

MAIL BALLOT BAG STATION

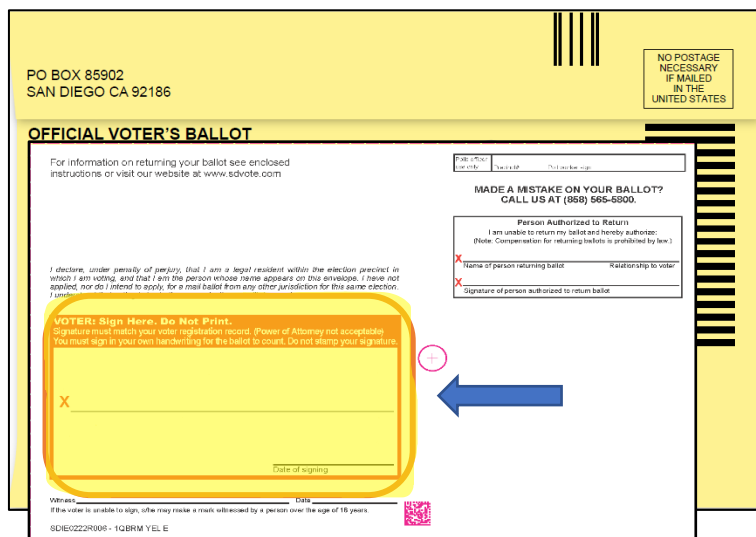
VOTER

POLL WORKER

OWN BALLOT

Voter is dropping off their completed official ballot sealed inside its return envelope

1) Verify envelope is sealed, signed by the voter, and dated



PO BOX 85902
SAN DIEGO CA 92186

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

OFFICIAL VOTER'S BALLOT

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

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

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

Name of person returning ballot Relationship to voter

Signature of person authorized to return ballot

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

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

Date of signing

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

SDIE02220006 - 1GBRM YEL E

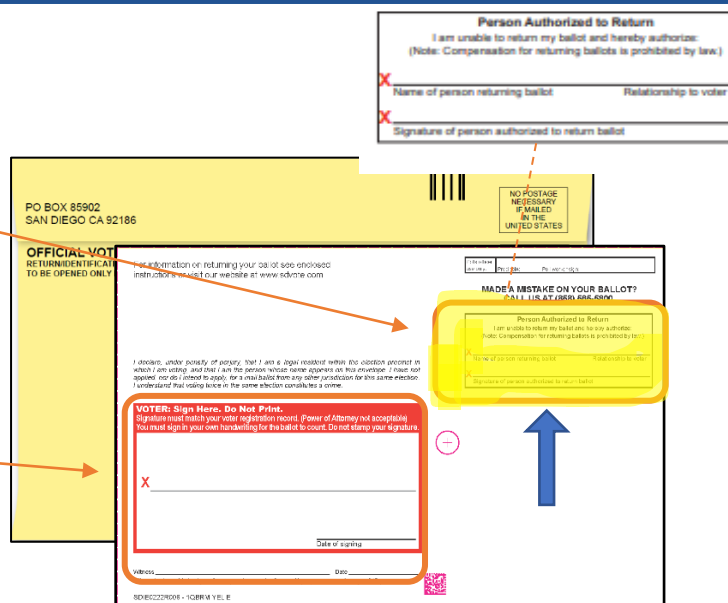
ANOTHER'S BALLOT

Person is dropping off another voter's completed ballot sealed inside its return envelope

1) Verify authorization box is completed by person dropping off envelope

AND

2) Verify envelope is sealed, signed by the voter, and dated



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Name of person returning ballot Relationship to voter

