



-Poll Worker Manual-

NAME: _____

VOTING LOCATION #: _____



QUICK REFERENCE

Voting Location Address: _____

Site Contact Name: _____

Phone & Email: _____

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

<p>Poll Worker Hotline (858) 565-3360</p> <p>Saturday, September 11th thru Monday, September 13th 7:30 a.m. – 5:30 p.m.</p> <p>Election Day, Tuesday, September 14th 6:30 a.m. – Until last poll worker goes home</p> <p>Observer Hotline (858) 495-5123</p> <p>Curbside Voting (858) 505-7396</p>	<p>Suggested* Break Schedule</p> <p>Saturday, 9/11 – Monday, 9/13, each poll worker will receive one lunch break.</p> <p>2 PWs: 11:30 a.m. – 12:30 p.m. 1 PW: 12:30 p.m. – 1:30 p.m. 1 PW: 1:00 p.m. – 2:00 p.m. 1 PW: 1:30 p.m. – 2:30 p.m. 2 PWs: 2:00 p.m. – 3:00 p.m.</p> <p>On Election Day 9/14, each poll worker will receive two 45-minute lunch breaks.</p> <p>2 PWs: 9:30 a.m. – 10:15 a.m. 1:30 p.m. – 2:15 p.m. 2 PWs: 10:15 a.m. – 11:00 a.m. 2:15 p.m. – 3:00 p.m. 1 PW: 11:00 a.m. – 11:45 a.m. 3:00 p.m. – 3:45 p.m. 1 PW: 11:45 a.m. – 12:30 p.m. 3:45 p.m. – 4:30 p.m. 1 PW: 12:30 p.m. – 1:15 p.m. 4:30 p.m. – 5:15 p.m.</p> <p><small>*These are suggested break schedules. The Site Managers will use their best judgment to schedule each board member to receive these lunch breaks as allowed by time and voter turnout.</small></p>
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NOTE FROM THE INTERIM REGISTRAR



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) 505-6876 Web Address: www.sdvote.com

CYNTHIA L. PAES

Interim Registrar of Voters

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 and what's the purpose of a recall election?

The recall process has been part of California's political system since 1911. It provides a mechanism for the public to attempt to remove elected public officials from office before the end of their term of office. Before a recall election can be initiated, a certain number of voters must sign a recall petition within a specified amount of time. This threshold was met on April 26, 2021 and has led to California's second gubernatorial recall election in nearly two decades and you get to be a part of it all!

With what is looking like a busy 2021 along with all the precautions still surrounding COVID-19, one area remains fundamental, consistent, and true to the success of our office and the overall election...that's YOU!

Whether you are a returning poll worker or new this election, thank you for joining the team. Every voter in San Diego County is *counting* on us!

As with last year's presidential general election we will again adapt for safe operations. 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 election workers healthy and safe while serving our voters.

Just like last fall, voting locations will be open for four days, Sept. 11 – Sept. 14, and you will have a full deployment of Ballot Marking Devices. All voters coming to your location to vote will mark their ballot on one of these devices, print their ballot and then it will be cast into the ballot box.

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 September 14, 2021 California Gubernatorial Recall Election, I hope you will not only find that it was worth it but found the experience to be personally rewarding.

CYNTHIA L. PAES

A handwritten signature in blue ink, appearing to read "Cynthia L. Paes".

Interim Registrar of Voters

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ELECTION DAY RULES



Poll Hours

**Saturday, September 11, to
Monday September 13, 2021:**

All voting locations must open at 8:00 a.m. and close at 5:00 p.m.

**Election Day, Tuesday,
September 14, 2021:**

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



Bilingual Poll Workers

Many voting locations 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 voting locations.

No drinks or food are permitted at the official poll worker tables.

Televisions, radios or other devices that would disturb voters are not allowed at the voting locations. 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 a political conversation while at or near the voting location.

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. Close-toed shoes are recommended.

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 each election night.

