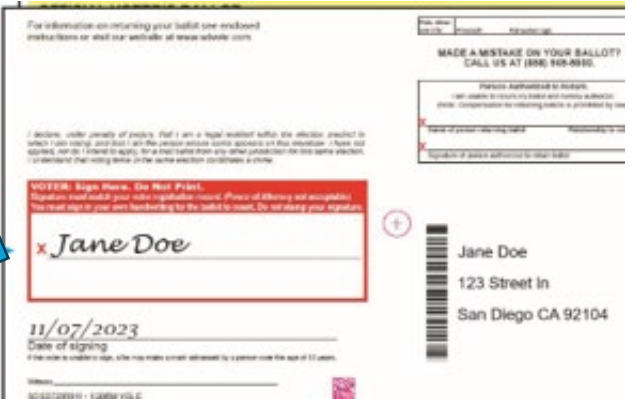
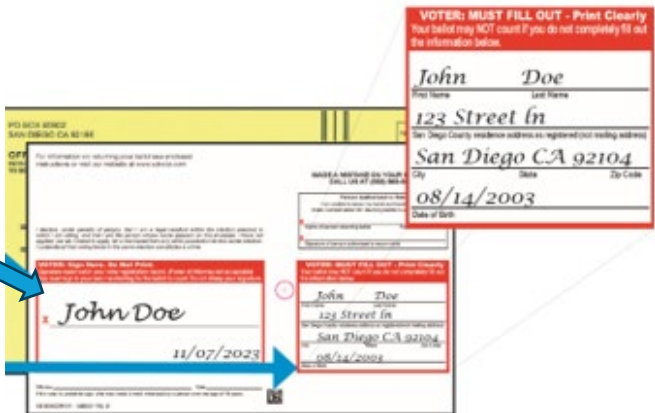


# JOB AID: MAIL BALLOT STATION

Welcome every voter and ask, "Are you here to turn in your signed and dated mail ballot envelope?"

Yes: Great! I can take that for you. Here is your I voted sticker.

No: No problem. Please step inside and they will be happy to help you.

VOTER	POLL WORKER	EXAMPLE
<p>MAIL BALLOT</p>	<p>Verify:</p> <ul style="list-style-type: none"> <li>• signed by voter</li> <li>• dated</li> <li>• sealed</li> </ul>	 <p>The image shows a mail ballot envelope with a signature 'Jane Doe' and the date '11/07/2023'. A blue arrow points from the 'signed by voter' instruction to the signature line.</p>
<p>REPLACEMENT ENVELOPE</p>	<ol style="list-style-type: none"> <li>1. Verify Envelope is signed by the voter, dated and sealed.</li> <li>2. Ensure voter completes name, address, and date of birth fields.</li> </ol>	 <p>The image shows a replacement envelope with a signature 'John Doe', address '123 Street In, San Diego CA 92104', and date of birth '08/14/2003'. A blue arrow points from the first instruction to the signature line, and another blue arrow points from the second instruction to the date of birth field.</p>

## JOB AID: MAIL BALLOT STATION

IF	THEN
Voter Questions	<ul style="list-style-type: none"> <li>• Send the voter inside the Vote Center</li> </ul>
The voter brings multiple envelopes	<ul style="list-style-type: none"> <li>• Verify that each envelope is signed by voter, dated, and sealed</li> <li>• Verify that each “Person Authorized to Return” box is filled out and signed</li> </ul>
Mail Ballot Replacement Envelope	<ul style="list-style-type: none"> <li>• Ensure the voter writes in their name, address, and date of birth in the proper fields</li> <li>• Ensure envelope is signed, dated, and sealed</li> </ul>
RAVBM ballot (Remote Accessible Vote by Mail)	<ul style="list-style-type: none"> <li>• Verify that the RAVBM Envelope is complete, signed and sealed</li> <li>• Offer voter a Replacement Envelope needed</li> </ul>
Return envelope from another county in California	<ul style="list-style-type: none"> <li>• Accept the sealed envelope</li> <li>• Place the envelope in the Mail Ballot Bag</li> <li>• Inform voter it will be sent to the proper county</li> </ul>
Mail Ballot Signature Form	<ul style="list-style-type: none"> <li>• Ensure that the form is completed</li> <li>• Place in Mail Ballot Signature Form Envelope</li> </ul>
You do not know how to assist a voter or visitor	<ul style="list-style-type: none"> <li>• Send the voter inside the Vote Center</li> <li>• Consult with your Site Manager</li> </ul>

# JOB AID: GREETER STATION

The greeter is responsible for welcoming each voter to the Vote Center and assisting them with their voting options using the Voter's Choice Flowchart. The greeter's duties are below:

1. Greet the voter.
2. Ask the voter if they bought their ballot with them.
3. Allow the voter to choose how they would like to vote: carry-in or BMD.
4. Mark "Carry-in" bubble if the voter indicates.
5. Provide the voter their Check-in Form.
6. Send the voter to the Check-in Station for ePollbook Check-in.

## Check-In Form Introduction

Every voter choosing to cast a ballot inside a Vote Center must complete a Check-In Form and be checked in on an ePollbook. The Check-In Form begins the check-in process at a Vote Center. This form assists in confirming voter information ensuring poll workers provide the correct ballot.

