



Special Primary, 79th State Assembly Election

April 6, 2021

-Poll Worker Manual-

NAME: _____

POLL #: _____



QUICK REFERENCE

My Polling Location Address: _____

Facility Contact Name: _____

Phone & Email: _____

IMPORTANT CONTACTS	NAME	PHONE NUMBER
Site Manager		
Precinct Inspector		
Precinct Inspector		
Precinct Inspector		
Recruitment Contact		
Non-Emergency Police		

<p>Poll Worker Hotline (858) 565-3360</p> <p>Monday, April 5th: 7:30 a.m. – 5 p.m.</p> <p>Election Day, Tuesday, April 6th: 5:30 a.m. – Until last poll worker goes home</p> <p>Observer Hotline (858) 495-5123</p> <p>Election Day, Tuesday, April 6th: 5:30 a.m. – Until last poll worker goes home</p> <p>Curbside Voting (858) 505-7396</p> <p>Election Day, Tuesday, April 6th</p>	<p>Suggested* Election Day Break Schedule</p> <p>Site Manager: 9:15 a.m. – 9:45 a.m. 1:45 p.m. – 2:15 p.m.</p> <p>Greeter/Check-Out Precinct Inspector: 10:00 a.m. – 10:30 p.m. 2:30 p.m. – 3:00 p.m.</p> <p>Check-In Precinct Inspector: 10:45 a.m. – 11:15 a.m. 3:15 p.m. – 3:45 p.m.</p> <p>Voting Precinct Inspector: 11:30 a.m. – 12:00 p.m. 4:00 p.m. – 4:30 p.m.</p>
---	---

*Site Managers 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 INTERIM REGISTRAR



County of San Diego

CYNTHIA L. PAES

Interim Registrar of Voters

REGISTRAR OF VOTERS

County Operations Center Campus

5600 Overland Avenue, Suite 100, San Diego, California 92123-1278

Telephone: (858) 565-5800 Toll-free: 1 (800) 696-0136 TTY / TDD: (800) 735-2929

Facsimile: (858) 505-6876 Web Address: www.sdvote.com

Hello Everyone!

Many of you already know me as the Assistant Registrar but for the time being, I will also be filling in as the Interim Registrar. Our former Registrar, Michael Vu has taken another position within the county, but he is still close by and the Registrar's office continues to be under his purview.

You may be asking yourself...didn't we just have an election? Why are we conducting another one so soon? The upcoming special primary election has been called to fill a vacancy in the 79th State Assembly District. Depending on the outcome, there may be a run-off election in June.

With what is looking like a busy 2021 along with all the concerns still surrounding the pandemic, one area remains fundamental, consistent, and true to the success of our office and the overall election...that's YOU!

Thank you all for coming back to tackle another Election Day with us. Every voter in the 79th State Assembly District is *counting* on us!

As with last year's presidential general election we will again adapt for safe operations. The consolidation of neighborhood polling places into much larger "super poll" sites with physical distancing will continue. Please know that we have carefully thought through every process with the help of our local public health officials to keep you and your team of poll workers healthy and safe while serving our voters.

You will see a few changes from the November election. For one, your polling place will be open just on Election Day (April 6) and you will have a full deployment of Ballot Marking Devices. All voters coming to your poll to vote will mark their ballot on one of these devices.

Come Election Day, remember your positive interaction with a voter has an impact that could last their entire voting life. It will take positive energy, patience, and dedication, but if that means bolstering our democratic way, it is well worth it! When we've closed the books on the April 6, 2021 Special Primary, 79th State Assembly Election, I hope you will not only find that it was worth it but found the experience to be personally rewarding.

CYNTHIA L. PAES

Interim Registrar of Voter

TABLE OF CONTENTS

Preparing for Opening the Poll

Quick Reference	Inside Front Cover
Note from the Interim Registrar	1
Table of Contents	2
Election Day Rules	3
COVID - Safe Voting Environment Plans	4
Covid-19 Health and Safety Requirements . .	5
What's New This Election	10

Setting Up the Poll

Pre-Election Tasks	11
Poll Diagrams	12

Assisting Voters

Stations and Responsibilities	15
Opening the Polls	18
Assisting Voters: Common Situations	
• VBM Ballots	19
• VBM Voter Voting In-Person	20
• Residence Address Change Voter	22
• CVR Voter	23
• Provisional Voter	24
Special Election Scenarios	
• Voting Outside District/Non-Precinctable Address	27
• Decertified Voter	28
• Inactive Voter	28
Voting Accessibility	
• Curbside Voter	29
• Language Assistance	30
• Assisting Specific Needs Voter	30
• Voter with a Visual Impairment	31
• Deaf or Hard of Hearing Voters	31
Observer Policies and Procedures	32
Observers Policies & Procedures Poster . . .	34

Closing the Poll

Closing Procedures	36
Signed & Sealed Reference Guide	37

Ballot Marking Device

Introduction to the BMD	38
Set up the BMD	39
Set up the BMD ADA Cart	45
Test the BMD	46
Election Day: Open the Polls	49
Pulling up a BMD Ballot	50
BMD Voting Instructions	51
Accessible Voting Session	53
Closing the BMD	55
Troubleshooting the BMD	58

Appendix

Cradlepoint Instructions	59
Poll Site Accessibility	60
Envelopes	61
Forms	67
Site Manager Poll Supply List	71
Checklists	73
Resources	82
Glossary	87
Recruitment Contacts	Inside Back Cover

ELECTION DAY RULES



Poll Hours

Election Day, Tuesday,
April 6th

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



Bilingual Poll Workers

Many poll sites are assigned bilingual poll workers to assist voters.



Poll Worker Assignments

All poll workers must work at their assigned stations, take their assigned breaks, and cover each other's breaks as directed.



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.



Emergency Situations

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



Voted Ballot Return

California Elections Code requires that two election officials deliver the voted ballots on election night.

COVID - 19 - SAFE VOTING ENVIRONMENT PLANS

The San Diego County Registrar of Voters and election officials have worked closely with public health officials to identify solutions allowing for safer voting in the COVID-19 environment. We take the health and safety of our employees, voters, and visitors to voting locations very seriously. ROV procedures are transparent, posted at each location, and comply with confidentiality requirements. To prevent and slow the spread of COVID-19, we continue to follow and implement public health official guidelines at the workplace including polling locations. When a COVID-19 positive case is confirmed among staff, ROV actions are immediately activated through an activity “tree” (many people taking action at the same time, versus a notification “chain” which is more a string of actions taken one after the other). This should result in the most efficient initiation of a variety of required tasks and actions being taken immediately upon receiving confirmation of a positive COVID-19 case.

1.0	STATEMENT OF PURPOSE
	The purpose of this document is to provide information on the process for requesting a cleaning and disinfection service after a person confirmed to have COVID-19 has been inside a polling facility.
2.0	BACKGROUND
	It is a priority that all polling and training sites are maintained at the highest standard of cleanliness. The Registrar of Voters (ROV) has directed poll site staff to conduct frequent cleanings throughout the day to ensure all surfaces and touchpoints within each facility are properly sanitized.
3.0	PROCEDURE
	<ul style="list-style-type: none"> A. Trainer Leads, poll workers and/or ROV staff notifies their Training Lead or Site Manager of a potential positive test. B. All safety protocols outlined on the Site-Specific Health and Safety Plan for physical distancing, face coverings, hand washing/sanitizing will remain in place to continue maintaining a healthy work environment as instructed by Public Health officials. C. ROV Training Management is notified and reports the information to ROV Sr. DHRO. D. Department Sr. DHRO is notified of suspected/confirmed COVID-19 case at a site. E. ROV Senior DHRO notifies HR Director of possible COVID-19 case. F. HR Director confirms; contacts department Senior DHRO with the test result verification. G. Upon confirmed positive COVID-19 result, Senior DHRO alerts ROV Director, ROV Contractor Officer's Representative (COR), and ROV Precinct Services: <ul style="list-style-type: none"> ▪ Senior DHRO email: Garcia, Monica (Monica.Garcia@sdcounty.ca.gov) ▪ Senior DHRO provides the polling facility name and address H. Department-wide letter is prepared for distribution to CSG-DL, ROV-ALL email list <ul style="list-style-type: none"> ▪ For employees not on the CSG-DL, ROV ALL email distribution list, corresponding supervisors must provide email communication to those employees I. Department COR contacts the disinfecting vendor to schedule same day after-hours cleaning. J. ROV COR provides time and details of disinfecting service to Precinct Services. K. Precinct Services contacts facility manager, principal, and/or superintendent. L. Poll Worker Training directs specific staff to stay onsite or dispatches another staff to the site to meet with the disinfecting service vendor. <ul style="list-style-type: none"> ▪ An election official must be onsite through completion of cleaning ▪ The disinfecting vendor shall not touch or clean any of the voting equipment M. Disinfecting service vendor contacts COR upon completion of sanitation service. N. COR notifies Precinct Services and Senior DHRO that the service has been completed and the vendor has left the facility.

Election workers are classified as essential workers and thereby, are not quarantined based on possible exposure. Symptomatic essential workers are expected to isolate, (based on having a temperature or when displaying symptoms) and to get tested prior to returning to work. Essential workers who do not have a fever or are not symptomatic, are not quarantined or isolated.

Notification to potentially affected people that they may have been exposed, including ROV staff, is conducted under very specific instructions, typically by medical or HR staff, in compliance with HIPAA confidentiality laws.

COVID-19 HEALTH AND SAFETY REQUIREMENTS

The Registrar of Voters is taking strong safety measures to ensure all in-person voters have a safe experience when voting. Election officials have worked closely with public health officials to identify solutions to allow for safer voting in the COVID-19 environment.

Working Elections During COVID-19

We want you to know that your health and safety are important to us and that we do not take your choice to work for granted. You are helping to maintain our most essential democratic process. Thank you for working this election.

Staying Healthy

How COVID-19 can spread through person-to-person transmission and surface transmission

Person-to-Person Transmission:

- COVID-19 is thought to spread mainly through close contact from person-to-person
- Between people who are in close contact with one another (within 6 feet)
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs
- COVID-19 may be spread by people who are not showing symptoms. A person is contagious two days before being symptomatic
- The two best methods to reduce person-to-person transmission are practicing physical distancing from other people and wearing face coverings

Surface Transmission:

- This is when the virus is on an object or surface and gets into the body. This typically happens when your hand touches an infected surface and then you touch your eyes, nose, or mouth
- The two best practices for reducing surface transmission are washing and sanitizing your hands and disinfecting objects and surfaces



Now that we understand how COVID-19 spreads, you can practice a few habits to keep yourself healthy:

- Practice physical distancing from others outside of your immediate household
- Wear a mask or face covering when out in public, particularly indoors, like at the grocery store, or anytime you may be unable to maintain 6ft of social distance
- Wash your hands frequently, especially when you've returned from the outdoors. Make sure you scrub for at least 20 seconds
- Use hand sanitizer with at least 60% isopropyl alcohol whenever you don't have access to water and soap

Knowing When You're Sick

- Even with these practices, it is still possible to contract COVID-19, and it is important that you monitor yourself for symptoms
 - ❖ Temperature of 100.0 or higher
 - ❖ Fever or chills
 - ❖ Frequent cough
 - ❖ Shortness of breath or difficulty breathing
 - ❖ Fatigue
 - ❖ Muscle or body aches
 - ❖ Headache
 - ❖ New loss of taste or smell
 - ❖ Sore throat
 - ❖ Congestion or runny nose
 - ❖ Nausea or vomiting
 - ❖ Diarrhea
- If you have experienced any of these symptoms within the last 14 days, please inform your recruiter as soon as possible and do NOT work the election. It's important that you let your recruiter know as soon as possible so they can find a replacement
 - ❖ If your symptoms become severe, we recommend that you seek medical attention
 - ❖ If anyone in your household has had these symptoms or tested positive for COVID-19, we also recommend that you quarantine, inform your recruiter right away and do NOT work the election
- Self-screen at home, including taking temperature and symptom checks
- Seek medical attention if symptoms become severe
- Prior to entering the Polling Location each day, Site Managers and all poll workers are required to self-screen for symptoms, temperature check and answer three health questions before the start of every shift
 - ❖ If a Poll Worker has a temperature that reads below 100°F and the poll worker has no COVID-19 related symptoms, the employee may proceed to work
 - ❖ If their temperature is 100°F+, wait five minutes and re-scan temperature
 - ❖ If second temperature reading is 100°F+, the poll worker must report to the Site Manager and go home and isolate immediately
 - ❖ If this situation occurs, the Site Manager must notify the Poll Worker Hotline as soon as possible to discuss that the poll worker displays a temperature of 100°F or higher
 - ❖ The three health questions are:
 1. Have you been in close contact (within 6 feet) with someone who has been diagnosed with COVID-19 in the past 14 days?
 2. Do you have a fever equal to or greater than 100.0°F?
 3. Have you recently experienced new COVID-19 symptoms?
- If you become sick at work, let your Site Manager know and remove yourself from others immediately



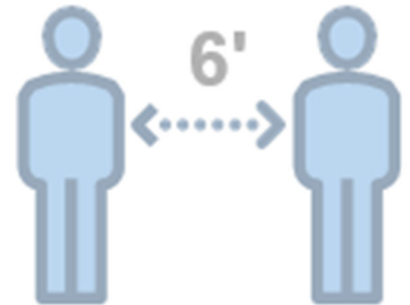
Signs and Messages

Signs with proper health messages will be posted in highly visible locations (e.g., at entrances, in restrooms and throughout the site) that promote everyday protective measures against the spread of COVID-19.

Social Distancing

All people at the polling location need to leave space between themselves and others.

- Voters, observers, and poll workers are instructed to stay at least 6 ft apart whenever possible
- Floor markings will be used as visual cues to help voters and poll workers remember this
- Voter lines will not be in the voting area and will be outside where feasible. To manage the physical distancing, voters will be allowed to enter the voting area only when there is a vacant Check-In Station
- Floor markings will be placed outside as well as at each of the check-in and checkout/ballot return stations
- Voting equipment and voting booths will be set up throughout the site in compliance with six-foot physical distancing requirements
- Voters and workers are discouraged from greeting others with physical contact (e.g., handshakes)
- Any time you're assisting a voter, maintain 6ft of physical distance, unless it hinders your ability to assist the voter. In which case, you'll want to limit your time assisting, as much as possible
 - ❖ You can choose to stand side-by-side, so you aren't speaking directly at each other
 - ❖ If you're assisting a voter away from a particular workstation and you realize the situation might take some time, you may want to ask them to move with you to a divider
 - ❖ Remember, you have control over the distance someone stands from you and you have the right to request more space, if you feel uncomfortable
- Encourage a voter's good behavior by saying things like:
 - ❖ Thank you for wearing your mask
 - ❖ We have plenty of hand sanitizers
 - ❖ Thank you for keeping your distance
- There may be times when you and another poll worker must be within 6 feet of each other. Perhaps you're troubleshooting a problem that requires looking at the same document. Do your best to keep these interactions to a minimum
- Election Day is a very long day. It can be easy to "grow comfortable" around your fellow poll workers and become complacent about maintaining physical distance and properly wearing your PPE. Help remind each other gently of the safety precautions. They are there for all of you



Face Coverings

The use of face coverings is mandatory for all staff. Voters, observers, and the public will be expected to wear face coverings as well.

- Face coverings are most essential in times when physical distancing is difficult and should be worn whenever a worker is near another person
- Children younger than two years old **must not wear a face covering because of the risk of suffocation**
- Face shields or other physical barriers, in addition to face coverings, are provided for workers in positions where it may be difficult to maintain physical distancing and are provided at all check-in stations

Proper use of face coverings requires:

- Coverage of the mouth and nose
- Washing hands before and after use or adjustment
- Washing or replacing them after each shift
- Avoiding touching the eyes, nose, or mouth
- Avoiding touching the front of the mask when putting it on, adjusting it, or removing it

Note: Face coverings should not be placed on anyone who has trouble breathing or otherwise unable to remove the face covering without assistance.



Inappropriate Face Coverings

Some voters may come into the voting location wearing face coverings that promote a candidate or ballot measure. This is considered electioneering and is not allowed. If this occurs the worker will politely request that the voter use a different face covering, or in an alternative, provide another face covering, if available. If voter refuses these options, the curbside voting procedure will be implemented for this voter.



Voters will not be turned away for lack of a face covering. The right to vote takes precedence. In such circumstances, poll workers will consider additional physical distancing and avoid confrontation. Among other considerations, intense conversation and shouting increase the volume of exhalations and may increase risk. Additionally, election workers will not turn away observers and other visitors not using a face covering. (manual pg. 32)

For those who refuse or are unable to wear a face covering, alternate plans are in place. Voters will remain outside of the poll and workers will implement and assist those voters through the curbside voting procedure. These voters will vote on a Ballot Marking Device which can be rolled to an outside position. Additional instructions will be provided on assisting voters through curbside voting. (manual pg. 29 - 30)

Remember that your main job is to ensure every voter that has the right to vote, gets to do so. If a voter is not complying with COVID safety practices, control what you can while ensuring that you protect their right to vote.

Gloves

Gloves are not a substitute for hand washing. The best way to keep hands clean and germ-free is to wash them frequently with soap and water or use hand sanitizer. Gloves can help keep hands clean, so a person would not come into direct contact with germs such as the COVID-19 virus.

Poll workers will be provided with disposable gloves for use while sanitizing the supplies and equipment. While wearing gloves, workers and voters should not touch their mouth, nose, eyes, or face covering, and should wash hands or use hand sanitizer before putting gloves on and after removing them.

Gloves should be replaced after washing hands, after using the restroom, eating or drinking, or any other activities that may contaminate the gloves, including touching un-sanitized items.

Removing Disposable Gloves

- Pull at the outside of one glove at the wrist without touching your skin
- Peel the glove away from your body, pulling it inside out then hold the glove you just removed in your gloved hand
- You can peel off the second glove by putting your fingers inside the glove at the top of your wrist then turn the second glove inside out; while pulling the glove away from your body, wrap the first glove inside the second glove. The result should be your two gloves wrapped in a ball
- Dispose of the gloves in the garbage



Maintain a Healthy Work Environment

All workers are instructed to wash hands frequently:

- before entering the work location
- before and after breaks or shifts
- after touching or handling cloth face coverings or PPE
- after using the restroom with soap and water for at least 20 seconds. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol provided by the ROV



Alcohol-based hand sanitizer will be available at the entrance of the facility and each station, for use after touching shared surfaces and items such as the ePollbook, a clip board, pen or stylus, Ballot Marking Device, voting

booth surfaces and casting a ballot. Voters will be encouraged to use hand sanitizer when leaving each station.



Supplies including disinfectant wipes, and no-touch trash cans will be provided at each site. Signage will be appropriately placed inside the site as reminders to everyone using the facility to wash hands, wear masks, keep a six-foot distance.

Clean and Disinfect Voting Associated Equipment and Surfaces

Surfaces that are frequently touched by multiple people, for example door handles, check-in tables, shared objects like clipboards, pens and styluses will be disinfected on a regular interval and will not be used by multiple people prior to cleaning. Headphones for voters with disabilities will have one-time-use ear coverings.



For proper cleaning and disinfecting, refer to the **Cleaning Procedures and Protocols Guide** (manual pg. 82-83)

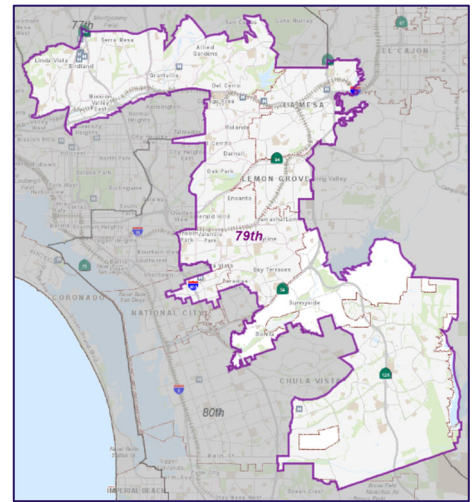
WHAT'S NEW THIS ELECTION

Overview

- 300K (approx.) Registered voters in the 79th Assembly District
- 200K (approx.) Permanent Mail Ballot Voters
- 51 Polling Locations

Special Primary, 79th State Assembly Election

- Polls are open one day - Tuesday, April 6th from 7:00 AM – 8:00 PM
- All eligible voters for this election will be mailed a mail ballot
 - ❖ Polls will see a high number of mail ballot drop offs
- 1 contest on the Ballot
- No paper ballots – all BMD voting
 - ❖ Voters can vote at any polling location because every ballot can be pulled up on a BMD
 - ❖ If voters insist on voting on a paper ballot, they will need to go to the Registrar of Voters
- Specific needs-Curbside voting signage with a designated phone number will be placed outside of each poll



Staffing/Training

- Poll Worker Boards consist of 1 Site Manager and at least 3 Precinct Inspectors
- 4 Stations for assisting voters - no Line Manager Station
- Online Training
 - ❖ Content has been incorporated into in-person poll worker training
- Poll setup and Poll Worker Training is on the same day at the assigned poll location – Monday, April 5th

Supplies

- No "POD" Storage Containers
 - ❖ Warehouse staff will conduct all supply deliveries
- Ballot Application has been updated and titled "Check-In Form"
 - ❖ Write Voter ID on upper right-hand corner of "Check-In Form"
- No Daily Ballot Log or BMD Daily Log – due to one day in-person voting
- No laptop provided to polls
- New reason – Provisional Voter
 - ❖ Box D, Precinct Not in Election (PNE)
 - ❖ Box D, Unconfirmed Address (UA)

PRE-ELECTION TASKS

Before Monday, April 5th

All Poll Workers:

- Make alternate arrangements to vote, if you are eligible to vote this election
 - ❖ Vote by mail, bring it with you to your polling location, or drop it off at a Mail Ballot Drop Off (MBDO) location
 - ❖ Vote early at the San Diego Registrar of Voters
- Attend training
 - ❖ Site Manager: 2-day training
 - ❖ Poll Workers: 1-day training (same day/location as site setup)
- Review details of assigned polling location

Site Manager:

- Review Yellow Packet contents
- Bring training ePollbooks to polling location on Monday, April 5th
- Bring Yellow Packet to polling location on Monday, April 5th



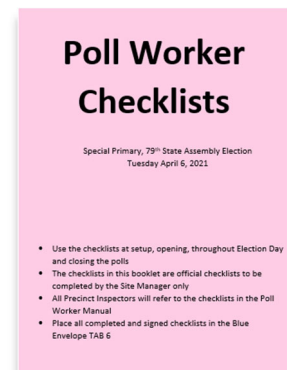
Monday, April 5th – Supply Inventory, Poll Location Setup, and Training

All poll worker boards will report to their assigned polling location on Monday, April 5th for supply inventory, poll location setup, and training.