CALENDAR OF IMPORTANT TASKS AND DATES

AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8	9	10	11	12	13	14
	Site Manager Training Group 1			Site Manager Training Group 2		
15	16	17	18	19	20	21
Site Manager Training Workshop I*	Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m.					
	Site Manager Training Group 3			Site Manager Training Group 4		
22	23	24	25	26	27	28
Site Manager Training Workshop II*	Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m.					
	Site Manager Dress Rehearsals					
SEPTEMBER						
29	30	31	1	2	3	4
	Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m.					Poll Worker Training Group 3
	Last day to register to vote Voting Location training site setup	Poll Worker Training Group 1		Poll Worker Training Group 2		
5	6	7	8	9	10	11
Poll Worker Training Group 3	Early Voting Available at ROV Office 8:00 a.m. - 5:00 p.m.					Hotline: 7:30 a.m. - 5:30 p.m.
	Poll Worker Training Group 4		Poll Worker Training Group 5		PW Hotline	
					DART Supply Pickup Voting Location Setup	Voting Locations are open to assist voters 8 a.m. - 5 p.m.
12	13	14 ELECTION DAY	15	*Site Manager Training Workshop Info: <i>Where:</i> County of San Diego campus Building 5500, Room 120 <i>Time:</i> 8:00 a.m. - 5:00 p.m. <i>What:</i> Drop in to one of these voluntary workshops for as long as you'd like for more hands-on review!		
Hotline: 7:30 a.m. - 5:30 p.m.		PW Hotline: 6:30 a.m. until last PW goes home	All report to assigned site to pack out the voting location.			
Voting Locations are open to assist voters 8:00 a.m. - 5:00 p.m.		Voting Locations are open from 7:00 a.m. - 8:00 p.m.				

WHAT'S NEW THIS ELECTION

Overview

- 1,965,000 (approx.) Registered Voters in San Diego County
- 1,573,000 (approx.) Permanent Mail Ballot Voters
- 221 Voting Locations



Gubernatorial Recall Election

- Statewide Election
- Voting Locations are open four days
 - ❖ Saturday, September 11th thru Monday, September 13th from 8:00 a.m. – 5:00 p.m.
 - ❖ Tuesday, September 14th from 7:00 a.m. – 8:00 p.m.
- In response to Senate Bill 29 (SB29), all eligible voters for this election will be mailed a mail ballot
- 2 questions on the ballot
- All Ballot Marking Device (BMD) voting
 - ❖ Voters can vote at any voting location because every ballot type can be pulled up on a BMD

Staffing/Training

- Poll Worker Boards consist of 1 Site Manager, 1 Precinct Inspector and 5 Technical Inspectors
- In-Person Training
 - ❖ Site Manager Training - 3 days
 - ❖ Poll Worker Training - 2 days
 - ❖ No Online Training

Supplies/Logistics

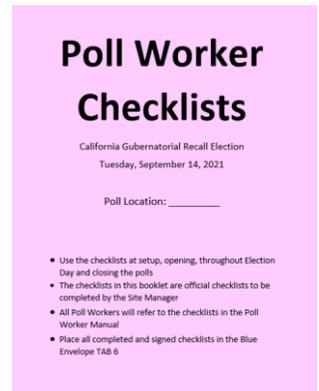
- New Forms will be used due to four day in-person voting
 - ❖ Storage Container Seal Log
 - ❖ Daily Ballot Log
 - ❖ BMD Daily Log
- Laptop will be provided to all voting locations
 - ❖ To use for Street Index and Precincting App
- Newly revised Provisional and CVR Envelopes
- New Mail Ballot Replacement Envelope
- Mixture of storage containers and direct deliveries
- Curbside Voting signs with phone number

PRE-ELECTION TASKS

Work these tasks like a checklist to ensure the following are completed. There will be a pink checklist packet provided to each voting location that needs to be signed and returned to the ROV.

