BALLOT VOTER LIST (mailed)	Yellow pages
CORRECTIONS AND NOTES	Buff page
CHALLENGED/ASSISTED VOTERS	Inside back cover
PI HOMEWORK REMINDER	Back cover

SDVOTE

**IMPORTANT
SIGN IN INK**

Ballot Statement

The Ballot Statement is found in the Roster of Voters. This document is used to account for your poll's ballots and signatures. See Ballot Statement instructions on page 47 for more detailed information.

Roster Pages

Certification of Voters Roster (blue pages)

This list is mailed to the Precinct Inspector on the Saturday before Election Day. It contains the names of voters whose registrations were updated after the white pages were produced. It is the most current voter information.

VOTER NAME/ADDRESS	VBM	PARTY	NP CROSS OVER	VOTED	SIGNATURE	VOTER ID	
AGUILAR NORMA G 13761 PROCTOR VALLEY RD		DEM	LEAVE AREA BLANK	○		1 1706223	
AGUILAR RAMON C 13761 PROCTOR VALLEY RD		DEM	LEAVE AREA BLANK	○		2 2852611	
ALBERT CYNTHIA 14077 PROCTOR VALLEY RD		REP	LEAVE AREA BLANK	○		3 4179849	

Active Voter Roster (white pages)

The white pages contain the names of active voters registered in the precinct. This section will contain the majority of the voters you will encounter at the polls on Election Day. An "active voter" is a voter who voted in a recent election.

VOTER NAME/ADDRESS	VBM	PARTY	NP CROSS OVER	VOTED	SIGNATURE	VOTER ID	
ABRAMS ELAINE S 2943 PIONEER WAY		REP	LEAVE AREA BLANK	○		1 1706223	
ABRAMS ROBERT S 2943 PIONEER WAY		REP	LEAVE AREA BLANK	○		2 2852611	
ADAME JR JOHN F	M	REP		○		3 4179849	

Inactive Voter Roster (pink pages)

The pink pages list inactive voters. Voters can become inactive by not voting in two general elections, or if mailed materials are returned to the ROV as undeliverable.

VOTER NAME/ADDRESS	VBM	PARTY	NP CROSS OVER	VOTED	SIGNATURE	VOTER ID
AKIN GLORIA J 3030 CALLE ALLEJANDRO	M	DEM	LEAVE AREA BLANK	○		1 1706223
ALLEN JEANETTE M 14593 RANCHO JAMUL DR		REP	LEAVE AREA BLANK	○		2 2852611

Provisional Roster Pages (peach pages)

The peach Provisional Roster pages are left blank to write in the information for voters who are voting provisionally. The provisional pages are taken out of the roster on Election Day and placed at the Provisional Voting Station. At the end of the day, they are returned to the roster behind the pink pages.

CVR Roster Pages (green pages)

The green CVR Roster pages are left blank to write in the information for voters who are voting conditionally (CVR). The CVR pages are taken out of the roster on Election Day and placed at the CVR Station. At the end of the day, they are returned to the roster behind the peach pages.

Yellow Mail Ballot Voter List

The Mail Ballot Voter List is an updated list of voters who have been sent a Mail Ballot (not every Mail Ballot voter in the precinct will be on the list). The Precinct Inspector receives this list in the mail the Saturday before Election Day, and adds it to the roster, behind the green pages.

Corrections / Notes Page

Provided for poll workers to list updates to voter information. The Registrar of Voters staff reviews these notes after the election and updates the voter records. **When a voter is reported deceased, please advise a family member to contact the ROV for a cancellation form.** Notes do not cause voter records to be cancelled, only inactivated, and the names moved to the pink pages.

PI HOMEWORK

The Weekend Before Election Day

1. **Receive and inventory the contents of the yellow envelope.** Precinct Inspectors should receive a bright yellow envelope in the mail on the Saturday before Election Day. **If you don't receive the envelope by Saturday afternoon, call the Poll Worker Hotline or your recruitment contact!** The contents are critical.

> The yellow envelope contains:
> - Letter listing contents and Verbal Certification Code
> - PI homework instructions
> - Certification of Voters Roster (blue pages)
> - Two Mail Ballot Voter Lists (yellow pages)
> - Seal Verification Log
> - Map (11" x 17") to nearby polls
> - Instructions for sharing a poll site (multiple poll), signs and map (some precincts)
> - List of decertified voters (some precincts)
> - Two copies of Qualified Write-In Candidates list
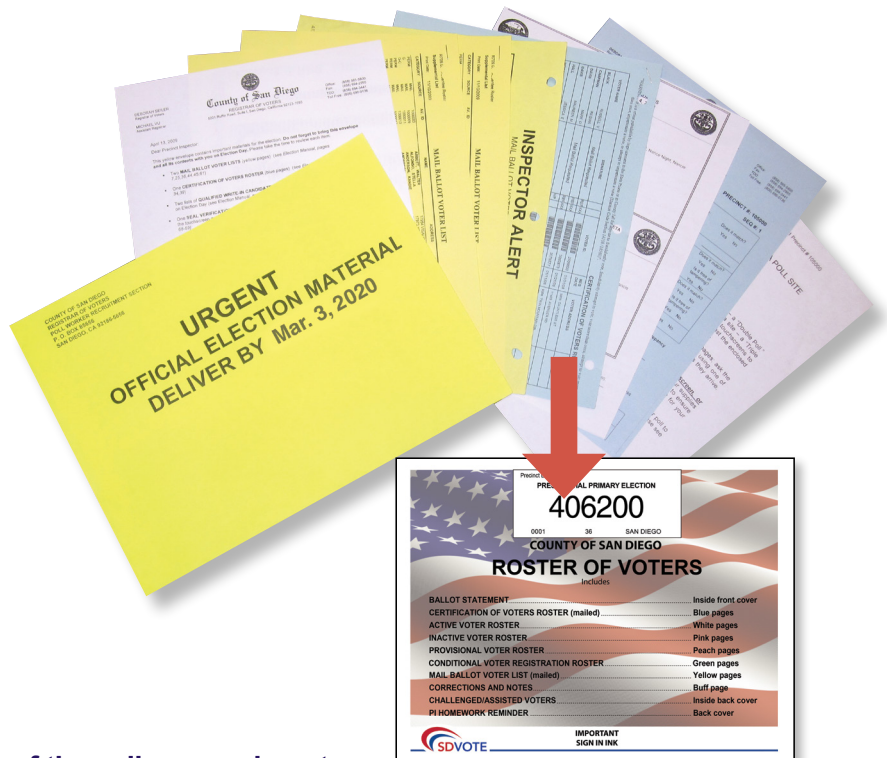
Use the contents of the yellow envelope to update the Roster of Voters:

2. **Place the blue pages in front of the white pages.** It is critical that the blue pages are always the first place to look for a voter's name.

3. **There are two copies of the yellow Mail Ballot Voter List in the Yellow Envelope. Check the blue pages AND white pages for every name printed on the yellow Mail Ballot Voter List:**

   a. These names should have an "M" printed next to the address line (see 3a. on sample).

   b. If they do not, please write an "M" in the column next to the address line (see 3b. on sample). This reminds you that a voter requested and was sent a Mail Ballot. *Note that this is not a complete list of all the Mail Ballot voters in your precinct – it includes only those who have recently become Mail Ballot voters.*

	14125 PROCTOR VALLEY RD	M		NP-DEM AI LIB		
3a.	ALLEN ELMA M	M	NP	Write an "M" because this name appears on the yellow Mail Ballot Voter List		
	3018 CALLE MESQUITE					
3b.	ALLEN JEANETTE M	M	REP	LEAVE AREA BLANK		
	14593 RANCHO JAMUL DR					
	ALLEN WESLEY M		REP			

   c. Place one copy of the yellow Mail Ballot Voter List after the peach pages. The second copy will be posted on the precinct wall on Election Day.

   It's very important that you bring this yellow envelope along with the other supplies on Election day.

4. **Remove decertified voters from the roster.** Some precincts may have voters who are no longer eligible to vote in the election. If you receive a list of these voters in the yellow envelope, follow the instructions provided for removing decertified voters from the roster (e.g., a "P" is printed in the column next to the address line in the roster and, if they come to vote on Election Day, you will follow the instructions for voters who place their ballot in a provisional envelope).

5. **Add Verbal Certification Code voters to the roster.**

   a. Registrar of Voters staff may call before the election with names and addresses of newly registered voters to be added to the end of the blue Certification of Voters Roster.

   b. Staff will give the Verbal Certification Code you received in the cover letter of your yellow envelope to verify they work for the ROV.

Turn the Page to continue PI Homework

PI HOMEWORK

6. If you are working at a multiple poll, review the "Instructions for Sharing a Poll Site" in the yellow envelope, and be sure to read the Tips for a Successful Multiple Poll below. If you are working at a multiple poll, you will be informed by a phone call from your recruiter, and further information will be provided in the yellow envelope. FSR's will work to ensure the poll is accessible for all ADA voters.

Tips for a Successful Multiple Poll

- Try to coordinate set up at the same time as the other poll.

- Post precinct number signs and map to nearby polls clearly.

- Two precinct number signs are provided, one for the table, and one to be placed in a visible spot when the voter first walks in (either on the wall above the check-in table or somewhere near the entrance).

- Set up a good distance apart.

- Set up tables, voting booths and BMD for each precinct as far apart as possible so voters know they are at different precincts.

- Keep Roster of Voters, Street Index, and supplies separate.

- Each roster lists the specific voters who have been assigned to vote at each precinct.

- Poll workers in charge of the roster and Street Index should always look up the voter's name and address to make sure a voter is at the correct precinct.

- The ballots and BMD have only those candidates and measures that apply to that precinct. Do not share.

- If necessary, provisional and CVR envelopes may be shared. Write the correct sequence number on the envelope flap.

- Identify a poll worker from each precinct to check if the voters waiting in line are at the correct precinct by looking at the precinct number on their Sample Ballot.

- If the voter belongs at the other precinct, let them know immediately and direct them to the other check-in table.

POLL WORKER TIP

If possible, find out how the multiple poll was set up last election. Voters may assume the precincts are in the same order as last time.

SETTING UP THE POLL OVERVIEW

Using the list below and the diagram on pages 14-15, poll workers can see how to correctly set up their poll. Preparing the polling place the night before gives you more time to focus on laying out the ballots and setting up the BMD on election morning.

1. **Determine best flow for voters to enter the polling place.** Use the polling place diagram on pages 14-15 for reference and modify as is practical for your poll.

2. **If at a multiple poll,** read "Tips for a Successful Multiple Poll."

3. **Assemble and position voting booths, including ADA voting booth.**

4. **Place Posted Items Display Panel** (packed with the ADA voting booth) near the entrance for voters to read while waiting to sign in to vote.

Posted Items Display Panel

ADA booth

5. **Post the Observer Policies and Procedures poster** near the entrance door.

6. **Set up the check-in table using the diagram on pages 14-15 with the exception of all items in green boxes.**

   • All table items are received in the Precinct Inspector's supplies, except for the List of Qualified Write-In Candidates, which arrives in the PI's yellow envelope.

Voting booth

   • From the yellow Mail Ballot Bag, remove the yellow replacement Mail Ballot envelopes and place them on the check-in table. Remove the Mail Ballot Signature Form envelope and place it in tab 6 of the Blue Envelope. If a voter brings in a Mail Ballot Signature Form on Election Day, place it in this envelope.

7. **DO NOT leave ballots, the roster, Street Indexes, the American flag, or the BMD at the poll overnight.**

8. **Plan to meet no later than 5:45 a.m. on election morning.**

POLLING PLACE DIAGRAM

This is a suggested layout. You should make any adjustments as needed.

Multiple Poll Site
Please follow the "Tips for a Successful Multiple Poll"
in the Election Manual, page 12.

Instructions Already Posted In Booth
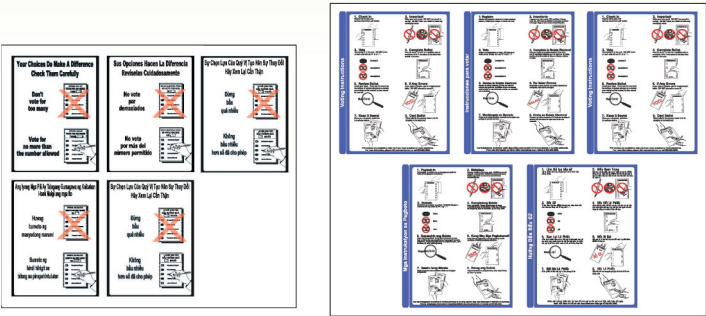
**Choices
Instructions**

**Voting
Instructions**

**Booth
Ballots**
*Post on Right Side
In Each Booth*

*Items surrounded by green must be set up Election Morning

Positioning the open face of the voting booths and the screen of the BMD towards the wall (if possible) maximizes voter privacy.
BMD must be visible from check-in table, but at least 4 ft. away

Poll Entrance/Exit

Post Outside: Voter Bill of Rights, Voter Information Guide in five languages

3 RETURN VOTED BALLOTS
REGRESO DE BOLETAS VOTADAS
IBALIK DITO ANG MGA BINOTOHANG BALOTA
TRẢ LẠI PHIẾU BẦU
退回所集表

Clerk

Mail Ballot Replacement Envelopes

Pens

"I Voted" Stickers

Yo Voté Bumoto Ako
I VOTED
SAN DIEGO COUNTY
Tôi Đã Bỏ Phiếu 我已投票

Ballot Box

BALLOT BOX
On Election Day
Insert Voted Provisionals and
Poach Provisionals

Ballot Slot Facing Poll Worker
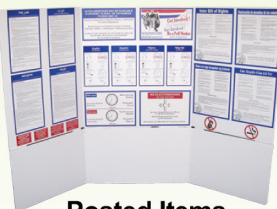
Posted Items Display Panel
Place near entrance to polling place for voters
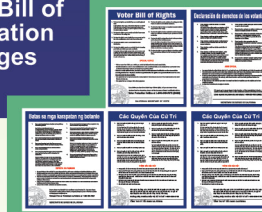
Post lists near entrance

Observer Poster

Lined Out Street Index

Unmarked Street Index

Mail Ballot Voter List

Voters

Voter Assistance Poster

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

2 RECEIVE BALLOT
RECIBA LA BOLETA ELECTORAL
TANGGAPIN ANG BALOTA
NHẬN LÁ PHIẾU
領取選票

1 WELCOME
BIENVENIDO
TULOY PO KAYO
CHÀO MỪNG
歡迎

PROVISIONAL VOTING
VOTACIÓN PROVISIONAL
PANGANGALAGA NG VOTING
QUY ĐỊNH CUNG CẤP
临时投票

CONDITIONAL VOTER REGISTRATION
REGISTRO CONDICIONAL DE VOTANTE
PAGPAPAREHISTRO NG KONDISYONAL NA BOTANTE
ĐĂNG KÝ VOTER ĐIỀU KIỆN
有條件的選民登記

Voter Survey

Copy (Facsimile) Ballots
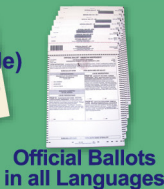
Official Ballots in all Languages

Sample Ballots by Language

Street Index

ROSTER OF VOTERS
406200

Roster of Voters

Secrecy Sleeves

Mail Ballot Replacement Envelopes

Pens

List of Qualified Write-In Candidates

Voter Help Cards

Provisional Envelopes & Info

CVR Envelopes & Info

Technical Inspector

Precinct Inspector

Assistant Inspector

Clerk

American Flag
Displayed behind poll table with stars to the left as you face it (whether horizontal or vertical).