**SDVOTE**  
COUNTY OF SAN DIEGO  
REGISTERED VOTERS

**Check-In Form**

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

PART 1 – VOTER INFORMATION	STAFF USE ONLY
<b>NAME:</b> <small>(PLEASE PRINT) (Last) (First) (Middle Initial)</small>	LOC #: <b>1</b>
<b>DATE OF BIRTH:</b> <small>(MM/DD/YYYY)</small> <b>TELEPHONE:</b> <small>(Optional)</small>	VID: <b>2</b> <input type="radio"/> N/C <input type="radio"/> CARRY-IN <input type="radio"/> PROV <input type="radio"/> CVR <input type="radio"/> ADDRESS CHANGE <input type="radio"/> CURBSIDE
<b>RESIDENCE ADDRESS:</b> <small>(Physical residence address in San Diego County - No P.O. Box or Mailing Address)</small> <small>(City) (State) (Zip Code)</small>	<b>3</b> SEQ #: <input type="radio"/> VERIFIED
<b>PART 2 – RESIDENCE ADDRESS CHANGE</b> <input type="checkbox"/> I want to change my residence address. My previous residence address was: <small>(House Number) (Street Name) (Apt./ Unit)</small> <small>(City) (State) (Zip Code)</small>	<b>NOTES</b>
<b>PART 3 – VOTER SIGNATURE</b> <small>(Elections Code § 2119.5)</small> I declare under penalty of perjury under the laws of the State of California that the information I have provided on this request is true and correct.	<b>4</b> <input type="checkbox"/> CANCELLED CHECK-IN
<b>SIGNATURE</b> _____ <b>DATE</b> (MM/DD/YYYY) _____	<b>5</b> 

## Quick Reference

### Poll Worker Use Only

- » 1 LOC #: Vote Center Location
- » 1 VID: Specific to every voter
- » 2 NC: No Change in voter's record
- » 2 CVR: Conditional Voter Registration
- » 2 Address Change: Address updated
- » 2 Carry-In: Official ballot received in the mail
- » 2 PROV: Provisional voter
- » 2 Curbside Voter: Voted curbside
- » 3 Sequence number: Voter's precinct and ballot type
- » 3 Verified: Checked after voter confirms sequence number
- » 4 Cancelled Check-In: Instructed to check off by poll worker hotline only.
- » 5 Check-In Form #: Type in EPB

## Check-In Form - Poll Worker Notes Section

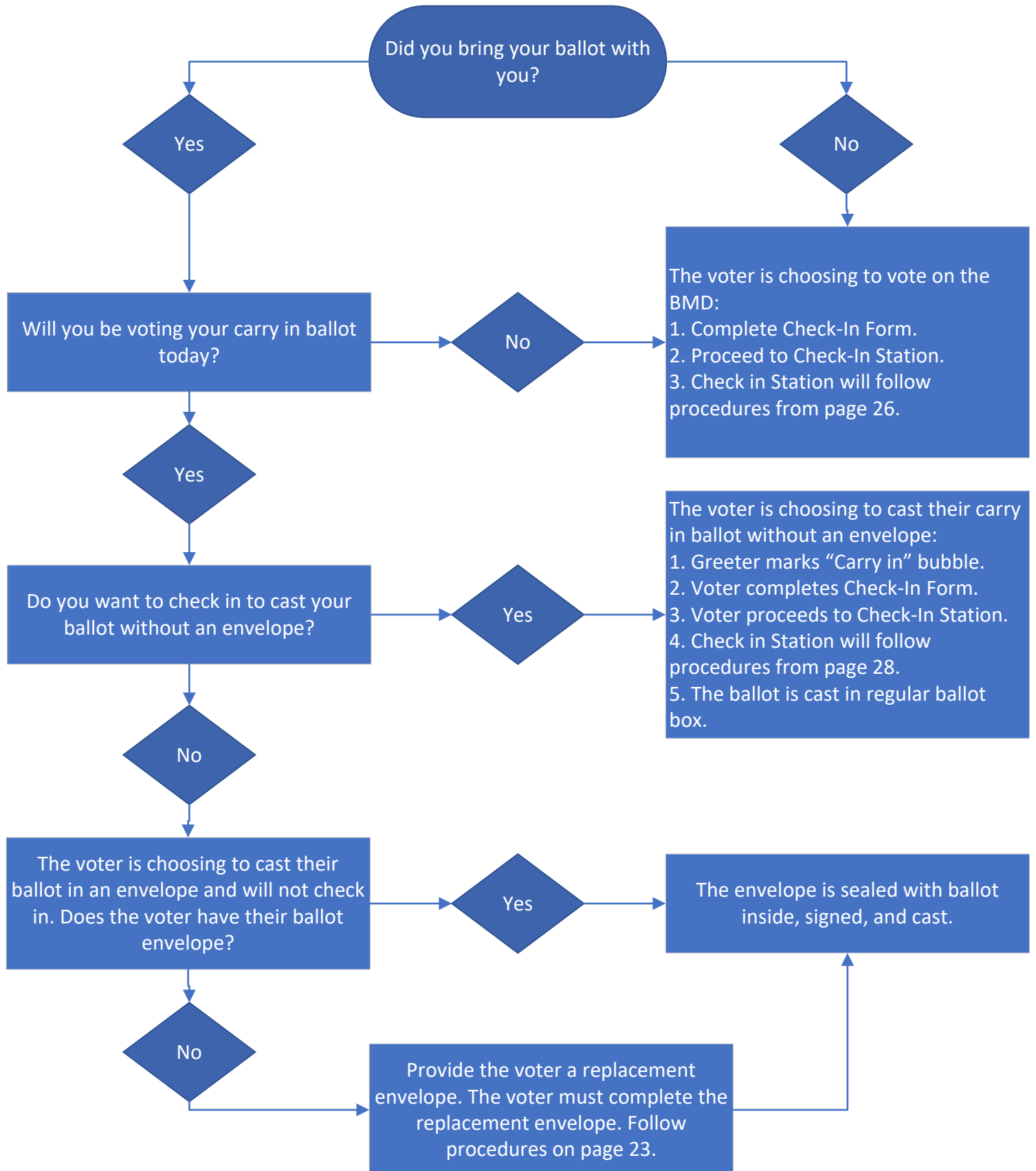
The Poll Worker Notes section at the bottom of the Check-In Form must be used to provide additional information that may be useful in processing this voter's information post-election.

These notes might be regarding the voter's registration information, communication with the voter, and processes or occurrences at the Vote Center.

Example: Voter changed mind after check-in complete, left Vote Center and did not vote.