Review Poll Setup Checklists (manual pgs. 74-75)

- Site Manager – arrive at location by 7:30 AM
- Poll Workers – arrive at location by 8:00 AM
- Stand-by Poll Workers – arrive at location by 10:00 AM to attend in-person training

Note: Call Hotline to report any late or missing poll worker



Supply Inventory

- Before setting up the poll, all supplies must be inventoried
- Use the Supply List found on pages 71-72 in the manual
- Call the Poll Worker Hotline as soon as possible if you are missing any supplies

Poll Site Setup

- Assign Precinct Inspectors to a station(s)
- Ensure the Poll Setup Checklist is being used by all poll workers
- Ensure each station is equipped with the appropriate PPE and signage
- Use the Site Specific Plan layout found in the yellow packet to set-up the 4 stations: Greeter, Check-In, Voting and Checkout Stations

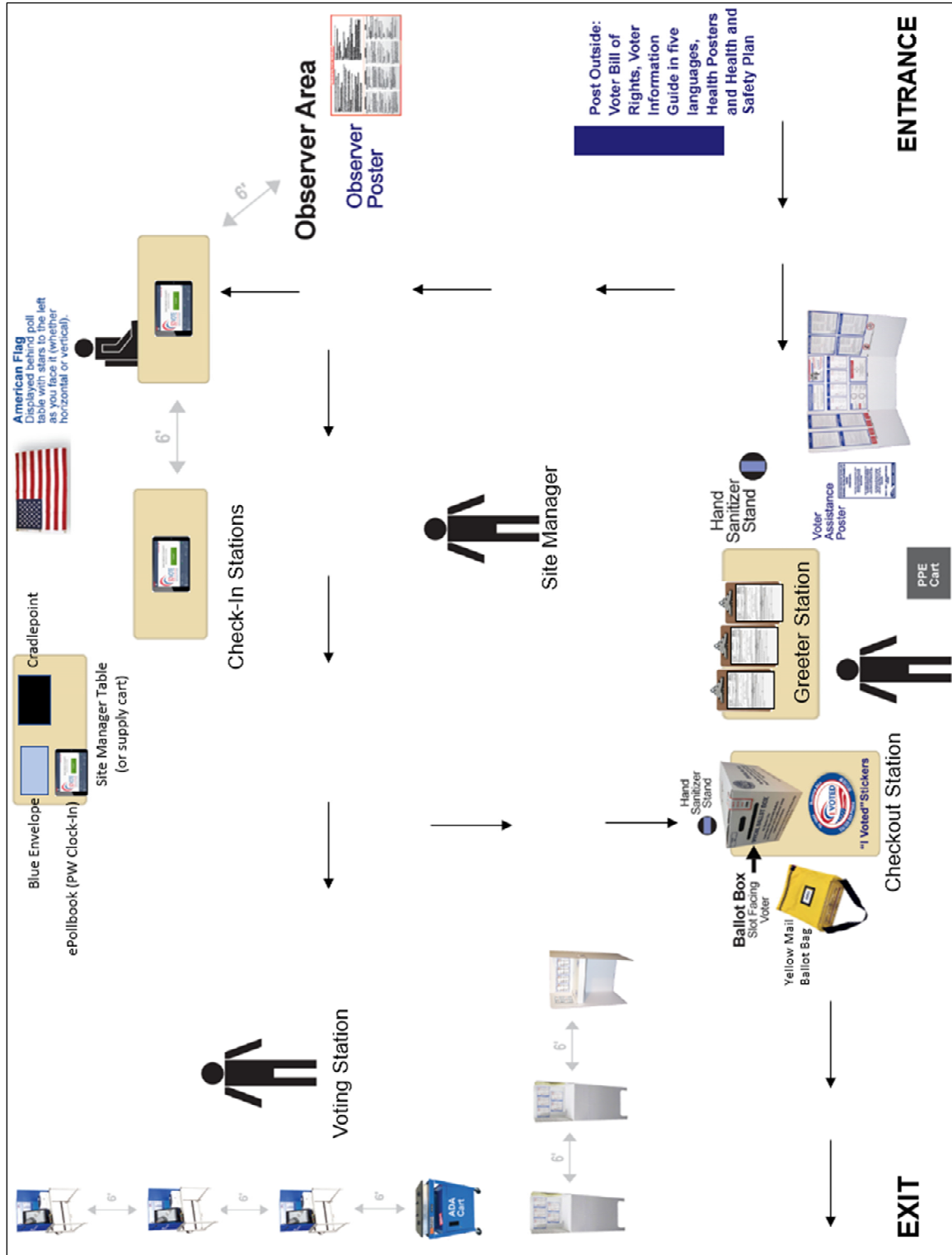
Training

- When setup is complete, train the Precinct Inspectors using the training agenda, Poll Worker Manual, and training materials
- Before leaving the site, ensure the polling location is secured and all election supplies are in place for Election Morning

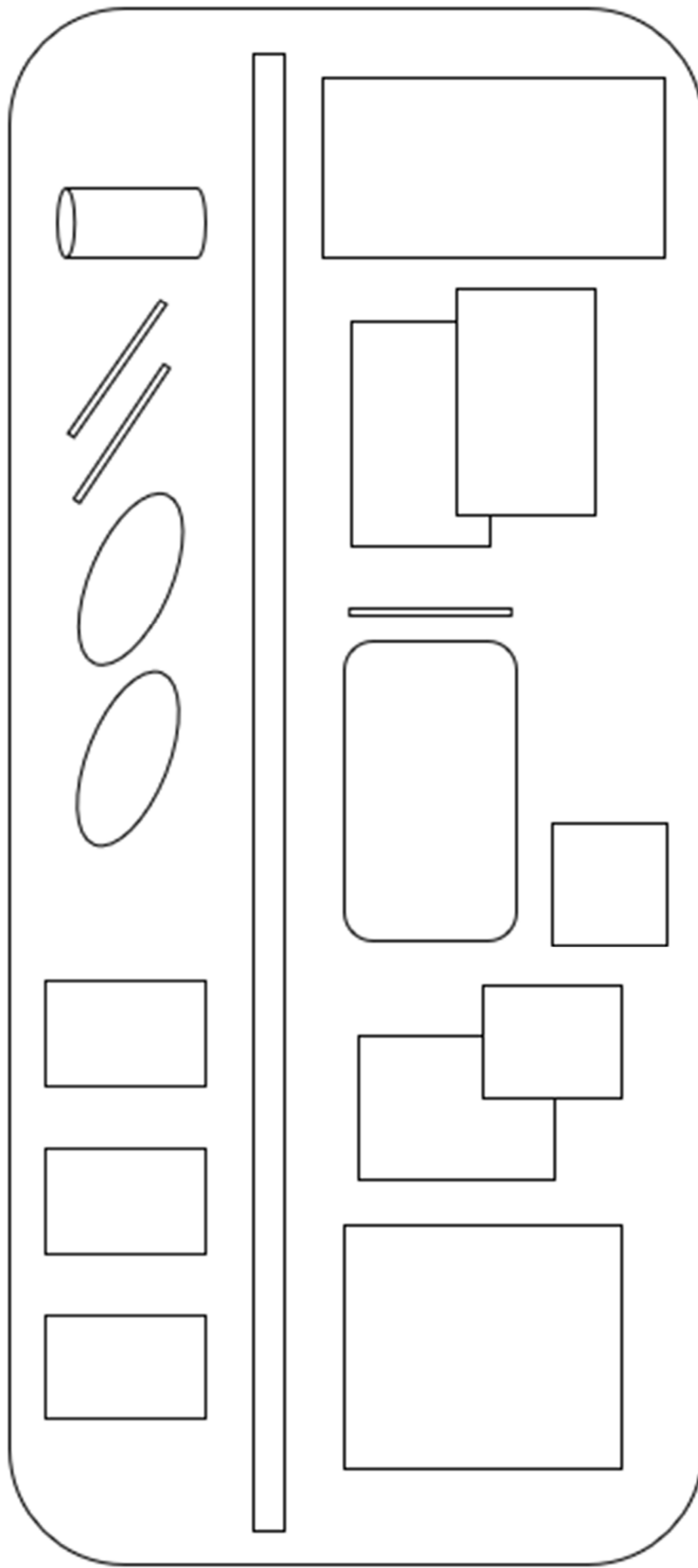
- ❖ Ensure the Poll Setup Checklist is being used by all poll workers

POLL DIAGRAMS

This diagram does not reflect the official setup of a poll. It is to provide a generic view of stations and voter flow. Refer to your Site Specific Plan layout for the individual floorplan and PPE setup of your assigned polling location (found in Site Manager Yellow Packet).



Voter Side



Poll Worker Side

POLL DIAGRAM: CHECK-IN TABLE SETUP

Answers filled in during training class

POLL DIAGRAM: VOTING BOOTHS

Instructions Posted In Booth



**Booth
Ballots**



**Same items to be
posted in the ADA
booths**

STATIONS AND RESPONSIBILITIES

There are a total of 4 stations: Greeter, Check-In, Voting, and Checkout Station. Each polling location will have at least four poll workers. It is in the discretion of the Site Manager to assign poll workers to stations as required.

1. GREETER STATION

There will be one Greeter Station Precinct Inspector who is also responsible for the Checkout Station. Of the two stations, this Precinct Inspector's primary responsibility is to monitor the Ballot Box and the yellow Mail Ballot bag at the Checkout Station. The Site Manager will be roving to assist the Greeter Station as needed.

Greeter Station duties include, but are not limited to:

- Greet and welcome each voter
- Instruct voters to pick up a clipboard with a pen and fill out the Check-In Form neatly and completely
 - ❖ The Check-In Form is available in all 5 federal languages: English, Spanish, Chinese, Vietnamese, and Filipino
- Once Check-In Form is completed, direct voters to take it to an available Check-In Station
- Direct most voters' questions to Site Manager
- SANITIZE all items according to the cleaning protocol (manual pgs. 82-83)

2. CHECK-IN STATION

There will be at least one Check-In Station Precinct Inspector. Site Manager will be roving to assist the Check-In Station as needed.

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

- Look up voters in the ePollbook using their completed Check-In Form
 - ❖ All poll voters must check-in and provide a signature on the ePollbook at a Check-In Station
- Process voters in ePollbook per instructions given on the screen
- Mark correct bubble in upper left corner of Check-In Form
- Write Voter ID number in upper left corner of Check-In Form
- Assign correct Sequence number on BMD ticket
- Give voters their voting materials:
 - ❖ BMD Ticket
 - ❖ Secrecy sleeve or envelope (for CVR or Provisional voters only)
- Answer voter questions
- Remind voters to use hand sanitizer before entering the Voting Station
- Direct voters to the Voting Station
- SANITIZE ePollbooks, stylus pens and all other touched items as scheduled (manual pgs. 82-83)

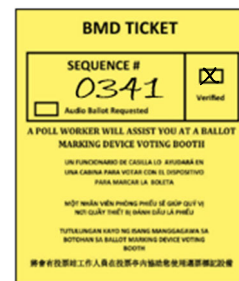
See page 68 for form

3. VOTING STATION

There will be one Voting Station Precinct Inspector. Site Manager will be roving to assist the Voting Station as needed.

Voting Station duties include, but are not limited to:

- Accompany voters while maintaining 6 ft. of distance to an available BMD voting booth
- Activate a BMD ballot using the sequence number on the voter's BMD ticket
- Ask voters to verify sequence number on the BMD ticket matches the sequence number on ballot pulled up on the BMD the screen
- Checkmark the Verify Seq # box on the BMD ticket
- Instruct voters to read the instructions in the voting booth. Remind voters to use the "More" button as it appears to see all candidates for that contest
- Answer voter questions and/or provide assistance with using the BMD
- Advise voters when finished voting to review their selection, print the ballot, and place it into the secrecy sleeve or fold and seal in the envelope they were given
- Assist voters with spoiled ballots (manual pg. 49)
- Direct voters to the Checkout Station
- SANITIZE voting area and equipment as scheduled (manual pgs. 82-83)



Note: Three cardboard voting booths will be set up for voters who choose to vote their mail ballot at the poll. Voters must be instructed to place their mail ballot into their Mail Ballot envelope and sign and date before placing it into the yellow Mail Ballot Bag. If a voter does not have their Mail Ballot envelope, Mail Ballot Replacement Envelopes are available at the Greeter Station.

4. CHECKOUT STATION

There will be one Checkout Station Precinct Inspector who is also responsible for the Greeter Station. Of the two stations, this Precinct Inspector's primary responsibility is to monitor the Ballot Box and the yellow Mail Ballot bag at the Checkout Station. The Site Manager will be roving to assist the Greeter Station as needed.

The Checkout Station duties include, but are not limited to:

- Monitor the Ballot Box
- Monitor the Yellow Mail Ballot Bag
- Ensure voters have completely and neatly filled out and signed their envelopes (including mail ballot envelopes), when applicable
- Answer voter questions
- Collect secrecy sleeves
- Issue "I Voted" stickers
- SANITIZE all touched items as scheduled (manual pgs. 82-83)



5. SITE MANAGER

The Site Managers will assist any station as needed and oversee all activities at the polls.

Site Manager duties include, but are not limited to:

- Communicate clearly with staff
 - ❖ ROV may contact you- ensure your phone is on and keep a close eye on any texts/calls
- Always be alert and aware of what is happening
- Answer questions from staff, voters, observers, media, and the general public
- Assist Curbside Voters, including voters who want to vote at the poll without a mask
- Manage voters entering the poll and assist at Greeter Station as needed
- Process voters at Check-In Station if a line begins to form
- Ensure observers sign in and direct them to the designated observer area
- Ensure staff is correctly following all established County procedures and providing a positive voting experience for all voters

OPENING THE POLLS

Site Manager:

- Ensure all board members have completed temperature check and screening questionnaire before entering the polling location
- Call Poll Worker Hotline immediately to report any late or missing poll workers
- Ensure all equipment is turned on and running properly
 - ❖ Follow the Cradlepoint instructions (manual pg. 59)
 - ❖ Open the polls on all production Ballot Marking Devices (manual pg. 49)
 - ❖ Ensure production ePollbooks establish heartbeat (ePollbook manual – Site Manager Yellow Packet)
- Confirm all stations are following their checklist and understand their duties (manual pgs. 76-78)
- Open the poll promptly at 7:00 AM by stepping outside and announcing, “The polls are now open!”

ASSISTING VOTERS – FIRST VOTER

First Voter

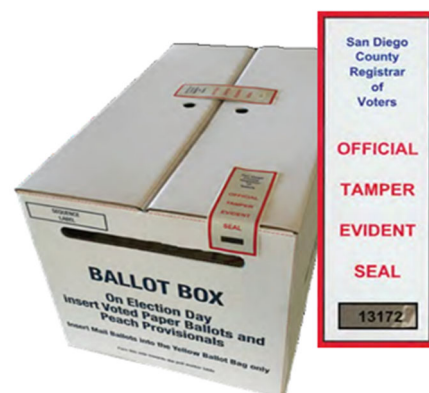
- The first voter in line has the responsibility to confirm that no ballots have been cast before the polls open
- Even if one of the poll workers wants to cast their own ballot, please wait and let another member of the public perform the first voter duties detailed here.

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



A poll worker will escort the first voter to the Checkout Station while maintaining 6 ft. of social distancing:

- Show the first voter that the yellow Mail Ballot Bag is empty
- Lock the zipper of the yellow Mail Ballot Bag using a Red Tab Lock (from the Official Ballot Pouch) so it cannot be opened again
- Show the first voter that the Ballot Box is empty
- Seal the Ballot Box by placing Tamper Evident Seals (from the Official Ballot Pouch) where indicated



Once the first voter has completed these duties, escort the first voter back to the front of the line. Give the first voter a Check-In Form to begin the voting process.

ASSISTING VOTERS – COMMON SITUATIONS

It is part of your mission as a poll worker to help every voter have a positive voting experience on Election Day. Awareness of cultural differences and specific abilities are necessary to give every voter the best experience possible. The rules of etiquette and good manners apply when working with every voter who enters a polling place.

Common voter situations you will encounter at the polls:

1. **Vote-by-Mail (VBM) ballots**
2. **Mail ballot voter who chooses to vote in person**
3. **Voter who needs to change their residence address (SB207)**
4. **Conditional Voter Registration Voter (CVR)**
5. **Provisional Voter**

1. VOTE-BY-MAIL BALLOTS

- VBM ballots may be returned in the postage paid return envelope that comes with their mail ballot
- VBM ballots may be returned at a designated Mail Ballot Drop Off (MBDO) location
- VBM ballots may be dropped at any polling location

This is a screenshot of a 'MAIL BALLOT ENVELOPE' form. A red circle highlights the 'Voter Signature' field, which is currently empty. The form includes instructions for voters and a section for the Precinct Inspector to confirm the envelope is sealed, signed, and dated.

❖ Voter is dropping off their own mail ballot and envelope

- Precinct Inspector at the Check-Out Station confirms the Mail Ballot Envelope is sealed, signed, and dated before voter places it into the yellow Mail Ballot Bag

This is another screenshot of a 'MAIL BALLOT ENVELOPE' form. A red circle highlights the 'Precinct Inspector Signature' field, which is currently empty. The form includes instructions for voters and a section for the Precinct Inspector to confirm the envelope is sealed, signed, and dated.

❖ Mail ballot is being dropped off by someone other than the voter

- Precinct Inspector confirms Mail Ballot Envelope contains a mail ballot, is sealed, signed, and dated by the voter
- The person dropping off the mail ballot fills in the box providing their printed name, relationship to the voter, and signature before it is placed into the yellow Mail Ballot Bag

This is a screenshot of a 'MAIL BALLOT REPLACEMENT ENVELOPE' form. A red circle highlights the 'Voter Signature' field, which is currently empty. The form includes instructions for voters and a section for the Precinct Inspector to confirm the envelope is sealed, signed, and dated.

❖ Voter is dropping off their own mail ballot but needs an envelope

- Replacement Mail Ballot Envelopes will be placed at the Greeter Station
- The voter completely fills out the envelope, places their mail ballot inside, signs, dates, and seals
- Precinct Inspector at the Greeter Station ensures envelope is completely and neatly filled out with the mail ballot inside
- Voter places mail ballot into the yellow Mail Ballot Bag at the Checkout Station

Note: Mail Ballots ONLY go into the Yellow Mail Ballot Bag and MUST be in an envelope.

2. MAIL BALLOT VOTER WHO CHOOSES TO VOTE IN PERSON

- This voter will be given a Check-In Form at the Greeter Station and then be directed to a Check-In Station for assistance
- All active registered voters within the 79th Assembly District received a ballot in the mail for this election
- Due to this, voter record will show “VBM Ballot Issued” on the ePollbook and will still be able to vote in person if they wish
- The ePollbook will guide you through the steps when assisting these voters

Steps to Assist a Mail Ballot Voter who chooses to vote in person:

- 1) Look voter up in the ePollbook using the voter's Check-In Form

- Look up voter using voter's full name and date of birth
- Confirm voter's full name, address, and birthdate in the ePollbook
- Select “Continue”

- 2) Is voter surrendering their Vote by Mail Ballot? Select “YES” or “NO”

Note: Whether the voter surrenders their mail ballot or not, by checking the voter into the ePollbook, the ePollbook has been programmed to suspend the voter's issued vote-by-mail ballot to allow in-person voting.