SETTING UP THE POLL: MORNING

Each poll worker will receive a checklist from the PI to perform their tasks on E-Day. The checklists need to be completed, signed, and returned to the ROV. To review Election Day Checklists before Election Day, visit www.sdvote.com.

1. ALL POLL WORKERS: Arrive at poll between 5:30 - 5:45 a.m.

- If ANY poll worker has not arrived or called by 6:00 a.m. and the Precinct Inspector can't reach them, call your recruitment contact to report them missing. Recruitment contact phone numbers are found inside the back cover of this manual.

- If you cannot get into your poll by 6:00 a.m., call your Recruitment contact.

2. PRECINCT INSPECTOR: Distribute the Election Day Checklists, found in tab 1 of the Blue Envelope, to each poll worker.

Every poll worker must complete and sign their checklists throughout Election Day, and you will collect and return them in tab 6 of the Blue Envelope at the end of the night.

3. PRECINCT INSPECTOR: Turn on personal cell phone to contact ROV; keep charger nearby.

4. PRECINCT INSPECTOR: If you did not set up last night, determine the best flow for voters to enter the polling place. Use the diagram on pages 14-15 in the manual as a reference, and modify as needed for your poll.

- If at a multiple poll, refer to page 12 in the manual, "Tips for a Successful Multiple Poll."

5. CLERK: Place yellow poll signs at major intersections and entrances for maximum visibility.

6. CLERK: Assemble and position voting booths, including the ADA booth, if this was not done last night. Positioning the open face of the voting booths towards the wall, if possible, maximizes voter privacy.

- If it was not done last night, place the Posted Items Display Panel (packed with the ADA voting booth) near the entrance for voters to read while waiting to sign in to vote.

7. TECHNICAL INSPECTOR: Set up the BMD and complete the Seal Verification Log. The BMD must be visible from the check-in table, but at least 4 feet away. Positioning the BMD screen towards the wall maximizes voter privacy.

8. ASSISTANT INSPECTOR: Finish postings:

- Display the American flag.

- Post two copies of the Street Index and one copy of the Mail Ballot Voter List on the wall just inside the entrance door.

- Post the Voter Bill of Rights posters in all five languages outside the entrance door.

- Post the Observer Policies and Procedures poster inside near the entrance door.

- Clip a set of yellow Booth Ballots on the right side of every voting booth, including the BMD booth.

SETTING UP THE POLL: MORNING
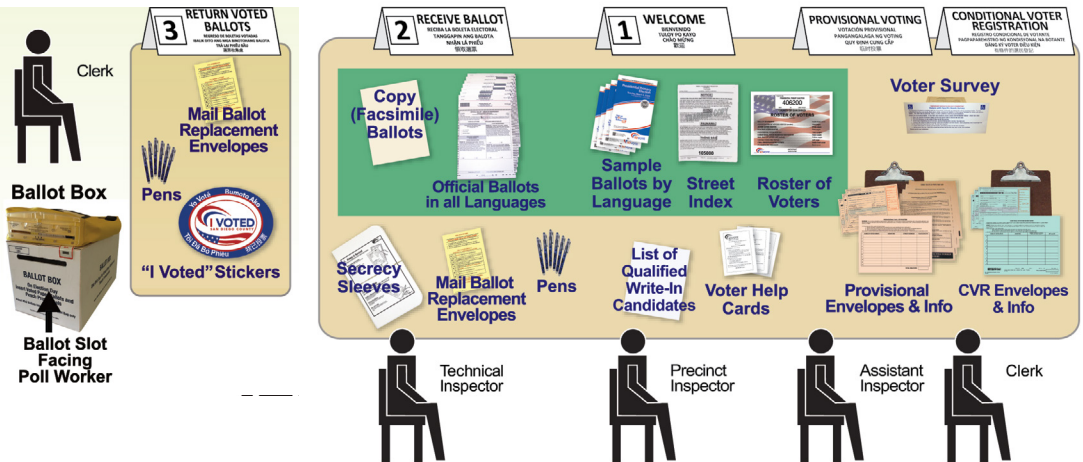
9. PRECINCT INSPECTOR: Finish check-in table set up. Use the diagram on pages 14-15 as a guide.

- Place the roster and table copy of the Street Index at the Welcome Station.

- Remove the provisional pages from the roster and place on a clipboard at the Provisional Voting Station.

- Remove the CVR pages from the roster and place on a clipboard at the CVR Station.

- Place one pad of ballots for each language and party at the Receive Ballot Station. Keep ballot pads in numerical order. Keep higher-numbered pads in the carton until needed.

- Place one pad of English ballots for the following parties between the Provisional Voting and CVR stations: DEM, NP-DEM, REP.

- Place tan English Facsimile Ballots with the language ballots.

- VERY IMPORTANT: Display Sample Ballots and voter information guides in all five languages. Display Specific Needs Voter Survey, set out as a "tent." Hang the Voter Assistance poster from the front of the table.

- If you received a list of Qualified Write-in Candidates in the yellow envelope, tape it to the check-in table where voters can read it before voting.

10. ASSISTANT INSPECTOR: New this election, place the Ballot Box near the door at the Return Voted Ballots Station, with the slot facing the poll worker side of the table. Place the empty yellow Mail Ballot Bag on top of the Ballot Box.

11. ASSISTANT INSPECTOR: Check the roster for updates:

- Blue pages should be in front of the white pages.

- A copy of the yellow Mail Ballot Voter List should be behind the pink pages.

- Ask the PI if they looked in the blue and white pages for all of the names on the yellow Mail Ballot Voter List, and wrote an "M" next to the address line in the roster as needed.

- If these updates have not been made, ask the Precinct Inspector if they received a yellow envelope. If they did not, or did not make these updates, have the PI call the Poll Worker Hotline immediately.

12. ALL POLL WORKERS: Meet with the Precinct Inspector to:

- Put on your nametag and election pin. Wear the nametag that indicates which language you speak by sliding the correct badge into a lanyard.

- Take the Poll Worker Oath.

- Sign and fill out all information on the Poll Worker Declaration and Payroll Form found in tab 6 of the Blue Envelope. Once filled out by all poll workers, return the form to tab 6 of the Blue Envelope.

13. At 7:00, step outside and announce: "The polls are now open!"

ELECTION DAY: WELCOMING VOTERS

First voter

The first voter who enters your poll has the responsibility to confirm that no ballots have been cast yet.

Even if one of the poll workers wants to cast their own ballot, please wait and let another member of the public perform the first voter duties detailed here.

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

- Show the first voter that the Ballot Box is empty
- Seal the box by placing **Tamper Evident Seals** where indicated

- Show the first voter that the yellow Mail Ballot Bag is empty
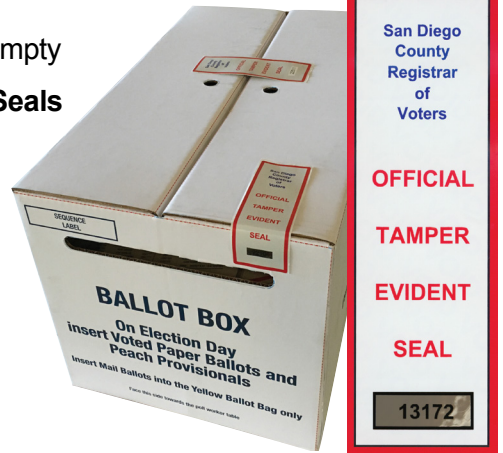
- Lock the ZIPPER of the Mail Ballot Bag so it cannot be opened again

Once the first voter has completed these duties, send them to the Welcome Station and use the stations and the six basic steps, detailed on pages 24-26, to walk them through the voting process.

ASSISTING VOTERS

ELECTION DAY: STATIONS AND RESPONSIBILITIES

1. Welcome Station

The **Precinct Inspector** is responsible
for the Welcome Station.

- Greet each voter and ask them to state their name out loud.

- Repeat the voter's name and find it in the roster. **Always check the blue pages first.**

- When you find the voter in the roster, ask them to state their address as you verify it matches the roster. Repeat the address out loud.

- **PRESIDENTIAL PRIMARY ELECTIONS ONLY:** Before they sign, ask them to verify their party status printed in the roster. If it's correct, while voter is signing the roster, point to the voter's party on the Party Ballot Chart (page 29) to show the TI which ballot to issue.

- **IF VOTER'S NAME IS NOT FOUND IN ROSTER PAGES,** ask, "*Is this your first time voting in San Diego County?*" If yes, send them to the CVR Station. If no, voter should be helped at the Provisional Station.

- **Every voter must sign the roster to receive a ballot.**
  - When you find an "M" in the column next to the address line, carefully follow the instructions on pages 32-33 in the manual to correctly assist the voter.

- If a voter has a "P" in the column next to the address line, this voter will vote provisionally.

- Check off each voter's name in the table Street Index

- *During the Assistant Inspector's breaks, the Precinct Inspector will also assist voters at the Provisional Voting Station. Follow instructions on pages 34-36 in the manual.*

2. Receive Ballot Station

The **Technical Inspector** is responsible
for the Receive Ballot Station.

- Before giving the ballot to the voter, remove the voter stub.

- Give each voter the correct ballot placed inside a secrecy sleeve with a pen and voter stub. Before giving a pen to the voter, remove the cap.

- When a voter requests to vote on the BMD, note the voter's specific needs and create a ballot specifically for this voter. Instruct the voter to return their printed ballot to the Return Voted Ballot Station when finished voting.

- *During the Clerk's breaks, the Technical Inspector receives all returned voting materials.*

3. Return Voted Ballots Station

The **Clerk** is responsible for the Return Voted Ballots Station.
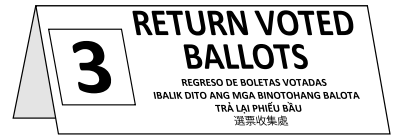
- Slide Poll Ballots from the secrecy sleeve into the Ballot Box without looking at the ballot.

- If the voter wishes to place the ballot in the Ballot Box themselves, they are allowed to do so.

- Check every provisional and CVR envelope for voter signature and completed information before it is placed in the Ballot Box.

- Check every Mail Ballot envelope for voter signature and date before it is placed in the yellow Mail Ballot Bag.

- If a Mail Ballot is being dropped off by someone other than the voter, check for voter's signature and date, and make sure the person dropping it off signs the envelope as well (follow instructions on page 32 of the manual).

- If a Mail Ballot voter needs an envelope, provide them with a yellow Mail Ballot replacement envelope. Then check the envelope for voter signature and completed information.

- Give everyone an "I Voted" sticker.

- *During the Technical Inspector's breaks, the Clerk issues paper ballots.*

- *During the CVR Station Clerk's breaks, the Return Voted Ballots Station Clerk will assist CVR voters.*

Provisional Voting Station

The **Assistant Inspector** assists provisional voters sent by the Precinct Inspector. As time allows, they assist the Precinct Inspector with marking the Street Index. Use pages 34-35 in the manual as a guide to provisional voting.
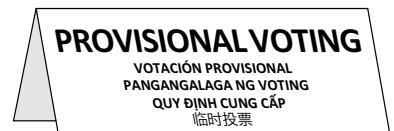
- *During the Precinct Inspector's breaks, the Assistant Inspector greets all voters and monitors the roster and the table Street Index. Follow the instructions of Station 2, the Receive Ballot Station.*

- *During the Technical Inspector's breaks, the Assistant Inspector will activate ballots on the BMD.*

- *While the CVR Clerk covers the Return Voted Ballots Station Clerk's breaks, the Assistant Inspector will also assist CVR voters.*

Conditional Voter Registration (CVR) Station

The **Clerk** assists CVR voters sent by the Precinct Inspector. As time allows, they aid the Assistant Inspector with helping provisional voters. Use pages 30-31 in the manual as a guide to CVR voting.

CONDITIONAL VOTER REGISTRATION
REGISTRO CONDICIONAL DE VOTANTE
PAGPAPAREHISTRO NG KONDISYONAL NA BOTANTE
ĐĂNG KÝ VOTER ĐIỀU KIỆN
有條件的選民登記

• *During the Return Voted Ballots Station Clerk's breaks, the CVR Station Clerk will assist voters returning voted ballots.*

NEW THIS ELECTION

Assisting Voters With Questions About The BMD Ballot.

Poll workers may be asked to explain what 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, post-election a manual tally is conducted on ballots to ensure they were accurately tabulated.
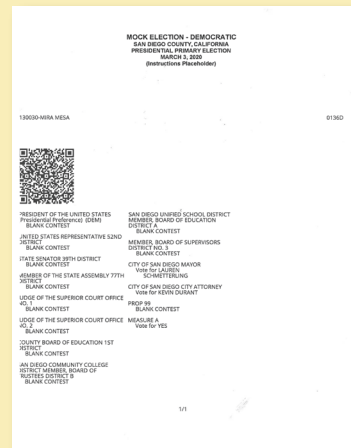
SIX BASIC STEPS TO ASSIST A TYPICAL VOTER

Welcome Station (Precinct Inspector)

Regardless of the different voter scenarios you will encounter on Election Day, there are six basic steps to follow for a typical voter.

1. Find voter's name on roster and get signature.

    a. Greet voter and ask them to state their name out loud. Repeat the voter's name out loud.

    b. Look for the voter's name in the **BLUE** pages first.

VOTER NAME/ADDRESS	VBM	PARTY	NP CROSS OVER	VOTED	SIGNATURE	VOTER ID	COMMENTS OR NEV
AGUILAR NORMA G 13761 PROCTOR VALLEY RD		DEM	LEAVE AREA BLANK	○		1 1706223	
AGUILAR RAMON C 13761 PROCTOR VALLEY RD		DEM	LEAVE AREA BLANK	○		2 2852611	
ALBERT CYNTHIA 14077 PROCTOR VALLEY RD		REP	LEAVE AREA BLANK	○		3 4179849	

    If the voter's name is not there, check the WHITE pages next, and check the PINK pages last. Each section is in alphabetical order by last name.

    c. When you find the voter's name, ask the voter to state their address out loud. Verify it in the roster as they state it, then repeat it back to them.
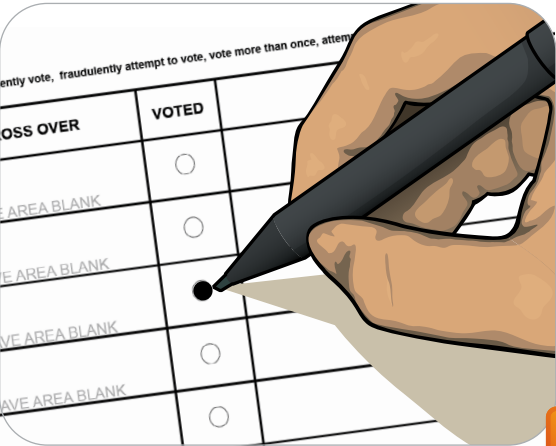
    d. Before voter signs roster, show them which ballot they will be receiving by pointing to their political party on roster.

    e. Fill in the bubble next to the signature line, turn the roster around and ask the voter to verify their political party. If the information is correct, ask them to sign on the signature line.