Signature of person authorized to return ballot

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

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

Date of signing

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

SDIE02220006 - 1GBRM YEL E

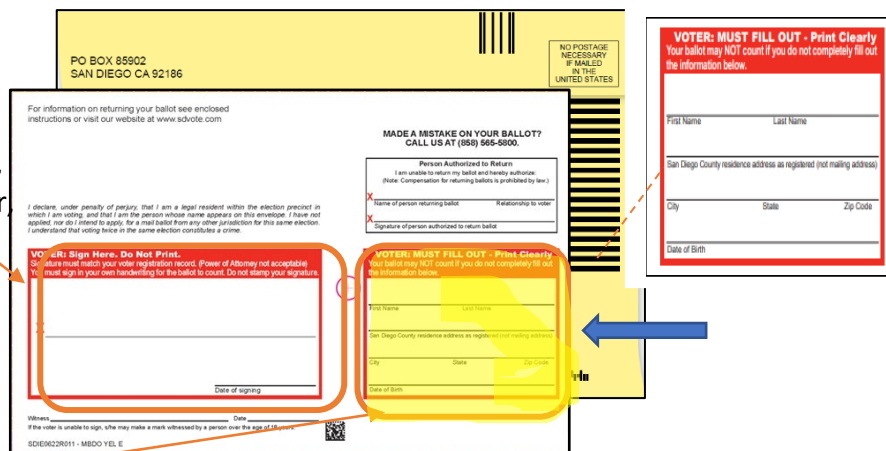
REPLACEMENT ENVELOPE

Voter needs a Replacement Envelope

1) Provide Replacement Envelope; verify envelope is sealed, signed by the voter, and dated

AND

2) Ensure voter completes name, address, and birthdate fields



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

Name of person returning ballot Relationship to voter

Signature of person authorized to return ballot

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

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

Date of signing

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

VOTER: MUST FILL OUT - Print Clearly
Your ballot may NOT count if you do not completely fill out the information below.

First Name Last Name

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

City State Zip Code

Date of Birth

SDIE02220011 - MSD00 YEL E

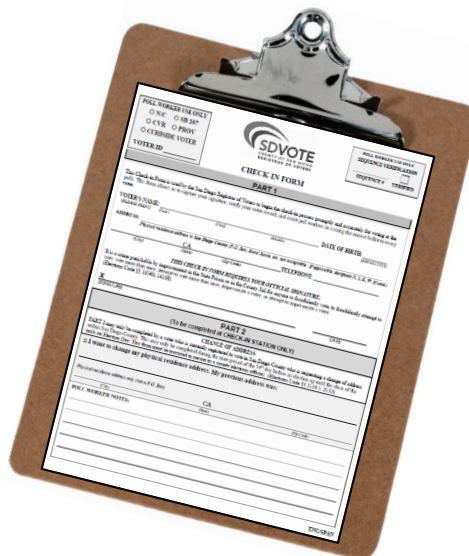
MAIL BALLOT BAG STATION

IF	THEN
Voter wants to vote in person	<ul style="list-style-type: none"> Direct voter to Greeter Station
Voter insists on casting their official ballot without its envelope into the Ballot Box	<ul style="list-style-type: none"> Direct voter to Greeter Station to begin check-in process
Voter brings multiple envelopes	<ul style="list-style-type: none"> Verify each envelope is signed by voter and sealed Verify each "Person Authorized to Return" box is completed
Voter wants to drop off their completed official ballot but does not have their return envelope	<ul style="list-style-type: none"> Provide voter with a Replacement Envelope Ensure voter writes their name, address, and date of birth Ensure envelope is signed, dated, and sealed
Voter brings an RAVBM ballot (Remote Accessible Vote by Mail)	<ul style="list-style-type: none"> Verify the completeness of the RAVBM Envelope Ensure envelope is sealed Provide Replacement Envelope if needed (Manual p. 39)
Voter brings a completed ballot sealed inside its return envelope from another county in California	<ul style="list-style-type: none"> Accept the sealed envelope Place envelope in the Mail Ballot Bag Inform voter that it will be sent to the proper county
Voter brings a ballot from another state	<ul style="list-style-type: none"> Inform voter that out-of-state-ballots cannot be accepted
Voter brings completed Mail Ballot Signature Form	<ul style="list-style-type: none"> Ensure form is completed Place in Mail Ballot Signature Form Envelope
An Observer or Poll Watcher arrives at the Vote Center	<ul style="list-style-type: none"> Direct the person to the Greeter Station to fill out the Observer Sign-In Sheet (optional)
If there are more than 10 voters waiting to be helped by the Greeter Station	<ul style="list-style-type: none"> Notify the Site Manager
You do not know how to assist a voter or visitor	<ul style="list-style-type: none"> Consult the Poll Worker Manual Ask the Site Manager, who will in turn call the Poll Worker Hotline if necessary