- If “YES” - Voter has their mail ballot to surrender:
 - ❖ Write “Surrendered” on the ballot and the envelope
 - ❖ Tear both items in half
 - ❖ Place surrendered items in the SURRENDERED and SPOILED Brown Ballot Carton
- If “NO” - Voter DOES NOT have their mail ballot to surrender:
 - ❖ Proceed with check-in per instructions in the EPB

- 3) Read instructions in the message box

- Mark the “N/C” bubble on the Check-In Form
- Write the Voter ID number on the Check-In Form
- Select “Get voter's signature”

4) Voter signs ePollbook

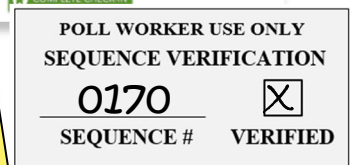
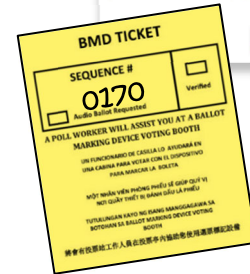
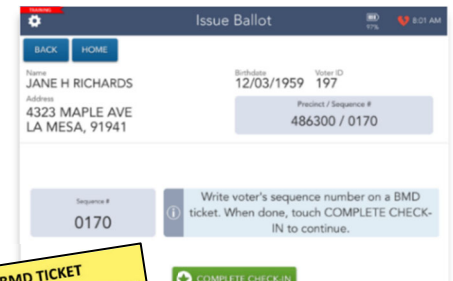


5) Once voter signs, select "Issue Ballot"



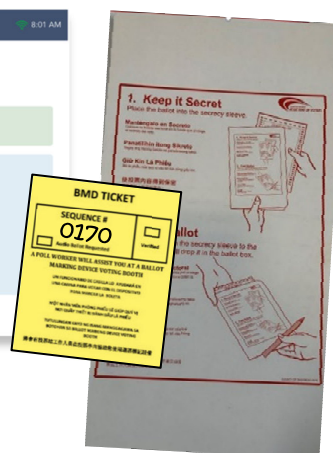
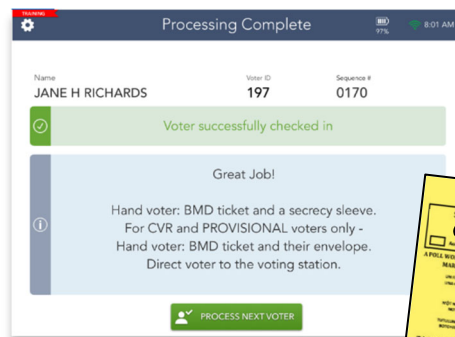
6) At "Issue Ballot" screen

- Write correct sequence number on the Check-In Form
- Write correct sequence number on the BMD ticket
- Verify with voter that both sequence numbers match the sequence number on the EPB
- Mark the "Verified" box on the Check-In Form
- Select "Complete Check-in"



7) Final screen

- Hand voter BMD ticket and a secrecy sleeve
- Direct voter to take items to the Voting Station



3. VOTER WHO NEEDS TO CHANGE THEIR RESIDENCE ADDRESS

- Senate Bill 207 (SB207) allows a voter to update their residential address at the poll site and vote on the same day
- For this election, SB207 is only applicable if their new address lies within the 79th Assembly District

Steps to Assist an SB207 Voter to update their residential address

1) Look up voter in the ePollbook using the voter's Check-In Form

- Look up voter using voter's full name and date of birth
- Confirm voter's name and birthdate in the ePollbook
- If the addresses on Check-In Form and in ePollbook do not match, proceed with the following steps
- Select "Update Voter Info"

2) Ask voter to fill out Part 2 of the Check-In Form

3) Update voter's address in the ePollbook by using the Check-In Form

- Do not update voter's Mailing Address
- Ask voter to confirm that their information is correct
- Once voter confirms that their information is correct, select "Continue"

Note: If voter's new address is not listed in the ePollbook, this is an indication the voter moved outside the 79th district boundary. Steps to assist this voter, refer to "Special Election Scenarios" on page 27-28.

4) Read instructions in the message box

- Mark the "SB207" bubble on the Check-In Form
- Write the voter's Voter ID number on the Check-In Form
- Select "Get voter's signature"

5) Voter signs ePollbook

6) Once voter signs, select "Issue Ballot"

7) At "Issue Ballot" screen

- Write correct sequence number on the Check-In Form
- Write correct sequence number on the BMD ticket
- Verify with voter that both sequence numbers match the sequence number on EPB
- Mark the "Verified" box on the Check-In Form
- Select "Complete Check-in"

8) Final screen

- Hand voter BMD ticket and a secrecy sleeve
- Direct voter to take items to the Voting Station



4. CONDITIONAL VOTER REGISTRATION (CVR) VOTER

- Conditional Voter Registration (CVR) allows a prospective voter to conditionally register and vote on the same day at the polls
- A CVR voter is a voter who is voting for the first time or for the first time in San Diego County and whose residence address lies within the 79th Assembly District.
- This voter will not be found in the ePollbook and their information must be entered into the ePollbook manually

Steps to Assist a CVR Voter to register and vote on the same day

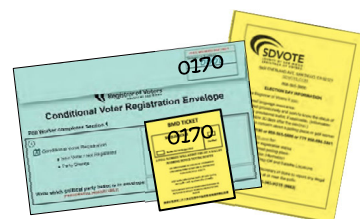
- 1) Look up voter using voter's Check-In Form
 - Look up voter using voter's full name and date of birth
 - Voter will not be immediately found in the ePollbook
 - Double check all fields have correct information and search once again
 - Proceed processing CVR voter and read instructions in the message box
- 2) Issue voter a green CVR Envelope
 - Ask voter to fill out all of the voter's side on the CVR envelope neatly and completely

- 3) Conditionally register the voter into the ePollbook by manually entering their information into the ePollbook
 - Ask voter to confirm that their information is correct

Note: If voter's new address is not listed in the ePollbook, this is an indication the voter moved outside the 79th district boundary. Steps to assist this voter, refer to "Special Election Scenarios" on page 27-28.

- 4) Read instructions in the message box
 - Mark the "CVR" bubble on the Check-In Form
 - Complete Poll Worker side of the green CVR Envelope
 - ❖ Mark the CVR box
 - ❖ Write the correct Sequence number in the upper right corner

- 5) Select "Process CVR"
- 6) Once voter signs, select "Issue Ballot"
- 7) At "Issue Ballot" screen
 - Write correct Sequence number on the Check-In Form and BMD ticket
 - Verify with voter that both Sequence numbers match the Sequence number on the EPB
 - Mark the "Verified" box on the Check-In Form
 - Select "Complete Check-in"
- 8) Final screen
 - Hand voter BMD ticket, their envelope, and a Voter Help Card
 - Direct voter to take items to the Voting Station



5. PROVISIONAL VOTER

- The Precinct Inspector at the Check-In Station will determine if a voter will be voting provisionally, guided by the ePollbook.
- There are several reasons why a voter may need to vote provisionally:

Box A: HAVA ID required and no ID provided

(HAVA ID IS NOT APPLICABLE THIS ELECTION)

Box B: Mail ballot has been returned

Box C: Ballot already issued by EPB

Box D: Precinct not in election (PNE)

Unconfirmed address (UA)

(Box D category will need to be handwritten on the Provisional envelope by Poll Worker when applicable)

Registrar of Voters
COUNTY OF SAN DIEGO

Provisional Envelope

Poll Worker completes Section 1

☐ A. HAVA ID required and no ID provided

☐ B. Mail ballot has been returned

☐ C. Ballot Already Issued by EPB

Steps to Assist a Provisional Voter

BOX B: Mail Ballot Has Been Returned to ROV

- 1) Look up voter using voter's Check-In Form
 - Look up voter using voter's full name and date of birth
 - Verify voter's name, address, and birthdate in the ePollbook matches that on voter's Check-In Form
 - Select "Continue"
- 2) Status bar at the top states "VBM Ballot Already Returned"
 - Read instructions in the message box
 - Mark the "Prov" bubble on the Check-In Form
 - Write the Voter ID number on the Check-In Form
- 3) Issue voter a peach Provisional Envelope
 - Ask voter to fill out all of the voter's side on the peach Provisional envelope neatly and completely
 - Complete Poll Worker side of Provisional Envelope
 - ❖ Mark Box B on Section 1 of the peach Provisional envelope
 - ❖ Write the correct Sequence number in the upper right corner
 - Select "Process Provisional"
- 4) Get voter's signature
- 5) Once voter signs, select "Issue Ballot"
- 6) At "Issue Ballot" screen
 - Write correct Sequence number on the Check-In Form
 - Write correct Sequence number on the BMD ticket

Voter Identification

BACK HOME

Name: MICHAEL A ERB Birthdate: 12/29/1939 Voter ID: 1141

PRECINCT MAILING: 4043 COUNTRY TRAILS BONITA, 91902 Precinct / Sequence #: 510720 / 0205

Verify voter's information above matches that on voter's Check-In Form. If the above information is correct, touch the green CONTINUE button. If voter has moved, have voter fill out Part 2 of the Check-In Form and touch UPDATE VOTER INFO. If this is the wrong voter, touch WRONG VOTER, SEARCH AGAIN. If not found, touch PROCESS NEW CIV VOTER.

WRONG VOTER SEARCH AGAIN UPDATE VOTER INFO CONTINUE

PROCESS NEW CIV VOTER

Voter Eligibility

BACK HOME

VBM Ballot Already Returned

Name: MICHAEL A ERB Birthdate: 12/29/1939 Voter ID: 1141

PRECINCT MAILING: 4043 COUNTRY TRAILS BONITA, 91902

VBM Ballot Already Returned

Voter is not elig

Voter's VBM b insists on voting Check-In form Voter ID number

WRONG VOTER SEARCH AGAIN

POLL WORKER USE ONLY	
<input type="radio"/> N/C	<input type="radio"/> SB 207
<input type="radio"/> CVR	<input checked="" type="radio"/> PROV
<input type="radio"/> CURBSIDE VOTER	
VOTER ID <u>1141</u>	

Registrar of Voters
COUNTY OF SAN DIEGO

Provisional Envelope

Poll Worker completes Section 1

☐ A. HAVA ID required and no ID provided

☒ B. Mail ballot has been returned

☐ C. Ballot Already Issued by EPB

POLL WORKER USE ONLY
Sequence Number: **0205**

- Verify with voter that both Sequence numbers match the Sequence number on the ePollbook
- Mark the “Verified” box on the Check-In Form
- Select “Complete Check-in”

7) Final screen

- Hand voter the BMD ticket, their envelope, and a Voter Help Card
- Direct voter to the Voting Station



BOX C: Ballot Already Issued by EPB

1) Look up voter using voter’s Check-In Form

- Look up voter using voter’s full name and date of birth
- Verify voter’s name, address, and birthdate in EPB matches voter’s Check-In Form
- Select “Continue”

2) Status bar at the top states “Ballot Already Issued by EPB”

- Read instructions in the message box
- Mark the “Prov” bubble on the Check-In Form
- Write the Voter ID number on the Check-In Form

3) Issue voter a peach Provisional Envelope

- Ask voter to fill out all of the voter’s side on the peach Provisional envelope neatly and completely
- Complete Poll Worker side of Provisional Envelope
- Mark Box C on Section 1 of the peach Provisional envelope
 - ❖ Write the correct Sequence number in the upper right corner
- Select “Process Provisional”

4) Proceed to assist the voter with steps 4-7 from “BOX B – Mail Ballot has been Returned to ROV”

BOX D: Precinct Not In Election (PNE)

Any registered voter whose residential address is outside of the 79th Assembly District is not eligible to vote this election. If the ePollbook states, "Precinct Not in Election," kindly advise the voter they are not eligible to vote this election (Special Primary, 79th Assembly District Election). If the voter insists on voting, they must vote provisionally.

- 1) Look up voter using voter's Check-In Form
 - Look up voter using voter's full name and date of birth
 - Verify voter's name, address, and birthdate in EPB matches voter's Check-In Form
 - Select "Continue"
- 2) Status bar states "Precinct Not in Election"
 - Read instructions in the message box
 - If voter insists on voting, touch "Process Provisional"
 - Mark the "Prov" bubble on the Check-In Form
 - Write the Voter ID number on the Check-In Form

POLL WORKER USE ONLY

☐ N/C ☐ SB 207

☐ CVR ☒ PROV

☐ CURBSIDE VOTER

VOTER ID 358591

Process Provisional **Update Voter Info** **Process Next Voter**

- 3) Issue voter a peach Provisional Envelope
 - Ask voter to fill out all of the voter's side on the peach Provisional envelope neatly and completely
 - Complete Poll Worker side of Provisional Envelope
 - ❖ Add Box D on Section 1 of the peach Provisional envelope
 - ❖ Write "PNE" and check the box
 - ❖ Write Sequence # 8001 in the upper right corner

Voter completes Section 2

POLL WORKER USE ONLY

8001

Registrar of Voters
COUNTY OF SAN DIEGO

Provisional Envelope

Poll Worker completes Section 1

☐ A. HAVA ID required and no ID provided

☐ B. Mail ballot has been returned

☐ C. Ballot Already Issued by EPB

☒ **D. PNE**

- 4) Search and select Sequence # 8001
 - Select "Continue"

Precinct Not in Election

Select Sequence #

0001
0002
0003
0004

Search and select Sequence # 8001. Touch green button to continue.

Process Provisional **Update Voter Info** **Process Next Voter**

Select Sequence #

8001

Search and select Sequence # 8001. Touch green button to continue.

CANCEL **CONTINUE**

- 5) Get voter's signature
- 6) Once voter signs, select "Issue Ballot"
- 7) At "Issue Ballot" screen
 - Write Sequence # 8001 on the Check-In Form and BMD ticket
 - Verify with voter that both Sequence numbers match the Sequence number on the EPB
 - Mark the "Verified" box on the Check-In Form
 - Select "Complete Check-In"
- 8) Final screen
 - Hand voter the BMD ticket, their envelope, and a Voter Help Card
 - Direct voter to the Voting Station

You may encounter certain voter scenarios that are specific to this special election. Follow the procedures below to assist these voters. If you need further assistance, call the Poll Worker Hotline while the voter is present.

- 1) Poll Worker finds voter in ePollbook using voter's Check-In Form.
- 2) Voter's address on Check-In form does not match the address for the voter's record in the ePollbook.
 - This is an indication the voter has a new residence address
 - Poll worker updates voter's record by entering voter's new address into the ePollbook, but does not find the address
 - Poll Worker must confirm if this address is within the 79th Assembly District by calling the Poll Worker Hotline

3) Ask the voter if they have recently moved.

- If the voter moved **before** March 22, 2021 (last day to register/change voter record), they are NOT eligible to vote
 - ❖ Kindly advise the voter that they are not eligible to vote in this election
 - ❖ If they insist, follow the procedures to assist a Provisional Voter under “Precinct Not In Election” (see page 26)

- ❖ The voter will need to be reminded to update their registration after the election at [SDVote.com](https://sdvote.com)
- ❖ In the notes section of the Check-In Form, write “Moved after close of registration” and the date of the move
- ❖ Proceed to assist the voter with steps 3-7 from a “MAIL BALLOT WHO CHOOSES TO VOTE IN PERSON” (see page 20-21)

POLL WORKER USE ONLY OVC# OSB 20 ONC OR PROV OCERNIDE VOTER	CHECK-IN FORM COUNTY OF SAN DIEGO, CALIFORNIA	 VOTE AFTER SAN DIEGO
Special Primary, 78th State Assembly Election Thursday, April 6, 2021		
PART 1		
<p>This Check-In Form is used by the San Diego Registrar of Voters to <u>process and accurately mark the check-in process</u> for voting at the polls. This form allows you to capture your signature, verify your voter record, and attach poll workers in issuing the certified ballots via every vote.</p>		
VOTER'S NAME: (PLEASE PRINT) LAST FIRST MIDDLE	DATE OF BIRTH: (MM/DD/YYYY)	
ADDRESS: <i>Please include address in San Diego County if O. Box, Aka/Rio Vista, etc. Not acceptable - Faptachema, Imperial N.E.W.I.T.Y.M.</i>		
CA (City) ZIP CODE	TELEPHONE: 	
TEN CHECK-IN FORMS REQUIRES YOUR OFFICIAL SIGNATURE.		
<p>It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to come, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (California Code Sec 18660, 14108).</p> <p>X _____ DATE: _____ SIGNATURE</p>		
PART 2 (To be completed at CHECK-IN STATION ONLY.)		
CHANGE OF ADDRESSES		
<p>Section 2 may only be completed by a voter who is currently registered to live in San Diego County who is requesting a change of address within San Diego County. It must be completed during the time period of the 14th day after election until the closure of the polls on Election Day. The form must be provided in person to a county elections official. (Electoral Jurisdiction Sec 2-12.1(a), 2-12(b))</p>		
<p><input type="checkbox"/> I want to change my physical residence address. My previous address was:</p> <p>Physical Residence Address (not a P.O. Box) _____</p> <p>(City) CA (State) ZIP CODE</p>		
<p>POLL WORKER NOTES:</p> <div style="height: 100px; border-bottom: 1px solid black;"></div>		
Moved after close of registration		

3) This voter must vote Provisionally. Follow Provisional-Box D steps 3-8 on page 26.

<p>POL7 - VENDOR USE ONLY</p> <p>8001</p>	
<p>Registrar of Voters CANTON OF NEW YORK</p> <p>Provisional Envelope</p>	
<p>Ball Worker completes Section 1</p>	
<p>①</p> <p><input type="checkbox"/> A. HAVA ID required and no ID provided</p> <p><input type="checkbox"/> B. Mail ballot has been returned</p> <p><input type="checkbox"/> C. MAILLOT Already issued by EPB</p> <p><input checked="" type="checkbox"/> D. UA</p>	

Scenario #2: New CVR voter. Poll Worker enters voter information, but ePollbook cannot find voter's address during this process.

- 1) Poll Worker does not find voter in ePollbook using voter's Check-In Form.
- 2) Voter is determined a CVR voter.
- 3) Poll Worker enters voter information into the ePollbook, but ePollbook does not find their address.
 - Poll Worker must confirm if this address is within the 79th District by calling the Poll Worker Hotline.

If determined the voter's address is OUTSIDE the voting district boundary:

- 4) Proceed to assist voter with steps for a CVR voter (see page 23)
 - Poll worker will check mark CVR box **and** write "Precinct Not in Election" or "PNE" on voter's CVR envelope

If determined the voter's address is INSIDE the voting district boundary, but is a non-precinctable address:

- 4) Proceed to assist voter with steps for a CVR voter (see page 23)
 - Poll worker will check mark CVR box **and** write "Unconfirmed Address" or "UA" on voter's CVR envelope

Scenario #3 Decertified Voter

Decertified voters are voters who were registered to vote at some point but are no longer eligible to vote. When the ePollbook flags a voter as a Decertified voter, the instructions indicate to notify the Site Manager at your polling location. The Site Manager is to confirm voter's information one more time. **Proceed with assisting the voter through the check-in process as a CVR voter (see page 23).**

Scenario 4: Inactive Voter

An inactive voter is a voter who has had no activity on their voter record over the course of two federal general elections or their mail ballot was returned as undeliverable. If this voter is found in the ePollbook, the screen will look as shown to the right. **Proceed with assisting the voter through steps 3-7 from a "MAIL BALLOT WHO CHOOSES TO VOTE IN PERSON" (see page 20-21).**

VOTING ACCESSIBILITY

San Diego County strives to make ALL polling locations easily accessible to all voters.

- It is required for all Poll Workers to watch the “Democracy for All - Disability Awareness and the Voting Process” video. This video teaches us how to ensure a Specific Needs voter has a positive voting experience.
- Video will be shown during the training class

Curbside Voting

Curbside voting is available at all polling locations for voters who are unable to enter the poll. When a voter needs to vote curbside, the Site Manager will assist them and will be notified in one of the following ways:

- A voter may call the ROV and make arrangements ahead of time to vote curbside. In this case, the Site Manager will be notified by the ROV
- A friend or family member who accompanied the voter may advise you of a voter who is not able to come inside the poll to vote
- A voter may call the number on the Curbside Voting sign to request assistance

Note: Whether standing in line outside the poll or a curbside voter in line inside their car, all voters are able to vote as long as they are in line on or before 8 p.m.

Curbside Voting Procedures

- The Site Manager will bring the ADA cart equipped with the BMD and all necessary materials to the curbside voter. These items include:
 - ❖ Pre-assembled manila envelope containing: Check-In Form, secrecy sleeve, Provisional envelope, CVR envelope, and an “I Voted” sticker
 - ❖ Clipboard with pen and stylus
 - ❖ ePollbook
 - ❖ Hand sanitizer/Sani-wipes
- Maintain social distancing to the best of your ability while assisting the voter outside the poll
- While maintaining 6 ft. social distancing, hand the Check-In Form and a pen to the voter to fill out completely and sign
- Use the Check-In Form to look up the voter in the ePollbook. In the upper left corner of the Check-In Form, check the “Curbside Voter” box and write the voter’s ID number
- Hand the voter the ePollbook and a stylus to sign
- Write the sequence number indicated on the ePollbook on the upper right corner of the Check-In Form. Bring up ballot on the BMD ADA using the correct sequence number
- Ask voter to verify that the sequence number on the BMD ballot screen matches the Check-In Form and check the “Verified” box
- If voter is voting Provisional or CVR, follow instructions on the ePollbook
- *When the voter is finished:*
 - ❖ Print ballot and place inside secrecy sleeve or envelope
 - ❖ Give the voter an “I Voted” sticker
 - ❖ Return to the poll and deposit the voted ballot in the ballot box
 - ❖ Bring all items used for voting back into the poll
 - ❖ Sanitize all items according to the Cleaning Procedures and Protocols Guide
 - ❖ Restock the Curbside Voting Kit as necessary

Cultural Sensitivity and Respecting all Voters

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

Accommodating all voters' needs is not just courteous, it's the law!

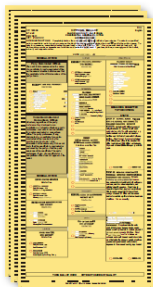
There are several laws in place that have helped shape the options we provide for our voters.

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

Language Assistance

Elections Code requires us to assist voters in the language they are most comfortable reading and speaking. From the 2010 Census, we learned that one in three county residents speak a language other than English at home. That is why the Registrar assigns multilingual poll workers at polling places throughout the county and provides many resources for language voters at every poll.

- Every poll worker must wear a visible nametag all day, and bilingual poll workers wear the nametag that identifies what languages they speak
- The Voter Help Card has the phone number for language assistance in Chinese, Filipino, Spanish, Vietnamese, and hundreds of other languages as well. Voters may use their own mobile phones for language assistance



- Yellow Booth Ballots are clipped to the right side of every Voting Booth and contain a copy of the ballot in all five federally mandated languages: English, Chinese, Filipino, Spanish, and Vietnamese. This enables the voter to read the Booth Ballot inside the Voting Booth and cast their votes on an English ballot.
- The Ballot Marking Device enables a voter to choose from the following languages: English, Chinese, Filipino, Spanish, Vietnamese.

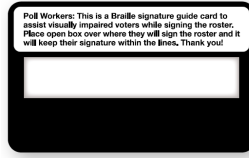


Assisting Specific Needs Voters

- 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 and/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 Log in Tab 6 of the Blue Envelope. Do not write the name of the person(s) providing the assistance

Voter with a Visual impairment

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



- There is also a magnifying sheet that can be used to magnify the text on forms
- The BMD enables voters with a disability to vote privately and independently. A voter can adjust text size, contrast, audio and language any time during the ballot marking session

Deaf or Hard-of-Hearing Voters

The use of face coverings is mandatory for all staff. Voters, observers, and the public will be expected to wear face coverings. However, face coverings can make it more difficult for people who are deaf or hard-of-hearing to lip-read, hear, or understand what others are saying. Communication can be supported with written communication, posting information/instructions, and decreasing background noise when possible.