All Poll Workers –

- Make alternate arrangements to vote
 - Vote by mail
 - Bring it with you to your voting location
 - Drop it off at a Mail Ballot Drop Off (MBDO) location
 - Vote early at the San Diego Registrar of Voters
- Attend classroom training
 - Site Managers: 3-day training
 - ❖ Optional Workshop
 - Poll Workers: 2-day training
- Review details of assigned voting location
- Confirm your work schedule on your appointment notice
- Friday, September 10th, meet at assigned voting location to set-up for voting



All Site Managers –

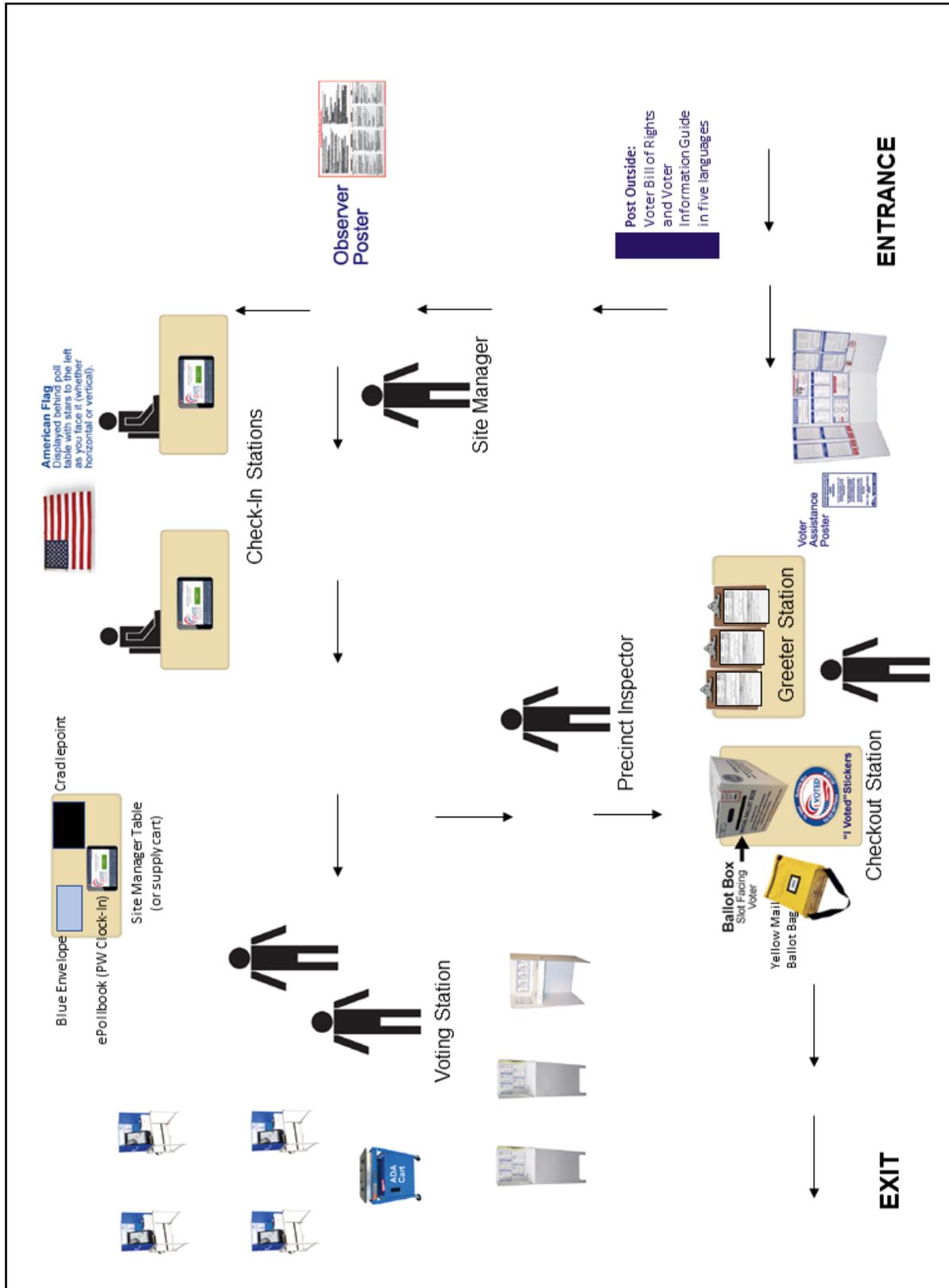
YELLOW PACKET CHECKLIST

- Review Contents of the Site Manager Yellow Packet**
 - Site Manager Information Sheet
 - Voting Location Information:
 - ❖ Site name and address
 - ❖ Voting Location ID Number
 - ❖ Voting Location site contact information (write this information in your manual)
 - ❖ Poll Worker Board names and contact information
 - ❖ Site Manager Employee ID Number
 - DART Assignment Sheet
 - Site Manager Yellow Packet Checklist