GREETER STATION JOB AID

POLL WORKER

- Greet and welcome the voters and visitors with a smile
- Hand voters a Check-In Form on a clipboard with a pen
 - Available in the five federally mandated languages
- Ask voters to fill out all of Part 1 of the Check-In Form neatly and completely
- Direct voters to an available Check-In Station



IF	THEN
Voter is dropping off a completed ballot sealed inside its return envelope	<ul style="list-style-type: none"> • Direct voter outside to the Mail Ballot Bag Station
Voter wants to vote their official ballot without its envelope in person	<ul style="list-style-type: none"> • Request the voter to fill out a Check-In Form • Direct voter to an available Check-In Station
If a line is forming at the Check-In Station	<ul style="list-style-type: none"> • Notify your Site Manager • Wait until the line subsides before handing out additional Check-In Forms
Voter requests an Emergency Ballot	<ul style="list-style-type: none"> • Notify your Site Manager • Instruct voter to fill out a Check-In Form • Direct voter to an available Check-In Station
Voter is dropping off an Emergency Ballot	<ul style="list-style-type: none"> • Notify your Site Manager • Instruct voter to fill out a Check-In Form • Direct voter to an available Check-In Station
An Observer, Poll Watcher, or member of the Media enters the Vote Center	<ul style="list-style-type: none"> • Welcome the person and ask them to sign in on the Observer sign-in sheet (optional) • Notify your Site Manager
You are not sure how to answer a voter's question or uncertain how to assist a voter or visitor	<ul style="list-style-type: none"> • Notify your Site Manager, who will call the Poll Worker Hotline if necessary

CHECK-IN STATION JOB AID

Greet and welcome each voter with a smile

- Ask voter for their Check-In Form

Search for Voter in EPB:

- Select *Manual Voter Search*

Find Voter

- On the *Find Voter* screen, begin with *Name and Birth Date* search
- Enter Voter's information from Check-In Form; enter the first four letters of their last and first names, and full birth date
 - **If voter is not found:**
 - Verify first and last names, and birthdate, were correctly entered into the appropriate fields
 - Verify with voter spelling of name and address or if voter has hyphenated name, Jr/Sr, etc.
 - If voter still 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, Voter ID)
 - **If voter is found:**
 - If only one voter matches the search, confirm the information on the Voter Identification 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

- VBM Ballot Issued: On the VBM Ballot Issued screen, select if voter is voting mailed ballot in person

Voter Eligibility

- On the Voter Eligibility screen, read and follow instructions in the blue message box; on the Check-In Form mark the correct bubble and write the Voter's ID and Sequence #; write Sequence # on the voter's BMD Ticket.
- For CVR or Provisional Voters, mark the appropriate box, write in the sequence # and vote center location number.

POLL WORKER USE ONLY
☒ NC ☐ SB 207
☐ CURSIDE VOTER
VOTER ID 1072968885
SEQUENCE # 0341
BMD TICKET
SEQUENCE # 0341

Voter Signature

- On the Voter Signature screen, complete the verification process ask voter to verify Sequence # on the EPB matches the sequence # on the Check-In Form, BMD Ticket, envelope if applicable; check Verified on Check-In Form
- Ask voter to please read and sign.