When assisting a deaf or hard-of-hearing voter, lip reading can be supported through the use of face shields or plexiglass barriers without the use of a face covering/mask.

OBSERVER POLICIES AND PROCEDURES

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

The 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**
- **Prevent voter intimidation**

Keep the spirit of these goals when you are interacting with poll watchers/observers 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.

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. Poll Watchers may ask to see who has voted at your poll. Direct this request to your Site Manager for assistance.

The same rules must be followed by all observers and poll watchers.

Due to COVID-19, special procedures have been put in place for this election.

- Observers will sign in before entering the poll. The sign-in sheet is in Tab 2 of the Blue Envelope and should be kept on the Greeter table
- Observers will have the opportunity to observe the poll activities from the designated observer viewing area for 10 minutes in accordance with local public health official guidance
 - ❖ If there are no other observers in line, the 10-minute time frame may be extended
 - ❖ If there is a line, they may exit the poll, sign in again and rejoin the end of the line
 - ❖ If the observer arrives as part of a group, each member of the group will need to sign in. Only one observer at a time will be allowed inside the poll
- Observers not wearing a mask
 - ❖ Observers without a mask will have the opportunity to observe the poll activities from the designated observer viewing area for a maximum of 10-minutes in accordance with local health official guidance
 - ❖ The 10-minute time frame may not be extended even if there are no other observers in line
 - ❖ If they do not have a mask, offer them one
 - ❖ If they refuse to wear a mask, **DO NOT TURN THEM AWAY**. Use physical distancing in line and when escorting them to and from the designated observer viewing to maintain 6 ft. from all poll workers and voters

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 Site Manager asks you to modify your procedures on Election Day**

Observers may:

- Observe the process of opening the poll and closing the poll
- Request to see the Street Index at the convenience of poll workers
- Observe voting procedures throughout Election Day

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 ePollbooks)
- 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

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



POLL WORKER TIP

Ways to help voters or observers who might be electioneering:

- Offer a new face mask from your supplies to a voter wearing a political facemask.
- 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 supplies)

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.
5. You may also call the local phone number for non-emergency law enforcement (found on the inside front cover of this handbook) if you need 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 & media to read it.

OBSERVER POLICIES

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 § 2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541)

- A voter or any other person shall not be prohibited from using an electronic device, including a smartphone, tablet, or other handheld device, at a polling place provided that the use of the device does not interfere or disrupt the voting process.
- 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.

Media (California Elections Code § 14221, 14224, 14291, 18370, 18502, 18540, 18541)

- 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 del Día de la Elección, pero se debe adherir estrictamente a las políticas descritas a continuación para proteger la privacidad y prevenir la intimidación del votante 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 votantes.
- Deje un espacio razonable a los trabajadores electorales para que lleven a cabo los procedimientos electorales.

Grabación en Video o Fotografías (Secciones 2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541 del Código Electoral de California)

- No se le prohibirá a un votante o a cualquier otra persona el uso de un dispositivo electrónico, incluyendo un teléfono inteligente, tablet u otro tipo de dispositivo portátil, en una casilla electoral siempre y cuando el uso de ese dispositivo no interrumpa el proceso de votación.
- Los miembros del público pueden tomar fotografías o grabar en video únicamente adentro del lugar de votación mientras las casillas electorales están abiertas; siempre que ningún votante 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 botella marcada siempre y cuando la actividad no intimide, interiera, o interrumpa el proceso de votación.

Medios de Comunicación (Secciones 14221, 14224, 14291, 18370, 18502, 18540, 18541 del Código Electoral de California)

- Mostrar credenciales de medios de comunicación y obtener la autorización del trabajador electoral y del votante 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 votante.
- 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, 14224, 18370, 18502 del Código Electoral de California)

Pueden observar:

- La lista de votantes y el índice de calificación conforme a 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.
- 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 14224, 18370, 18502, 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 público no pueden:

- Hacer campaña como se definió o hacer circular peticiones, exponer cartelitos políticos sobre como votar, o intentar influenciar a un votante a menos de 100 pies de la casilla electoral.

MGA PATAKARAN AT PAMAMARAAN NG TAGA-OBSERBA

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

- Mangyaring maging magalang sa aming mga manggagawa sa botohan dahil sila ay nagtatrabaho ng mahabang araw at ginagawa ang kanilang makakaya.
- Manatiling tahimik at huwag isorbohin 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 Fotograpiya (Kodigo ng mga Eleksyon sa California § 2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541)

- Ang isang botante o kahit sumang tao ay hindi dapat pagbawalang gamitin ang isang elektronikong device, kabilang ang isang smartphone, tablet o iba pang handheld na device, sa isang lugar ng botohan hangga't hindi nakakagambala o nakakagulo sa proseso ng pagboto ang paggamit ng device.
- 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 nakakagambala sa mga operasyon ng manggagawa sa botohan.
- Ang botante ay maaaring bontaryong kumuha ng litrato ng kanyang binotohang balota hangga't ang aktibidad ay hindi inintimida, ginagambala o tinatigil ang proseso ng pagboto.

Media (Kodigo ng mga Eleksyon sa California § 14221, 14224, 14291, 18370, 18502, 18540, 18541)

- 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.
- Manggagawa ng pagtatatag ng mga tumoto na (exit polls) nang hindi bababa sa 25 piye mula sa pasukan ng botohan.
- Huwag gamitin ang proseso ng pagboto o mga operasyon ng manggagawa sa botohan.

Mga Taga-bantay ng Botohan (Kodigo ng mga Eleksyon sa California § 14221, 14223, 14224, 18370, 18502) Maaaring obserbahin ang:

- Listahan ng mga botante at indio ng kalye sa kaginhiwaan ng mga manggagawa sa botohan.
- Pamamaraan para sa pagbubukas ng botohan.
- Pamamaraan sa pagboto sa Araw ng Eleksyon.
- Pamamaraan sa pagpasara.

Hindi maaaring:

- Gambalain ang proseso ng pagboto o mga operasyon ng manggagawa sa botohan.
- Hawakan ang anumang mahirap sa pagboto (mga balota, latahan, atbp.)
- Umupo sa mesa ng manggagawa sa botohan.
- Talakayin ang anumang isyu sa balota o panipulitasyon.
- Nasa lugar kung saan ang mga botante ay binobotohan ang kanilang mga balota.

Pangangampanya (Kodigo ng mga Eleksyon sa California § 14224, 18370, 18502, 18541, 18546)

Kahulugan: Pagkampanya, paggawi 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 pelasyon, magpatay ng pampublikang karatula tungkol sa kung paano sumoto sa isang panukala o subukang halayin ang isang botante nang mas mababa sa 100 piye mula sa pasukan ng botohan.
- Magtutok ng mga bagay na may kaugnayan sa pangangampanya, kabilang ang mga sumbrero, damit o mga botones na may letra sa loob ng 100 piye sa botohan. Ang mga taga-observa o mga botante ay hinihingi na ranggala o tukpan ang mga bagay na ito bago pumasa sa kasalukutan ng botohan.

ES & PROCEDURES

Poll Watchers (California Elections Code § 14221, 14223, 14224, 18370, 18502)

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.
- 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 § 14224, 18370, 18502, 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.

THỰC TẾ VÀ QUY ĐỊNH CHO QUAN SÁT VIÊN

Công chúng được hoan nghênh đến quan sát những thủ tục trong ngày Bầu Cử, sự nhận biết để tuân hành các quy định chính yếu dưới đây để bảo vệ sự riêng tư và thành sự của địa chủ cử tri tại phòng phiếu.

- Có vai lòng nhận biết với nhân viên phòng phiếu và họ đang làm việc và một ngày của và với tất cả các nhân viên.
- Có giới hạn và đúng quy định nhân viên phòng phiếu hay cử tri.
- Không cho nhân viên phòng phiếu không gian riêng tư để bầu hành bầu cử.

Quay Phim hay Chụp Hình (Bộ Luật Bầu Cử California, Điều 2202, 14221, 14224, 14231, 18370, 18502, 18540, 18541)

- Một cử tri hay bất kỳ người nào không được sử dụng thiết bị điện tử, bao gồm điện thoại thông minh, máy ảnh hoặc thiết bị để chụp ảnh hoặc video trong phòng phiếu. Việc sử dụng thiết bị này có thể dẫn đến việc bị trục xuất khỏi phòng phiếu.
- Công chúng có thể chụp hình hoặc quay phim bên ngoài phòng phiếu, nhưng không được can thiệp vào quá trình bầu cử.
- Cử tri có thể tự nguyện chụp hình hoặc quay phim bên ngoài phòng phiếu.

Truyền Thông (Bộ Luật Bầu Cử California, Điều 2202, 14221, 14224, 14231, 18370, 18502, 18540, 18541)

- Truyền thông có thể chụp ảnh hoặc quay phim bên ngoài phòng phiếu, nhưng không được can thiệp vào quá trình bầu cử.
- Truyền thông có thể phỏng vấn cử tri bên ngoài phòng phiếu, nhưng phải có sự đồng ý của cử tri.
- Truyền thông có thể phát hành thông tin về quá trình bầu cử, nhưng phải có sự đồng ý của cử tri.

Quan sát Viên Phòng Phiếu (Bộ Luật Bầu Cử California, Điều 2202, 14221, 14224, 14231, 18370, 18502, 18540, 18541)

- Quan sát viên có thể đến phòng phiếu để quan sát quá trình bầu cử.
- Quan sát viên có thể phát hành thông tin về quá trình bầu cử, nhưng phải có sự đồng ý của cử tri.
- Quan sát viên có thể phát hành thông tin về quá trình bầu cử, nhưng phải có sự đồng ý của cử tri.

Việc vận hành

- Các cử tri có thể vận hành các thiết bị bầu cử.
- Các cử tri có thể vận hành các thiết bị bầu cử.
- Các cử tri có thể vận hành các thiết bị bầu cử.

Vận động tranh cử (Bộ Luật Bầu Cử California, Điều 2202, 14224, 18370, 18502, 18541, 18546)

Công chúng được hoan nghênh đến quan sát những thủ tục trong ngày Bầu Cử, sự nhận biết để tuân hành các quy định chính yếu dưới đây để bảo vệ sự riêng tư và thành sự của địa chủ cử tri tại phòng phiếu.

Công chúng không thể

- Vận động tranh cử hoặc vận động tranh cử.
- Vận động tranh cử hoặc vận động tranh cử.
- Vận động tranh cử hoặc vận động tranh cử.

公眾觀察政策與程序

歡迎公眾觀察選舉日的程序：到投票站觀看選舉程序，以及選舉日的運作。並請注意在投票站內應遵守的規定。

- 觀察員應在投票站工作人員人員，隨時他們的工作時間中觀察。
- 觀察員應遵守投票站工作人員人員的規定。
- 觀察員應遵守投票站工作人員人員的規定。

攝影或拍照 (《加州選舉法》第 2202, 14221, 14224, 14231, 18370, 18502, 18540, 18541)

- 任何人在投票站內使用任何電子設備，包括手機、相機、攝影機等，均被禁止。
- 任何人在投票站外使用任何電子設備，包括手機、相機、攝影機等，均被禁止。

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.



This is a sample of media credentials

- 公眾觀察政策與程序
- 攝影或拍照

投票程序 (《加州選舉法》第 14224, 18370, 18502, 18541, 18546)

公眾觀察員應遵守投票站工作人員人員的規定，隨時他們的工作時間中觀察。

- 任何人在投票站內使用任何電子設備，包括手機、相機、攝影機等，均被禁止。
- 任何人在投票站外使用任何電子設備，包括手機、相機、攝影機等，均被禁止。

CLOSING PROCEDURES





8:00 p.m. on Election Night announce, “The Polls are now closed!”

- 8:00 p.m. on Election Night is when the last voter will be allowed to join the line or drop off a Mail Ballot
- No additional voters may join the line after 8:00 p.m.
- On Election Day, DO NOT end voting before 8:00 p.m.
 - ❖ All voters in line at 8 p.m. may vote
- No closing activities may begin until all voters have completed voting and left the poll



Refer to SITE MANAGER Closing the Polls Checklist on pages 79-81 for START to FINISH Closing Procedures

SIGNED AND SEALED REFERENCE GUIDE

✓	Item	Needs Signature?	Needs Seal?	Where does it get packed?
	Ballot Statement	Yes – All poll workers sign	No	Place inside white Ballot Carton on top of counted BMD ballots
	Check-In Form Security Envelope	No – but once all completed Check-In forms are placed inside, Poll Location, Date and Total Check-Ins must be filled out	No – Use envelope's peel seal strip to secure Check-In forms inside	Place in Red Bag
	Brown Ballot Carton	Yes – Seal and then all poll workers sign the Closing Blue Security Seal	Closing Blue Security Seal with "Unused" box checked 	Stays at Polling Location for Warehouse supply pick up on April 7
	Blue Envelope	No	No	Stays at Polling Location for Warehouse supply pick up on April 7
	BMD Seal Verification Log	Yes – Site Manager and one other poll worker sign	No	Place in Blue Envelope TAB 6. Stays at Polling Location for Warehouse supply pick up on April 7
	Official Ballot Pouch	No	Green Mini Padlock	Place in Blue Envelope TAB 1. Stays at Polling Location for Warehouse supply pick up on April 7
	BMD Security Bags	No	Secure each bag with a Red Mini Padlock	Stays at Polling Location for Warehouse supply pick up on April 7
	Poll Chain of Custody Form	Yes – any two poll workers sign. Upon arrival at DART, DART official signs	No	Handed directly to DART official. Precinct Inspector retains white copy from DART official
	Red Bag	No – but white card must be filled out completely	Secure with red tab lock 	Handed directly to DART official
	Yellow Mail Ballot Bag	No	Secured with red tab lock on zipper <u>before</u> use; Second red tab lock on slot <u>after</u> polls close 	Handed directly to DART official
	White ballot carton(s)	Seal and then all poll workers sign the Closing Blue Security Seal	Closing Blue Security Seal with "Voted Ballots" box checked 	Handed directly to DART official

DART Ballot Return Center Items

INTRODUCTION TO THE BALLOT MARKING DEVICE

All voters will cast their votes on a Ballot Marking Device this election; no paper ballots are available. Also, all BMD voters will be able to vote at any polling location regardless of their precinct number.

Inventory of Ballot Marking Device Items:

A. Ballot Marking Device Security Bag contains:

- Ballot Marking Device Tablet
- Headphones
- ATI Unit (for accessible voting)
- Tablet power cord
- ATI cable
- Printer 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
- Printer power cord
- Ballot paper pre-loaded in Printer
- Extension cord

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



C. BMD Voting Booth with Privacy Screen



SET UP THE BALLOT MARKING DEVICE (BMD)

SET UP THE VOTING BOOTH

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

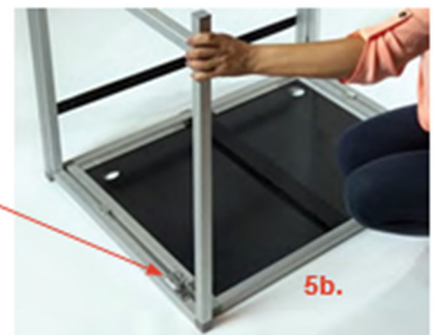
2. Lift blue privacy screen out of its metal support and elastic straps and set aside.

3. Lift Velcro strap to release legs.

4. Open the legs of the booth towards yourself.

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

6. Slide the latch locks on left and right side of the table into the legs to secure the table top to the legs.



7. Flip the table upright and move it to where it will be used. **All BMD's must be visible from the Check-In table, but at least 6 feet away.**

SET UP THE BALLOT MARKING DEVICE (BMD)

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

Due to the Secretary of State chain of custody requirements, the Red Mini Padlocks on the Ballot Marking Device Security Bag and Printer Security Bag must be verified and checked for tampering. It is important to complete the Seal Verification Log 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 Site Manager will give the Voting Precinct Inspector the Official BMD Seal Verification Log. There is one per poll.

Follow the Seal Verification Log step-by-step:

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

SEAL VERIFICATION LOG Special Primary, 79th State Assembly Election

Complete the Seal Verification Log. If a number does not match or a seal appears to be tampered with, have another member of the board confirm the discrepancy and call the Poll Worker Hotline at 858-565-3360. DO NOT USE the equipment until it is placed back into service.

1. Before unpacking the BMD and the BMD PRINTER security bags, verify the numbers on the red mini padlocks match the numbers listed below:				2. Set up BMDs and verify the numbers on the green and red padlocks on the BMD match the numbers below:				
BMD Bag Red Padlock	Does # Match?	Printer Bag Red Padlock	Does # Match?	BMD #	Red	Does # Match?	Green	Does # Match?
	Yes No		Yes No	1		Yes No		Yes No
	Yes No		Yes No	2		Yes No		Yes No
	Yes No		Yes No	3		Yes No		Yes No
	Yes No		Yes No	4		Yes No		Yes No

See full image of Seal Verification Log on page 67

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



3. 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).
4. Open the BMD Security Bag.
5. Remove power cord, ATI Unit, and headphones from the bag and set aside.
6. If you are missing any items, call the Poll Worker Hotline immediately.
7. Using two hands, lift the BMD from the bag and Set it on the Voting booth table.
8. Remove Styrofoam packaging and place it back into the bag for re-packing at closing.
9. Remove the protective plastic bag from the BMD and place it back into the security bag along with the power cord box for re-packing and closing.
10. Locate the BMD Serial number to the right of the yellow Poll Worker Card slot.
11. Verify that the BMD Serial number on every BMD matches the preprinted serial number on the Seal Verification Log and circle the appropriate answer.



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

12. Turn the BMD around so you are looking at the back of the screen.
13. 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.
14. 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 the appropriate answer.

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

15. After the Seal Verification Log is complete, the Site Manager and one other poll worker will sign and date. The completed and signed Seal Verification Log is placed in the Blue Envelope, Tab 6.



SET UP THE BALLOT MARKING DEVICE (BMD)

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

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 and extension cord.

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

21. Open Velcro strap around printer.

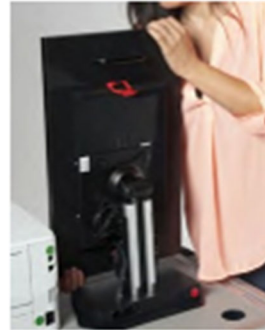
22. Using two hands, lift the printer up and out of the case.

23. 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:
 - a. BMD Power Cord (Red Sticker)
 - b. Printer USB Cord (Yellow Sticker)
 - c. 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 the 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 the 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 the Voting Booth table – whichever is closest to the wall outlet.



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



9. Lift Blue Privacy Screen with the metal teeth at bottom.

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



11. Insert three teeth on the left and right panels into the matching three slots in the Voting Booth table and slide back to lock in place.

12. Make sure all loose cables are tucked inside the Privacy screen behind the BMD and printer.

13. Plug Headphones into ATI Unit (mint green dot).



SET UP THE ADA CART

1. Set up ADA cart using the following checklist:

- Lock the BMD cart on the front two wheels
- Ensure the UPS is connected to the power bar in the back
 - Be advised that the UPS, or Uninterruptible Power Supply, is very heavy
 - Confirm the black fuse cap on the back of the UPS is closed
- Set up the BMD tablet onto the top of the cart and lock it in using the latches
- Plug the BMD power cord into the BMD
- Thread the BMD power cable into the hole mid-shelf
- Thread the printer cable into the hole mid-shelf
 - Confirm the printer has paper but do not place it in the cart yet
- Plug the printer power cable into a green socket of the UPS
- Plug the BMD power cable into a green socket of the UPS
- Plug the printer cable into the printer
- Place printer in first to the far right side
- The UPS slides in to the left
- Connect ATI cable to ATI and place on cart shelf
- Plug power strip into outlet
- Press the UPS power button to turn it on
- Press the printer power button (the BMD will turn on by itself)
- Unplug cord from wall to check that the UPS remains on, then plug in again to charge when not in use
- Tape/Velcro door closed



Note: You may also reference the ADA Cart setup video on [SDVote.com](https://www.sdvot.com) for additional help.

2. Prepare Curbside Voter packets

- Place one of each of the following into a manila envelope
 - Check-In Form
 - Secrecy Sleeve
 - Green CVR Envelope
 - Peach Provisional Envelope
 - "I Voted" Sticker
- Put together 2 packets and place on the ADA cart shelf under the BMD tablet



3. Place a clipboard with a pen and a stylus on the ADA cart shelf under the BMD tablet

4. Equip ADA cart with hand sanitizer and Super Sani-Wipes

TEST THE BMD

POWER ON AND TEST

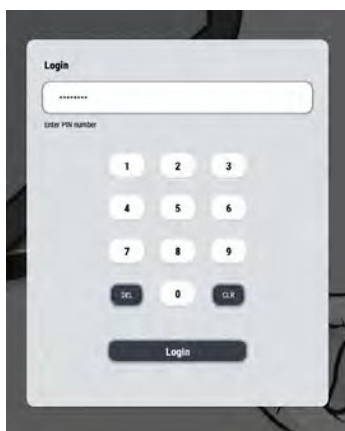
1. If the Tablet does not automatically power on when plugged in, break the lower Green mini Padlock on the power door and put the broken mini padlock into the Official Ballot Pouch.
 - a. Open the power button door then press and hold the power button for 1-2 seconds and tablet will power on.
 - b. Get a new Green Mini Padlock from the Official ballot Pouch and write the number on the back of the Seal Verification Log found in Tab 6 of the Blue Envelope. (manual pg. 67)
 - 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.