POLL WORKER TIP

Filling in the bubble next to the signature line helps the voter see where to sign, and helps the poll worker count signatures at the end of the night.

ASSISTING VOTERS

2. Find the voter's name on the table STREET INDEX and make a check mark to indicate they have voted. Note: voters who appear on the blue pages *may* not be on the Street Indexes. Voters whose names are on the pink pages *will not* be printed on the Street Indexes.

Updating the Street Index (Precinct Inspector)
Posted Street Index Example

SALINAS WY , OCEANSIDE 92054			SEASIDE LN , OCEANSIDE 92054		
——17942	MCNEISH, RICK	555-5972	——18011	MARKS, MARSHA	555-1994
——17944 **2a.**	STEVENSON, AMANDA	555-7385	——18015	PHAM, JOHN	555-3641
~~——17947~~	~~BANDON, ROB~~	~~555-5605~~	~~——18016~~	~~BAHK, JOE~~	~~555-9023~~
——17947	BANDON, ROBIN		——18016	BAHK, KAREN	555-2380

a. Every hour until 6:00 p.m., take the lined-out copy of the Street Index down from the wall and bring it to the check-in table. Use a ruler to line out the addresses on the lined-out copy of people who voted in the last hour.

Table Street Index Example

SALINAS WY , OCEANSIDE 92054			SEASIDE LN , OCEANSIDE 92054		
——17942	MCNEISH, RICK	555-5972	——18011	MARKS, MARSHA	555-1994
——17944	STEVENSON, AMANDA	555-7385	✓——18015	PHAM, JOHN	555-3641
✓——17947 **2.**	BANDON, ROB	555-5605	✗18016 **2b.**	BAHK, JOE	555-9023
——17947	BANDON, ROBIN		——18016	BAHK, KAREN	555-2380

b. As you line out the voter's address on the lined-out copy, turn the check mark on the table copy into an X. At the next hour, you only need to look for new check marks.

Receive Ballot Station (Technical Inspector)

3. Give the voter their ballot in a secrecy sleeve with a pen and voter stub.

a. Remove the ballot carefully from the ballot pad along the perforations.

b. Remove the voter stub at the top of the ballot and give it to the voter as a confirmation of voting.

c. Place the ballot inside a secrecy sleeve for privacy, and hand it to the voter along with a pen.
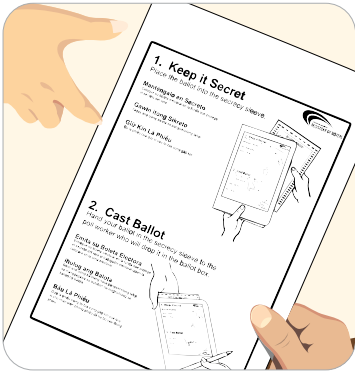
Language Assistance

• In addition to English, some precincts receive ballots in Chinese, Filipino, Spanish and/or Vietnamese. There is a 'language title' in English on the top of each ballot pad to help you identify the language.

SIX BASIC STEPS TO ASSIST A TYPICAL VOTER

- When issuing a language ballot, also give a tan Facsimile Ballot (which should remain unmarked) for voters to compare the translation.

- If you do not have ballots in the language requested, the yellow packets of Booth Ballots contain a copy of the ballot in all five languages, so a voter may read the Booth Ballot and cast their votes on an English ballot.

- The ballot is available in all five languages on the BMD.

- Bilingual poll workers are available to assist in many precincts.

- The Voter Help Cards in your supplies provide a phone number voters can call for assistance in dozens of other languages.
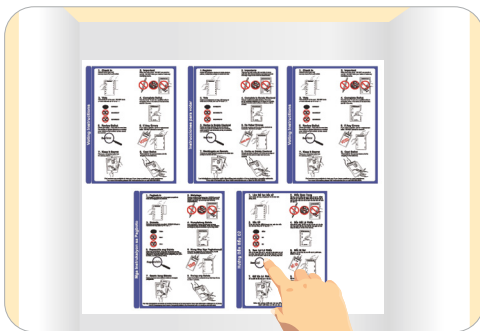
4. Ask voter to read the instructions on the ballot and in the voting booth.

Return Voted Ballot Station (Clerk)

5. Receive voting materials and place ballot in the Ballot Box.
   a. Receive the voted ballot in the secrecy sleeve, along with a pen.
   b. Slide the ballot out of the secrecy sleeve into the Ballot Box *without looking at the ballot!* The voter should return their ballot inside the secrecy sleeve. If requested, a voter may put his or her own ballot in the Ballot Box.
   c. You may also receive Voter Access Cards, provisional and CVR envelopes, Mail Ballot envelopes, and the Facsimile Ballot at this station.

6. Give the voter an "I Voted" sticker.

Thank the voter and give them an "I Voted" sticker.

ASSISTING VOTERS

PRESIDENTIAL PRIMARY ELECTION BALLOTS

Every voter indicates a political party preference when they register to vote, or selects no party preference (also known as "nonpartisan" or "independent").

- The voter's party preference is printed in the Roster of Voters.

- Voters can see their current registration status and party preference at sdvote.com.

- A voter may change their political party preference at any time by re-registering, but must do so no less than 15 days before Election Day for the change to make it into the roster for that election. These voters will be on the Blue Roster pages and will be a typical voter.

- The deadline to register for the presidential primary is February 18. However, if they missed the deadline they may still conditionally register and vote provisionally.

Voters who indicate a political party preference may participate only in their party's March presidential primary election; they MUST be given the party ballot as printed on the roster.

If a voter INSISTS on voting a party ballot other than what is printed on the roster, they will become a Conditional Voter Registration (CVR) voter. See page 30 for details.

Each political party has the option of also allowing Nonpartisan voters to vote in their presidential primary election.

- The American Independent Party, the Democratic Party, and the Libertarian Party will allow Nonpartisan voters to vote in their presidential primary election.

- In San Diego County, the Democratic Party is holding a Central Committee race, for which only registered Democrats may vote.

- If a Nonpartisan voter requests a Democratic Party ballot, they must be given the Nonpartisan version of the Democratic (NP-DEM) ballot that contains the Democratic Party's presidential candidates, but not the Democratic Central Committee race.

- The poll worker must fill in the bubble on the roster, of the crossover ballot issued.

Issuing ballots this election is easy. There are 8 possible ballots to give, and they're color-coded to help you distinguish among them on your table. The colors correspond to the Party Ballot Chart. Remember, if you have any questions about how to assist a voter, call the hotline while the voter is in front of you.
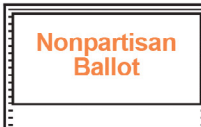
PARTY BALLOT CHART
March 3, 2020 Presidential Primary Election

NP (NONPARTISAN) VOTERS

Nonpartisan voters may select a Nonpartisan ballot or cross over to select one of three party ballot options, as shown on the roster:

VOTER NAME/ ADDRESS	VBM	PARTY	NP CROSS OVER			VOTED	SIGNATURE
VOTER DOUGLAS 1000 Voter Way		NP	○ NP-DEM	○ AI	○ LIB	○	

OR **Option 1** OR **Option 2** OR **Option 3**

Nonpartisan Ballot	NP Democratic Party Ballot	American Independent Party Ballot	Libertarian Party Ballot

VOTERS REGISTERED WITH A POLITICAL PARTY

Voter Appears in Roster: Ballot:

DEM (Democratic)

VOTER NAME/ADDRESS	VBM	PARTY	NP CROSS OVER	VOTED
VOTER DOUGLAS 1000 Voter Way		(DEM)	LEAVE AREA BLANK	○

ONLY ➡ **Democratic Party Ballot**
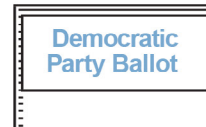
REP (Republican)

VOTER NAME/ADDRESS	VBM	PARTY	NP CROSS OVER	VOTED
VOTER DOUGLAS 1000 Voter Way		(REP)	LEAVE AREA BLANK	○

ONLY ➡ **Republican Party Ballot**

AI (American Independent)

VOTER NAME/ADDRESS	VBM	PARTY	NP CROSS OVER	VOTED
VOTER DOUGLAS 1000 Voter Way		(AI)	LEAVE AREA BLANK	○

ONLY ➡ **American Independent Party Ballot**

GRN (Green)

VOTER NAME/ADDRESS	VBM	PARTY	NP CROSS OVER	VOTED
VOTER DOUGLAS 1000 Voter Way		(GRN)	LEAVE AREA BLANK	○

ONLY ➡ **Green Party Ballot**

LIB (Libertarian)

VOTER NAME/ADDRESS	VBM	PARTY	NP CROSS OVER	VOTED
VOTER DOUGLAS 1000 Voter Way		(LIB)	LEAVE AREA BLANK	○

ONLY ➡ **Libertarian Party Ballot**

PF (Peace and Freedom)

VOTER NAME/ADDRESS	VBM	PARTY	NP CROSS OVER	VOTED
VOTER DOUGLAS 1000 Voter Way		(PF)	LEAVE AREA BLANK	○

ONLY ➡ **Peace and Freedom Party Ballot**

ASSISTING VOTERS

ASSISTING CVR VOTERS

Under California law, Conditional Voter Registration (CVR) allows a prospective voter to conditionally register and vote provisionally on Election Day.

A voter may need to conditionally register and vote provisionally at your poll for one of two reasons:

1. New Voter/Not registered in San Diego County.
   - Voter answered "Yes" to the question, "*Is this your first time voting in San Diego County?*"
2. Party Change
   - Voter wishes to vote a party ballot other than their party preference shown on the roster.

Follow these steps to assist every CVR voter:

1. Have Voter sign the green CVR roster page.

2. Provide a green CVR envelope to Voter to complete.

3. When Voter returns the green CVR envelope, review envelope for completeness.

CVR Voting Envelope Example

4. Complete Section 1 (the poll worker side) of the CVR envelope:

• Check the Conditional Voter Registration box.

• Write the party preference of the ballot that you will give to the voter.

• If the voter chose one of the six political parties, you will write in that political party (it must match the political party preference the voter has marked on the voter side of the envelope).

• If the voter chose No Party/None, show the voter the NP (Nonpartisan) Voters section of the Party Ballot Chart (page 29).

- Ask the voter to choose one of the three party ballot options available to nonpartisan voters. Write in the political party selected by the voter (they can select only one of the three options).
- If they prefer to vote their nonpartisan ballot, you will write Nonpartisan.

• Write the Roster Line Number in the designated box on the envelope flap. This number corresponds to the voter's signature line on the roster.

5. Use great care when obtaining the voter's ballot. Make sure the ballot matches the party preference written in Section 1 of CVR envelope.

6. Fold the ballot to fit in the envelope

7. Tell the voter:

• Read the instructions on the ballot and in the voting booth.
• When finished voting, seal the ballot in the envelope and return to the RETURN VOTED BALLOT STATION (Station 3).
• You may call the Registrar of Voters office, 30 days after the election to find out the status of your ballot.

8. Give the voter their folded ballot, completed CVR envelope, a pen and a Voter Help Card.

DO NOT give the voter a secrecy sleeve. The envelope will be used as the secrecy sleeve.
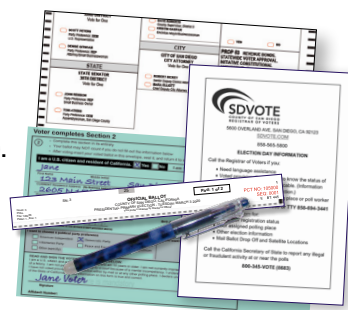
When the voter returns the envelope to the RETURN VOTED BALLOT STATION (Station 3): Place the sealed envelope in the Ballot Box and give the voter an "I Voted" sticker.

> **HOT TIP!**
>
> *ALWAYS fold a CVR voter's ballot so that it will fit in the envelope. This is a reminder to the voter AND to all poll workers that this ballot must be cast in a CVR envelope.*

ASSISTING MAIL BALLOT VOTERS

If a printed or handwritten "**M**" is next to the address line, this means the voter has already been mailed a ballot.

1

Voter wants to DROP OFF their Mail Ballot at the poll.

This voter **DOES NOT** sign the roster.

A. Voter is dropping off their own Mail Ballot and envelope

• Clerk ensures Mail Ballot envelope is filled out completely, contains a Mail Ballot, is sealed, signed and dated.

• Puts Mail Ballot in the yellow Mail Ballot Bag and gives voter an "I Voted" sticker.

B. Mail Ballot is being dropped off by someone other than the voter:

• Clerk ensures the Mail Ballot envelope contains a Mail Ballot; is sealed, signed and dated; and the person dropping off the ballot fills in the box providing their printed name, relationship to the voter, and signature.

• Puts the Mail Ballot envelope in the yellow Mail Ballot Bag and gives the voter an "I Voted" sticker.

C. Voter is dropping off their own Mail Ballot, but needs an envelope:

• The Clerk gives the voter a yellow replacement Mail Ballot envelope. The voter signs, completely fills out the envelope, places their Mail Ballot inside, and seals it.

• Puts Mail Ballot in yellow Mail Ballot Bag and gives voter an "I Voted" sticker.

For Reasons 2 & 3 – IF THERE IS AN "M" ON THE ROSTER,
ASK THE VOTER: "Do you have your Mail Ballot with you?"
Based on the voter's answer, select **2 or 3** to proceed.

2

Voter has their Mail Ballot, but wants to vote at the poll instead.

1. Ask for the voter's name.

2. If name found on roster, the voter DOES sign the roster.

3. The voter must surrender their Mail Ballot.

4. Write "**SURRENDERED**" on the ballot and envelope, tear them in half, and place them in the brown Ballot Carton.
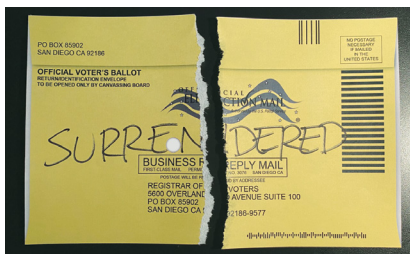
5. Cross out the printed or handwritten "M" next to the address line on the roster.

6. Fill in the bubble next to the voter's signature line.

7. Ask the voter to sign on the signature line. Then assist as a regular voter.

8. If voter's name is on the roster, they have their mail ballot to surrender but they want to vote on a different political party ballot; they will become a CVR voter after surrendering their Mail Ballot. Follow the steps on pages 30 and 31.

9. If the voter's name is not found on the roster, the voter may vote provisionally.

3

Voter DOES NOT have their Mail Ballot to SURRENDER, but wants to vote at the poll.

If the voter has "M" by their name and no Mail Ballot to surrender, the voter will vote provisionally. This voter DOES NOT sign the roster at the Welcome Station.

1. Ask the voter to go to the Provisional Voting Station, where they will print and sign on the peach Provisional Roster pages.