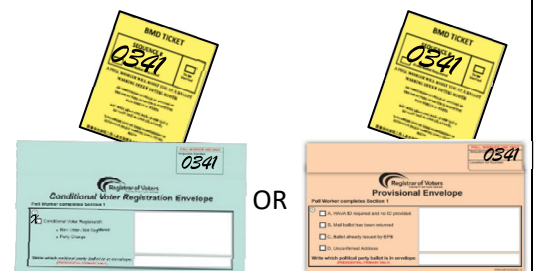


Issue Ballot

- On *Issue Ballot* screen, select BMD or Non-BMD

Processing Complete

- At Processing Complete screen, provide voter a BMD Ticket and a Secrecy Sleeve. direct voter to Voting Station
- For CVR or Provisional Voters, provide green CVR or peach Provisional envelope, BMD Ticket and a PROV / CVR Status Card.



IF	THEN
Voter's address on Check-In Form does not match EPB	<p>Ask voter if they have moved</p> <ul style="list-style-type: none"> • If yes, Request Voter complete part 2 of the Check-In Form • Process as SB207 Voter • Update Residence Address in EPB
Voter is voting for the first time in San Diego County	<p>Process as a CRV Voter</p> <ul style="list-style-type: none"> • Request Voter fully complete Section 2 of CVR Envelope • Mark CVR box; write Seq. and Location #s on Poll Worker side • Hand voter envelope, BMD Ticket, and Prov/CVR Status Card
<p>The EPB displays 'Voter is not eligible to vote a regular ballot' due to:</p> <ol style="list-style-type: none"> 1. VBM Ballot already returned, or 2. Ballot already issued by EPB 	<p>Process as a Provisional Voter</p> <ul style="list-style-type: none"> • Request Voter complete Section 2 of Provisional Envelope • Mark correct box; write Seq. and Location #s on Poll Worker side • Hand voter envelope, BMD Ticket, and Prov/CVR Status Card
Voter is not eligible to vote a regular ballot due to an Unconfirmed Address	<ul style="list-style-type: none"> • Notify the Site Manager
EPB displays 'HAVA ID Req'd'	<ul style="list-style-type: none"> • Request ID document from the HAVA ID list (manual p. 97) • If voter is unable to provide any approved form of identification, process as a Provisional Voter (instructions above) and mark Box A
EPB displays 'Voter is eligible to vote', but does not provide instructions in blue message box	<p>Process as a VBM Ballot Issued Voter voting on BMD</p> <ul style="list-style-type: none"> • Check the 'N/C' bubble on the Check-In Form • Write Voter's ID and Sequence # on the Check-In Form • Write Sequence # on BMD Ticket • Ask voter to sign and verify Sequence # on EPB matches BMD Ticket and Check-In Form. If so, mark 'Verified' box on Check-In Form • Select 'BMD' at 'Issue Ballot' screen • Hand voter BMD Ticket and Secrecy Sleeve • Direct voter to Voting Station
Voter is surrendering the ballot they received in the mail	<ul style="list-style-type: none"> • Have a conversation with the voter explain they will use the BMD to make their selections. • Write 'Surrendered' on the mailed ballot and/or envelope with mailed ballot inside and tear in half • Place in the Brown Box
Voter demands an Emergency Ballot	<ul style="list-style-type: none"> • Notify the Site Manager
Voter requests reference ballot in language other than English	<ul style="list-style-type: none"> • Direct voter to the Facsimile/Reference Ballot binders located on the Voter Access Table; retrieve binder when voter completed
Voter's information other than address is incorrect in EPB	<ul style="list-style-type: none"> • Notify Site Manager who will call Poll Worker Hotline for instructions
EPB displays 'Decertified'	<ul style="list-style-type: none"> • Notify Site Manager who will call Poll Worker Hotline for instructions
Voter hands you a Wait Time Ticket	<ul style="list-style-type: none"> • Select <i>Enter Wait Time</i> from the EPB's Launchpad Menu; Enter time written on voter's ticket
You do not know how to answer a question or assist a voter or visitor	<ul style="list-style-type: none"> • Notify Site Manager, who will call the Poll Worker Hotline if necessary

VOTING STATION

VOTER

POLL WORKER

Voting in-Person,
Ballot Marking Device
("BMD")