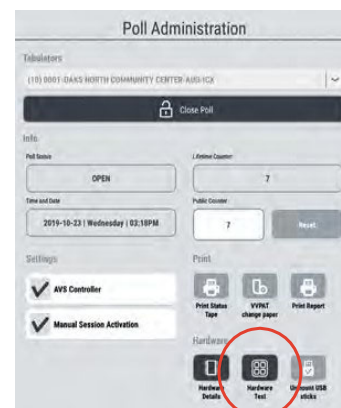
3. Insert the Poll Worker Card (found in the Official Ballot Pouch) Into the yellow slot at the bottom of the BMD with the chip facing up.



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 and fill out the Election Night Ballot statement (see instructions on page XX).

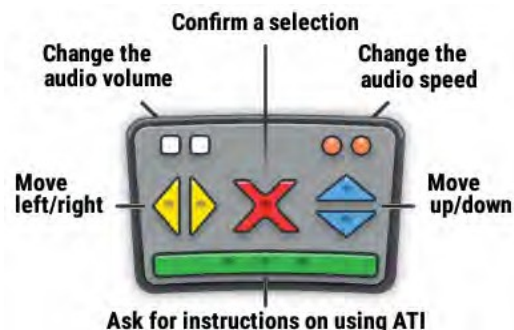
6. Tap the Hardware Test button at the bottom of the Poll Administration screen.



7. Tap the ATI button.

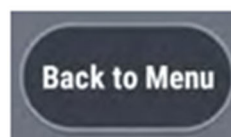


8. Press each button on the ATI to test functionality (green check marks).

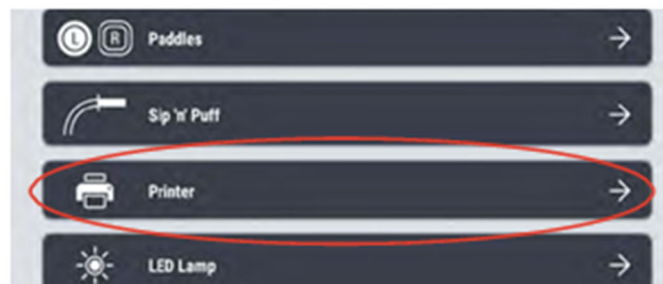


TEST THE BMD

9. Tap the Back to Menu button.

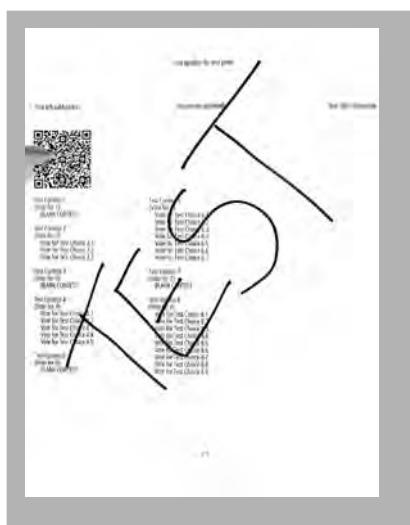
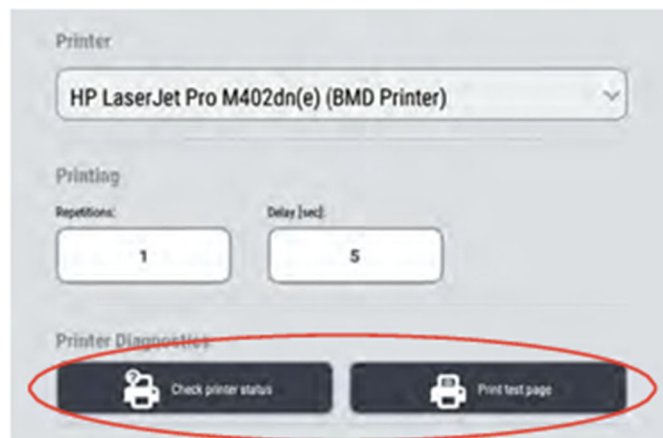


10. Tap the Printer button.



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

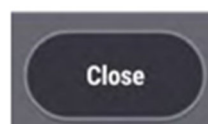
Note: The Test page will be printed to the connected printer.



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 Container. **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.

13. Select the Close button.



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




SEAL VERIFICATION LOG

Before the polls open on Election Day, verify that all BMD's have zero Total Ballots cast.

- On the Seal Verification Log, check to ensure each number in Section 3 matches the number on the lower left corner of each BMD screen
- If the number is not zero, call the Poll Worker Hotline immediately before proceeding
- If the numbers do match, place your initials next to each number in Section 3
- Place the Seal Verification Log back into Tab 6 of the Blue Envelope





County of San Diego
REGISTRAR OF VOTERS
County Operations Center Campus
5600 Overland Avenue, Suite 100, San Diego, California 92123-1278
Telephone: (619) 565-5800 Toll-free: 1 (800) 696-0136 TTY / TDD: (619) 735-2929
Facsimile: (619) 505-6876 Web Address: www.sdvote.com

CYNTHIA L. PAES
Interim Registrar of Voters

Poll Location

SEAL VERIFICATION LOG

Special Primary, 79th State Assembly Election

Complete the Seal Verification Log. If a number does not match or a seal appears to be tampered with, have another member of the board confirm the discrepancy and call the Poll Worker Hotline at 858-565-3360. DO NOT USE the equipment until it is placed back into service.

1. Before unpacking the BMD and the BMD PRINTER security bags, verify the numbers on the red mini padlocks match the numbers listed below:

BMD Bag Red Padlock	Does # Match?	Printer Bag Red Padlock	Does # Match?
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No

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

BMD #	Red	Does # Match?	Green	Does # Match?
1		Yes No		Yes No
2		Yes No		Yes No
3		Yes No		Yes No
4		Yes No		Yes No

3. Before the polls open, verify by placing your initials next to the number below, that the number of Total Ballots Cast shown on the BMD screen matches this number.

BMD #	Tuesday, April 6, 2021 Total Ballots Cast
1	0
2	0
3	0
4	0
Total	0

Place completed and signed Seal Verification Log in the blue envelope TAB 6.

Site Manager
Signature: _____ Date: _____

Poll Worker
Signature: _____ Date: _____

STOP: DO NOT PROCEED UNTIL ELECTION DAY

ELECTION DAY: OPEN THE POLLS ON THE BMD

STEPS TO 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 and keep it on the lanyard.



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



Voter makes a mistake: Spoiled Ballot

All voters will be voting on the Ballot Marking Device and will be able to review their selection before printing their ballot. However, if a mistake is made, the BMD ballot must be spoiled by doing the following three things:

1. Write "SPOILED" across the ballot that was spoiled.
2. Tear the QR code on spoiled ballot slightly.
3. Place it in a SURRENDERED and SPOILED Ballot Container.

Basic Security Protocols

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

Assisting Voters with Questions About the BMD Ballot

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

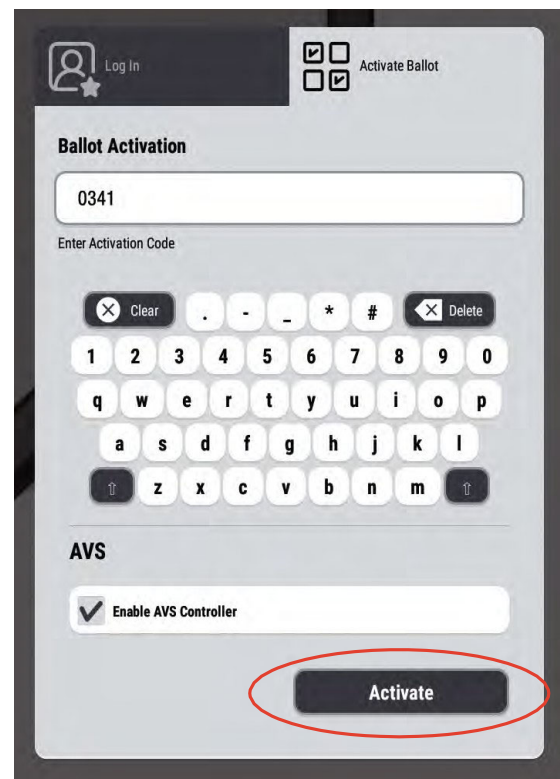
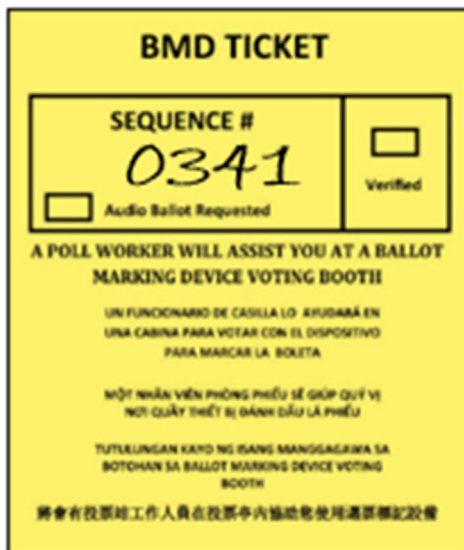
The barcode contains the voter's selections in a way that can be read by the tabulation equipment. This barcode does not contain voter information and does not identify the voter in any way. Inform the voter that the BMD devices and printed ballots are tested pre-election through a Logic and Accuracy test to ensure voter selections are accurately marked and counted as intended by the voter. As well, a manual tally is conducted on ballots post-election to ensure they were accurately tabulated.

Is the printed paper from the BMD printer a receipt?

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

PULLING UP A BMD BALLOT

1. Sanitize your hands in front of the voter.
2. Insert the Poll Worker Card.
3. On the Ballot Activation screen, enter the correct Activation code, which is the Sequence number from the BMD ticket.



4. Select Activate.
5. Remove the Poll Worker Card. Do not leave the Poll Worker Card unattended.
6. Verify with voter that the Sequence number on the ballot screen matches the number on the BMD ticket. Once verified, check the “Verified” box.
7. Place the BMD ticket in apron pocket.



BMD VOTING INSTRUCTIONS

Read these instructions to assist a BMD 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 selection in private.



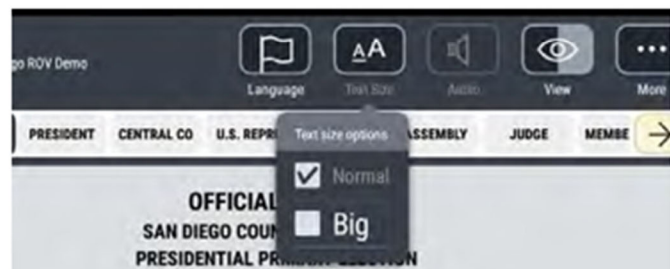
2. Language Selection

Select the **LANGUAGE** of your choice to continue.

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

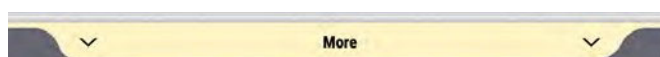
3. Adjust Settings

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



4. Navigate Ballot

Use the **MORE** button at the bottom of the screen to view any candidates not on the screen.



5. Make Your Selection

TAP the box next to your selection 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 Selection

Upon completing voting, tap the “Review” button at the bottom of the screen.

During review, you may make change your selection by clicking on your preferred choice.

Use the More arrows to review any candidates not displayed on the screen.

When complete, tap the “Print Ballot” button.

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 the previous screen.

A warning message will appear if the contest has been left blank.

When complete, tap “Print Ballot”.



8. Retrieve Your Paper Ballot from Printer

The screen will remind you: “Your official ballot has printed. Cast your paper ballot into the ballot box; THIS IS NOT A RECEIPT”. Confirm your selection then place your printed ballot in the secrecy sleeve or the envelope given to you by the poll worker.

Return to the Check-Out Station. Get your “I Voted” sticker and wear it proudly!

START AN ACCESSIBLE VOTING SESSION



HOT TIP!

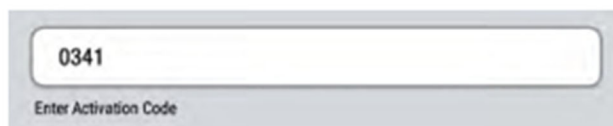
Before you begin:

- 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. (Sequence # from the BMD Ticket)



3. Tap the Enable AVS Controller option.

4. Tap "Activate Ballot".

5. Remove the Poll Worker Card. Do not leave the Poll Worker Card unattended.



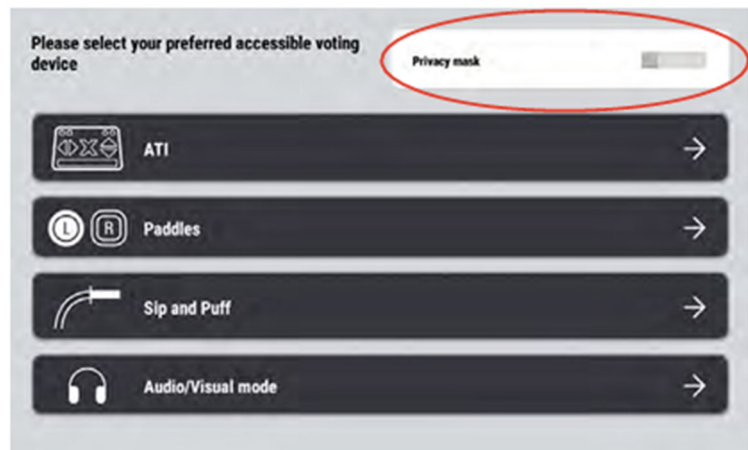
6. Select the language the voter wishes to vote in.

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

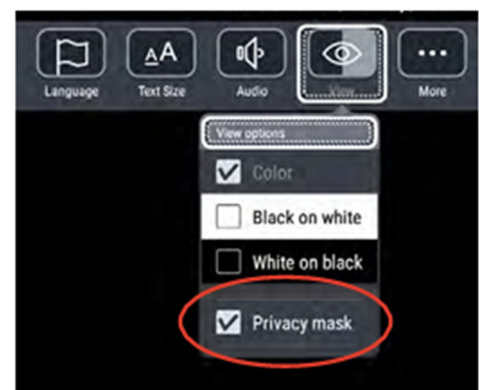
8. Give the voter the headphones and ask them to put them on now. The audio ballot will start immediately when the accessible device is selected in step 10.



9. Ask the voter if they want to see the screen. If not, turn on the Privacy Mask by tapping the Privacy Mask button on the “Please select your preferred accessible voting device” screen.



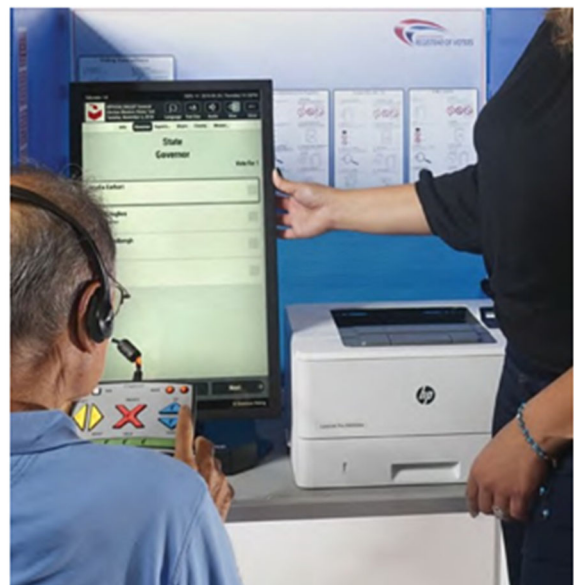
This will mask the screen while the voter is voting. If the voter requires assistance during voting, select the View button located on the top right of the menu. Deselect the Privacy mask button to view the screen as needed.



10. Select the appropriate accessible voting device.

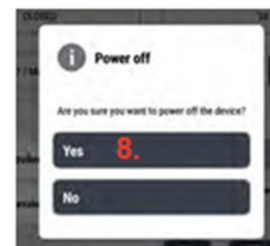
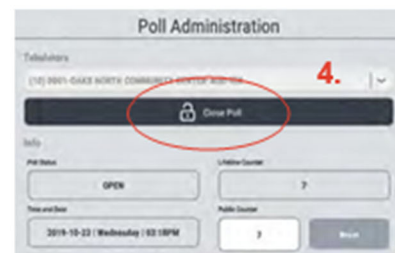
11. Instructions will immediately begin to play through the headphones once the poll worker selects the device. The voter will need to pay close attention to the instructions.

12. 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.



CLOSE THE BMD ELECTION NIGHT

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. A second confirmation will display. Press Yes.
7. Tap Power Off in lower right corner of the screen.
8. Tap the Yes button the middle of the screen.
9. Tap the power button on the Printer to turn it off.
10. When the screen goes dark, remove the Poll Worker Card and put it in the Official Ballot Pouch.



PACK BALLOT MARKING DEVICE AND PRINTER

1. Slide the left and right sides of the privacy screen forward so the teeth come out of the slots.
2. With a hand holding each side of the screen, lift the screen up and over the BMD tablet and fold it closed. Set the folded screen to the side.
3. Unplug the Printer from the extension card and back of the Printer.
4. Wrap the power cord and set aside.
5. Unplug the USB cord from the back of the Printer.
6. Open the Printer Security Bag.
7. Using two hands, pick the printer up from the Voting Booth Table and place it into the Printer Security Bag and close the Velcro strap.
8. Place the power cord into the Printer Security Bag on one side (NOT ON TOP OF PRINTER).
9. Unplug the Ballot Marking Device from the extension cord.
10. Unplug the BMD power cord from the BMD and set aside.
11. Unplug the extension cord from wall outlet.
12. Remove any duct tape holding the extension cord in place.

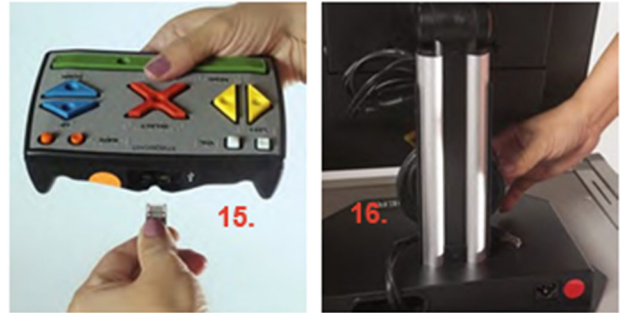


PACK BMD

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.

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 the table upside down and rest on the floor. Unlatch the bottom of the left and right legs.



2. Lift the table into place.



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



4. Fold the legs with the Velcro strap.



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



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



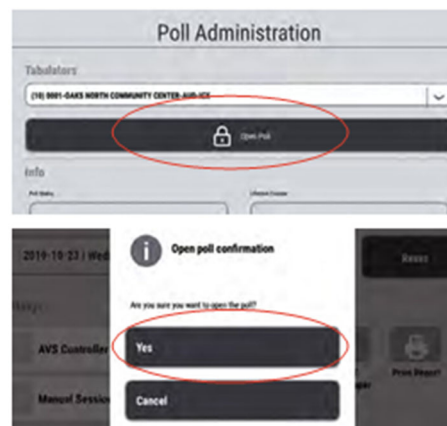
TROUBLESHOOTING THE BMD

Poll Administration Screen appears instead of Ballot Activation Screen: Tap the OPEN POLL button, then tap the YES Confirmation.

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



Note: When listening to the AVI Help and Instructions, if Audio Volume or Audio Speed is changed, instructions will repeat from the beginning. If the Red X button is pressed, it will take the voter directly to the ballot.



Packing: Ensure that electrical cords are wrapped so that the BMD screen can close in a completely vertical position. If the screen is not vertical it can damage the Styrofoam packaging.

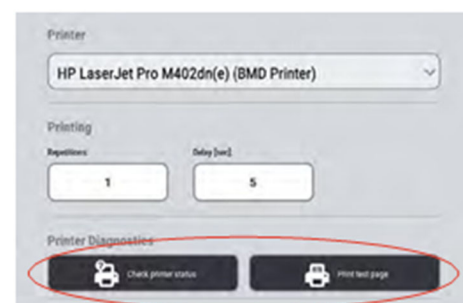


Battery signal is low and/or Printer won't turn on: Check the electrical connection at the wall/source.

Unable to read Smart Card message: Try reinserting the smart card. If problem persists, call the Hotline.



Faint print on Test Ballot: Print two more; if problem persists, must call the Hotline.



APPENDIX

CRADLEPOINT INSTRUCTIONS

Cradlepoint

Cradlepoint is a device for secured wireless internet connection for the ePollbooks. It is part of Site Manager's responsibility to ensure the Cradlepoint is properly functioning and remaining charged through Election Day. If you have problems or questions, immediately call the Poll Worker Hotline 858-565-3360.



(Components: Cradlepoint, power cable/adaptor)

Setup Instructions

1. Open lid of Cradlepoint case (Fig. A).
 2. Open all fan caps on both sides of the case before turning on the battery. Leave fan caps always open (Fig. B).
 3. After connecting the power cable (short cable) into the adapter block, connect adapter cable (thin/long cable) into the Cradlepoint (Fig. C).
 4. Plug the other end directly into a wall outlet.
 5. Turn on the battery by holding down the silver button (Fig. D).
 6. Turn on AC switch (Fig. E).
- This switch should never be turned off.**



A



B



C



D



E

The Cradlepoint is now ready!

NOTE: Allow a minimum of five minutes for Cradlepoint to start-up | The Cradlepoint must stay powered on and charging all day | If the Cradlepoint battery level continues to drop while plugged into wall outlet, call the Poll Worker Hotline | Cradlepoint will read "FF" in blue lights when fully charged

Closing Instructions

1. Unplug power cable from wall outlet (this must be done prior to the following step).
2. Hold down the silver button (Fig. D) for at least 10 seconds (you will know if Cradlepoint has been powered off by the sound of fans going silent and the all lights are turned off).
3. Unplug cables and place them back into cloth pouch tied to the handle of the Cradlepoint.
4. Close the lid and secure the Cradlepoint by snapping the case locks in place.
5. Place Cradlepoint with all other election equipment and materials to be picked up by the Logistics Team the day after the election.