# VOTER'S CHOICE FLOWCHART



## Carry-In Ballot Choices – Ballot is Already Completed

Voter's Choices	Check-In Required?	Greater Action	Check-In / Mail Bag / SM-PI Stations	Notes
Cast ballot in regular ballot box	Check-In Required	Tell voter they will show top of this ballot to confirm Seq #.  Send voter to Check-In	<u>Check-In Station:</u> Check voter in. Provide long secrecy sleeve. Confirm Seq #, if Seq # does not match, voter surrenders ballot and votes BMD.	After Check-In, voter goes directly to ballot box with the ballot in secrecy sleeve. Ballot is already completed.
Vote on BMD and surrender this ballot	Check-In Required	Tell voter they will surrender this ballot to vote on a BMD.  Send voter to Check-In	<u>Check-In Station:</u> Check voter in. Receive/surrender ballot, place in Brown Box.  Provide short secrecy sleeve and BMD ticket.	After Check-In, voter waits for open BMD and proceeds with secrecy sleeve and BMD ticket when available. Casts in regular ballot box in secrecy sleeve.
Cast completed ballot in envelope as mail ballot	Check-In <b>NOT</b> required.	Provide replacement envelope.  Send voter to Yellow Bag TI.	<u>Mail Ballot TI (yellow bag):</u> Cast signed/dated envelope with ballot sealed inside into yellow mail ballot bag.	If voter insists, okay to cast envelope in regular ballot box.

## Carry-In Ballot Choices – Ballot is **NOT** yet Completed

Voter's Choices	Check-In Required?	Greater Action	Check-In / Mail Bag / SM-PI Stations	Notes
Vote ballot and cast in regular ballot box	Check-In Required	Tell voter they will show top of this ballot to confirm Seq #. Send voter to Check-In	<u>Check-In Station:</u> Check voter in. Provide long secrecy sleeve. Confirm Seq #, if Seq # does not match, voter surrenders ballot and votes BMD.	After Check-In, voter goes to available cardboard booth to complete ballot, then to ballot box with the ballot in secrecy sleeve.
Vote on BMD and surrender this ballot	Check-In Required	Tell voter they will surrender this ballot to vote on a BMD. Send voter to Check-In	<u>Check-In Station:</u> Check voter in. Receive/surrender ballot, place in Brown Box. Provide short secrecy sleeve and BMD ticket.	After Check-In, voter waits for open BMD and proceeds with secrecy sleeve and BMD ticket when available. Goes to ballot box with ballot in secrecy sleeve.
Vote ballot and cast as ballot in envelope as mail ballot	Check-In <b>NOT</b> required.	Voter is voting mail ballot at VC. Provide replacement envelope if needed.	<u>SM/PI:</u> Ensure voter's ballot is folded and will be sealed into envelope. Voter takes envelope/ballot to Mail Ballot (yellow bag) TI.	<u>Mail Ballot TI (yellow bag):</u> Cast signed/dated envelope with ballot sealed inside into yellow mail ballot bag.

# JOB AID: CHECK-IN STATION

## Find Voter

- Greet and welcome each voter with a smile, ask them for their Check-In Form, then Select Manual Voter Search
- On the Find Voter screen, begin with the Name and Birth Date search
- Enter the voter's information from Check-In Form; **enter the first four letters of their last and first name**, and complete date of birth

## Searching for a Voter Record

### If the voter is not found

- Verify that their first and last name and date of birth from the Check-In Form were correctly entered into the EPB
- Verify with the voter the spelling of their name and address or if voter has hyphenated name, Jr/Sr, etc.
- If the voter is not found, perform at least two different searches; search again using another of the four available search options on the Find Voter screen (e.g., Last Name and House Number, Address Search)
- If not found, ask voter if this is the first time voting in SD. If Yes, exit to the main menu and select 'PROCESS CVR', if No alert the Site Manager and call the poll worker hotline for assistance.

### If the voter is found

- If only one voter matches the search, confirm the information on the screen is the same as on the Check-In Form
- If more than one voter matches the search, on the Search Results screen, select the correct voter

## VBM Ballot Issued

- On the VBM Ballot Issued screen, ask the voter: "Did you bring the ballot you received in the mail?" Wait for the response, if the answer is Yes, then ask: "Are you voting your mail ballot in person?"
- Select appropriate response based on if the voter is voting their Carry-in Ballot in person or BMD

## Carry-in Ballot Surrender

- If voter is surrendering their Carry-in Ballot: "In order to vote a BMD ballot in person today, since each voter only gets one complete ballot, we need to surrender your Carry-in Ballot. I will do this by writing SURRENDERED and tearing it in half. That will invalidate your Carry-in Ballot and envelope so that we can issue you a new ballot here."
- Voter can take a picture or write down their selections on another paper before surrendering

## Voter Eligibility

- On the Voter Eligibility screen, read and follow the instructions in the blue message box
- On the Check-In Form mark the correct bubble write the voter's ID and Sequence # on the BMD Ticket
- For CVR or Provisional Voters, mark appropriate box before having voter complete Section 2 of the envelope

The image shows a 'Check-In Form' and a 'BMD TICKET'. The Check-In Form is divided into two parts: 'PART 1 - VOTER INFORMATION' and 'PART 2 - RESIDENCE ADDRESS CHANGE'. It includes fields for Name (Last, First, Middle Initial), Date of Birth, Telephone, and Residence Address. There are also checkboxes for 'I want to change my residence address...' and 'I want to change my residence address... My previous residence address was:'. The BMD Ticket is yellow and contains a 'SEQUENCE #' (0341) and a 'Voter ID' (197). It also has checkboxes for 'CARRY-IN', 'PROV', 'CVR', 'ADDRESS CHANGE', 'CURBSIDE', and 'SEQUENCE VERIFICATION'.