2. **Follow the Provisional Voting Checklist on page 34.**

POLL WORKER TIP

Mail Ballot envelopes can be several different colors. Regardless of the color, they are all handled the same way.
If a voter brings in a Mail Ballot in an envelope from another California county, you can accept that envelope and place it in the yellow Mail Ballot Bag. We cannot accept Mail Ballots from another state.

PROVISIONAL VOTING

Provisional voters are those whose eligibility to vote cannot be determined by poll workers on Election Day.

Follow these steps to assist every provisional voter.

1. Ask the voter to fill out the peach Provisional Roster page.

2. While the voter is signing the Provisional Roster, mark the reason why this voter is voting provisionally. On the poll worker side of the envelope, mark the reason the voter's ballot is being placed in a provisional envelope:

A. HAVA "ID" Voter – The voter has "ID" by their name on the roster and does not have acceptable identification (see the list of acceptable ID's on page 74).

B. Mail Ballot voter with no ballot to surrender – The voter has a printed or handwritten "M" next to the address line on the roster and cannot surrender their Mail Ballot.

C. Missing Name – The voter's name was not found on the blue, white or pink pages of the roster and was not on the Street Index and answered "No" to the question "*Is this your first time voting in San Diego County?*".

DECERTIFIED VOTER – If a voter has a "P" written next to the address line in the roster, write "P on roster" at the bottom of the poll worker side of the provisional envelope for the reason. If the voter has questions, they may call the **ROV at (858) 565-5800** and ask to speak to a Voter Registration Supervisor.

3. Tell the voter to neatly and completely fill out voter side of the envelope.
The ROV needs as much information as possible to determine if the ballot can be counted.

4. **While the voter is filling out the envelope, the poll worker will get a ballot and the voter stub. Then fold the ballot to fit in the envelope.**
   - Folding the ballot reminds the voter and poll workers that this ballot goes in a provisional envelope.

5. **Check that the envelope is completely and neatly filled out and signed by the voter.**

6. **On the poll worker side of the envelope, write which political party ballot is being given to the voter.**

7. **Write the roster line number.**

8. **Tell the voter:**
   - Read the instructions on the ballot and in the voting booth.
   - You may call the Registrar of Voters office 30 days after the election to find out the status of your ballot.
   - When finished voting, place the ballot in an envelope and return to the RETURN VOTED BALLOT Station.

9. **Give the voter a folded ballot, provisional envelope, voter stub, Voter Help Card, and a pen.**
   - DO NOT give the voter a secrecy sleeve. The envelope will be used as the secrecy sleeve.

Provisional Voting Envelope Example

PROV-P 12/12/2019

Voter completes Section 2

② • Complete this section in its entirety
• 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

Jane   Voter
First Name   Middle Initial   Last Name

123 Main Street   San Diego CA   92101
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 # : 19876543   Birth Date : 04081960
Social Security # (Last 4 digits) : _ _ | _ _   Birth Place : California
(Only if CA Driver License or CA ID Card # NOT provided above)   (Name of U.S. State or country of birth)

I want to choose a political party preference
☐ American Independent ☐ Democratic Party ☐ Green Party
☐ Libertarian Party ☐ Peace and Freedom Party ☒ Republican
☐ Other (specify):

I do not want to choose a political party preference
☐ No Party / None

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.

Jane Voter   03/03/20
Signature   Date

Affidavit Number:

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

When the voter returns the envelope to Station 3:
Place the sealed envelope in the Ballot Box and give the voter an "I Voted" sticker.

PREVENTING UNNECESSARY PROVISIONALS

It takes considerable time and effort at the ROV to verify whether a ballot in a provisional envelope should be counted (and if so, which parts will count). To help prevent unnecessary provisional voting, consider the following:
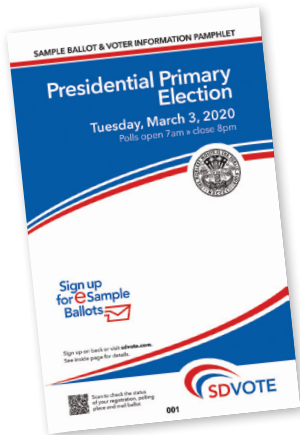
1. Make sure to thoroughly check the pages in the roster.

- First check the blue, then the white, and then the pink.
- Also check the Street Index to see if a name was misspelled.

2. If you still cannot find the voter in roster, try to direct the voter to the correct polling place using:

- voter's Sample Ballot
- the map to nearby polls from PI supplies
- sdvote.com by scanning QR code with smart phone
- the Hotline

Note: if the voter decides to vote at incorrect poll, remind them that the ballot may have different contests. Show them the Facsimile Ballot before you have them vote provisionally.

3. A Mail Ballot voter whose name is on the roster and has their Mail Ballot to surrender DOES NOT vote provisionally.

- The voter will "surrender" his or her Mail Ballot.
- Next, you will fill in the bubble, cross out the "M," and have voter sign the roster.
- Then you will assist as a regular voter.
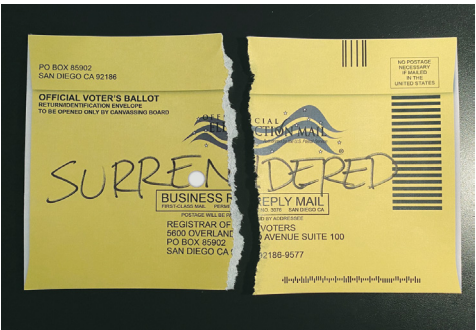
ABRAMS	**ROBERT S**		REP		○		2 2852611	
2943 PIONEER WAY				LEAVE AREA BLANK				
ADAME JR	**JOHN F**	☒	REP		●	*John F. Adame Jr.*	3 4179849	
14135 CAMPO RD B				LEAVE AREA BLANK				

4. A HAVA ID voter who has an acceptable identification DOES NOT vote provisionally (a list of acceptable identification is on page 74).

- If a voter has acceptable ID, assist as a regular voter.

SPECIAL CIRCUMSTANCES

On Election Day there are a variety of voter scenarios you may encounter. You will be able to assist the majority of your voters using the Six Basic Steps, but you may encounter special circumstances, which are detailed in this section.

Voter makes a mistake: spoiled ballot

If a voter makes a mistake and requests another ballot, do three things:

1. Write "SPOILED" across the ballot that was spoiled.
2. Tear the spoiled ballot slightly.
3. Place it in a brown Ballot Carton.

Take a new ballot from your pad; give the voter a new ballot, and "spoil" the old ballot using the steps above.

A voter can spoil only two ballots; the third ballot received is their last one. If the voter needs assistance, see below. If the voter asks for a fourth ballot, call the hotline.

Assisted voter

- A voter can be assisted with their ballot by one or two people such as a family member, friend or poll worker. A voter cannot be assisted by their boss or union representative.

- Assistance may include reading the ballot aloud to the voter or marking the ballot as directed by the voter.

- Ask the voter who is being assisted to repeat the following oath: "I (voter's name) do affirm that I request assistance marking my ballot."

- Write the voter's name on the Assisted Voter page in the roster. Do not write the name of the person(s) providing assistance.

Voting outside the poll (curbside voting)

Sometimes a voter cannot enter the poll to vote. Follow instructions on the Voting Outside the Poll Form found in tab 5 of the Blue Envelope.

Challenging a voter

"Challenging a voter" means that a poll worker questions a particular voter's qualifications to vote. On the rare occasion there is a challenge, please call the Poll Worker Hotline for specific instructions. If a poll worker challenges the right of a voter to vote in your precinct, you must contact the Poll Worker Hotline while the voter is present.

SPECIAL CIRCUMSTANCES

Voter with a visual impairment

- In your Stationery Kit, there is a signature guide card to help a voter with a visual impairment sign in the correct space in the roster.

- There is also a magnifying sheet that can be used to magnify the text on the roster, ballot, etc.

- One BMD is set up in every precinct for voters with a disability to vote privately and independently.

Poll Workers: This is a Braille signature guide card to assist visually impaired voters while signing the roster. Place open box over where they will sign the roster and it will keep their signature within the lines. Thank you!
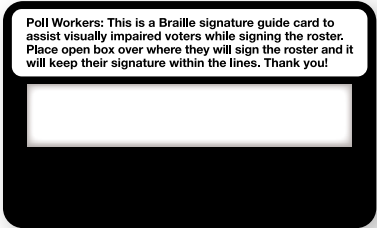
Voting on the Ballot Marking Device (BMD)

- Any voter who requests to do so may vote on the BMD. Every voter who uses the BMD must sign the roster.

- Follow the instructions on pages 66-69 to activate a ballot according to the needs of the voter.

- **If a voter needs to vote provisionally on the BMD, you will follow one of two sets of instructions.** If they answer "Yes" to the question "*Is this your first time voting in San Diego County?*", you will follow the instructions for ASSISITING CVR VOTERS (pages 30-31). If they answer "No" you will follow the instructions for PROVISIONAL VOTING (pages 34-36).

Name change / Address change (voter moved)

If a voter's name or address has changed, they must cross out the old information in the roster and print their new name or address next to it. In the event of a name change, have the voter sign their previous name followed by their new name. **Tell the voter to go to sdvote.com and re-register to vote.** You can also give the voter a Voter Help Card.

| ADAMS ROBERT N | M | REP | LEAVE AREA BLANK | ○ | | 5 283 |
| AGUILAR BROWN NORMA G 13761 PROCTOR VALLEY RD | | DEM | LEAVE AREA BLANK | ● | *Norma G Brown* | 6 373 |

Misspelled name

If the voter's name is misspelled in the roster, print the correct spelling next to the misspelled name. Fill in the bubble and ask the voter to sign their name on the signature line in the roster.

ALBERT CYNTHIA 14077 PROCTOR VALLEY RD		REP	LEAVE AREA BLANK	○		1 1114
ALBERT ALBERTO GARY W 14077 PROCTOR VALLEY RD		REP	LEAVE AREA BLANK	●	*Gary W. Alberto*	1 872
ALBRAND ALBERT	M	NP	○ ○ ○	○		1

13646 PROCTOR VALLEY RD

Decertified voter

The Precinct Inspector may receive names of decertified voters from the ROV. They will identify these voters by writing a "P" next to the address line in the roster. Follow the instructions for voters who place their ballot in a provisional envelope.

Verbal Certification Code voter

Name/address provided by ROV:
The ROV may call any poll worker before Election Day and give the names of newly registered voters to add to your precinct's roster. The ROV will identify themselves by giving the Verbal Certification Code. This code comes in the PI's yellow envelope in the letter listing envelope contents and the Verbal Certification Code. The Precinct Inspector should print the new voter's name and address at the bottom of the blue Certification of Voters roster page. Have the voter sign their name next to the printed information in the roster. **(This person does not place their ballot in a provisional envelope.)**

Voter walks into poll with code:
A newly registered voter may also come into your poll on Election Day and give you the Verbal Certification Code. Call the Poll Worker Hotline to confirm the voter's information is correct and that the voter is in the correct precinct.

	'M' = Mail Ballot Issued *'NP' = No Party Preference* SEQ# **1,526**
‖‖‖‖‖‖‖‖‖‖‖‖‖	JAMUL JAMUL FIRE STATION #36; 14024 PEACEFUL VALLEY RANC
Alvarez, Martín 123 1st Street	*Martin Alvarez*

HAVA ID requirement

The only time a poll worker may ask a voter for ID is if the voter's name has "ID" printed next to their name. This is a voter who registered by mail and has not yet provided identification.

ALLEN	WESLEY M	REP	LEAVE AREA BLANK	○		1 2294
14593 RANCHO JAMUL DR						
ALLEN	WILLIAM R ID	REP	LEAVE AREA BLANK	○		1 128
14593 RANCHO JAMUL DR						

- **If the voter is able to provide an acceptable identification** (see list on page 74), they should sign the roster on the signature line and vote regularly.

- If the voter does not have any acceptable identification or if the voter does not wish to present any identification they will vote provisionally.

OBSERVER POLICIES AND PROCEDURES

There are strict policies and procedures observers must follow in order to prevent voter intimidation at the polls. Please welcome observers and answer questions if you have time. Assisting voters is always your first priority.

The focus 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, and**
- **prevent voter intimidation.**

Keep the spirit of these goals in mind if you have interaction with poll watchers or observers on Election Day.

As a poll worker, it is your responsibility to:
- Review the Observer Policies & Procedures in this manual
- 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 Field Support Rep asks you to modify your procedures on Election Day**

Who are Observers or Poll Watchers?

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 poll to watching the closing of the poll. They may also observe the counting of the ballots.

Poll watchers are 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.

The same rules must be followed by all observers and poll watchers (see more details on pages 42-43).

Observers may:
- Observe the process of opening the poll and closing the poll

- Inspect the Roster of Voters and Street Index at the convenience of poll workers and voters

- Observe voting procedures throughout Election Day

> **POLL WORKER TIP**
> **Examples of Interference:**
> - Talking to poll workers while voters are present or waiting to be helped
> - Talking to voters who are voting
> - Carrying on conversations that may create a distraction or disturbance
> - Electioneering

Observers 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 (such as the ballots or Roster of Voters)
- Sit at the poll worker table
- Discuss any ballot or political issue
- Be in the area where voters are voting their ballots (including the Ballot Box or booths)

What is Electioneering?

Campaigning, making speeches, passing out campaign literature, or doing anything that could be seen as promoting a particular candidate or measure within 100 feet of the entrance to the poll.

- Wearing campaign-related items, including hats, shirts or lapel buttons in or within 100 feet of the poll is not permitted.

- Political signs should not be posted within 100 feet of the poll 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).

> ### POLL WORKER TIP
>
> **Ways to help voters or observers who might be electioneering:**
>
> - If there is a restroom nearby, suggest that they turn political t-shirts inside out
> - Logos on shirts, or buttons, can be covered by masking tape (found in your stationery kit)
> - As a last resort you could also consider walking with the voter 100 feet away from the entrance of the poll and follow the "voting outside the poll procedure" (found on page 37)

Steps to address violations of Observer or Electioneering Policy

1. Politely inform the offending observer/poll watcher of the posted rules (Observer Policies & Procedures).
2. Suggest a solution (see Poll Worker Tip "Ways to help voters or observers who might be electioneering").
3. Offer observers/poll watchers the **Observer Hotline Number**, **(858) 495-5123**, if they have questions or concerns.
4. If the person takes an aggressive, argumentative, or hostile attitude, call the Poll Worker Hotline before it escalates. The Hotline Operator can help and a Field Support Rep will be dispatched immediately.
5. The Poll Worker Hotline can also provide the local phone number for non-emergency law enforcement if you or the Field Support Rep would like assistance in addressing a person in your poll.
6. If poll workers or voters feel an immediate threat, call 911.

OBSERVER POLICIES AND PROCEDURES

You will hang a copy of this poster in your poll and direct observers and media to read it.

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 estén 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 de medios de comunicación y obtener la autorización del trabajador electoral y del elector antes de poder autorizar la toma de cualquier fotografía o grabación en video durante el horario de votación.
- Preservar el secreto de todas las boletas electorales mientras está en la casilla electoral para proteger la privacidad y prevenir la intimidación del elector.
- Realizar las encuestas de salida a no menos de 25 pies de la entrada a las casillas electorales.
- No interferir con el proceso de votación y con las operaciones del trabajador electoral.