APPENDIX

POLL SITE ACCESSIBILITY

San Diego County strives to make all poll locations easily accessible to all voters. Some of these items may be in your supplies to use at your poll. If provided, Site Manager will set up.

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.



APPENDIX: ENVELOPES

VOTE BY MAIL ENVELOPE

Mailing Side

PO BOX 85902
SAN DIEGO CA 92186

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

OFFICIAL VOTER'S BALLOT
RETURN/IDENTIFICATION ENVELOPE
TO BE OPENED ONLY BY CANVASING BOARD

OFFICIAL
ELECTION MAIL
Approved by the U.S. Postal Service

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 3075 SAN DIEGO CA
POSTAGE WILL BE PAID BY ADDRESSEE

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

Voter side

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

Fuller official
San only President Ball worker sign

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

Person Authorized to Return
If you are returning the ballot on behalf of the voter,
provide the information below.
Note: Compensation for returning ballots is prohibited by law.

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

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

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

X

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

Witness

SDIE1218P011 - BRW YEL E

APPENDIX: ENVELOPES

MAIL BALLOT REPLACEMENT ENVELOPE

Poll Worker

POLL WORKER SIDE

VOTED MAIL BALLOT ENCLOSED

- This envelope is only used for voters who received their ballot by mail, but do not have the official mail ballot return envelope.
- Mail ballots have the word "MAIL" printed in red in the upper right corner.

POLL WORKER CHECKLIST
(Check boxes 1 – 5 after completing each step)

1	<input type="checkbox"/>	DO NOT have the VOTER sign the roster.
2	<input type="checkbox"/>	Give the VOTER this envelope and instruct them to completely
3	<input type="checkbox"/>	Instruct the VOTER to place their voted mail ballot in this envelope and seal.
4	<input type="checkbox"/>	Receive the voted ballot in a sealed envelope from complete.
5	<input type="checkbox"/>	Put envelope into the yellow Mail Ballot bag.

**This envelope is only used for mail ballots.
DO NOT use for poll ballots.**

POLL WORKER - DO NOT OPEN THIS ENVELOPE FOR ANY REASON

NOV 2020 REPLACEMENT NOV MAIL BALLOT

Voter Side

VOTED MAIL BALLOT ENCLOSED

Person Authorized to Return

If you are returning this ballot on behalf of the voter, provide the information below. Note: Compensation for returning ballot is prohibited by law.

ROV OFFICE USE ONLY

Sequence Number

Return to person who registered

Return to poll worker

Signature of person authorized to return ballot

VOTER'S DECLARATION

I (Voter Name) _____ declare under penalty of perjury, under the laws of the State of California, that I am a citizen of the United States, 18 years or older and am not on parole for a felony conviction. I am the person whose name appears on this envelope and I am a registered voter in this County. 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. The information provided on this envelope is true and correct.

ALL INFORMATION MUST BE ENTERED BELOW

SIGNATURE – Do Not Print _____ Today's Date _____ Date of Birth _____ Birthplace (US State or Foreign Country) _____

Enter CA DRIVER'S LICENSE# Or CA ID# _____ Or **SSN# (Last 4 #'s)** _____

(If you **do not** have a CA Driver's License or CA ID#, you must provide the last four digits of your social security number.)

CURRENT Residence Address (No P.O. Box or Business Address) City _____ Zip Code _____ Day Phone _____

PREVIOUS Residence Address _____ City _____ Zip Code _____ Date Moved _____

ELIGIBILITY OF VOTED BALLOT TO BE DETERMINED BY THE REGISTRAR OF VOTERS

SDS-21 - REV. 11/20


ROV OFFICE USE ONLY

APPENDIX: ENVELOPES

CONDITIONAL VOTER REGISTRATION (CVR) ENVELOPE

Poll Worker Side

POLL WORKER USE ONLY	
Sequence Number	

 **Registrar of Voters**
COUNTY OF SAN DIEGO

Conditional Voter Registration Envelope

Poll Worker completes Section 1

①

☐ Conditional Voter Registration

- New Voter / Not Registered
- Party Change

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


Voter Side

Voter completes Section 2		PROV-P 12/12/2019																																							
<p>②</p> <ul style="list-style-type: none">• 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 <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">I am a U.S. citizen and resident of California. <input type="checkbox"/> Yes <input type="checkbox"/> No I am 18 or older. <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <table style="width: 100%;"><tr><td style="width: 30%;">First Name</td><td style="width: 30%;">Middle Initial</td><td style="width: 40%;">Last Name</td></tr><tr><td colspan="3">CURRENT Residence Address (No Business Address or P.O. Box)</td></tr><tr><td>City</td><td>State</td><td>Zip Code</td></tr><tr><td colspan="3">Previous Residence Address</td></tr><tr><td>City</td><td>State</td><td>Zip Code</td></tr><tr><td colspan="3">CURRENT Mailing Address (if different from above or P.O. Box)</td></tr><tr><td>City</td><td>State</td><td>Zip Code</td></tr><tr><td colspan="2">California Driver License or California Identification Card # 1</td><td>Birth Date : <input type="text"/></td></tr><tr><td colspan="2">Social Security # (last 4 digits) : <input type="text"/></td><td>Birth Place : <input type="text"/></td></tr><tr><td colspan="2" style="font-size: x-small;">(Only if CA Driver License or CA ID Card # NOT provided above)</td><td style="font-size: x-small;">(Name of U.S. State or country of birth)</td></tr></table> <div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p>I want to choose a political party preference</p><table style="width: 100%;"><tr><td><input type="checkbox"/> American Independent</td><td><input type="checkbox"/> Democratic Party</td><td><input type="checkbox"/> Green Party</td></tr><tr><td><input type="checkbox"/> Libertarian Party</td><td><input type="checkbox"/> Peace and Freedom Party</td><td><input type="checkbox"/> Republican</td></tr><tr><td colspan="3"><input type="checkbox"/> Other (specify): _____</td></tr></table></div><div style="width: 45%;"><p>I do not want to choose a political party preference</p><p><input type="checkbox"/> No Party / None</p></div></div>		First Name	Middle Initial	Last Name	CURRENT Residence Address (No Business Address or P.O. Box)			City	State	Zip Code	Previous Residence Address			City	State	Zip Code	CURRENT Mailing Address (if different from above or P.O. Box)			City	State	Zip Code	California Driver License or California Identification Card # 1		Birth Date : <input type="text"/>	Social Security # (last 4 digits) : <input type="text"/>		Birth Place : <input type="text"/>	(Only if CA Driver License or CA ID Card # NOT provided above)		(Name of U.S. State or country of birth)	<input type="checkbox"/> American Independent	<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Green Party	<input type="checkbox"/> Libertarian Party	<input type="checkbox"/> Peace and Freedom Party	<input type="checkbox"/> Republican	<input type="checkbox"/> Other (specify): _____			<div style="text-align: center; border-bottom: 1px solid red; margin-bottom: 5px;">ROV OFFICE USE ONLY</div> <div style="border-bottom: 1px solid red; margin-bottom: 5px;">Old Cons Precinct</div> <div style="border-bottom: 1px solid red; margin-bottom: 5px;">New Cons Precinct</div> <div style="border-bottom: 1px solid red; margin-bottom: 5px;">Ballot Type</div> <div style="border-bottom: 1px solid red; margin-bottom: 5px;">Registered Political Party</div> <div style="border-bottom: 1px solid red; margin-bottom: 5px;">Voter ID</div> <div style="border-bottom: 1px solid red; margin-bottom: 5px;">Count <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div style="border-bottom: 1px solid red; margin-bottom: 5px;">Reason</div> <div style="border-bottom: 1px solid red; margin-bottom: 5px;">Initials</div> <div style="text-align: center; border-top: 1px solid red; margin-top: 5px;">ROV OFFICE USE ONLY</div>
First Name	Middle Initial	Last Name																																							
CURRENT Residence Address (No Business Address or P.O. Box)																																									
City	State	Zip Code																																							
Previous Residence Address																																									
City	State	Zip Code																																							
CURRENT Mailing Address (if different from above or P.O. Box)																																									
City	State	Zip Code																																							
California Driver License or California Identification Card # 1		Birth Date : <input type="text"/>																																							
Social Security # (last 4 digits) : <input type="text"/>		Birth Place : <input type="text"/>																																							
(Only if CA Driver License or CA ID Card # NOT provided above)		(Name of U.S. State or country of birth)																																							
<input type="checkbox"/> American Independent	<input type="checkbox"/> Democratic Party	<input type="checkbox"/> Green Party																																							
<input type="checkbox"/> Libertarian Party	<input type="checkbox"/> Peace and Freedom Party	<input type="checkbox"/> Republican																																							
<input type="checkbox"/> Other (specify): _____																																									
<p>READ AND SIGN THE VOTER'S DECLARATION BELOW:</p> <p style="font-size: x-small;">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.</p> <p style="text-align: center; color: lightblue; font-style: italic;">Signature is mandatory</p> <table style="width: 100%;"><tr><td style="width: 60%;">Signature _____</td><td style="width: 40%;">Date _____</td></tr></table> <p>Affidavit Number: _____</p>		Signature _____	Date _____																																						
Signature _____	Date _____																																								

APPENDIX: ENVELOPES

PROVISIONAL ENVELOPE

Poll Worker Side

POLL WORKER USE ONLY Sequence Number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
 Registrar of Voters <small>COURTY OF SAN DIEGO</small> <h2 style="margin: 0;">Provisional Envelope</h2>	
Poll Worker completes Section 1	
<div style="border: 1px solid black; padding: 5px;"> 1 <input type="checkbox"/> A. HAVA ID required and no ID provided <input type="checkbox"/> B. Mail ballot has been returned <input type="checkbox"/> C. Ballot Already Issued by EPB </div>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

Voter Side

Voter completes Section 2		<small>PROV-P 12/12/2019</small>																					
<div style="border: 1px solid black; padding: 5px;"> 2 <ul style="list-style-type: none"> 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 </div>		<div style="border: 2px solid red; padding: 5px;"> ROV OFFICE USE ONLY <div style="border: 1px solid red; height: 20px; width: 100%;"></div> <div style="border: 1px solid red; height: 20px; width: 100%;"></div> <div style="border: 1px solid red; height: 20px; width: 100%;"></div> <div style="border: 1px solid red; height: 20px; width: 100%;"></div> <div style="border: 1px solid red; height: 20px; width: 100%;"></div> <div style="border: 1px solid red; height: 20px; width: 100%;"></div> <div style="border: 1px solid red; height: 20px; width: 100%;"></div> <div style="border: 1px solid red; height: 20px; width: 100%;"></div> <div style="border: 1px solid red; height: 20px; width: 100%;"></div> <div style="border: 1px solid red; height: 20px; width: 100%;"></div> <div style="border: 1px solid red; height: 20px; width: 100%;"></div> </div>																					
<div style="border: 1px solid black; padding: 5px;"> I am a U.S. citizen and resident of California. <input type="checkbox"/> Yes <input type="checkbox"/> No I am 18 or older. <input type="checkbox"/> Yes <input type="checkbox"/> No </div>																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">First Name</td> <td style="width: 20%; border-bottom: 1px solid black;">Middle Initial</td> <td style="width: 50%; border-bottom: 1px solid black;">Last Name</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">CURRENT Residence Address (No Business Address or P.O. Box)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">City</td> <td style="border-bottom: 1px solid black;">State</td> <td style="border-bottom: 1px solid black;">Zip Code</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">Previous Residence Address</td> </tr> <tr> <td style="border-bottom: 1px solid black;">City</td> <td style="border-bottom: 1px solid black;">State</td> <td style="border-bottom: 1px solid black;">Zip Code</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">CURRENT Mailing Address (If different from above or P.O. Box)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">City</td> <td style="border-bottom: 1px solid black;">State</td> <td style="border-bottom: 1px solid black;">Zip Code</td> </tr> </table>			First Name	Middle Initial	Last Name	CURRENT Residence Address (No Business Address or P.O. Box)			City	State	Zip Code	Previous Residence Address			City	State	Zip Code	CURRENT Mailing Address (If different from above or P.O. Box)			City	State	Zip Code
First Name	Middle Initial		Last Name																				
CURRENT Residence Address (No Business Address or P.O. Box)																							
City	State	Zip Code																					
Previous Residence Address																							
City	State	Zip Code																					
CURRENT Mailing Address (If different from above or P.O. Box)																							
City	State	Zip Code																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"> California Driver License or California Identification Card #: </td> <td style="width: 50%;"> Birth Date: </td> </tr> <tr> <td> Social Security # (Last 4 digits): </td> <td> Birth Place: </td> </tr> </table>		California Driver License or California Identification Card #: 	Birth Date: 	Social Security # (Last 4 digits): 	Birth Place: 																		
California Driver License or California Identification Card #: 	Birth Date: 																						
Social Security # (Last 4 digits): 	Birth Place: 																						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> I want to choose a political party preference <input type="checkbox"/> American Independent <input type="checkbox"/> Democratic Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Peace and Freedom Party <input type="checkbox"/> Republican <input type="checkbox"/> Other (specify): </td> <td style="width: 50%; vertical-align: top;"> I do not want to choose a political party preference <input type="checkbox"/> No Party / None </td> </tr> </table>		I want to choose a political party preference <input type="checkbox"/> American Independent <input type="checkbox"/> Democratic Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Peace and Freedom Party <input type="checkbox"/> Republican <input type="checkbox"/> Other (specify): 	I do not want to choose a political party preference <input type="checkbox"/> No Party / None																				
I want to choose a political party preference <input type="checkbox"/> American Independent <input type="checkbox"/> Democratic Party <input type="checkbox"/> Green Party <input type="checkbox"/> Libertarian Party <input type="checkbox"/> Peace and Freedom Party <input type="checkbox"/> Republican <input type="checkbox"/> Other (specify): 	I do not want to choose a political party preference <input type="checkbox"/> No Party / None																						
<div style="border: 1px solid black; padding: 5px;"> READ AND SIGN THE VOTER'S DECLARATION BELOW: <small>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.</small> </div>																							
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: gray; font-style: italic;">Signature is mandatory</p> <table style="width: 100%;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Signature</td> <td style="width: 40%; border-bottom: 1px solid black;">Date</td> </tr> </table> </div>		Signature	Date																				
Signature	Date																						
Affidavit Number: 																							

CHECK-IN FORM SECURITY ENVELOPE

POLL LOCATION:	DATE:	TOTAL CHECK-INS:
----------------	-------	------------------

CHECK-IN FORM SECURITY ENVELOPE

WHEN RETURNING CHECK-IN FORMS:

1. Include all voter completed Forms from all Check-In Stations.
2. Write Poll Location and Date in box above.
3. Get Total Check-Ins from ePollbook and write in box above.
4. Moisten the glue strip to close and seal the envelope.
5. Place this sealed envelope in the red bag for return to ROV with white voted ballot carton(s) + 2 (yellow bag & chain of custody form).

(02/2021)

MAIL BALLOT SIGNATURE FORM ENVELOPE

Front Side



MAIL BALLOT SIGNATURE FORM

Back Side: Not to be filled out

COUNTY OF SAN DIEGO

REGISTRAR OF VOTERS
5600 OVERLAND AVE., SUITE 100, SAN DIEGO, CA 92123
Phone (858) 565-5800 Fax (858) 505-7284 TTY/TDD (800) 735-2929

MAIL BALLOT SIGNATURE FORM

NOTICE: YOU MUST SIGN YOUR VOTE-BY-MAIL BALLOT RETURN ENVELOPE

AND THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING THIS FORM.
FAILURE TO FOLLOW THESE INSTRUCTIONS MAY CAUSE YOUR BALLOT NOT TO BE COUNTED.

This form must be completed and returned to the Registrar of Voters office as soon as possible so that it can be received no later than 5 pm on the forty-eighth day after Election Day. You must fill out this form completely and sign your name below on the line next to Voter Signature. You may return this form by:

- **COMING TO THE REGISTRAR'S OFFICE IN PERSON:** Sign your original Vote-by-Mail Ballot Return Envelope or dropping off the Ballot Return Envelope at the Registrar's office during the following hours: Monday through Friday 8 am to 5 pm. This Form must be received by the Registrar on the twenty-eighth day after Election Day.
- **MAILING YOUR FORM TO THE REGISTRAR:** Your Ballot Return Envelope must be received by the Registrar on the twenty-eighth day after Election Day. If you choose to return it by mail, you must place postage on the return envelope.
- **DROPPING OFF YOUR FORM AT A POLLING LOCATION:** A designated drop-off site in San Diego County on the twenty-eighth day after Election Day.
- **FAXING THE SIGNED FORM TO THE REGISTRAR:** Voters who are unable to receive the signed form at our office by 5 pm on the twenty-eighth day after Election Day.
- **EMAILING THE SIGNED FORM TO THE REGISTRAR:** Voters who are unable to receive the signed form at our office by 5 pm on the twenty-eighth day after Election Day. It must be received at our office by 5 pm on the twenty-eighth day after Election Day.

[illegible]

COMPLETE ALL INFORMATION

VOTER SIGNATURE: _____

DATE: _____

DO NOT PRINT (Power of attorney cannot be used) _____

WITNESS SIGNATURE: _____

REGISTERED RESIDENCE ADDRESS: _____

DATE OF BIRTH: _____


(City) _____ **(State)** _____ **(Zip Code)** _____

FOR VOTE-BY-MAIL STAFF USE ONLY

Initials: _____ Return Date: _____

(Place Envelope in Red Bag)

APPENDIX: FORMS



County of San Diego
REGISTRAR OF VOTERS
County Operations Center Campus
5600 Overland Avenue, Suite 100, San Diego, California 92123-1278
Telephone: (858) 565-5800 Toll-free: 1 (800) 696-0136 TTY / TDD: (800) 735-2929
Facsimile: (858) 565-6876 Web Address: www.sdsos.com

CYNTHIA L. PAES
Interim Registrar of Voters

Poll Location

SEAL VERIFICATION LOG
Special Primary, 79th State Assembly Election

Complete the Seal Verification Log. If a number does not match or a seal appears to be tampered with, have another member of the board confirm the discrepancy and call the Poll Worker Hotline at 858-565-3360. DO NOT USE the equipment until it is placed back into service.

1. Before unpacking the BMD and the BMD PRINTER security bags, verify the numbers on the red mini padlocks match the numbers listed below:

BMD Bag Red Padlock	Does # Match?	Printer Bag Red Padlock	Does # Match?
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No
	Yes No		Yes No

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

BMD #	Red	Does # Match?	Green	Does # Match?
1		Yes No		Yes No
2		Yes No		Yes No
3		Yes No		Yes No
4		Yes No		Yes No

3. Before the polls open, verify by placing your initials next to the number below, that the number of Total Ballots Cast shown on the BMD screen matches this number.

BMD #	Tuesday, April 6, 2021 Total Ballots Cast
1	0
2	0
3	0
4	0
Total	0

Place completed and signed Seal Verification Log in the blue envelope TAB 6.

Site Manager
Signature: _____ Date: _____

Poll Worker
Signature: _____ Date: _____

Poll Location

4. Note any BMD Mini Padlock replacement(s) and reason in the section below:

BMD Serial #	NEW Mini Red Padlock #	NEW Mini Green Padlock #	Date Replaced	Reason for replacement

5. Note any BMD replacement(s) and reason in the section below:

REPLACED BMD Serial #	NEW Mini Red Padlock #	NEW Mini Green Padlock #	Date Replaced	Reason for replacement

Site Manager Signature: _____ Date: _____

Poll Worker Signature: _____ Date: _____

Place completed and signed Seal Verification Log in the blue envelope TAB 6.

APPENDIX: FORMS

POLL WORKER USE ONLY <input type="radio"/> N/C <input type="radio"/> SB 207 <input type="radio"/> CVR <input type="radio"/> PROV <input type="radio"/> CURBSIDE VOTER VOTER ID _____	CHECK-IN FORM COUNTY OF SAN DIEGO, CALIFORNIA <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> Special Primary, 79th State Assembly Election Tuesday, April 6, 2021 </div>	 POLL WORKER USE ONLY SEQUENCE VERIFICATION SEQUENCE # _____ VERIFIED <input type="checkbox"/>
--	---	---

PART 1

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

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

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

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

THIS CHECK-IN FORM REQUIRES YOUR OFFICIAL SIGNATURE.

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

X _____
 SIGNATURE DATE

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

CHANGE OF ADDRESS

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

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

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

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

POLL WORKER NOTES:

ENG

APPENDIX: FORMS

ELECTION NIGHT BALLOT STATEMENT

Fill in all blank lines as requested. (EC § 14405)

LOCATION # _____

PART A: BALLOT INVENTORY

1. 0 NUMBER OF BALLOTS RECEIVED (No paper ballots issued to polls this election)

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

2. _____ BALLOT MARKING DEVICE (BMD) BALLOTS CAST (from Ballot Box)

3. _____ PEACH PROVISIONAL ENVELOPES (from Ballot Box)

4. _____ GREEN CVR ENVELOPES (from Ballot Box)

5. _____ SPOILED BMD BALLOTS (from brown ballot carton)

PART C: TOTAL NUMBER OF CHECK-INS ON E-POLLBOOK (EPB)

6. _____ REGULAR CHECK-IN _____ PROVISIONAL CHECK-IN

PART D: TOTAL BALLOTS CAST ON BMDs

7. After the polls close on Election Day: verify and record the number of ballots printed on each BMD.

	BMD #1	BMD #2	BMD #3	BMD #4
Ballots Printed (shown on bottom left of each BMD screen)				

Total Ballots Printed on BMDs
(add totals from BMD #1 – #4)

***ALL BOARD MEMBERS READ AND SIGN**

WE CERTIFY that the number of voters who voted in this precinct at this election is noted above as the number of signatures in the electronic roster of voters. All voters whose signatures appear on a Check-in Form voted today except as noted. The total number of official ballots received, voted, spoiled, and cancelled are 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 April 2021*

SITE MANAGER: _____ PRECINCT INSPECTOR: _____

PRECINCT INSPECTOR: _____ PRECINCT INSPECTOR: _____

NOTES/COMMENTS: _____

Rev 040621

APPENDIX: FORMS

COUNTY OF SAN DIEGO REGISTRAR OF VOTERS
POLL OFFICIAL CHAIN OF CUSTODY
Special Primary, 79th State Assembly Election

Poll Location #: _____ **Date:** _____

Section I: Poll Workers - Ballot Release From Poll

_____ **# OF WHITE VOTED BALLOT CARTONS BEING REMOVED FROM SITE** DART rec'd: _____

_____ **# OF YELLOW BAGS BEING REMOVED FROM SITE** DART rec'd: _____

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

_____ **# OF RED BAGS BEING REMOVED FROM SITE** DART rec'd: _____

Confirm the number of items being taken from the Poll. Complete names, signatures, date and time, then confirm that all items are locked or sealed before leaving the site.