## Voter Signature

- On the Signature Screen before the voter signs, complete verification process by asking the voter to verify the Sequence # from the EPB and Check-In Form are matching (BMD Ticket, Carry-in Ballot, and/or Prov/CVR envelope, whichever is applicable)
- Check the verified box on the Check-In Form, ask the voter to please read the message and sign, then press Done
- Verify the Check-In Form is signed

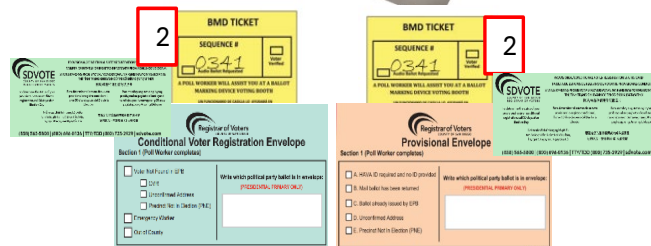
## Issue Ballot

- On the Issue Ballot screen, select BMD or Non-BMD (Carry-in Ballot).
- CVR/Provisional Voters: Scan or enter the Provisional Tracking Number.
- At the Authority to Vote Number pop-up, manually enter the Check-In Form number.



## Processing Complete

- At Processing Complete screen, provide voter with:
  - 1. BMD Ticket and a BMD Secrecy Sleeve, or Long-Form Secrecy Sleeve for Carry-in Ballot, or
  - 2. For CVR or Provisional Voters, provide green CVR or peach Provisional envelope, BMD Ticket, and a Prov/CVR Status Card
- Direct voter to Voting Station



IF	THEN
<p><b>Voter Address:</b> The voter’s address on Check-In Form does not match EPB</p>	<p>Ask the voter if they have moved</p> <ul style="list-style-type: none"> <li>• If yes, ask voter complete part 2 of the Check-In Form</li> <li>• Process as Address Change (SB207) voter</li> <li>• Update Residence Address in EPB</li> </ul>
<p><b>New San Diego County Voter:</b> The voter is voting for the first time in San Diego County</p>	<p>Process the voter as a CVR</p> <ul style="list-style-type: none"> <li>• Request Voter fully complete Section 2 of CVR Envelope</li> <li>• Mark CVR box.</li> <li>• Hand the voter envelope, BMD Ticket, and Prov/CVR Status Card</li> </ul>
<p><b>HAVA ID:</b> The EPB displays HAVA ID</p>	<p>Notify Site Manager, who will call Poll Worker Hotline for instructions</p>
<p><b>Provisional Voter:</b> The EPB displays “Voter is not eligible to vote a regular ballot” Due to:</p> <ul style="list-style-type: none"> <li>B. VBM Ballot already returned, or</li> <li>C. Ballot already issued by EPB</li> </ul>	<p>Process as a Provisional Voter if voter insists on voting:</p> <ul style="list-style-type: none"> <li>• Request that the voter complete Section 2 of Provisional Envelope</li> <li>• Mark correct box.</li> <li>• Hand voter envelope, BMD ticket, and Prov/CVR Status Card</li> </ul>
<p><b>Provisional Voter, Unconfirmed Address:</b> The voter is not eligible to vote a regular ballot due to an Unconfirmed Address</p>	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call Poll Worker Hotline for instructions</li> </ul>
<p><b>Precinct NOT in Election:</b></p>	<ul style="list-style-type: none"> <li>• Only voters residing within the boundaries of the election are eligible to vote in this election.</li> <li>• The Touchpad will identify a voter that is not eligible to vote and state <b>Precinct Not in Election.</b></li> <li>• If the voter still insists on voting at your Vote Center, process them as a provisional voter.</li> <li>• Scroll through the blue message box and follow the instructions to process the voter. Select the red <b>PROCESS PROVISIONAL.</b></li> </ul>
<p><b>Blue Message Box:</b> The EPB displays “Voter is eligible to vote,” but it does not provide instructions in blue message box</p>	<p>Process as a VBM Ballot Issued Voter, voting on BMD</p> <ul style="list-style-type: none"> <li>• Check the ‘N/C’ bubble on the Check-In Form</li> <li>• Write Seq. # on the Check-In Form and BMD ticket</li> <li>• Ask voter to sign and verify Seq. # on EPB matches BMD Ticket and Check-In Form. If so, mark ‘Verified’ box on Check-In Form</li> <li>• Select ‘BMD’ at ‘Issue Ballot’ screen</li> <li>• Hand voter BMD Ticket and Secrecy Sleeve</li> <li>• Direct voter to Voting Station</li> </ul>
<p><b>Surrender Ballot:</b> The voter is surrendering the ballot they received in the mail</p>	<ul style="list-style-type: none"> <li>• Have a conversation with the voter explaining they will use the BMD to make their selections</li> <li>• Write “Surrendered” on the mail ballot and/or envelope with the mail ballot inside, tear in half.</li> <li>• Place in Brown Box</li> </ul>
<p><b>Facsimile Composite Ballot:</b> The voter requests reference ballot in language other than English</p>	<ul style="list-style-type: none"> <li>• Direct voter to the Facsimile Composite Ballot binders located on the Voter Access table; retrieve the binder when voter is checked out</li> </ul>
<p><b>Voter Information:</b> The voter’s information, other than address, is incorrect in EPB</p>	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call Poll Worker Hotline for instructions</li> </ul>
<p><b>Wait Time Ticket:</b> Voter hands you a Wait Time Ticket</p>	<ul style="list-style-type: none"> <li>• Follow instructions on the Wait Time Ticket</li> </ul>
<p><b>Decertified:</b> EPB displays “Decertified” or you’re stuck for any other reason not listed on job aid</p>	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call Poll Worker Hotline for instructions</li> </ul>
<p><b>Emergency Ballot:</b> The voter demands an Emergency Ballot</p>	<ul style="list-style-type: none"> <li>• Notify Site Manager, who will call Poll Worker Hotline for instructions</li> </ul>