Insert Poll Worker Card

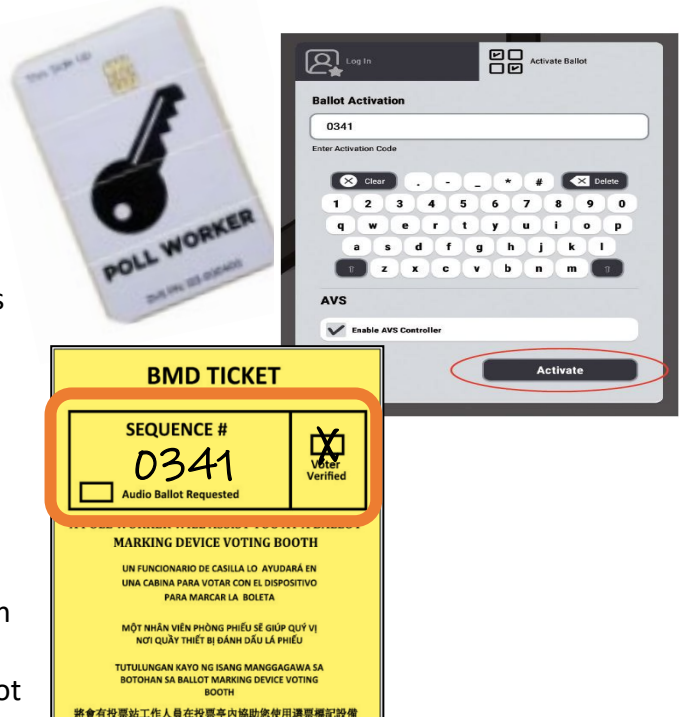
Input sequence number to
"Activate" voter's ballot

Check *Voter Verified* box
once the voter confirms
sequence number matches
that on the BMD

Remove Poll Worker Card
and do not leave it
unattended

Request voter to read
instructions in voting booth

Remind voter to place ballot
into secrecy sleeve or
envelope (if provided)



Requests Accessible
Voting Session

Provide voter with the ATI
and headphones (all other
accessibility devices will be
brought by voter)

Offer voter a chair if available

Select Enable AVS controller
prior to activating the ballot

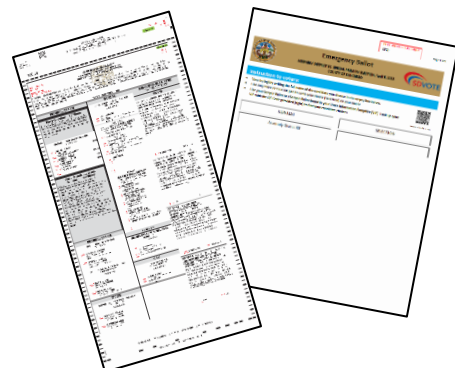
Assist voter as requested



Voting in-person their
official ballot without
its envelope, or an
Emergency Ballot

Ensure voter has checked in (voter
must have a secrecy sleeve) and
direct to an available cardboard or
ADA voting booth and request
they read instructions

Request voter place
completed ballot into secrecy
sleeve and take to Checkout
Station

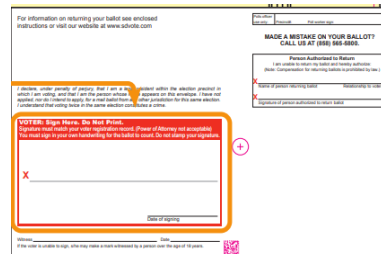
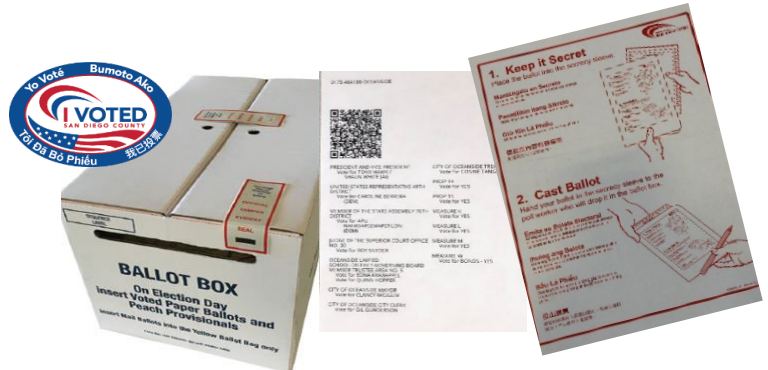