Print: _____ Poll Worker 1 Sign: _____

Print: _____ Poll Worker 2 Sign: _____

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

NOTES:

Section II: DART - Receipt of Ballots

Confirm and write the number of items being received at DART on the lines above. Complete name, signature, date and time, and confirm that all items are locked or sealed.

Print: _____ DART Representative Sign: _____

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

NOTES:

Top white copy: Poll Worker - keep for your records.
Yellow copy: ROV Official - take when accepting items from DART Representative.
Pink copy: DART Representative - keep for your records.

APPENDIX: SITE MANAGER POLL SUPPLY LIST

SITE MANAGER POLL SUPPLY LIST

WHITE OFFICIAL BALLOT BOX

CLIPBOARDS, REQUIRED POSTINGS AND PAMPHLETS

- ☐ Health and Safety Posters
- ☐ Observer's Policies and Procedures
- ☐ Sample Ballots
- ☐ Site Manager Supply Poster
- ☐ Top Two Poster
- ☐ US Flag
- ☐ Voter Assistance Poster
- ☐ Voter Bill of Rights (*revised*)
- ☐ Clipboards

BLUE ENVELOPE

Tab 1 – Official Ballot Pouch

- ☐ Poll Worker Retractable Lanyards
- ☐ Password sheet – BMD, e-Pollbook
- ☐ Green padlocks – to secure BMD power button if needed
- ☐ Red padlocks – to secure the BMD and printer bags after poll closes
- ☐ Closing Blue Security Seals
- ☐ Red tab locks – to secure the red bag, and the yellow bag after poll closes
- ☐ Blue security seals – 24 to seal small white and brown ballot carton(s) after inventory *not this election*
- ☐ Official Tamper Evident Seals – to secure Official Ballot Box after first voter views empty
- ☐ Poll Worker cards

Tab 2 – Poll Worker Resources

- ☐ Pink Election Day Checklist Booklet
- ☐ Observer Sign In/Out sheet
- ☐ Poll Sign In/Out sheet (backup)
- ☐ Accident Forms

Tab 3 – Envelopes

- ☐ Check-In Form Security Envelopes *new title*
- ☐ Mail Ballot Signature Form Envelope

Tab 4 - Poll worker reference

- ☐ DART Location Notice with Map
- ☐ ADA Accessibility information – (post where noted, not all poll sites receive this item)
- ☐ Election Officer's Digest

Tab 5 – Voter Handouts

- ☐ Poll Worker Applications
- ☐ Specific Needs Survey

Tab 6 - Forms completed by Poll Workers

- ☐ Ballot Statement
- ☐ BMD Daily Log *not this election*
- ☐ Daily Ballot Log *not this election*
- ☐ Poll Official Chain of Custody
- ☐ Challenge/Assisted Voter List
- ☐ BMD Ticket Pads
- ☐ Seal Verification Log

APPENDIX: SITE MANAGER POLL SUPPLY LIST

WHITE OFFICIAL BALLOT BOX (cont.)

RED PROVISIONAL BALLOT BAGS – (1)

RED PROVISIONAL BALLOT BAGS – (1)

YELLOW VBM BALLOT BAGS – (2)

WHITE BALLOT CARTON

- ☐ Secrecy sleeves – for voter privacy and disposable for voter safety-inside the Carton
- ☐ Booth ballots (yellow) – post 1 set in each voting booth

BLUE BIN: ENVELOPES

- ☐ Provisional Envelopes – Peach (200 English, 50 Spanish, 20 each Filipino/Vietnamese/Chinese)
- ☐ Conditional Voter Registration Envelopes – Green (200 English, 200 Spanish, 50 each F/V/C)
- ☐ Mail Ballot POLLS Replacement Envelopes - Yellow (25)
- ☐ Mail Ballot Replacement Translated Handout in all Languages

BLUE BIN: STATIONERY KIT

- | | |
|---|---|
| <input type="checkbox"/> Stylus | <input type="checkbox"/> Ballot markers |
| <input type="checkbox"/> Glue sticks (use to close envelopes) | <input type="checkbox"/> Push Pins |
| <input type="checkbox"/> Rolls of Painter's Tape | <input type="checkbox"/> Binder clips |
| <input type="checkbox"/> Rubber bands | <input type="checkbox"/> UHU (removable mounting tape to hang up posters) |
| <input type="checkbox"/> Calculators | <input type="checkbox"/> Rulers |
| <input type="checkbox"/> Staplers | <input type="checkbox"/> Magnifying sheets |
| <input type="checkbox"/> Pens | <input type="checkbox"/> Specific needs signature guides |
| <input type="checkbox"/> I Voted stickers | <input type="checkbox"/> ID badges with lanyards (all languages) |
| <input type="checkbox"/> Paper clips | <input type="checkbox"/> Note Pads |
| <input type="checkbox"/> Post-it Notes | <input type="checkbox"/> Scissors (|
| <input type="checkbox"/> Tape Measure 100 ft. | <input type="checkbox"/> First Aid Kit |
| <input type="checkbox"/> Trash Bin Liners | <input type="checkbox"/> Scotch Tape |
| <input type="checkbox"/> Safety Vests (2) | <input type="checkbox"/> Poll Worker Pins |

TABLE ITEMS

- ☐ Mini-Flags for Check-in table
- ☐ Table Covers
- ☐ Trays-for clean/dirty pen & stylus
- ☐ Aprons
- ☐ Walkie Talkies *not this election*

FORMS

- ☐ Check-In Forms (*aka Ballot Applications*)
- ☐ Voter Help Card Pads
- ☐ Extra BMD Ticket Pads
- ☐ Extra BMD Paper Ream

CARTS

VOTING EQUIPMENT

- ☐ Ballot Marking Device (BMD)
- ☐ BMD Monitors (Training, 2)
- ☐ Printer (BMD)
- ☐ EPB – 1 Case
- ☐ Cradlepoint

METAL COLLAPSIBLE CRATE

- ☐ 2-Pack Voting Booths
- ☐ ADA/DOJ panel
- ☐ Surge protectors
- ☐ BMD Voting Booths
- ☐ Feather flag in case w/base
- ☐ Polling Place signs
- ☐ Weights for signs
- ☐ Curbside Voting sign
- ☐ Vote Here sign

SUPPLY BOX

PERSONAL PROTECTION EQUIPMENT (PPE)

- ☐ Disposable Headphone Covers (1 box/bag)
- ☐ Face Shield (1 box)
- ☐ Gloves Staff/Voters (2 boxes)
- ☐ Hand sanitizer (6 8oz)
- ☐ Masks – Staff/ Voters (2 boxes)
- ☐ PDI Super Sani-Cloth® (for disinfectant/cleaner/electronics) (5 tubs)
- ☐ Hand Sanitizer and stand (2)
- ☐ Touchless Thermometer (1)
- ☐ Sneeze Guard Shield for check-in table (3)

BMD ADA CART (blue)

- ☐ UPS

APPENDIX: CHECKLISTS

SITE MANAGER YELLOW PACKET CHECKLIST

Checkmark each task once completed.

YELLOW PACKET	
1. Review contents of the Poll Location information Yellow Packet:	
<input type="checkbox"/> Site Manager Information Sheet <input type="checkbox"/> Poll Location information: <ul style="list-style-type: none"> • Name, address • Poll Site Contact Information (write information on the inside front cover of manual) • Poll Location ID Number and Precinct Number • Poll Worker Board Information • Site Manager Employee ID Number <input type="checkbox"/> Site Manager Yellow Packet Checklist <input type="checkbox"/> Site Specific Plan Layout – Interior and Exterior (2 copies) <input type="checkbox"/> Supply List (use during inventory of supplies) <input type="checkbox"/> Staff Sign-in Sheet (backup) <input type="checkbox"/> Three health screening questions (for Poll Workers only upon arrival before clock-in) <input type="checkbox"/> Election Operations Health & Safety Plan Packet (post near entrance of poll on Election Morning) <ul style="list-style-type: none"> • Includes the following: <ul style="list-style-type: none"> ❖ Site Specific Cover Sheet ❖ Health Protocols document ❖ Site Specific Plan Layout – Interior and Exterior <input type="checkbox"/> Equipment access sheet <input type="checkbox"/> Election Pin <input type="checkbox"/> ePollbook setup manual <input type="checkbox"/> Poll Worker Manual with script (for Poll Worker Training) <input type="checkbox"/> Training materials	
2. Call Site Contact:	
<input type="checkbox"/> Make personal introduction <input type="checkbox"/> Re-confirm board arrival time for poll site setup/training and Election Day	
3. Call board members:	
<input type="checkbox"/> Make personal introduction <input type="checkbox"/> Re-confirm board arrival time for poll site setup/training and Election Day	

Save this checklist in the Site Manager Yellow Packet until site setup on Mon., 4/5.

Place completed and signed checklists in the Blue Envelope TAB 6.

Completed by Site Manager: _____ X _____
 Print Name Sign Date

APPENDIX: CHECKLISTS

POLL SETUP CHECKLIST

Checkmark each task once completed.

SITE MANAGER – ARRIVAL AT 7:30AM
1. On Mon., 4/5, arrive at poll location no later than 7:30AM (poll workers will arrive at 8:00am) <ul style="list-style-type: none"> <input type="checkbox"/> If unable to access poll at 7:30AM, call the Poll Worker Hotline (858) 565-3360 2. Prepare for Poll Worker arrival: <ul style="list-style-type: none"> <input type="checkbox"/> Prepare Personal Protective Equipment (PPE) for distribution (all PPE found in Supply Box) <input type="checkbox"/> Set out hand sanitizer and Sani-cloths <input type="checkbox"/> Set out thermometer <input type="checkbox"/> Set out one PRODUCTION ePollbook for poll worker clock-in (from supply delivery on supply cart) <ul style="list-style-type: none"> • DO NOT use TRAINING ePollbook(s) for poll worker clock-in
POLL WORKER BOARD – ARRIVAL AT 8:00AM
1. Welcome Poll Workers <ul style="list-style-type: none"> <input type="checkbox"/> Before Poll Workers enter poll facility: <ul style="list-style-type: none"> • Answer the three health screening questions • Take own temperature using touchless thermometer • Ensure all Poll Workers have appropriate PPE <input type="checkbox"/> Site Manager to assist all Poll Workers to clock in accurately <input type="checkbox"/> Provide Poll workers: <ul style="list-style-type: none"> • Assignment to a station • Poll Setup Checklist (reference to manual pages 74 - 75)
2. Distribute Site Specific Plan Layout found in the Yellow Packet (2 copies to share) <ul style="list-style-type: none"> <input type="checkbox"/> Determine any specifics of the site that may require the Poll location layout to be modified <ul style="list-style-type: none"> • If changing the site-specific layout, call the Poll Worker Hotline to report changes <input type="checkbox"/> Work with the site contact to identify appropriate power outlets for BMDs and ePollbooks as needed
SUPPLY INVENTORY – BEFORE POLL SETUP
1. Inventory all supplies <ul style="list-style-type: none"> <input type="checkbox"/> Using the Site Manager Supply List in Yellow envelope (reference to manual pages 71 - 72) <input type="checkbox"/> Call Poll Worker Hotline immediately if any supplies are missing (858) 565-3360
STATION AND EQUIPMENT SET UP (Set up poll before you begin Training)
1. Site Manager: <ul style="list-style-type: none"> <input type="checkbox"/> Set up a supply cart with: <ul style="list-style-type: none"> • Cradlepoint, one PRODUCTION ePollbook, hand sanitizer, Super Sani-Cloths • Follow Cradlepoint instructions found in the manual on page 59 • Follow ePollbook setup instructions in the ePollbook Setup Manual found in the Site Manager Yellow Packet • Blue Envelope • Sealed paper roster carton(s) <ul style="list-style-type: none"> ❖ DO NOT open the roster cartons unless instructed by Poll Worker Hotline
2. Greeter Station: <ul style="list-style-type: none"> <input type="checkbox"/> Use the Site Specific Plan Layout to determine the best flow for voters to enter and exit the Poll Location <input type="checkbox"/> Place supplies on Greeter table as shown in the Poll Diagrams on manual page 12 <input type="checkbox"/> Measure 25ft and mark for exit polling and 100ft for electioneering <input type="checkbox"/> Confirm the plan for an exterior line <input type="checkbox"/> Place social distance markers along run of line (inside and outside) <input type="checkbox"/> Place the Posted Items display Panel (DOJ panel) near the Greeter Station entrance for voters to read <input type="checkbox"/> Post Voter Assistance poster, Top Two Candidates form as well as any other postings near the Greeter Station entrance for voters to read <input type="checkbox"/> Set up any inside accessibility supplies provided as instructed in TAB 4 of Blue Envelope <input type="checkbox"/> Set Observer area 6 feet from Check-In station and post the Observer Policies and Procedures poster <input type="checkbox"/> Set out Observer Sign In/Out sheet

POLL SETUP CHECKLIST

3. Check-In Station: <ul style="list-style-type: none"> <input type="checkbox"/> Set up the check-in tables using the Site Specific Plan Layout <input type="checkbox"/> Place supplies on check-In table as shown in manual on page 13 <input type="checkbox"/> Set up two PRODUCTION ePollbooks <ul style="list-style-type: none"> • Ensure all cables are plugged in • Ensure Heartbeat connection is made • For specific instructions, refer to the ePollbook Setup Manual in the Site Manager Yellow Packet
4. Voting Station: <ul style="list-style-type: none"> <input type="checkbox"/> Use the Site Specific Plan Layout to determine placement of PRODUCTION Ballot Marking Devices (BMD) <ul style="list-style-type: none"> • DO NOT set up PRODUCTION BMDs until after the training <input type="checkbox"/> Assemble and position cardboard voting booths six feet apart
5. Checkout Station: <ul style="list-style-type: none"> <input type="checkbox"/> Set up checkout table using the Site Specific Plan Layout <input type="checkbox"/> Place supplies on checkout table as shown in the Poll Diagrams on manual page 12 <input type="checkbox"/> Hang American flag behind Check-In Station with stars to the left as you face it <input type="checkbox"/> Post all provided health posters <input type="checkbox"/> Post the Election Operations Health & Safety Plan Packet (found in SM Yellow Packet) near the Greeter Station entrance <input type="checkbox"/> Set up a black cart with remaining supplies needed at Greeter/Voting/Checkout Stations
BEGIN POLL WORKER TRAINING IMMEDIATELY AFTER POLL SETUP - NO LATER THAN 11:00AM
1. Before Training begins, take a 15-minute break at 9:45AM 2. Standby Poll Worker(s) arrival – At 10:00AM
END OF DAY- AT 4:30PM (LEAVE THE SITE NO LATER THAN 5:00PM)
1. Voting Station: <ul style="list-style-type: none"> <input type="checkbox"/> Replace the 2 TRAINING BMD monitors with Election Day PRODUCTION BMD monitors <input type="checkbox"/> Assemble BMD and BMD voting booths six feet apart <input type="checkbox"/> Complete full setup of PRODUCTION BMDs using instructions in the manual on pages 38 - 48 <input type="checkbox"/> Assemble and position one PRODUCTION BMD on a blue ADA cart using instructions in manual on page 45 <input type="checkbox"/> Complete Seal Verification Log (Blue Envelope TAB 6) <input type="checkbox"/> Confirm Zero ballots cast on each BMD (bottom left corner of tablet) <ul style="list-style-type: none"> • DO NOT complete section 3 of the Seal Verification Log until reconfirmed Election Morning <input type="checkbox"/> If any BMDs show ballot(s) have been cast, call the poll Worker Hotline immediately (858) 565-3360 <input type="checkbox"/> Place yellow booth ballots in all voting booths (clip to right side)
2. Confirm and/or review: <ul style="list-style-type: none"> <input type="checkbox"/> TRAINING EPBs have been turned off and packed in their cases <ul style="list-style-type: none"> • Only Election Day PRODUCTION ePollbooks should remain at Check-In Stations <input type="checkbox"/> Election Day morning arrival protocols with staff (reference to manual pages 76 - 77) <input type="checkbox"/> Staff clocks out on PRODUCTION ePollbook <input type="checkbox"/> Close and ensure poll facility is locked according to facility specifics

Place completed and signed checklist in the Blue Envelope TAB 6.

Completed by Site Manager: _____ X _____
Print NameSignDate

APPENDIX: CHECKLISTS

ELECTION DAY MORNING CHECKLIST

Checkmark each task once completed.

SITE MANAGER ARRIVE AT POLL LOCATION – 5:45AM

1. Site Manager - Prepare for Poll Worker arrival:

- ☐ Prepare Personal Protective Equipment (PPE) for distribution
- ☐ Set out hand sanitizer and Sani-cloths
- ☐ Set out thermometer
- ☐ Set out one PRODUCTION ePollbook for poll worker clock-in
 - DO NOT use TRAINING ePollbook(s) for poll worker clock-in
- ☐ Turn on personal cell phone
 - Registrar of Voters will contact you periodically throughout the day as needed
 - Keep your phone charged and readily available

POLL WORKER BOARD – ARRIVAL AT 6:00AM

1. All Poll Workers - Welcome Poll Workers

- ☐ Before Poll Workers enter poll facility:
 - Answer the three health screening questions
 - Take own temperature using touchless thermometer
 - Ensure all Poll Workers have appropriate PPE
- ☐ Ensure all Poll Workers have clocked in on a PRODUCTION ePollbook
- ☐ Provide and review with Poll Workers:
 - Election Day Morning Checklist (reference to manual pages 76 - 77)
 - Election Day Checklist (reference to manual page 78)

EQUIPMENT CHECK/PREPARE FOR VOTERS

1. Establish voting equipment is operational – Assign to Check-In PI & Voting Station PI

- ☐ Cradlepoint
 - ☐ Make sure blue lights are on and “FF” is displayed
- ☐ ePollbook
 - ☐ Ensure Heartbeat connection is made
 - ☐ Ensure power cables are safely and securely plugged in
 - ☐ Ensure any loose or long cables are taped down and away from foot traffic as much as possible
- ☐ Ballot Marking Devices
 - ☐ Confirm all BMD and printer cable connections are securely plugged in
 - ☐ Ensure any loose or long power cords are taped down and away from foot traffic
 - ☐ Ensure printer paper trays are filled
 - ☐ Ensure Locks are secure and have not been tampered with
 - ☐ Get a Poll Worker Card from the Official Ballot Pouch located in TAB 1 of the Blue Envelope
 - ☐ Follow the BMD- “**Open the Poll**” instructions in the BMD section of the manual on page 49
 - ☐ Reconfirm Zero ballots cast on each BMD (bottom left corner of tablet)
 - Complete Seal Verification Log Section 3
 - ☐ If any BMDs show ballot(s) have been cast, call the poll Worker Hotline immediately (858) 565-3360

Checklists

- ☐ Place the following signs to assist voters:
 - ☐ Yellow poll signs at major intersections and entrances for maximum visibility
 - ☐ Feather sign at main entrance to Poll parking lot
 - ☐ Curbside Voting signs as determined by Site Manager
 - ☐ A-Frame sign where the voter line will start
 - ☐ Voter Bill of Rights in all languages at entrance to Poll
 - ☐ Set up any outside accessibility supplies provided as instructed in TAB 4 of Blue Envelope
 - ☐ Check condition of blue tape X markers every 6 feet and replace if needed
 - ☐ Check 25-foot Exit Poll point and replace if needed
 - ☐ Check 100-foot Electioneering point and replace if needed

3. Names tags:

- ☐ All poll workers must wear a name tag
- ☐ Bilingual poll workers must wear name tag for the language they speak

1. Open the polls promptly at 7:00 AM:
 - ☐ Step outside and announce, “The polls are now open”
2. First Voter:
 - ☐ The first voter in line has the responsibility to confirm that no ballots have been cast before the polls have opened
 - ☐ Follow the first voter instructions in the manual on page 18

Completed by Site Manager: _____ X _____
 Print Name Sign Date

ELECTION DAY CHECKLIST

VOTING HOURS 7:00AM – 8:00PM
1. Remember the Poll Worker Mission: <ul style="list-style-type: none"> • 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
2. If you do not know the answer to a voter’s question DO NOT make up an answer and call the Poll worker Hotline.
3. Make sure your name tag(s) are visible to voters.
4. Always wear PPE.
5. Maintain 6 feet social distance from voters and staff.
6. Encourage voter good behavior by saying: <ul style="list-style-type: none"> • “Thank you for wearing your mask” • “Thank you for staying 6 feet apart” • “We have plenty of hand sanitizer”
7. Take your breaks as suggested in the inside front cover of the manual.
8. Make sure all equipment is charging properly throughout the day.
9. Periodically walk around the polling location and make sure nothing has been left in empty voting booths; there is no writing in voting booths.
10. Periodically walk around the outside of the polling location to ensure: <ul style="list-style-type: none"> • Outdoor signage is still in place (yellow poll signs; feather sign at entrance to Poll parking lot; Curbside Voting; A-Frame; Voter Bill of Rights in all languages) • Blue tape X markers every 6 feet should be easily visible (replace if needed) • Blue tape 25-foot Exit Poll marker should be easily visible (replace if needed) • Blue tape 100-foot Electioneering marker should be easily visible (replace if needed)
11. Electioneering <ul style="list-style-type: none"> • Assist voters or observers who might be electioneering: <ul style="list-style-type: none"> • If there is a restroom nearby, suggest that they turn political t-shirts inside out • Logo on shirts, or buttons, can be covered by masking tape (found in your stationer kit) • As a last resort, you could suggest they vote using the Curbside voting option
12. Observers <ul style="list-style-type: none"> • Make sure Observers are following rules (Observer Policies and Procedures poster) • Observers must sign-in and out on the Observer Sign-in Sheet
13. Poll Watchers <ul style="list-style-type: none"> • Site Manager to assist Poll Watchers with Street Index and/or Check-In report (on 3rd PRODUCTION ePollbook)
14. Do not give media interviews. If media visits your poll, call the Poll Worker Hotline immediately.
15. SANITIZE voting materials and all other touched items as scheduled. <ul style="list-style-type: none"> • Refer to the Cleaning Procedures and Protocols Guide found in manual on pages 82 - 83