# JOB AID: VOTING STATION



IF	THEN
Voter cannot find a specific candidate	<ul style="list-style-type: none"> <li>• If the contest has more candidates than can fit on one screen, they may have to hit the “Scroll Up/Scroll Down” button</li> <li>• If you also cannot find the name, you may want to check the voter’s information pamphlet to confirm that the candidate should be listed for that contest</li> <li>• Candidate may be on the “Qualified Write-in Candidates” list found at the check-in tables</li> <li>• Ask your Site Manager for assistance, who may call the hotline for further information</li> </ul>
Voter cannot find a specific contest	<ul style="list-style-type: none"> <li>• Check the voter’s information pamphlet to confirm that the contest is available on their ballot</li> <li>• Ask your Site Manager for assistance, who may call the hotline for further information</li> </ul>
BMD Voter requires settings assistance or activating an accessible voting session	<p>Select from the following options at the top of the BMD screen:</p> <ul style="list-style-type: none"> <li>• <i>Language</i>: choose English, Chinese, Spanish, Filipino, or Vietnamese</li> <li>• <i>Text Size</i>: increase or decrease the font size of displayed text</li> <li>• <i>Audio</i>: adjust reading speed and headphone volume (in AVS controller mode only)</li> <li>• <i>View</i>: adjust screen contrast and background color</li> <li>• <i>Activating an accessible voting session</i>: See page 62 of the Poll Worker Manual</li> </ul>
Voter requests navigation assistance	<ul style="list-style-type: none"> <li>• Direct voter to touch the “Scroll Up/Scroll Down” button at the bottom to scroll down</li> <li>• Select “Next” in the lower right to proceed to next contest</li> <li>• Select “Previous” in the lower left to return to previous contest</li> <li>• Select a contest tab at the top to go directly to that contest</li> </ul>
Voter requests assistance marking their ballot using BMD	<ul style="list-style-type: none"> <li>• Write the voter’s name on the Assisted Voter log (Blue Envelope tab 6)</li> <li>• To select a candidate: tap the gray square to the left of candidate’s name</li> <li>• To vote for or against a measure: tap the gray square to the left of “Yes” or “No”</li> <li>• To review all current selections: tap “Skip to Review” at any time</li> <li>• To modify selections: tap “Back to Ballot” from the “Skip to Review” screen</li> <li>• To change a selection: tap the marked gray square to deselect and then tap new selection</li> </ul>
Voter requests assistance printing their ballot	<ul style="list-style-type: none"> <li>• Direct voter to tap on “Print Ballot” after reviewing all selections</li> <li>• An advisory message appears if voter chooses not to vote every contest (voter has option to choose which contests to vote)</li> <li>• The final screen informs voter: “Your official ballot has printed. Cast your ballot into the ballot box; this is not a receipt”</li> </ul>
Activated ballot needs to be canceled	<ul style="list-style-type: none"> <li>• Tap “More” menu at the top right-hand corner of the touchscreen</li> <li>• Tap “Quit Voting,” then tap “Yes, Cancel Voting”</li> <li>• Initiate a new session using same sequence number</li> </ul>
Voter printed out their ballot and notices a mistake and requests to mark a new ballot	<ul style="list-style-type: none"> <li>• Write “Spoiled” across the ballot</li> <li>• Tear the QR/barcode on spoiled ballot slightly</li> <li>• Initiate a new session using same sequence number found at top right of BMD ballot</li> <li>• Place spoiled ballot in the Brown Box</li> <li>• Notify Site Manager that the voter may require additional assistance</li> </ul>
You aren’t sure how to assist a voter or visitor	<ul style="list-style-type: none"> <li>• Notify the Site Manager who will call the Poll Worker Hotline if necessary</li> </ul>

# DETAILED INSTRUCTIONS FOR BALLOT ACTIVATION



## Voter arrives with a BMD Ticket and a secrecy sleeve or envelope:

1. **Say to the voter**, “This is a ballot marking device, you will use it to mark your choices, review, and print your ballot. May I take your BMD ticket, please?”
2. Insert the PW Card.
3. At the Ballot Activation screen, enter the Sequence # from their BMD ticket, but do **not** touch “Activate” yet.
4. Place the BMD ticket next to the sequence number in the Ballot Activation box. **Say to the voter**, “Please verify the number written here (point to BMD ticket) matches the number on the screen here (point to the Ballot Activation box) to ensure the correct ballot is activated.”
5. After the voter verifies, they match, touch “Activate” and remove the PW Card.
6. Check the “Voter Verified” box on the BMD ticket, place it into your apron pocket and then into the brown box when you are no longer assisting voters.
7. From the 5 languages screen,
  - **Say to the voter**,  
“Your ballot is now activated. After you choose a language, you will touch the box next to your choice to mark that candidate or measure.”
  - When you are making selections for each contest, keep in mind that there may be more options than what you see on the current screen. If so, there will be a “Scroll Up/Scroll Down” button at the bottom of the screen. Touch that button to see additional candidates. If you make a selection unintentionally, that’s ok; just touch it a second time to deselect it.
  - When you are finished, you can review your choices on the screen and print your ballot.
    - Please **wait until the printer completely stops** before removing your ballot as it may print on both sides.
    - Review your ballot and place it in your secrecy sleeve or ‘then fold and seal it inside your envelope’ and proceed to the checkout station to cast your ballot.
  - Final instructions: “You can see there are **BMD instructions also printed in 5 different languages** on the inside of this privacy screen. I will be nearby if you have any questions.”