Observadores de casillas electorales (Secciones 14221, 14223, 18370 del Código Electoral de California)
Pueden observar:
- La lista de electores y el índice de calles conforme la conveniencia de los trabajadores electorales.
- El procedimiento para abrir la casilla electoral.
- Los procedimientos de votación durante el Día de la Elección.
- El procedimiento de cierre.

No pueden:
- Interferir con el proceso de votación o con las operaciones del trabajador electoral.
- Tomar fotografías o grabar videos dentro del lugar de votación mientras las casillas electorales estén abiertas y mientras haya electores presentes en las casillas electorales.
- Tocar cualquier material de votación (boletas electorales, lista de electores, etc.)
- Sentarse en la mesa del trabajador electoral.
- Hablar sobre cualquier asunto de la boleta electoral o político.
- Estar en el área donde los electores están emitiendo sus boletas electorales.

Electoralismo (Secciones 18370, 18541, 18546 del Código Electoral de California)
Definición: Hacer campaña, hacer discursos, hacer circular texto de campaña o hacer cualquier cosa que pueda ser vista como la promoción de un candidato o iniciativa de ley en particular.

Los miembros del...

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 patakarang 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 istorbohin ang mga manggagawa sa botohan o mga botante.
- Bigyan ang mga manggagawa sa botohan ng makatwirang espasyo na isagawa ang mga pamamaraan sa eleksyon.

Pag-videotape o Potograpiya (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 botanteng naroroon sa mga botohan at ang aktibidad ay hindi makakagambala sa mga operasyon ng manggagawa sa botohan.
- Ang botante ay maaaring boluntaryong kumuha ng litrato ng kanyang binotohang balota hangga't ang aktibidad ay hindi iniintimida, ginagambala o tinitigil 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 manggagawa sa botohan at botante bago pahintulutan ang anumang paglilitrato o pag-videotape habang oras ng pagboto.
- Panatilihin ang pagiging sekreto ng lahat ng mga balota habang nasa botohan upang protektahan ang pagkapribado ng botante at maiwasan ang intimidasyon sa botante.
- Magsagawa ng pagtatanong sa mga bumoto na (exit polls) nang hindi bababa sa 25 piye mula sa pasukan ng botohan.
- Huwag gambalain ang proseso ng pagboto o mga operasyon ng manggagawa sa botohan.

Mga Taga-bantay ng Botohan (Kodigo ng mga Eleksyon sa California § 14221, 14223, 18370)
Maaaring obserbahan ang:
- Listahan ng mga botante at indise ng kalye sa kaginhawaan ng mga manggagawa sa botohan.
- Pamamaraang para sa pagbubukas ng botohan.
- Pamamaraan sa pagboto sa Araw ng Eleksyon.
- Pamamaraan sa pagsasara.

Hindi maaaring:
- Gambalain ang proseso ng pagboto o mga operasyon ng manggagawa sa botohan.
- Maglitrato o mag-videotape sa loob ng lugar ng botohan habang bukas ang mga botohan at habang ang mga botante ay nasa mga botohan.
- Hawakan ang anumang materyales sa pagboto (mga balota, listahan, atbp.)
- Umupo sa mesa ng manggagawa sa botohan.
- Talakayin ang anumang isyu sa balota o pampulitika.
- Nasa lugar kung saan ang mga botante ay binobotohan ang kanilang mga balota.

Pangangampanya (Kodigo ng mga Eleksyon sa California § 18370, 18541, 18546)
Kahulugan: Pagkampanya, paggawa ng talumpati, pagbibigay ng mga literatura ng kampanya, o paggawa ng anumang bagay na maaaring makita bilang pagtataguyod ng isang partikular na kandidato o panukala.

Ang mga miyembro ng publiko ay hindi maaaring:
- Mangampanya gaya ng tinukoy o magbigay ng mga petisyon, magtayo ng pampulitikang karatula tungkol sa kung paano bumoto sa isang panukala o subukang hikayatin ang isang botante nang mas mababa sa 100 piye mula sa pasukan ng botohan.
- Magsuot ng mga bagay na may kaugnayan sa pangangampanya...

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.

Media with credentials

Media may take photos or video near the poll during voting hours, as well as interview voters about the election outside the poll (with the voter's permission). This is called an "exit poll." They must not interfere with the voting process. Call the Poll Worker Hotline if you have concerns.

EXPIRES: 12/09/2020
CITY OF SAN DIEGO
POLICE DEPARTMENT
PRESS
DAILY NEWS
JANE PRESSMAN
Press Pass #1234

Jane Pressman
Daily News

This is a sample of media credentials

ASSISTING VOTERS

NOTES

The Closing Guidelines Chart lists all the duties for each poll worker after the polls close. These tasks need to happen simultaneously to allow you to leave to the Collection Center by 9:30 pm.

	PRECINCT INSPECTOR	ASSISTANT INSPECTOR	TECHNICAL INSPECTOR	CLERK
COUNT & RECORD	PI counts unused ballots and spoiled ballot cards. → After unused ballots are counted and set aside, PI and AI will open the Ballot Box and count voted ballots, CVR and provisional envelopes. Put BMD ballots and poll ballots in separate piles. →	AI counts all voter signatures in each section of the roster. →	Assist PI and AI to count voted ballots, CVR and provisional envelopes.	Clerk brings in all yellow polling place signs. → Clerk removes all postings from the walls, inside and outside the poll. →
	PI will record all numbers on the Ballot Statement. **All Poll Workers sign the ballot statement.**			
PACK, SEAL, SIGN	PI packs unused ballots, spoiled ballot cards, and surrendered Mail Ballots in brown carton(s); record serial numbers of unused ballots on top of carton. → PI packs Roster Security Envelope & Blue Envelope. → PI and AI will take all of the supplies together in one car to the Collection Center by 9:30pm. Hand "red, white, and blue plus two" items directly to Collection Center official.	AI packs voted BMD ballots & poll ballots in white carton. Place BMD ballots on top of poll ballots; seal all ballot cartons. **All poll workers sign every Closing Blue Security Seal.** → AI packs voted provisionals and CVRs in Red Bag; lock Red Bag and yellow Mail Ballot Bag. →	TI packs BMD and printer in their cases and takes down BMD booth. → TI locks BMD and printer cases with red Mini Padlocks.	Clerk packs up voting booths and Posted Items Display Panel. → Clerk packs up all remaining materials: clipboards, stationery kit, etc. → Assists fellow board members as needed

CLOSING THE POLLS

PRECINCT INSPECTOR: To prepare for closing the polls:

- Exchange phone numbers with your Field Support Representative

- Make sure each poll worker has their Closing Checklist and understands their duties. Every checklist must be completed, signed, and returned to the ROV.

1. PRECINCT INSPECTOR: At 8:00 p.m., step outside the poll and announce "The polls are now closed."

- If there are voters voting inside the poll: do not have any poll worker begin closing down the poll until the last voter has voted their ballot. Once there are no voters in line, the Clerk may bring in the yellow poll signs.

- **If there is a line of voters:** assign the Clerk to stand at the end of the line with a watch or cell phone showing the time. **Everyone in line at 8:00 p.m. will be permitted to wait and vote, but no one may join the line after 8:00 p.m. (behind the Clerk).**

2. TECHNICAL INSPECTOR: Follow the instructions on pages 70-73 in the manual to close down the BMD.
DO NOT end voting before 8:00 p.m.!

3. CLERK: Bring in all yellow poll signs.

4. CLERK: After the last voter has finished voting, collapse all voting booths, including the ADA booth.

- Pack the Posted Items Display Panel in the cardboard sleeve with the ADA booth

5. CLERK: Remove all postings from the walls and set them aside together:
- the Voter Bill of Rights in all languages, posted outside the entrance
- the Observers Policies and Procedures Poster inside the poll
- both copies of the Top Two poster, one from inside and one from outside
- two copies of the Street Index
- the yellow copy of the Mail Ballot Voter List
- the packet of yellow Booth Ballots clipped in each voting booth

BALLOT STATEMENT

Fill in all blank lines as requested.

(EC § 14405)

PART A: INVENTORY BALLOTS Before Election Day: Precinct Inspector hand-counts the ballots received.

1. _____ **NUMBER OF BALLOTS RECEIVED BY THE PRECINCT INSPECTOR**

PART B: COUNT BALLOTS Write number of ballots on blank lines as requested. **DO NOT COUNT MAIL BALLOTS IN YELLOW BAG.**

2. _____ **UNUSED BALLOTS** remaining. *Add the number of Unused Ballots from ALL pads. The number of ballots remaining on a pad is printed on the top ballot stub.*

3. _____ **SPOILED BALLOTS** These are the poll ballots (including spoiled BMD ballots) with "mistakes"- NOT the "Surrendered" Mail Ballots which are torn in half.

4. _____ **PEACH PROVISIONAL ENVELOPES** containing voted poll ballots.

5. _____ **GREEN CVR ENVELOPES** containing voted poll ballots.

6. _____ **POLL BALLOTS** that were cast, including BMD ballots.

PART C: COUNT SIGNATURES Write number of signatures from each section of the roster; write the Total in the box.

7. _____ **Blue pages**		10. _____ **Peach pages**		**Total Signatures:**
8. _____ **White pages**		11. _____ **Green pages**		
9. _____ **Pink pages**				

✓ **PART D: TASKS** The following tasks must be completed as noted on your Checklists. Check the box once complete.

I. Provisional and CVR envelopes
   ☐ a. Write the number of Provisional and CVR envelopes on the card in the front pocket of the Red Bag.
   ☐ b. Place all Provisional and CVR envelopes into the Red Bag.
   ☐ c. Secure the Red Bag with a Red Tab Lock.
   ☐ d. Re-insert the peach provisional pages back into the roster, in order, behind the pink roster pages.
   ☐ e. Re-insert the green CVR pages back into the roster, in order, behind the peach provisional roster pages.

II. Brown Ballot Carton
   ☐ a. Write serial number range for unused ballots on brown carton by language, as indicated.
   ☐ b. Place the following into brown ballot carton(s):
   - Unused Ballots
   - Booth Ballots
   - Facsimile Ballots
   - Ballot Stubs
   - Spoiled Ballots*
   - Surrendered Mail Ballots*

   * Place Spoiled Ballots and Surrendered Mail Ballots on top
   ☐ c. Seal the brown carton with the signed Closing Blue Security Seal.

III. White Voted Ballot Carton
   ☐ a. Place all voted paper ballots into the white Voted Ballot Carton, placing BMD ballots on top.
   ☐ b. Complete and **sign*** this Ballot Statement.
   ☐ c. Seal the white Voted Ballot Carton with a signed Closing Blue Security Seal.

NOTES/COMMENTS: _____

_____

*All BOARD MEMBERS READ AND SIGN	*Signatures*	OFFICE USE ONLY
WE CERTIFY that the number of signatures noted above is the number of signatures in this roster of voters. All voters whose signatures appear in this roster voted today except as noted. This list of voters constitutes the roster of this precinct for this election. The total number of official ballots received, voted, spoiled and cancelled, found in the ballot carton and the number accounted for is as indicated on the 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). *Ballot Statement 03/2020*	**Precinct Inspector:** **Assistant Inspector:** **Technical Inspector:** **Clerk:** **Clerk:** **Clerk:**	1. 2. 3. 4. 5. 6.

6. ASSISTANT INSPECTOR: Reassemble the roster and count signatures:

a. Place the peach provisional pages back into the roster behind the pink pages.

b. Place the green CVR pages back into the roster behind the peach pages.

c. Use the ruler provided to help determine whether there is a signature next to every filled-in bubble in each of the roster pages. Count the signatures on each page.

d. Record the total for each page on the bottom right of each page where it says "TOTAL SIGNATURES AFFIXED," then use the calculator from the Stationery Kit to add up the total for each color pages.

e. Record totals for each color pages and transfer the numbers onto the Ballot Statement.

7. PRECINCT INSPECTOR: Count unused ballots and spoiled ballots as follows:

a. Open all brown Ballot Cartons and count any spoiled ballots. Set them to the side and record the total number of spoiled ballots on the back of the PI Closing Checklist.

b. Count every unused ballot. If you kept the ballot pads in order during inventory and throughout the day, the "Quantity" on the voter stub on the ballot pad in use should be the number of ballots remaining in that language. There may be pads in any brown or white Ballot Carton.

c. Record the total number of unused ballots on the back of your checklist. The next page will describe how the ballot stubs will help you with this task.

d. Following the instructions on the next page, pack the spoiled and unused ballots in the brown carton(s). **Make sure all unused ballots are packed before you begin counting voted ballots.**

Packing the Brown Carton

- The unique serial number for each ballot is on the ballot stub, following the letters "SN". The lowest number is on top of the pad.
- As you pack the unused ballots in the brown carton(s), record the first and last serial numbers for each continuous range, by language, on the top of that carton.
- If using more than one brown carton, only record the range of serial numbers for the unused ballots being placed inside that individual carton.
- If any pads were used completely, the stapled ballot stub will be left. Place these in a brown carton on top of the unused ballots.
- Place any surrendered Mail Ballots and envelopes inside.
- Place all yellow Booth Ballots and tan Facsimile Ballots inside.
- Place any spoiled ballots in the brown carton last, on top.
- Seal with a Closing Blue Security Seal and all poll workers must sign.
- Set sealed, signed brown cartons aside.
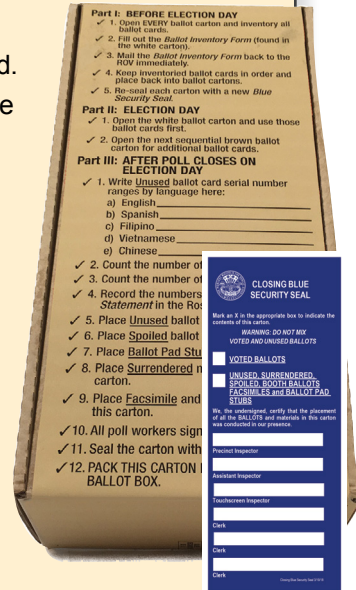
8. **PRECINCT INSPECTOR with ASSISTANT INSPECTOR: When the Precinct Inspector is done counting unused ballots, PI and AI will count voted ballots together as follows:**

   a. Break the seals on the Ballot Box. Then separate and count loose paper ballots, including BMD ballots, provisional envelopes, and CVR envelopes.

   b. The PI will record the total counts on the Ballot Statement.
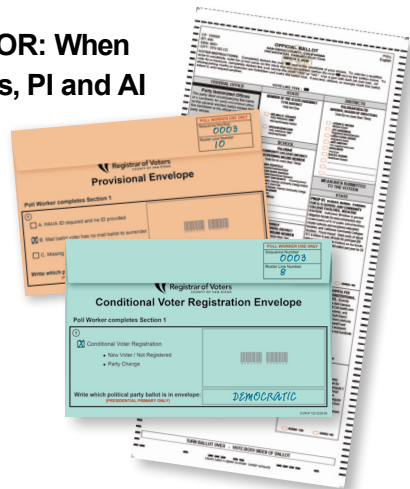
9. **PRECINCT INSPECTOR: Complete the Ballot Statement as follows:**

   a. The Ballot Statement is the first page in the roster and must remain there.

   b. Take totals from the practice ballot statement. Then transfer the numbers your board has recorded.

   c. All poll workers will sign at the bottom of the Ballot Statement.