VOTING STATION

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

CHECK OUT STATION JOB AID

VOTER	POLL WORKER
<p>Approaches station with ballot and secrecy sleeve</p>	<p>Ask voter to hand you their secrecy sleeve; protect the privacy of the voter's ballot by sliding the ballot from the secrecy sleeve into the Ballot Box without looking at the ballot</p> <p>Verify the secrecy sleeve is empty</p> <p>Provide "I Voted" Sticker</p> <p>Thank voter for voting!</p>
<p>Approaches with Official Ballot in its Security Envelope</p>	<p>Inform voter that Mailed Ballots are to be deposited into the Mail Ballot Bag and direct them towards that Station</p> <p>If voter insists on depositing Mail Ballot Envelope into Ballot Box, verify the envelope is sealed, signed by the voter, and dated; deposit envelope into Ballot Box</p>
<p>Approaches station with green CVR or peach Provisional envelope</p>	<p>Verify both sides of envelope are completed, and ballot is inside without looking at ballot</p> <p>Verify envelope is sealed</p> <p>Deposit envelope into Ballot Box</p> <p>Provide "I Voted" Sticker</p> <p>Thank voter for voting!</p>



IF	THEN
Voter presents a ballot without a secrecy sleeve or an envelope	<ul style="list-style-type: none"> • Ask voter to return to Vote Station and retrieve their secrecy sleeve or envelope before casting ballot into the Ballot Box • If voter returns with an envelope, ensure ballot is placed inside envelope, the envelope is filled out, signed, and sealed
You have any concern whether a person voting their official Ballot without its security envelope was properly checked in	<ul style="list-style-type: none"> • 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
A voter presents either 1) an official ballot without its security envelope or secrecy sleeve, or 2) an Emergency Ballot without a secrecy sleeve. The voter states they left the VC after checking in and have returned to vote it	<ul style="list-style-type: none"> • Inform the voter they will need to once again complete the check-in process and direct them towards the Greeter Station; notify the Site Manager
Voter requests on inserting their ballot into the Ballot Box	<ul style="list-style-type: none"> • 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 • If they still insist, rotate the Ballot Box and instruct them to slide their ballot from the Secrecy Sleeve into the Ballot Box
Voter asks how ballots are tracked to ensure they are received by the ROV	<ul style="list-style-type: none"> • Inform voter that every ballot in the Ballot Box is securely transported to the ROV and will be counted
Voter asks how the status of their Provisional/CVR ballot can be tracked with the ROV	<ul style="list-style-type: none"> • 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
You are uncertain how to assist a voter or visitor	<ul style="list-style-type: none"> • Notify the Site Manager who will call the Poll Worker Hotline if necessary
A voter or fellow poll worker requests your assistance in another area of the Vote Center	<ul style="list-style-type: none"> • Never leave the Ballot Box unattended; notify the Site Manager and request their assistance
An observer or member of the public states that you need to change a Checkout Station procedure	<ul style="list-style-type: none"> • Continue to perform your duties per ROV training; immediately inform the Site Manager