 - Supply List
 - Training Equipment Access Sheet
 - ePollbook Setup Manual
 - Poll Worker paper timesheet
 - Storage Container Seal Log
 - Voting Location Setup Checklist (manual pg. 69-70)
- 2. Site Contact**
 - Write the Facility Name, Phone Number, and Email in the space provided in your manual
 - Call the site contact to make a personal introduction
 - Confirm site setup schedule, open/close hours of the voting location, and staff arrival and departure times
 - Confirm best person to contact regarding facility access or questions about the site
- 3. Board Contact**
 - Call all Board Members
 - Confirm dates and location of Poll Worker Training
 - Confirm the date, time, and location of voting location setup
 - Confirm dates and expected arrival/departure times for election days



VOTING LOCATION DIAGRAMS

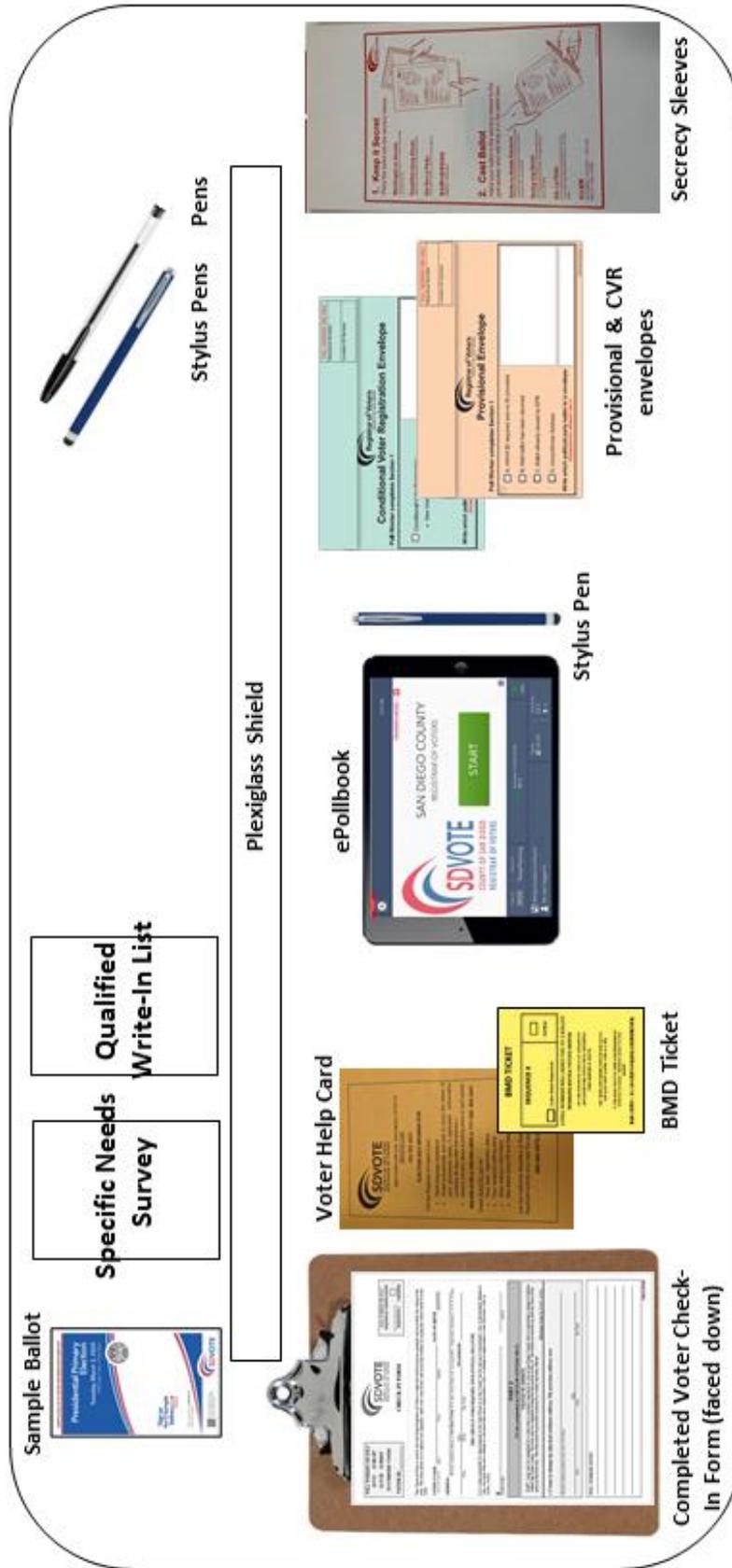
This diagram does not reflect the official setup of a voting location. It is to provide a generic view of stations and voter flow.