CLOSING THE POLLS

CLOSING THE POLLS

10. ASSISTANT INSPECTOR: Pack and seal the white carton as follows:

a. Place all loose voted paper ballots in the white carton, with BMD ballots on top.

b. Seal the carton with a Closing Blue Security Seal, found in the Official Ballot Pouch. Check appropriate box ("VOTED BALLOTS").

c. All poll workers sign the Closing Blue Security Seal.

11. PRECINCT INSPECTOR:

Read the label on the right side of the Blue Envelope ("After Polls Close") to ensure all other paperwork items are packed correctly.

Pack the Blue Envelope as follows:

a. Pack the Roster Security Envelope:

- Roster of Voters in order (blue, white, pink, peach, green)
- Three Street Indexes
- The posted yellow Mail Ballot Voter List
- Any completed Voting Outside the Poll forms

b. Place the **sealed** Roster Security Envelope into tab 1 of the Blue Envelope.

c. In tab 6, pack all completed forms:

- the completed blue Seal Verification Log
- the Mail Ballot Signature Form envelope, which may contain forms turned in by voters
- Poll Worker Declaration and Payroll Form signed by all poll workers.
- Three signed and completed checklists for each poll worker (from the Checklist Booklet) – pack the checklists JUST before leaving for the Collection Center
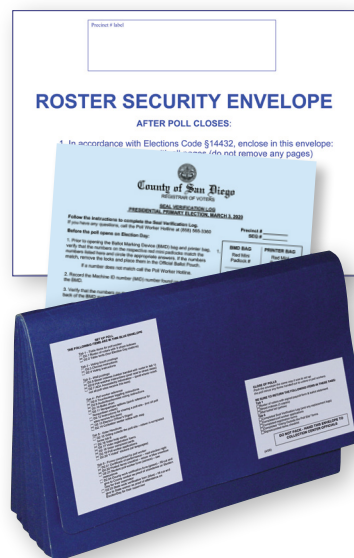
12. ASSISTANT INSPECTOR: Seal the brown carton(s) as follows:

a. Seal the carton(s) with a Closing Blue Security Seal, found in Official Ballot Pouch. Check appropriate box (UNUSED. SURRENDERED...).

b. All poll workers sign Closing Blue Security Seal.
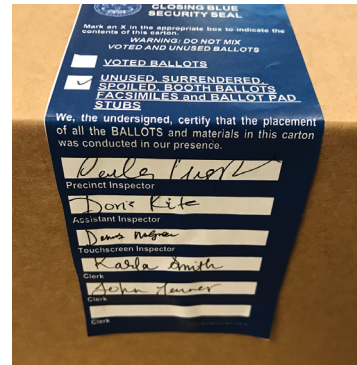
13. ASSISTANT INSPECTOR: Pack the red Provisional Ballot Bag and lock the yellow Mail Ballot Bag:

a. Fill out the red bag card:

   i. Remove the card from the window of the red bag

   ii. Record the number of provisional envelopes

   iii. Record the number of CVR envelopes

   iv. Place card back into the window of the red bag

b. Place all provisional and CVR envelopes from the Ballot Box into the red bag.

c. Secure the zipper of the red bag, and the slot of the yellow Mail Ballot Bag, with red tab locks found in the Official Ballot Pouch. **The red tab lock on the zipper of the yellow Mail Ballot Bag is never removed; poll workers never open the yellow Mail Ballot Bag.**

CLOSING THE POLLS

14. CLERK: Pack the ballot/supply boxes as follows:

a. After the Assistant Inspector has opened the white Ballot Box and removed all of the voted ballots, pack the following items in the white box:

- American flag
- Election Supply Pouch & clipboards
- All unused provisional, CVR and replacement Mail Ballot envelopes
- All remaining postings: Voter Bill of Rights posters, Voter Assistance poster, Observer Policies and Procedures poster

b. After they have been sealed and signed by all poll workers, pack all brown Ballot Cartons in the brown supply box(es).

15. TECHNICAL INSPECTOR: Ensure the BMD Poll Worker Card is in the Official Ballot Pouch and the blue Seal Verification Log is in tab 6 of the Blue Envelope. Ensure the identifying Sequence/Precinct Number card is visible with numbers through pouch.

16. ASSISTANT INSPECTOR: follow the Signed and Sealed Checklist on pages 54-55, checking off each item once you have confirmed it has been correctly signed and locked or sealed.

17. PRECINCT INSPECTOR and ASSISTANT INSPECTOR: Drop off supplies at Collection Center.
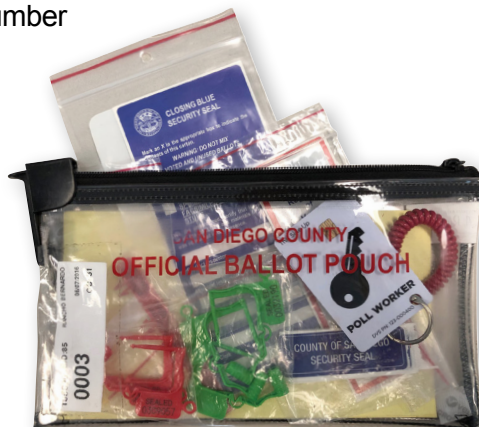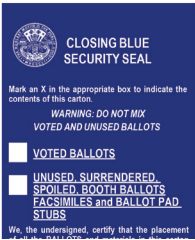
- Once you have loaded everything into the car, leave no later than 9:30 p.m. to your assigned Collection Center.

- Before leaving your poll site, call your Field Support Rep. They can't go home until they know you're on your way to the Collection Center!

- **Two Person Chain of Custody Rule:** For security on election night, voted ballots must be accompanied by at least two poll workers (i.e., the AI and the PI) to the assigned Collection Center.

- The Blue Envelope contains a map and directions to your assigned Collection Center. (The location is also on the yellow label of the ballot/supply box).

- All items can be placed in the back seat or trunk of the car except the "red, white and blue plus two": the red bag, Blue Envelope, white carton(s), yellow Mail Ballot Bag and Official Ballot Pouch should be held on the lap of the passenger. These will be handed directly to the Collection Center official.

- If you are missing any one of these five items, Collection Center officials may ask you to return to your poll to retrieve it.

- You will receive a receipt from Collection Center officials that you turned in all your supplies with another poll worker in the vehicle.

- **Precinct Inspectors: Keep your cell phone on until you get home in case the ROV calls!**

ASSISTANT INSPECTOR'S SIGNED AND SEALED CHECKLIST

✔	Item	Needs Signatures?
☐	Roster of Voters	AFTER POLLS CLOSE: Ballot Statement
☐	Roster Security Envelope	No
☐	Seal Verification Log	Technical Inspector and one other poll worker sign
☐	Election Supply Pouch	No
☐	Black BMD secured bags	No
☐	Brown ballot carton(s)	Seal and then all poll workers will sign the Closing Blue Security Seal
☐	White ballot carton	Seal and then all poll workers will sign the Closing Blue Security Seal
☐	Red Bag	No – but white card must be filled out completely
☐	Yellow Mail Ballot Bag	No
☐	Official Ballot Pouch	No

Needs Seal?	Where does it get packed?
Sealed inside Roster Security Envelope	In the Roster Security Envelope
Self-sealing	Sealed, placed in Blue Envelope, tab 1
No	Placed in Blue Envelope, tab 6
No	Pack in the white supply box
Secure with red mini padlock	Taken to Collection Center with all other supplies
CLOSING BLUE SECURITY SEAL — Mark an X in the appropriate box to indicate the contents of this carton. WARNING: DO NOT MIX VOTED AND UNUSED BALLOTS ☐ VOTED BALLOTS ☐ UNUSED, SURRENDERED, SPOILED, BOOTH BALLOTS FACSIMILES and BALLOT PAD STUBS We, the undersigned, certify that the placement	Packed in the brown supply box(es)
grifkin.com 2134347	Handed directly to Collection Center official as part of "red, white, and blue plus two": • Red Bag • White carton • Blue Envelope • Yellow Mail Ballot Bag • Official Ballot Pouch
Red tab lock on zipper after first voter; red tab lock on slot after polls close	
NO. **Official Ballot Pouch remains part of red, white, and blue plus two**	

INTRODUCTION TO THE BALLOT MARKING DEVICE

One Ballot Marking Device is made available to voters in every precinct to allow visually impaired voters to vote privately and independently via audio ballot; however, any voter may use the Ballot marking Device (BMD) by request. Just as you would not lay out ballots Election Eve, the Ballot Marking Device must not be set up until Election Morning.

BALLOT MARKING DEVICE ITEMS PICKED UP BY THE TECHNICAL INSPECTOR ON SUPU WEEKEND:

☐ **A. Ballot Marking Device Security Bag contains:**
- Ballot Marking Device Tablet
- Headphones
- ATI Unit for (accessible voting)
- Tablet power cord
- Printer cable
- ATI cable

Numbers on the Red Mini Padlock should match the numbers on the Seal Verification Log.

☐ **B. Ballot Marking Device Printer security bag contains:**
- Printer
- Power cord
- Ballot paper pre-loaded in Printer
- White copy of the Blue Seal Verification log
- Extension cord
- Duct tape
- Screen Wipes
- Technical Inspector/BMD Supply Poster

☐ **C. BMD Voting Booth**

DO NOT OPEN BMD SECURITY BAG OR PRINTER SECURITY BAG UNTIL ELECTION DAY MORNING AT POLL.

SET UP THE BALLOT MARKING DEVICE (BMD)

ELECTION DAY MORNING

SET UP THE VOTING BOOTH

1. Stand on side of voting booth with folded legs (your legs to booth legs). Blue privacy screen will be on other side of folded booth. Velcro strap should be on top with handle on the left.

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

3. Lift Velcro strap to release legs.
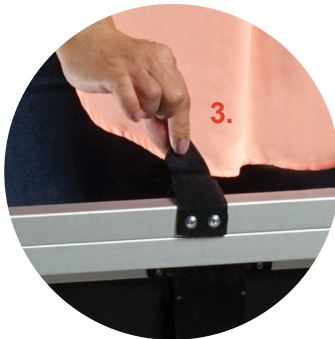
4. Open legs of booth towards yourself.

5. Once legs are extended on both sides, lower table top to floor.

6. Slide latch locks on left and right side of table into legs to secure the table top to the legs.
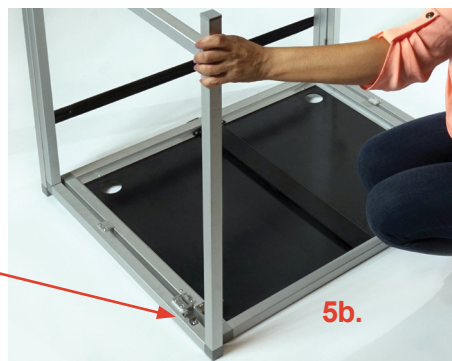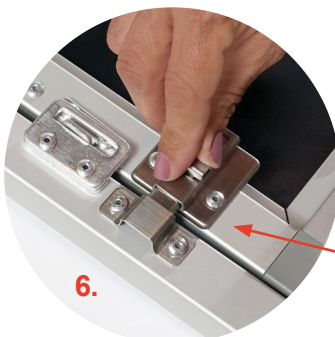
SET UP THE BALLOT MARKING DEVICE (BMD)

7. Flip table upright and move it to where it will be used. **The BMD must be visible from the check-in table, but at least 4 feet away.**

Unpack the larger BMD Security Bag and complete the Seal Verification Log

Due to the Secretary of State chain of custody requirements, the locks on the Ballot Marking Device must be verified and checked for tampering on Election Morning. It is important to complete the Seal Verification Log before you begin setting up the Ballot Marking Device because any inconsistency or tampering must be reported immediately.

DO NOT REMOVE ANY MINI PADLOCKS UNLESS INSTRUCTED TO DO SO IN THIS MANUAL.

The Precinct Inspector receives the official Blue Seal Verification Log in their yellow envelope; there is a white backup copy in the Printer Security Bag.

Follow the Seal Verification Log step-by-step:

1. The Technical Inspector is given the Blue Seal Verification Log by the Precinct Inspector.

2. Verify that the Red Mini Padlock numbers on the BMD Security Bag and Printer Security Bag matches the RED MINI Padlock numbers listed on the Seal Verification Log and circle the appropriate answer.

   • If any of the numbers do not match, call the Poll Worker Hotline immediately.

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

4. 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).

5. Open BMD Security Bag.

6. Remove power cord, ATI Unit and headphones from bag and set aside.

7. If you are missing any items, call the Poll Worker Hotline immediately.

8. Using two hands, lift the BMD from the bag and set on Voting Booth table.

9. Remove Styrofoam packaging and place back into bag for re-packing at closing.

10. Remove protective plastic bag from BMD and place back into security bag for re-packing at closing.

11. Turn BMD around so you are looking at the back of the screen.

12. Locate the MID number below the barcode on a small white label.

13. Write MID number on the Seal Verification log.

14. Verify that the number on the lower Green Mini Padlock matches the Green Mini Padlock number pre-printed on the Seal Verification Log and circle the appropriate answer.
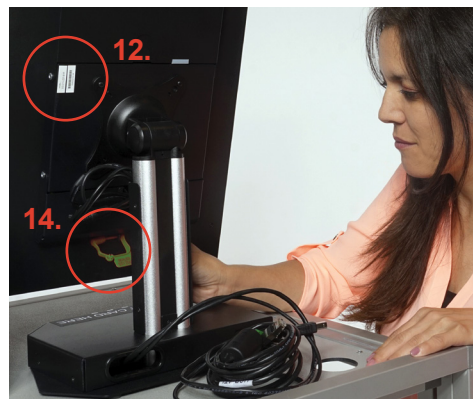
   • If it does not match, call the Poll Worker Hotline.

15. Verify that the number on the upper Red Mini Padlock matches the Red Mini Padlock number pre-printed on the Seal Verification Log and circle appropriate answer.

   • If it does not match, call the Poll Worker Hotline.

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

SET UP THE BALLOT MARKING DEVICE (BMD)

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

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

19. Open the Printer bag and remove the power cord, extension cord, duct tape, screen wipes and Technical Inspector Supply poster.

20. Use supply poster pictures to locate items.

21. If you are missing any items, call the Poll Worker Hotline immediately.

22. Open Velcro strap around printer.

23. Using two hands, lift the printer up and out of the case.

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

CONNECT BMD TO THE ATI AND PRINTER

1. The BMD will have three cables:
   - BMD Power Cord (Red sticker)
   - Printer USB Cord (Yellow sticker)
   - ATI – RJ45 Cord (Orange sticker)

2. There are two cables extending from the back of the BMD: the printer and ATI RJ45 cords. You will find all cables rolled up and placed between the stand and BMD. Carefully pull them out by tilting the monitor and unroll them for connection.

3. Locate and insert the ATI RJ-45 cable into the ATI (match orange stickers) and place ATI Unit in front of BMD screen.

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

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

6. Insert the printer cord into the printer. This is the plug that is "D" shaped (match yellow stickers).

SET UP THE BALLOT MARKING DEVICE (BMD)

7. Collect both the BMD and Printer power cords and feed plug ends of cord through the left or right cord hole in Voting Booth table – whichever is closest to the wall outlet.