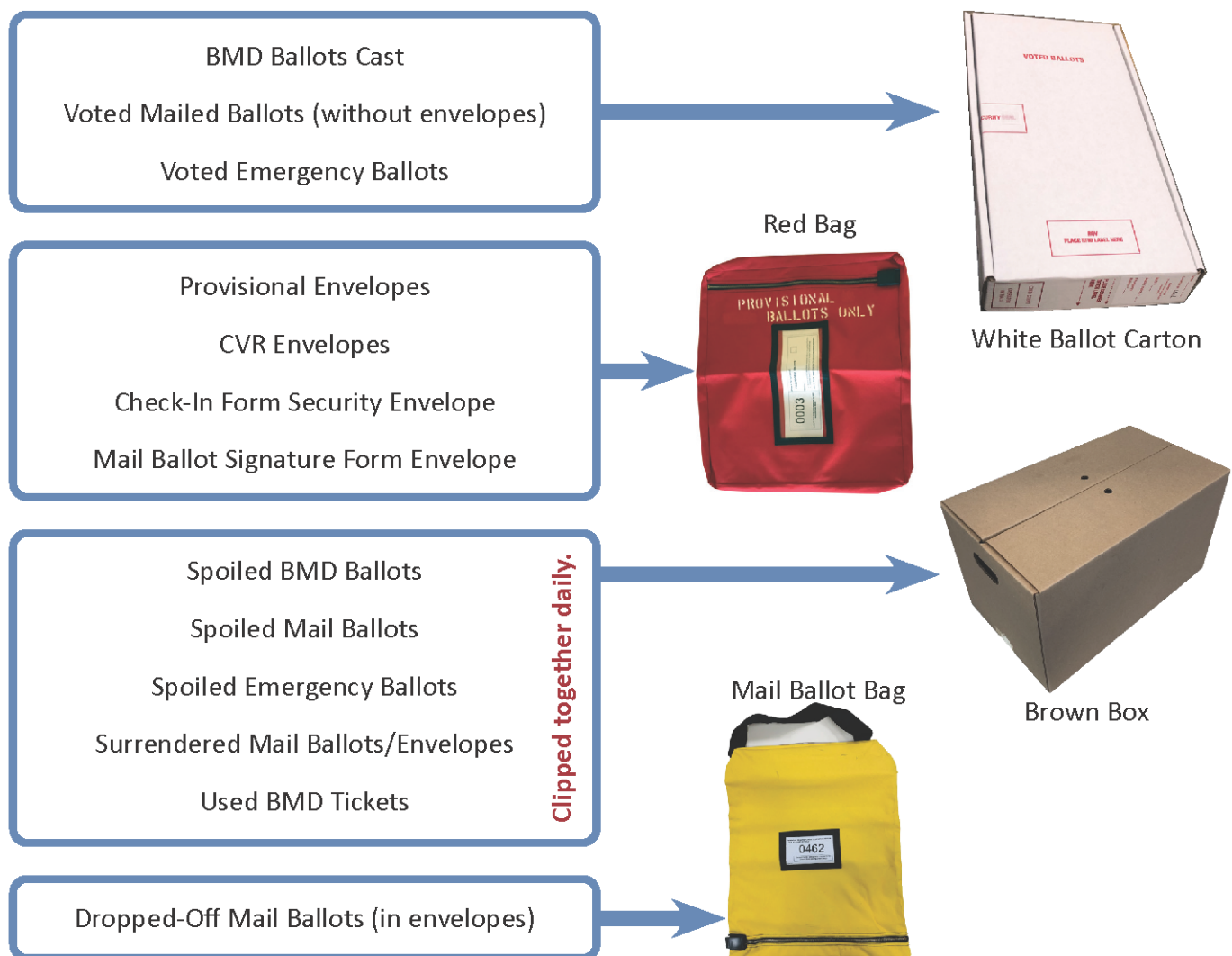
CLOSING JOB AID

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





Closing Procedures – Packing Reference Chart

Items to be Packed and Sealed

Where Items Get Packed and Sealed



Signed and Sealed Reference Guide

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

EMERGENCY PREPAREDNESS JOB AID

SITE MANAGERS

- You must first determine the urgency of the situation:

<ul style="list-style-type: none">If there is or you perceive a threat to voter or poll worker safetyIf there is a disruption to the voting process	Call 911	<ul style="list-style-type: none">Provide Vote Center physical addressDetails of threat or disruptive conductCall Poll Worker Hotline to inform if possible
If Site Manager is unable to resolve situation where voters/poll workers are uncomfortable	Call Poll Worker Hotline	<ul style="list-style-type: none">Poll Worker Hotline will call local law enforcement if necessaryFollow Poll Worker Hotline instructions

In case of an emergency/disaster event

- Immediately call 911 and follow these steps:

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