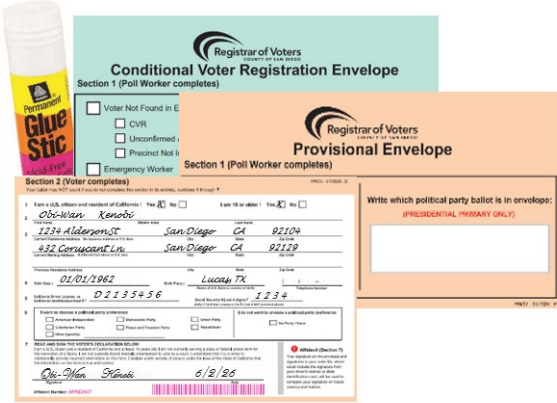
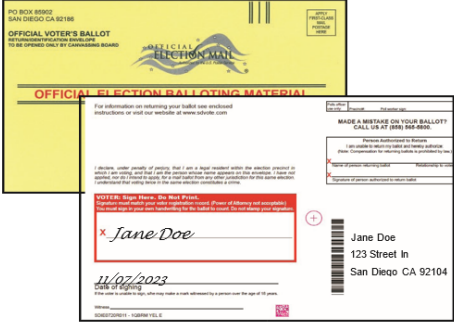
## Voter requests an Accessible Voting Session

### *(or a checkmark is found in the BMD Ticket’s Audio Ballot Requested box)*

1. **Say to the voter**, “This is a ballot marking device, you will use it to mark your choices, review, and print your ballot. May I take your BMD ticket, please?”
2. Determine the specific type of assistance the voter has requested,  
**say to the voter**, “I see that you have chosen to mark your ballot using audio assistance. Is that right? *(If no, you can ask, “How would you like to be assisted in marking your ballot?”)* Marking an audio ballot can take a while, can I offer you a chair?”
3. If the voter has made a request to be assisted in a way you are not completely prepared for, alert your Site Manager.
4. Insert the PW Card.
5. At the Ballot Activation screen, check the box that says “Enable AVS Controller”.
6. Enter the Sequence # from their BMD ticket.
7. Perform steps 4, 5, and 6 on the left side of this Job Aid, then return to step 8 on this side.  
**Sequence number verification: If the voter is a person who is blind or visually impaired, you can read the numbers out loud to verify that the sequence numbers match. Alternatively, if the voter prefers, you could ask a third person, such as a person who is assisting them or another Poll Worker, to visually verify that the sequence numbers match.**
8. **Say to the voter**, “May I choose a language for you, or would you like to choose one yourself?”
9. Before selecting the voter’s preferred device on the BMD, hand the voter the ATI device and/or ask the voter to put on the headphones if either will be used. Give them a moment to become familiar with holding the ATI and/or wearing the headphones. Make sure the voter is comfortable and able to reach all parts of the screen if they will be touching the screen themselves.
10. **Say to the voter**, “You have the option for an audio ballot only if you would like the BMD’s screen to be turned off while you mark your ballot. I will be nearby throughout your ballot marking session if you need assistance.” Also be sure to mention any other talking points that apply to this voter that are **bold underlined** in step 7 on the left side of this page.  
If the voter does not want the screen to be enabled, activate the Privacy Mask.
11. Select the appropriate accessible voting device as requested by the voter. If the audio ballot was activated, it will begin immediately.

# JOB AID: CHECKOUT STATION

## Every ballot must be in a Secrecy Sleeve or Envelope

VOTER	POLL WORKER	EXAMPLE
<p>With ballot and secrecy sleeve</p>	<ol style="list-style-type: none"> <li>1. Ask the voter to hand you their secrecy sleeve. Slide the ballot from the secrecy sleeve into the Ballot Box</li> <li>2. Verify the secrecy sleeve is empty</li> <li>3. Provide an "I Voted" Sticker</li> </ol>	
<p>With green CVR or peach Provisional envelope</p>	<ol style="list-style-type: none"> <li>1. Verify both sides of the envelope are completed including boxes in line one</li> <li>2. Verify the envelope is sealed</li> <li>3. Deposit the envelope into Ballot Box</li> <li>4. Provide an "I Voted" Sticker</li> </ol>	
<p>With a Mail Ballot in its Return Envelope</p>	<ol style="list-style-type: none"> <li>1. Verify the envelope is sealed, signed by the voter, and dated, deposit envelope into Ballot Box</li> <li>2. Provide an "I Voted" Sticker</li> </ol>	

# JOB AID: CHECKOUT STATION

IF	THEN
Voter presents a ballot without a secrecy sleeve or an envelope	<ul style="list-style-type: none"> <li>• Ask voter to return to Voting Station and retrieve their secrecy sleeve or envelope before casting ballot into the Ballot Box</li> <li>• If voter did not go to voting station, direct them to the Greeter Station</li> </ul>
Concern a person voting their ballot without its envelope was not properly checked in	<ul style="list-style-type: none"> <li>• Confirm that the voter filled out a Check-in Form and they were processed at the Check-In Station; notify the site manager with any questions or concerns</li> </ul>
Voter requests to insert their ballot into the Ballot Box	<ul style="list-style-type: none"> <li>• Inform the voter that you will insert their ballot into the Ballot Box while protecting the privacy of their ballot, and they can watch the entire process</li> </ul>
Voter asks how ballots are tracked to ensure they are received by the ROV	<ul style="list-style-type: none"> <li>• Ballots are not tracked. They are transported with chain of custody to the ROV for tabulation.</li> </ul>
Voter asks how the status of their Provisional/CVR ballot can be tracked with the ROV	<ul style="list-style-type: none"> <li>• Ensure voter has been provided a Prov/CVR Status Card; inform voter to call phone number listed on the Status Card 30 days after the election for information on the status of their ballot</li> </ul>
You are uncertain how to assist a voter or visitor	<ul style="list-style-type: none"> <li>• Notify the Site Manager who will call the Poll Worker Hotline if necessary</li> </ul>
A voter or fellow poll worker requests your assistance in another area of the Vote Center	<ul style="list-style-type: none"> <li>• <b>Never leave the Ballot Box unattended</b>; notify the Site Manager and request their assistance</li> </ul>

# JOB AID: CLOSING

Included on this Job Aid:

- Packing Reference Chart (FRONT) - A quick reference on where items will be packed during the closing procedures each night of the election
- Signed and Sealed Reference Guide (BACK) - A quick rundown of individual closing-related items used at the Vote Center, includes information on if an item requires a signature OR if the item is sealed (and how it is sealed)

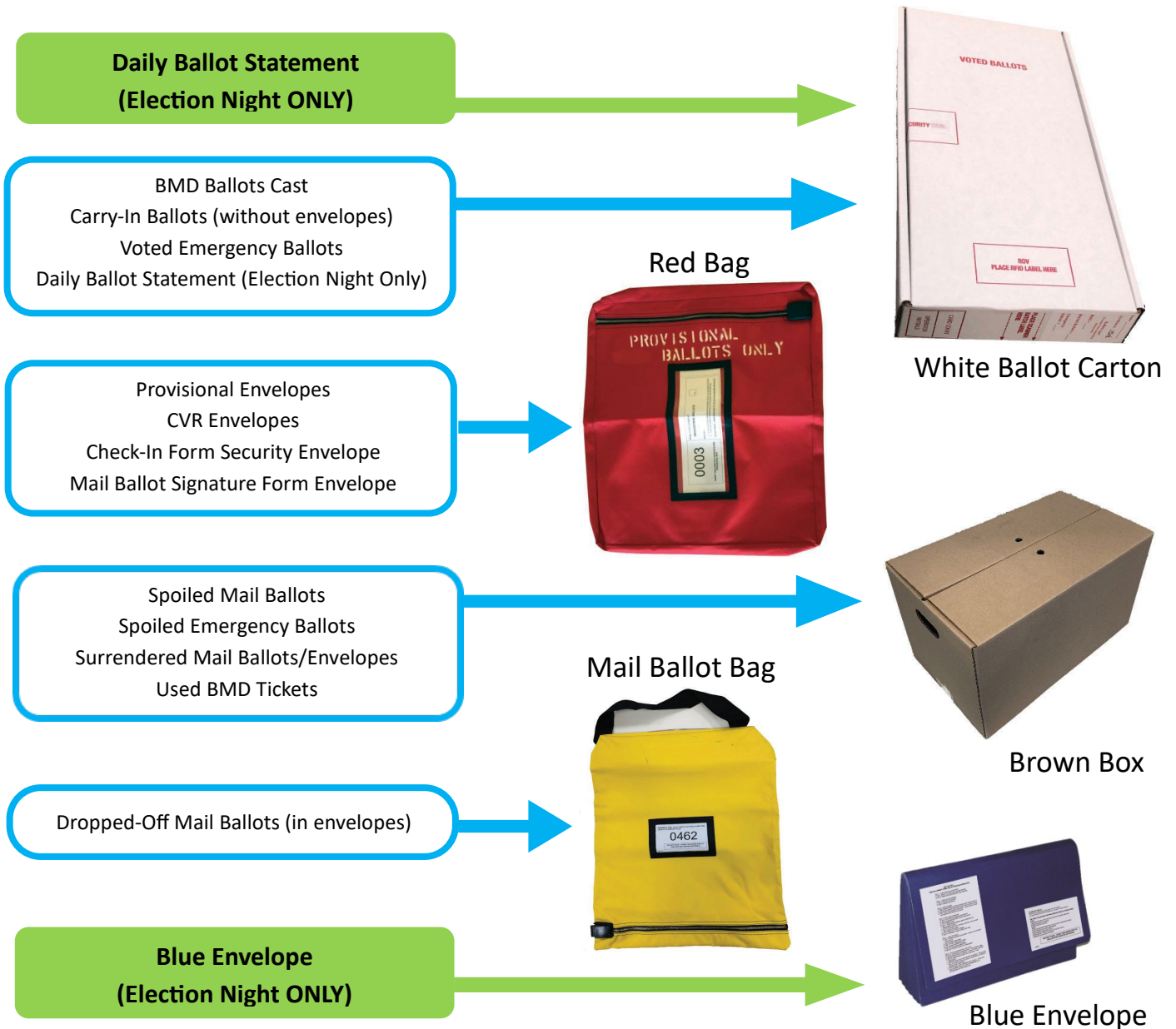
Other resources include:

- The Daily Closing Checklist (found in the Poll Worker Manual on pages 82 & 83)
- The Election Day Closing Checklist (found in the Poll Worker Manual on pages 84 & 85)
- The Closing Procedures page in the Manual (pages 71)





## Closing Procedures Packing Reference Chart

### Items to be Packed and Sealed

### Where Items Get Packed and Sealed



# Signed and Sealed Reference Guide

Item	Signed?	Sealed?	Where?
Spoiled and Surrendered Box	YES – Poll Workers sign the Closing Blue Security Seal.	 YES – Closing Blue Security Seal “Surrendered” box checked.	Remains at the Vote Center for ROV pickup after the election.
Official Ballot Pouch	NO	NO	Remains at the Vote Center for ROV pickup after the election.
Blue Accordion Envelope	NO	NO	Remains at Vote Center until Election Night. On Election Night it is returned to DART
BMD Seal Verification Log	YES – on Election Night only; two Poll Workers sign.	NO	Remains in the Blue Envelope (Tab 6)
Daily Ballot Statement	YES – on Election Night only; all Poll Workers sign.	NO	Returned to the Blue Envelope (Tab 6); on Election Night it is placed in the White Ballot Carton.
Chain of Custody Forms	YES – two designated Poll Workers	NO	Handed directly to DART official. One Poll Worker retains the white copy.
White Ballot Carton(s)	YES – seal; all Poll Workers sign the Closing Blue Security Seal.	 YES – Closing Blue Security Seal with “Voted Ballots” checked.	Handed directly to DART official (even if empty).
Red Bag	NO – white card must be filled out completely	 YES – Secure with red tab lock.	Handed directly to DART official (even if empty)
Check-In Form Security Envelope	NO – Vote Center number and date must be filled out after forms are placed inside.	YES – Envelope gets sealed	Envelope is placed in the Red Bag every night (even if empty).
Mail Ballot Signature Form Envelope	NO	YES – if there are Mail Ballot Signature Forms, the envelope gets sealed.	If there are Mail Ballot Signature Forms in the envelope, it is placed in the Red Bag.
Mail Ballot Bag	NO	 YES – Secured with red tab lock on zipper before use; red tab lock on slot after polls close.	Handed directly to DART official (even if empty).