Completed by Site Manager: _____ X _____
 Print Name Sign Date

APPENDIX: CHECKLISTS

CLOSING CHECKLIST

Checkmark each task once completed

CLOSING THE POLLS – AT 8:00 PM	
1. Polls close at 8:00 PM	<input type="checkbox"/> As long as voters are in line by 8:00PM, they are eligible to vote <input type="checkbox"/> At 8:00 PM, step outside and announce, “The polls are now closed” and mark the end of the line <ul style="list-style-type: none"> • Voters may not join the line or cast mail ballots after 8:00 PM <input type="checkbox"/> DO NOT end voting before 8:00 PM, no closing activities may begin until all voters have completed voting and left the poll
2. Once all voters have left the poll facility, remove the Official Ballot Statement from TAB 6 of the Blue Envelope	<input type="checkbox"/> Write the poll location number in the provided field
BALLOT STATEMENT - PART B: COUNT AND RECORD BALLOTS	
1. Official Ballot Box	<input type="checkbox"/> Once all voters have left the voting facilities, Site Manager and one other Poll Worker break the seals on the Official Ballot Box <input type="checkbox"/> Remove and sort: <ul style="list-style-type: none"> • BMD Ballots • peach Provisional envelopes • green CVR envelopes <input type="checkbox"/> Place any Mail Ballot envelopes from Ballot Box into a Yellow Mail Ballot Bag
2. BMD ballots	<input type="checkbox"/> Count the voted BMD ballots <input type="checkbox"/> Write the total on the Ballot Statement (Part B, Line 2)
3. White Voted Ballot Carton	<input type="checkbox"/> Place the voted BMD ballots into the white Voted Ballot Carton <ul style="list-style-type: none"> • DO NOT SEAL white Voted Ballot Carton before placing completed Ballot Statement inside the white Voted Ballot Carton • Complete the “Carton #/of Total Cartons” on the white Voted Ballot Carton(s)
4. Voted peach Provisional envelopes & green CVR envelopes	<input type="checkbox"/> Count the peach Provisional envelopes <input type="checkbox"/> Count the green CVR envelopes <input type="checkbox"/> Write the total number of peach Provisional Envelopes on the Ballot Statement (Part B, Line 3) <input type="checkbox"/> Write the total number of green CVR Envelopes on the Ballot Statement (Part B, Line 4)
5. Red Bag	<input type="checkbox"/> Write the total number of peach Provisional Envelopes on the Red Bag card <input type="checkbox"/> Write the total number of green CVR Envelopes on the Red Bag card <input type="checkbox"/> Place the peach Provisional Envelopes in the Red Bag <input type="checkbox"/> Place the green CVR Envelopes in the Red Bag <input type="checkbox"/> Return the Red Bag card to the plastic window. DO NOT SEAL - set aside for additional items

APPENDIX: CHECKLISTS

CLOSING CHECKLIST

6. Spoiled Ballots
<input type="checkbox"/> Count Spoiled Ballots from the Spoiled/Surrendered brown carton. DO NOT count BMD test pages as Spoiled Ballots <input type="checkbox"/> Write the total number of Spoiled Ballots on Ballot Statement (Part B, Line 5)
7. Brown Carton
<input type="checkbox"/> Place Spoiled Ballots back in the Spoiled/Surrendered brown carton <input type="checkbox"/> Place the Yellow Booth Ballots and voter BMD Tickets into brown carton <input type="checkbox"/> Seal brown carton(s) using a Closing Blue Security seal <input type="checkbox"/> Place a checkmark in the "Unused, Surrendered..." box <input type="checkbox"/> All Poll Workers sign the Closing Blue Security seal(s) <input type="checkbox"/> Complete the "Carton #/of Total Cartons" section on each brown carton. <input type="checkbox"/> Place brown carton(s) in a designated location for warehouse pickup on April 7
BALLOT STATEMENT - PART C: TOTAL NUMBER OF CHICK-INS ON EPB
1. Check-In Forms and Counts
<input type="checkbox"/> Collect all Check-In Forms from the Check-In Station <input type="checkbox"/> Using an ePollbook, access the Check-In Totals screen and write the grand totals of Regular and Provisional Check-Ins on the Ballot Statement (Part C, Line 6) <input type="checkbox"/> Remove the Check-In Form Security Envelope from the Blue Envelope, Tab 3 <input type="checkbox"/> Write the Poll Location, Date, and Total Number of Check-Ins (ePollbook total of Regular plus Provisional Check-Ins) on the envelope <input type="checkbox"/> Place all Check-In Forms inside the Check-In Form Security Envelope and seal
2. Red Bag
<input type="checkbox"/> Place the sealed Check-In Form Security Envelope inside the Red Bag <input type="checkbox"/> If there are Mail Ballot Signature Form to return, place in Mail Ballot Signature Form envelope (found in Blue Envelope – TAB 3) and place it inside the Red Bag <input type="checkbox"/> Once the peach Provisional envelopes, green CVR envelopes, Check-In Form Security envelope, and Mail Ballot Signature Form envelope are secured inside the Red Bag and the Red Bag card is completed, zip the Red Bag and lock zipper with a Red Tab Lock <input type="checkbox"/> Set Red Bag aside for return to DART
3. Yellow Mail Ballot Bag
<input type="checkbox"/> Lock all Yellow Mail Ballot Bags with a Red Tab Lock and set them aside for return to DART
COMPLETE BALLOT STATEMENT – PART D: TOTAL BALLOTS PRINTED ON BMD & SIGN
1. Total Ballots Printed on BMDs
<input type="checkbox"/> Record the number of total ballots cast from each BMD in the spaces on the Ballot Statement (Part D, Line 7)
2. Sign Ballot Statement
<input type="checkbox"/> Once the Ballot Statement is complete, Site Manager and all poll workers must sign
3. White Ballot Carton
<input type="checkbox"/> Place the completed and signed Ballot Statement in the white Voted Ballot Carton on TOP of the BMD Ballots <ul style="list-style-type: none"> • If there is more than one white Voted Ballot Carton, the Ballot Statement must go in the first carton <input type="checkbox"/> Seal white Voted Ballot Carton(s) using Closing Blue Security Seal <input type="checkbox"/> Place a checkmark in the "Voted Ballots" box on the Closing Blue Security seal <input type="checkbox"/> All Poll Workers sign

CLOSING CHECKLIST

PACK-OUT #1 – ALL POLL WORKERS
<p>1. Board Pack-Out (BEFORE leaving for DART)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Before poll workers leave to deliver election materials to DART, all poll workers: <ul style="list-style-type: none"> • Collect all exterior polling place materials: Yellow Polling Place signs, feather sign, curbside voting sign(s), A-Frame/VOTE Here sign • Disassemble and pack: BMDs/BMD booths, voting booths and DOJ panel, EPBs, cords and chargers • Leave one PRODUCTION ePollbook out for poll worker clock-out
DART – TWO POLL WORKERS
<p>1. Super Poll Chain of Custody Form (found in Blue Envelope – TAB 6)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Write Poll Location Number, Date, and complete Section 1 <input type="checkbox"/> Two Poll Workers sign the Chain of Custody form
<p>2. DART</p> <ul style="list-style-type: none"> <input type="checkbox"/> Two poll workers escort all voted items and election materials to DART (DART Location assignment found in Blue Envelope - TAB 4) <input type="checkbox"/> Take: <ul style="list-style-type: none"> • Red Bag with Check-In Form Security Envelope and Mail Ballot Signature Form Envelope inside, • Yellow Mail Ballot Bag(s), • White Voted Ballot Carton(s), • Chain of Custody form with Section 1 completed and ready for the DART Representative to collect <input type="checkbox"/> One Poll Worker will keep the top white copy after DART representative completes Section 2 <input type="checkbox"/> Once task is complete, both poll workers MUST call Site Manager to notify they are leaving DART <ul style="list-style-type: none"> • Site Manager will clock them out <input type="checkbox"/> Keep your cell phones on until you get home in case the ROV or your Site Manager calls
PACK-OUT #2 – REMAINING POLL WORKERS
<p>1. Pack-Out</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site Manager and poll workers will pack remaining poll supplies <input type="checkbox"/> Repack all polling place materials using the Site Manager Supply List as a guide
<p>2. Official Ballot Pouch</p> <ul style="list-style-type: none"> <input type="checkbox"/> Secure all BMD Poll Worker Cards as well as all locks and seals in Official Ballot Pouch <input type="checkbox"/> Place Official Ballot Pouch in Blue Envelope, TAB 1.
<p>3. Final Details</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure all poll location items are packed and properly positioned for Warehouse pick-up <input type="checkbox"/> Remaining poll workers clock out <input type="checkbox"/> Site Manager receives DART poll worker call and clocks them out <input type="checkbox"/> Shutdown remaining PRODUCTION ePollbook after all poll workers clock out <input type="checkbox"/> Pack Cradlepoint <input type="checkbox"/> Turn off lights and secure Poll room and, if necessary, make sure facility is secure with site contact <input type="checkbox"/> Depart facility <input type="checkbox"/> Site Manager - Keep your cell phone on until you get home in case the ROV calls

Place completed and signed checklist in the Blue Envelope TAB 6.

Completed by Site Manager: _____ X _____
Print Name
Sign
Date

APPENDIX: RESOURCES

Cleaning Procedures and Protocols Guide

Election Equipment, Supplies, Surfaces and PPEs

*Follow these protocols to ensure a safe voting environment /
and preserve the Poll Location equipment and supplies*



Always wear protective gloves while cleaning supplies

Super Sani-Cloth Germicidal Disposable Wipes will be used to disinfect all Super Poll items

Election Equipment

Item	Frequency of Cleaning	Cleaning Method
ePollbook	After each voter	Using gentle pressure and circular motions, wipe the iPad touchscreen surface clean. To avoid spotting, make sure to wipe dry with a new clean screen wipe. DO NOT let any moisture get in any openings. Dispose of Super Sani-Cloth Wipe and/or screen wipe immediately after use.
Cradlepoint	As needed/end of day	Gently wipe surface areas only. DO NOT let any liquid get inside any crevices. Wipe dry with a new paper towel if necessary. Dispose of Super Sani-Cloth Wipe and/or paper towel immediately after use.
BMD Tablet	After each voter	Gently wipe BMD screen first using gentle pressure and circular motions. To avoid spotting, make sure to wipe dry with a new screen wipe. Wipe other surface areas. DO NOT let any liquid get inside any crevices. Dispose of Super Sani-Cloth Wipe and/or screen wipe immediately after use.
BMD Printer	After each voter	Gently wipe outside surfaces. DO NOT wipe any surfaces inside the printer. DO NOT let any liquid get inside any crevices or puddle. Wipe dry with a new paper towel if necessary. Dispose of Super Sani-Cloth Wipe and/or paper towel immediately after use.
ATI	After each voter	Gently wipe buttons and surface. DO NOT let any liquid get inside ATI buttons or crevices. Wipe dry with a new paper towel if necessary. Dispose of Super Sani-Cloth Wipe and/or paper towel immediately after use.
BMD Headphones	Each voter will be given disposable plastic covers (if they need/request them) to put on their headphones	After use, the voter will remove the plastic covers and dispose of immediately. After voter is finished, gently wipe hard plastic surfaces only. DO NOT let any liquid get inside any crevices. Wipe dry with a new paper towel if necessary. Dispose of Super Sani-Cloth Wipe and/or paper towel immediately after use.
ADA BMD/Cart	After each use	<i>Refer to BMD Tablet and Printer instructions to clean these items.</i> To Clean Cart, gently wipe exposed surfaces and any surfaces that have been touched. Use a new paper towel to dry if necessary. Dispose of Super Sani-Cloth Wipe and/or paper towel immediately after use.

Surfaces

Item	Frequency of Cleaning	Cleaning Method
Plexiglass Dividers	Every 30 minutes	Use 1 Super Sani-Cloth Wipe per check-in station divider. To avoid spotting, make sure to wipe dry with a new paper towel. Dispose of Super Sani-Cloth Wipe and/or paper towel immediately after use.
Tables	Every 30 minutes	Use 1 Super Sani-Cloth Wipe per table. Dispose of Super Sani-Cloth Wipe immediately after use.
Chairs	Every 30 minutes	Use 1 Super Sani-Cloth Wipe per chair. Dispose of Super Sani-Cloth Wipe immediately after use.
Door Handles	Every 30 minutes	Use 1 Super Sani-Cloth Wipe per door handle. Dispose of Super Sani-Cloth Wipe immediately after use.

Supplies

Item	Frequency of Cleaning	Cleaning Method
Ink Pens	Place in USED basket after each use. As supplies need replenishing or minimum every 30 minutes	Use 1 Super Sani-Cloth Wipe per ink pen. Wipe all outside areas of ink pen avoiding ink tip. Dispose of Super Sani-Cloth Wipe immediately after use.
Stylus Pens	Place in USED basket after each use. As supplies need replenishing or minimum every 30 minutes	Use 1 Super Sani-Cloth Wipe per stylus pen. Wipe all areas of stylus pen clean. Dispose of Super Sani-Cloth Wipe immediately after use.
Clipboards	Place in USED container after each use. As supplies need replenishing or minimum every 30 minutes	Use 1 Super Sani-Cloth Wipe per clipboard. Wipe all areas of clipboard clean. Dispose of Super Sani-Cloth Wipe immediately after use.
Clean Pen Baskets	At end of day or as needed	Use 1 Super Sani-Cloth Wipe per basket. Wipe all areas of basket clean. Dispose of Super Sani-Cloth Wipe immediately after use.
Used Pen Baskets	After every used pen cleaning session	Use 1 Super Sani-Cloth Wipe per basket. Wipe all areas of basket clean. Dispose of Super Sani-Cloth Wipe immediately after use.

PPEs

Item	Frequency of Cleaning/Changing	Cleaning Method
Face Shields	Discretionary. As needed for visual clarity.	Gently wipe both sides of shield with Super Sani-Cloth Wipe. To avoid spotting, wipe dry using a new screen wipe. Dispose of Super Sani-Cloth Wipe and/or screen wipe immediately after use.
Disposable Masks	Every 6 – 8 hours/after each shift or if mask becomes wet.	Single use only. Dispose of mask immediately after use.
Gloves	Always wear when cleaning supplies. Replace as soon as they become soiled or torn.	Single use only. Dispose of used gloves immediately.
Aprons	Discretionary for each poll worker	Use Super Sani-Cloth wipe to clean as necessary while at Super Poll. Dispose of Super Sani-Cloth Wipe immediately after use. If your apron needs a deeper cleaning, you can machine wash (warm) gentle cycle with like colors and tumble dry (low). It will get softer but should retain its water-repelling qualities after being washed. Avoid using bleach.

APPENDIX: RESOURCES

DISABILITY SENSITIVITY AT THE POLLS

Tips from the California Secretary of State

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

Meeting a Person With a Disability

- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with physical contact. Be respectful of personal boundaries. Maintain 6ft of physical distance, unless it hinders your ability to assist the voter.
- **Speak directly to a person with a disability,** not just to others accompanying a person.
- **Offer assistance, but do not insist on providing it.** It is best to ask all voters if they need assistance, instead of assuming who may or may not have a disability. Always ask how you may best assist before acting, wait until the offer is accepted, and then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person who is disabled.
- **Don't ask about or mention a person's disability** unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.
- **Keep your communications simple.** Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short, rephrase, or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you're speaking with them, as they may be using body language to communicate.

Interacting With a Person Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

- **Provide personal space.** Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of his or her personal space.
- **Clear the path.** Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.
- **When giving direction to someone using a mobility device,** consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

Meeting Someone With a Disability That Affects Speech

- **Pay attention, be patient, and wait** for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- **Understand a person may use assistive technology** such as an alphabet board or computer to communicate.

Meeting Someone Who Has a Visual Impairment

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


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

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

Use Appropriate Language

- Instead of disabled person, handicapped, or crippled, say **person with a disability**
- Instead of an able-bodied person, say **person without a disability**
- Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**
- Instead of the blind, say **person who is blind or visually impaired**
- Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**
- Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**
- Instead of epileptic, say **person with epilepsy**
- Instead of a Down's person or Mongoloid, say **person with Down Syndrome**

VOTER BILL of RIGHTS



★

YOU HAVE THE FOLLOWING RIGHTS

★

1. **The right to vote if you are a registered voter.** You are eligible to vote if you are:


- ★ a U.S. citizen living in California
 - ★ at least 18 years old
 - ★ registered where you currently live


- ★ Not currently serving a state or federal prison term for the conviction of a felony, and
 - ★ not currently found mentally incompetent to vote by a court
2. **The right to vote if you are a registered voter even if your name is not on the list.**
You will vote using a provisional ballot. Your vote will be counted if elections officials determine that you are eligible to vote.
3. **The right to vote if you are still in line when the polls close.**
4. **The right to cast a secret ballot** without anyone bothering you or telling you how to vote.
5. **The right to get a new ballot if you have made a mistake,** if you have not already cast your ballot. You can:
Ask an elections official at a polling place for a new ballot,
Exchange your vote-by-mail ballot for a new one at an elections office, or at your polling place, or
Vote using a provisional ballot.
6. **The right to get help casting your ballot** from anyone you choose, except from your employer or union representative.
7. **The right to drop off your completed vote-by-mail ballot at any polling place** in California.
8. **The right to get election materials in a language other than English** if enough people in your voting precinct speak that language.
9. **The right to ask questions to elections officials about election procedures** and watch the election process. If the person you ask cannot answer your questions, they must send you to the right person for an answer. If you are disruptive, they can stop answering you.
10. **The right to report any illegal or fraudulent election activity** to an elections official or the Secretary of State's office.


SPECIAL NOTICE

- Polls are open from 7:00 a.m. to 8:00 p.m. on the day indicated in the posted county Voter Information Guide.
- Specific instructions on how to vote, including how to cast a provisional ballot, can be obtained from a poll worker or by reading the information mailed to you by your local elections official.
- If you are a newly registered voter, you may be asked to provide appropriate identification or other documentation according to federal law. But please note that every individual has the right to cast a provisional ballot even if he or she does not provide the documentation.
- It is against the law to represent yourself as being eligible to vote unless you meet all of the requirements to vote under federal and state law.
- It is against the law to tamper with voting equipment.

If you believe you have been denied any of these rights, call the Secretary of State's confidential toll-free Voter Hotline at (800) 345-VOTE (8683).

 On the web at www.sos.ca.gov

 By phone at (800) 345-VOTE (8683)

 By email at elections@sos.ca.gov

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

Ballot Carton: The small cardboard cartons that hold the paper ballots. There are white cartons 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 voters to mark their selections on a tablet and print out their ballot. The BMD is suitable for all voters. Only BDMs are offered for in person voting this election; no paper ballots will be available.

Ballot Statement: Found in Tab 6 of the Blue Envelope. This form is used to record the total number of Check-In Forms received and BMD Ballots printed.

Blue Envelope: With six pockets tabbed for Official Ballot Pouch, election logs and forms, surveys, ADA information, poll worker reference items, voter handouts and forms.

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

Board or Precinct Board: Team of poll workers who work at a specific poll site. A board consists of 1 Site Manager and 3 Precinct Inspectors.

Booth Ballots: Yellow copies of the ballot in all 5 languages posted in voting and BMD booths.

Check-In Form: Form filled out by voter to check in for voting at the poll. This form comes in all five languages.

Check-In Form Envelope: Envelope used to return all completed Check-In Forms at the end of election night. Will be returned in the Red Bag.

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

DART: Dispatch And Return Team.

DART Ballot Return Center: Site where you drop off your election supplies after the polls close.

DOJ Panel – Department of Justice Panel: Must be setup inside facilities near the entrance of Super Poll.

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

ePollbook: Electronic database of registered voters. Each voter must sign the ePollbook to receive a ballot.

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

HAVA: Help America Vote Act.

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 receives a ballot in the mail.

Official Ballot Pouch: Clear zippered pouch containing seals, security items and the Poll Worker Cards for the BMD's. It is found in the Blue Envelope TAB 1.

GLOSSARY

Polling Location: Neighboring precincts grouped together into one large poll to provide in-person voting locations throughout the county.

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.

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

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

ROV: Registrar of Voters office.

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

Spoiled Ballot: A printed BMD ballot that has been damaged or has a mistake. It must be slightly torn through QR, marked "spoiled," and placed in a brown carton before voter may vote on the BMD again.

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

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

Main Line: (858) 565-5800

Email: pollworker@sdcounty.ca.gov

Fax: (858) 505-7299

Region 1A

Vanessa Perez (858) 505-7221

Cynthia Hernandez (858) 505-7220

Region 1B

Donna Peralta (858) 505-7230

Jolie Ramage (858) 505-7229

Recruitment Associates

Diana Delmege (858) 505-7224

Martha Jimenez (858) 505-7232

Elections Manager:

Pamela Jordan

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.

POLL WORKER OATH

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