*Three cardboard voting booths will be set up for voters who choose to vote their mail ballot at the voting location. 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.

VOTING LOCATION DIAGRAMS

Check-In Table Setup



Voter side

Poll Worker side

VOTING LOCATION DIAGRAM

Voting Booths



Voting Instructions
Posted in each booth



Booth Ballots
Post on right side in each booth



STATIONS AND RESPONSIBILITIES

There are a total of 4 stations: Greeter, Check-In, Voting, and Checkout. Each voting location will have at least 7 poll workers: 1 Site Manager, 1 Precinct Inspector, and 5 Technical Inspectors. 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 Technical Inspector who is also responsible for the Checkout Station. Of the two stations, this Technical Inspector's primary responsibility is to monitor the Ballot Box and the Yellow Mail Ballot Bag at the Checkout Station. The Precinct Inspector 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 voters complete their Check-In Form, direct them to an available Check-In Station
- Direct most voters' questions to Site Manager



see image on pg. 62

2. CHECK-IN STATION

There will be two Check-In Station Technical Inspectors. The 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 completed Check-In Form
 - ❖ All voting location 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
- Give voters their voting materials:
 - ❖ BMD Ticket
 - ❖ Secrecy sleeve or envelope (for CVR or Provisional voters only)
- Answer voter questions
- Direct voters to the Voting Station



3. VOTING STATION

There will be two Voting Station Technical Inspectors. The Site Manager will be roving to assist the Voting Station as needed.

Voting Station duties include, but are not limited to:

- Accompany voters to an available BMD or cardboard voting booth
- Activate a ballot using the sequence number on the voter's BMD ticket
- Instruct voters to read the instructions in the voting booth
- Answer voter questions and/or provide assistance with using the BMD
- Direct voters to the Checkout Station

4. CHECKOUT STATION

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

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
- Provide "I Voted" stickers



5. PRECINCT INSPECTOR

The Precinct Inspector is responsible to assist the Site Manager and will be flexible in their duties, including assisting at any station as needed.

Precinct Inspector duties include, but are not limited to:

- Stay near Greeter and Checkout Stations to assist as needed
- Manage voters entering the voting location
- Cover staff when on break
- Answer questions from staff, voters, observers, and the general public
- Ensure staff is correctly following all established County procedures and providing a positive voting experience for all voters

6. SITE MANAGER

The Site Manager is responsible to oversee all activities at the voting location and will be flexible in their duties, including assisting at any station as needed.

Site Manager duties include, but are not limited to:

- Communicate clearly with staff
 - ❖ Keep phone on to answer any text/calls from the ROV
- Always be alert and aware of what is happening
- Stay near Check-In and Voting Stations to assist as needed
- Assist Curbside Voters
- Ensure observers sign in on Observer Sign-In Sheet
- Answer questions from staff, voters, observers, and the general public
- Ensure staff is correctly following all established County procedures and providing a positive voting experience for all voters



OPENING THE VOTING LOCATION

Every morning before the voting location opens to the public, it is important to complete the tasks listed on the Daily Opening Checklist on pgs. 71-72.