8. Plug Printer and BMD into orange extension cord and plug extension cord into wall outlet.

9. Use duct tape to tape down any cords that could cause a tripping hazard.

9. Lift blue Privacy Screen with metal teeth at bottom.

10. Open Privacy Screen and wrap around back of BMD and printer. Voting instruction postings should be behind BMD and Printer and San Diego ROV logo on outside.

11. Insert three teeth on the left and right panels into the matching three slots in Voting Booth table and slide back to lock in place.
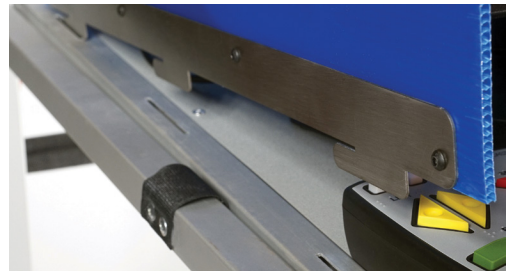
12. Make sure all loose cables are tucked inside Privacy screen behind BMD and printer.

13. Plug Headphones into ATI Unit (mint green dot). Set head-phones and ATI unit to front left of BMD screen in booth. You may hang the headphones on the screen as pictured to keep them accessible but "out of the way" until needed.

POWER ON AND TEST

1. If the Tablet does not automatically power on when plugged in, break the lower Green Mini Padlock on the power door and put the broken mini padlock into the Official Ballot Pouch.

   a. Open the power button door then press and hold the power button for 1-2 seconds and Tablet will power on.

   b. Get a new Green Mini Padlock from the Official Ballot Pouch and write the number on the Seal Verification Log (step 4).

   c. Secure the power door with the new Green Mini Padlock.

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

3. 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.
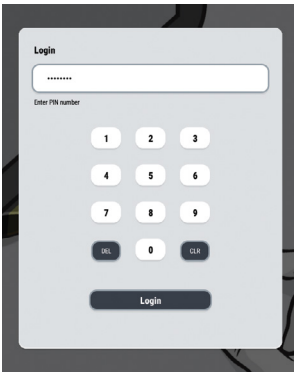
4. Enter the PIN (found on card in Official Ballot Pouch) then tap the Login button.

5. Make sure the Public Counter button is at Zero. If not at zero, call the Hotline for instructions before continuing.

6. Tap the Hardware Test button at the bottom of the Poll Administration screen.
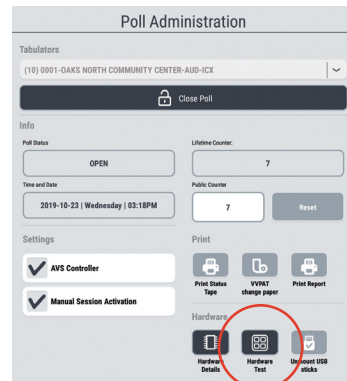
7. Tap the ATI button.

8. Press each button on the ATI to test functionality (green check marks).

Confirm a selection

Change the audio volume

Change the audio speed

Move left/right

Move up/down

Ask for instructions on using ATI
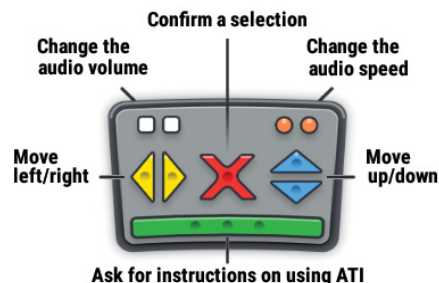
TEST THE BMD

9. Tap the Back to Menu button.
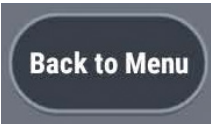
10. Tap the Printer button.

11. Tap the "Print test page" or "Check printer status" button.

Note: The "Print test page" will print to the connected printer.
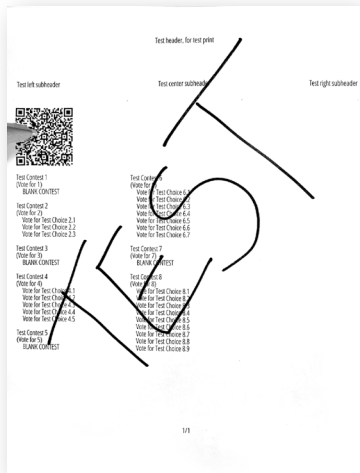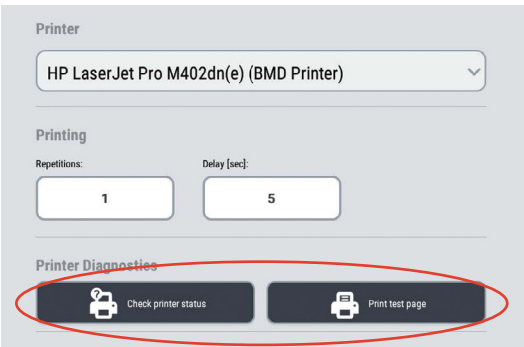
12. Write TEST in large letters across the page and tear it slightly through the QR Code. Place this TEST page in the Brown Ballot Carton. THIS TEST PAGE WILL NOT BE COUNTED AT CLOSING. IT IS NOT A BALLOT.

Alternatively, you may simply check that the BMD is connected to the printer by selecting the Check Printer Status button. It will say Ready or give you an error message with the problem.

12. Select the Close button.

15. Ensure that the AVS Controller box is checked.
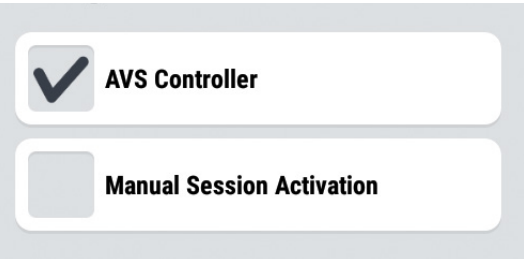
OPEN THE POLL ON THE BMD

OPEN THE POLL

1. Tap the Open Poll button.
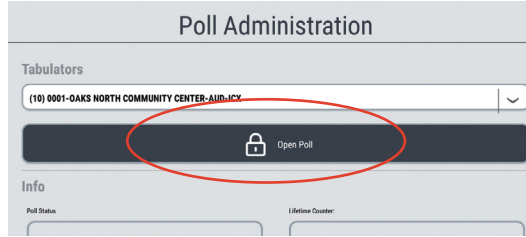
2. Tap the Yes button to confirm opening the poll.
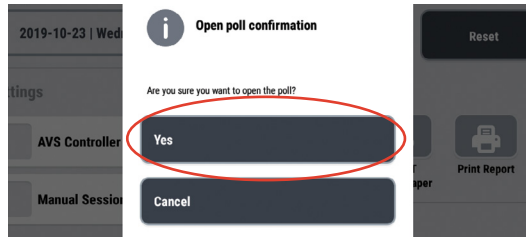
3. Remove the Poll Worker Card from the BMD and put it back in the Official Ballot Pouch.

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

5. On the Seal Verification Log, indicate whether the BMD was set up by 7:00 a.m. by circling Yes or No. If No, please write an explanation.

6. The Technical Inspector (TI) and one other poll worker should sign and date the Seal Verification Log.

7. Give Seal Verification Log to Precinct Inspector to file in Blue Envelope, Tab 6.

BASIC SECURITY PROTOCOLS

• Keep the Poll Worker Card in the Official Ballot Pouch when not in use.
• Do not leave Poll Worker Cards unattended.
• Do not leave passwords in places visible. Keep confidential.
• When activating a voting session, remove the Poll Worker Card after activating the session and put the Poll Worker Card back into the Official Ballot Pouch.
• Allow the voter privacy by returning to your station.
• To Spoil a BMD ballot, write SPOILED in big letters across the ballot, tear it slightly across the QR and put it into the Brown Ballot Carton.
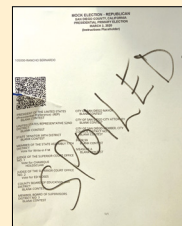
ACTIVATING A BALLOT

1. Insert the Poll Worker Card.

2. On the Activate Ballot Screen, enter the correct Activation Code.
   Presidential Primaries only: There will be 8 different Activation Codes that will be used to activate the 8 specific party ballots. Activation Codes are found on a card in the Official Ballot Pouch.

3. Select Activate.
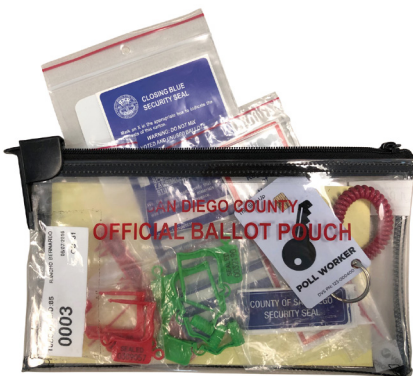
4. Remove the Poll Worker Card and put in Official Ballot Pouch.

BMD VOTING INSTRUCTIONS

Read these instructions to help a specific needs voter.

1. Start Voting Session

A poll worker will insert their poll worker card to ACTIVATE a session for voters who request to use the BMD.

The poll worker will REMOVE the card once activated to allow the voter to make their selections in private.

2. Language Selection

Select the LANGUAGE of your choice to continue.

You may change the language at any time during the ballot marking session.
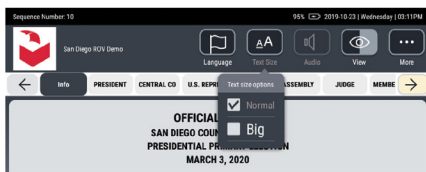
3. Adjust Settings

You can ADJUST text size, contrast, audio and language any time during the ballot marking session.
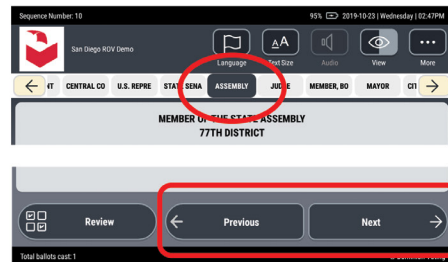
4. Navigate Ballot

Use the contest tabs at the TOP of the screen or the navigation buttons at the BOTTOM of the screen.
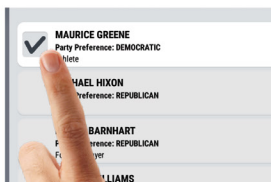
5. Make Your Selections

TAP the box next to your selections for each contest to vote for that choice.

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.
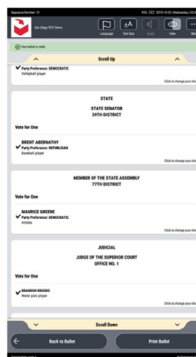
6. Review Your Selections

Upon completing voting for all races, (you can leave races blank) tap the "Review" button at the bottom of the screen.
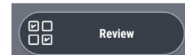
During review, you may make changes to any contest by clicking on the contest.

Use the Scroll Up and Scroll Down arrows to review any contests not displayed on the screen.

When complete, tap "Print Ballot".
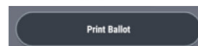
7. Print Your Ballot

Tap "Print your ballot" to confirm you do not wish to make any more changes or tap "Review your choices" to return to previous screen.

A warning message will appear if one or more contests have been left blank or are undervoted.

When complete, tap "Print Ballot".
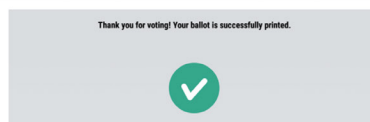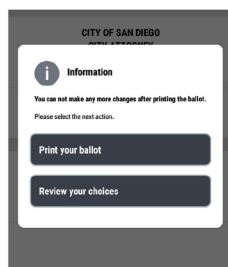
8. Retrieve Your Paper Ballot from Printer

Confirm your selections then place your printed ballot in the secrecy sleeve or the envelope given to you by the poll worker.

Return to the poll worker to place in the ballot box.

Get your "I Voted" sticker and wear it proudly!

STARTING AN ACCESSIBLE VOTING SESSION

> **HOT TIP!**
>
> **Before you begin:**
> • The voter should be comfortably positioned with the ATI or other device (all other devices will be brought by the voter) and headphones ready as the instructions will immediately begin to play after the Poll Worker selects the device.
> • The Voter may require assistance with putting on the headphones. Ask if the voter would like assistance before providing it. A voter may use their own headphones.
> • Provide the Voter privacy, while remaining close-by in case further assistance is needed.

1. Insert a Poll Worker card into the yellow slot at the bottom of the Tablet, with the chip facing up.

2. Enter the correct Ballot Activation Code.

3. Tap the Enable AVS Controller option.

4. Remove Poll Worker Card and return to Official Ballot Pouch.

5. Select the language the voter wishes to vote in.

6. Give the voter the ATI device and give them a moment to become comfortable holding it.

7. Give the voter headphones and ask them to put them on now as the audio ballot will start when accessible device is selected in step 9.

8. Ask the voter if they want to see the screen. If no, turn on the Privacy Mask by tapping the Privacy Mask button on the "Please select your preferred accessible voting device" screen.
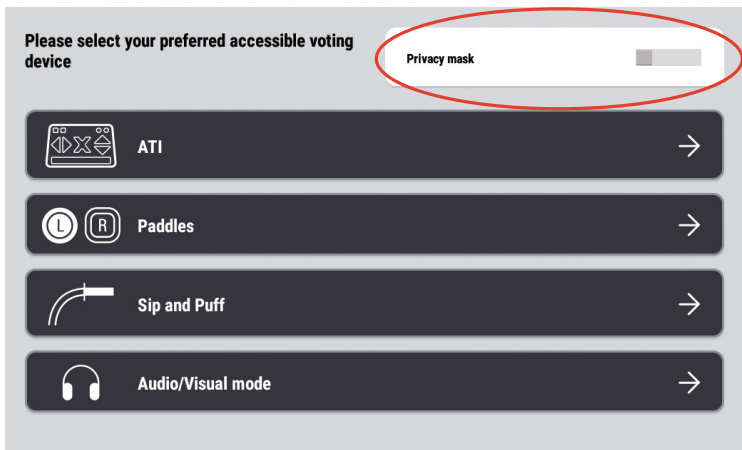
This will mask the screen while the voter is voting. If the voter requires assistance during voting, select the View button located on top right of the menu. Deselect the Privacy Mask button to view the screen as needed.

9. Select the appropriate accessible voting device.
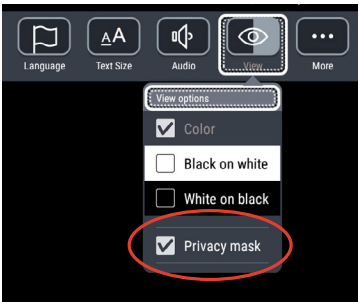
10. Instructions will immediately begin to play through the headphones once the Poll Worker selects the device. The voter will need to pay close attention to the instructions.

11. After the Voter has finished voting and has printed their ballot, they may need assistance putting the ballot into the ballot box. Use a secrecy sleeve to provide this assistance while maintaining voter confidentiality.

CLOSING THE BMD

The BMD cannot be shut down until after 8:00 p.m. when the poll is closed and voters have left.