## DART Items

## Vote Center Items

# JOB AID: EMERGENCY SITUATION

## SITE MANAGER

- React: Determine the urgency of the situation

<p>If there is or you perceive a threat to voter or poll worker safety.</p> <p>If there is a disruption to the voting process.</p>	<p><b>CALL 9-1-1</b></p> <p><b>CALL 9-1-1</b></p>	<ul style="list-style-type: none"> <li>• Provide Vote Center facility name and street address and location within the facility</li> <li>• Details of threat or disruptive conduct</li> <li>• Call Poll Worker Hotline to inform when safe to do so</li> </ul>
<p>If Site Manager is unable to resolve situation where voters or poll workers are uncomfortable but do not feel threatened</p>	<p>Call Poll Worker Hotline</p>	<ul style="list-style-type: none"> <li>• Poll Worker Hotline will provide guidelines on how to de-escalate the situation or will call local law enforcement if necessary</li> <li>• Follow Poll Worker Hotline instructions</li> </ul>

## IN CASE OF EMERGENCY/DISASTER EVENT:

- **Immediately call 9-1-1** and follow these steps:

<p>Step 1</p>	<p>Evacuate in case of disaster or event (fire, bomb threat, gas leak, water leak, etc.)</p>	<ul style="list-style-type: none"> <li>• Calmly direct voters to emergency exits</li> <li>• Instruct poll workers to meet at predesignated assembly area selected ahead of time</li> </ul>
<p>Step 2</p>	<p>Secure election materials (if it can be done safely)</p>	<ul style="list-style-type: none"> <li>• As poll workers evacuate, direct them to take:             <ul style="list-style-type: none"> <li>• Ballot Box</li> <li>• Mail Ballot Bag(s)</li> <li>• Completed Check-In Forms</li> </ul> </li> </ul>
<p>Step 3</p>	<p>Meet at designated assembly area</p>	<ul style="list-style-type: none"> <li>• Account for all poll workers</li> <li>• Account for and secure election materials</li> </ul>
<p>Step 4</p>	<p>Call Poll Worker Hotline as soon as safely possible</p>	<ul style="list-style-type: none"> <li>• Report status: identify yourself, poll worker conditions, directions you were given by facility or by emergency personnel, needs, and receive direction/next steps</li> </ul>

For de-escalation information, review page 6 in the Poll Worker Manual.

# JOB AID: CURBSIDE VOTING



## What is Curbside Voting?

- Any voter who is unable to enter a Vote Center may vote from their vehicle at a designated location near the Vote Center.
- A 'Curbside Voting' sign is placed near the Vote Center with a dedicated ROV phone number for requesting curbside voting services.
- The ROV will call the Site Manager to inform that a voter requesting curbside services has arrived to either drop off a mail ballot or vote in person, and will provide details about the vehicle's location, color, make, and model. Alternatively, someone may visit the Vote Center on behalf of the voter to request this service.

## STEP 1: Welcome the Curbside Voter

- One TI assigned by the Site Manager will go to the voter's vehicle to welcome and assist the voter.
- If the voter is dropping off a mail ballot, accept the ballot and deposit it in mail ballot bag.
- If the voter is voting curbside, provide an approximate wait time for when they will receive assistance.
  - If voters are waiting in line at the Vote Center, a voter utilizing curbside services will be assigned the next available position in the line based on their order of arrival.

## STEP 2: Roll the Curbside Cart and Bring Voting Supplies to the Voter

- Two TIs, assigned by the Site Manager, will obtain a Curbside Voting Kit, PW Activation Card, EPB and the Curbside Cart.
- Roll the Curbside Cart and bring the supplies to the voter's vehicle.
- **Safety Caution:** When navigating the Curbside Cart, ground surfaces may be uneven, and the cart has sharp edges.
- While positioning the Curbside Cart at the voter's vehicle, note that the top of the cart can slide to allow the voter access to the BMD without leaving the vehicle.
- Lock the Curbside Cart once it is positioned.

## STEP 3: Check In Voter and Assist with the Voting Process

- Help the voter complete the Check-In Form.
- Remember to fill in the "**Curbside Voter**" bubble.
- Check the voter into the EPB.
- To record that this voter is voting curbside, on the Voter Eligibility screen tap on the yellow **MORE OPTIONS** button. Tap on 'Curbside Voter.' The EPB will confirm '*Is this voter requesting to vote curbside?*' Select '**Yes**'.
- Issue the voter their voting materials.
- Activate a ballot on the BMD.
- Be available to answer questions or provide other assistance when the voter is marking the ballot while ensuring voter privacy.
- Accept the ballot from the voter inside the secrecy sleeve.
- Provide an "**I Voted**" Sticker.

## STEP 4: Return the Curbside Cart and Voting Materials to the Vote Center

- Unlock the Curbside Cart and roll it back to the Vote Center.
- Deposit the ballot in the Official Ballot Box.
- Return the Curbside Cart, Curbside Voting Kit, PW Activation Card and EPB to their appropriate places.
- Plug in the Curbside Cart's UPS.
- Replenish the Curbside Voting Kit as needed.

### Curbside Voting Kit Contents:

| BMD Tickets • Check-In Forms • Clipboard • Curbside Voting Job Aid • "I Voted" stickers • Pen • Prov/CVR Status Cards • Stylus |  
| Provisional Envelopes • CVR Envelopes • Secrecy Sleeve • Voter Surveys • Voting Station Job Aid • Write-In Candidate Flier |

**Remember to bring an EPB and PW Activation Card!**