1. Insert the Poll Worker Card.

2. Tap Log in on the Ballot Activation Screen.

3. Enter the PIN and then select the Log in button.

4. Select the Close Poll button.

5. A confirmation message will display. Press Yes.

6. Remove Poll Worker Card and put in Official Ballot Pouch.

7. Remove the Green Mini Padlock from the Power Door and put the broken mini padlock into the Official Ballot Pouch.

8. Open Power Door and power off the Tablet by pressing the power button at the lower right corner of the screen for approximately 2 seconds.

9. Tap Power Off in upper right corner of screen.

10. Press the power button on the Printer to turn it off.
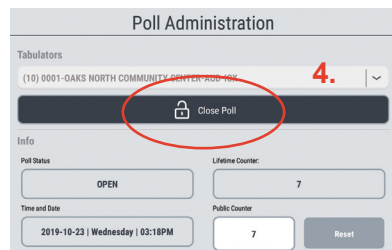
PACK BALLOT MARKING DEVICE AND PRINTER

Use Technical Inspector Supply poster for visual assistance and tips when packing supplies.

1. Slide the left and right sides of the privacy screen forward so teeth come out of slots.

2. With a hand holding each side of the screen, lift screen up and over Ballot Marking Device and fold closed. Set folded Screen to the side.

3. Unplug Printer from extension cord and back of Printer.

4. Wrap power cord and set aside.

5. Unplug USB cord from back of Printer.

6. Open Printer bag.

7. Using two hands pick Printer up from Voting Booth table and place into Printer Security Bag and close Velcro strap.

8. Place power cord, duct tape, screen wipes and Technical Inspector Supply poster into Printer Security Bag on one side (NOT ON TOP OF PRINTER).

9. Unplug Ballot Marking Device from extension cord.

10. Unplug BMD power cord from BMD and set aside.

11. Unplug extension cord from wall outlet.

12. Remove any duct tape holding extension cord in place.

13. Wrap extension cord and place in Printer Security Bag.

14. Unplug headphones from the ATI device, wrap cords and set aside.

15. Unplug ATI device and set aside.

16. Wrap ATI and Printer USB cords to back of BMD.

17. Open the BMD Security Bag and remove plastic protective BMD bag.

18. Place plastic protective BMD bag over BMD.

19. Remove Styrofoam BMD packaging from BMD Bag.

PACK BMD

20. Insert the BMD into one half of the protective packaging one side at a time.

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

22. Pack headphones, ATI Unit and BMD power cord in the BMD Security Bag using the space above and below the tablet between the protective packaging.

23. Zip BMD bag closed.

24. Zip Printer bag closed

25. Lock both the BMD and Printer Security Bags with a Mini Red Padlock.

PACK VOTING BOOTH

1. Turn table upside down and rest on floor. Unlatch the bottom of the left and right legs.
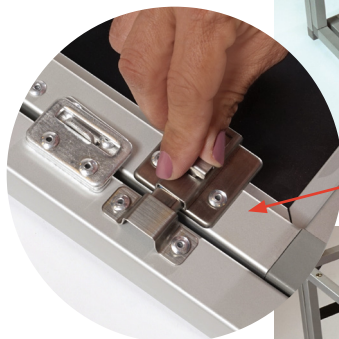
2. Lift table into place.

3. With table standing on edge, fold in legs that do not have the Velcro strap.

4. Fold in legs with Velcro strap.

5. Attach Velcro strap on legs to Velcro on table beam to secure legs.

6. Slide blue Privacy Screen between booth and elastic straps and into metal holder teeth side up.

Give BMD Security Bag, Printer Security Bag, and BMD Voting Booth to the Precinct Inspector to take to the Collection Center.

BALLOT MARKING DEVICE

HAVA LIST OF IDs

Acceptable Identification to meet HAVA ID requirement

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

Acceptable forms of current and valid photo identification include:

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

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

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

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

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

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

POLL SITE ACCESSIBILITY

San Diego County strives to make all polling locations easily accessible to all voters. Polls that are designated "accessible" receive a blue sign with a wheelchair symbol with the PI's supplies. If the poll location is not considered "accessible," you may see some of the items below utilized at your poll.

- If a polling site is designated to receive accessibility items, those items will be delivered and set up by the Field Support Rep on Election Day

- The Field Support Rep will set up items on their second visit to the poll, ideally (though not always) before the polls open

- The Field Support Rep receives directions from the ROV showing exactly where to place the items

- The Field Support Rep will check throughout the day to make sure the items are not moved

Signs
Overhead Hazard Sign – bright orange 'Watch Your Head' warning sign, accompanied by cone

Parking Sign & Post – wheelchair symbol parking sign with orange post & black base

Path of Travel Sign & Post – directional sign where accessible entrance may differ from other entrances.

Cones
May be used to indicate a hazard on the ground, or designate a Parking Access Aisle or Parking Space. Blue tape may also be used to extend an Accessible Parking Space.

Ramps
Black Rubber – may vary from 1/2" to 2" thickness, usually for door thresholds or path of travel level changes

Fold-Up Metal – typically curb ramps, but may be used for doors as needed.

Doorstop
Many polls will receive doorstops to prop open specific doors. Please use them only as directed.
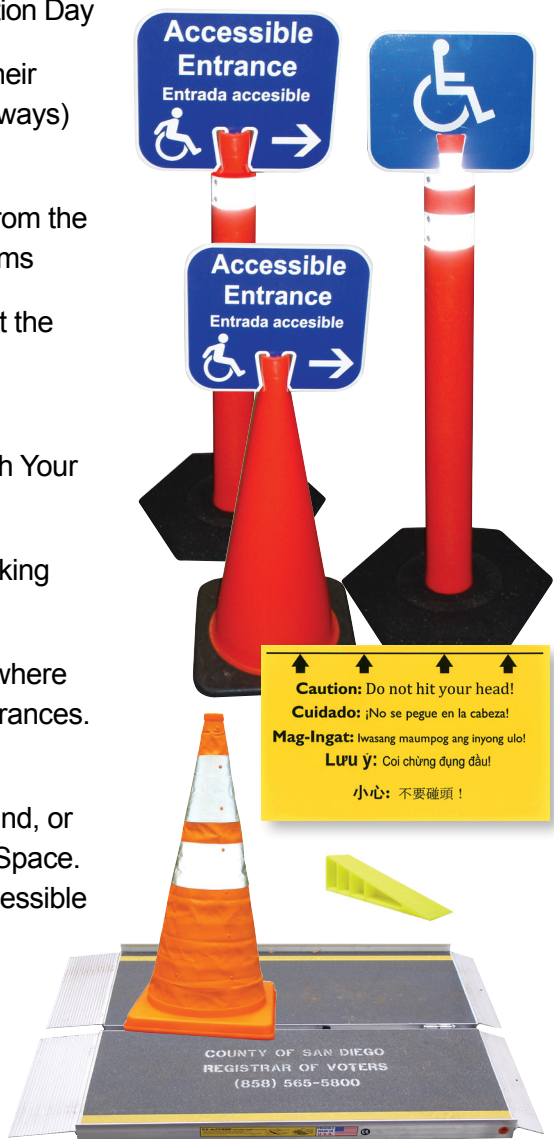
SECURITY ESSENTIALS

Become familiar with the different security seals and locks and where they are placed to maintain the chain of custody.

Blue Security Seal

Placed on small white and brown Ballot Cartons to secure ballots before Election Day

COUNTY OF SAN DIEGO SECURITY SEAL

Closing Blue Security Seal

This seal is only used at closing and is placed over the white and brown Ballot Cartons to secure ballots on election night. Seal must be signed by all poll workers

Mini Padlocks

Used with the BMD. Two locks should be present on the BMD back – above and below the mount. Also used to secure BMD and Printer cases.

Red Tab Lock

• The touchscreen security bag comes secured with a red tab lock that is removed when setting up the touchscreen on Election Day. A new red tab lock is used to secure the touchscreen in the security bag on election night.

• A red tab lock is used to secure the yellow Mail Ballot Bag after the first voter confirms on election morning that the bag is empty. Once placed, this red tab lock is never removed. A second red tab lock is used to lock the "slot" shut after the polls close.

• A red tab lock is placed on the Red Bag to secure the provisional ballots at the end of election night.

Tamper Evident Seal

Two Tamper Evident Seals are used to secure the large white Ballot Box on Election Day.

GLOSSARY

The world of elections has its own language. This glossary defines the most common election terms you may encounter.

ADA: Americans with Disabilities Act.

ADA Sleeve: White cardboard sleeve that holds the ADA accessible voting booth and posted items display panel inside of it.

Ballot: The paper on which the voter marks his or her choices

Ballot Box: White cardboard box that holds Precinct Inspector supplies. Also used as the Ballot Box on Election Day.

Ballot Carton: The small cardboard cartons that hold the paper ballots in the Precinct Inspector's supplies. There is one white carton for voted ballots and brown cartons for unused ballots, spoiled ballots, and surrendered Mail Ballots.

Ballot Marking Device (BMD): The electronic voting device that allows visually impaired or physically impaired voters to cast their votes privately and independently.

Ballot Statement: Found in the roster behind the Poll Worker Declaration and Payroll Form, this form is used to account for the ballots issued to a precinct and to record total voter signatures.

Ballot Stub: The small portion of the ballot pad where the pad is stapled together. The stapled ballot stubs are all that remain of a ballot pad after all of the ballots and voter stubs have been provided to voters.

Blue Envelope: Found in the Precinct Inspector's supplies with six pockets tabbed for check-in table items, surveys, ADA information, poll worker reference items, voter handouts and forms.

Board or Precinct Board: Team of poll workers who work at a specific polling place.

Booth Ballot: Yellow copy of the ballot in every language clipped in voting booth for voters' reference.

Collection Center: Site where you drop off your election supplies after the polling place closes on Election Night.

Conditional Voter Registration (CVR): Under California Elections Code, CVR gives a voter the ability to register and vote on Election Day.

Decertified Voter: Voter who becomes ineligible to vote due to imprisonment or being on parole for a felony conviction.

Election Supply Pouch: Clear plastic bag that holds the stationery supplies and is sealed with a green mini lock at the end of Election Night.

TIP

*For quick visual reference, many items listed here are pictured on the **Precinct Inspector (PI)** and **Technical Inspector (TI)** Supply Posters included in election supplies.*

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

Facsimile Ballot: Tan copy of the English ballot that is supplied when a voter requests a Chinese, Filipino, Spanish or Vietnamese ballot.

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

Field Support Rep: Provides assistance and support to poll workers on Election Day.

HAVA: Help America Vote Act.

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

Mail Ballot Envelope: Colored envelopes that contain a voted Mail Ballot. Voter must sign the envelope for the ballot to count.

Mail Ballot Voter: A voter who requests and receives a Mail Ballot. Also a voter who lives in an area that has too few registered voters to establish a polling place and is declared a vote by mail precinct by the Registrar of Voters.

Multiple Poll: A polling place with two or more precincts.

Official Ballot Pouch: Clear zippered pouch containing seals, security items and the Poll Corker Card used in the precinct. Sealed with a green mini lock at the end of Election Night.

Precinct: A defined geographic boundary that determines which contests are on the ballot for the voters in that area.

Precinct Number: The six digit number used to identify a precinct.

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

Provisional Voter: Voter whose eligibility to vote in that precinct cannot be established by poll workers on Election Day.

Red Bag: Used to secure the ballots in provisional and CVR envelopes on Election Night.

Replacement Mail Ballot Envelope: Yellow envelope given out at polls to a Mail Ballot voter who does not have their official Mail Ballot envelope.

Roster of Voters, or Roster: A list of registered voters who live in the precinct; where each voter must sign in order to receive a ballot.

ROV: Registrar of Voters office.

Sequence Number: Four digit number used as the "nickname" for a precinct number.

GLOSSARY

Spoiled Ballot: A ballot given at the polls that has been damaged or on which a voter has made a mistake. It must be slightly torn, marked "spoiled," and placed in a brown carton.

Street Index: A list of each street in the precinct with the registered voters listed by address on each street.

Surrendered Ballot: A Mail Ballot that is turned in ("surrendered") by a Mail Ballot voter in order to vote a Poll Ballot in person at a polling place.

Voter Stub: Perforated portion removed from top of paper ballot and given to voter as confirmation of voting.

Voting Booth Sleeve: White cardboard sleeve that holds two voting booths inside.

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

RECRUITMENT CONTACTS

REGION 1A - North County

Specialist: **Vanessa Perez**   **(858) 505-7221**   Asst: **Cynthia (858) 505-7276**

Arvin (858) 505-7241	**Ruta (858) 505-7271**	**Dalila (858) 505-7292**
403440-407100	408000-409970	419500-421620
Miguel (858) 505-7222	**Linda (858) 505-7277**	430100-434290
412140-417600	422900-429910	**Don (858) 505-7274**
435010-436800		443050-459560

REGION 1B - East County

Specialist: **Donna Peralta**   **(858) 505-7230**   Asst: **Liliana (858) 505-7314**

Delia (858) 505-7311	**Dania (858) 505-7242**	**Kent (858) 505-7231**
470400-479410	553110-576300	492800-495210
Nolan (858) 505-7328	**Don (858) 505-7327**	541500-552200
466230-468700	360000-368100	**Susan (858) 505-7300**
481200-487500	375090-376900	461200-462500
	504500-507000	499100-502200

REGION 2A - South Bay

Specialist: **Olimpia Lara**   **(858) 505-7229**   Asst: **Lorena (858) 505-7334**

Rose (858) 505-7347	**Edith (858) 505-7344**	**Marcus (858) 505-7333**
235000-266400	531000-539200	385000-395600
305200-308600	**Leah (858) 505-7351**	438100-442800
Gabriel (858) 505-7345	510200-530930	**Candice (858) 505-7346**
270100-303200		315000-356900
		370000-373200

REGION 2B - Central San Diego

Specialist: **Sherri Luke**   **(858) 505-7220**   Asst: **Jolie (858) 505-7275**

Barbara (858) 505-7359	**Jolie (858) 505-7275**	**Khiem (858) 505-7326**
105000-106520	120040-120070	130030-130830
110000-110980	165000-165100	135000-135690
Kathryn (858) 505-7356	**Susan (858) 505-7358**	171000-171520
111000-115500	125000-127540	**Clare (858) 505-7268**
120000-120420	145000-155250	175080-177320
418200-418500	195020-195100	180050-185330
Gloria (858) 505-7355	230310-231100	220000-225900
160000-163500		
190110-214300		

Main Line:	**(858) 565-5800**	Fax: **(858) 505-7299**
Elections Manager	**Pamela Jordan**	
Poll Worker Supervisor	**Mireya Lara**	**(858) 505-7224**
Assistant	**Martha Jimenez**	**(858) 505-7232**

RECRUITMENT PROGRAMS

High School/College/State	**Diana Delmege**	**(858) 505-7233**
County Employee Coordinator	**Jean Vukotich**	**(858) 505-7235**
Field Support Representative	**Mary Bulcao**	**(858) 505-7236**

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.

PRINCIPLES OF SUCCESS

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

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.

Registrar of Voters
COUNTY OF SAN DIEGO