All Poll Workers:

- Saturday, September 11th – Monday, September 13th: arrive no later than 7:30 a.m.
- Election Day, Tuesday, September 14th: arrive no later than 6:30 a.m.

Site Manager:

- 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. 51)
 - ❖ Ensure ePollbooks establish heartbeat
- Saturday, September 11th – Monday, September 13th
 - ❖ Only on 9/11: Open the polls on all Ballot Marking Devices (manual pg. 41)
 - Do not close the polls on the BMDs until Election Night, September 14th
 - ❖ Promptly at 8:00 a.m., step outside and announce, “The polls are now open!”
- Election Day, Tuesday, September 14th all voting locations open promptly at 7:00 a.m.
- Confirm all stations are following the Election Day Reminders and understand their duties (manual pg. 73)

ASSISTING VOTERS – FIRST VOTER

The first voter duties detailed below only need to be performed on Saturday, September 11th, the first day voting locations are open.

First Voter

- The first voter in line has the responsibility to confirm that no ballots have been cast before the voting location opens
- 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 and complete the following:

- 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 each voting 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 voting location.

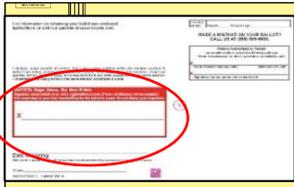
Common voter situations you will encounter at your voting location:

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

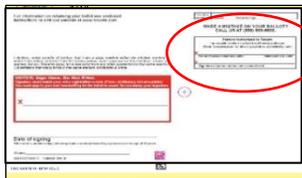
- VBM ballots may be returned in the postage paid return envelope that comes with their mail ballot
- VBM ballots may be returned at a designated Mail Ballot Drop Off (MBDO) location
- VBM ballots may be dropped at any voting location

see image pg. 53



❖ Voter is dropping off their own mail ballot and envelope

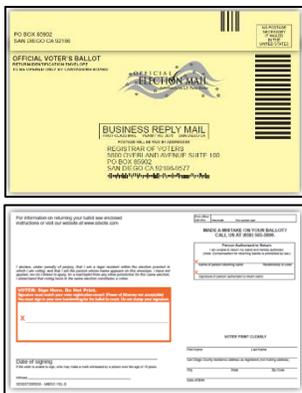
- Technical Inspector at the Checkout Station confirms the Mail Ballot Envelope is sealed, signed, and dated before voter places it into the Yellow Mail Ballot Bag



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

- Technical 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

see image pg. 54



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

- Replacement envelopes will be placed at the Greeter Station
- The voter completely fills out the envelope, places their mail ballot inside, signs, dates, and seals
- Technical 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

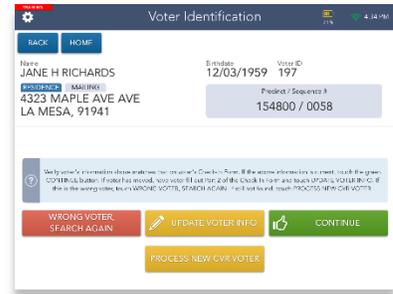
Note: Mail Ballots ONLY go into the Yellow Mail Ballot Bag and MUST be in an envelope.

2. MAIL BALLOT VOTER WHO CHOOSES TO VOTE IN PERSON

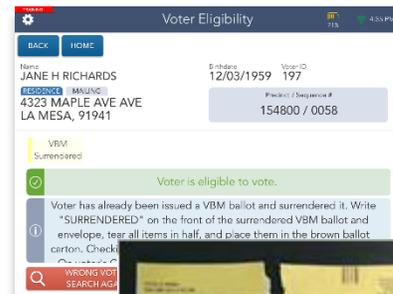
- This voter will be given a Check-In Form at the Greeter Station and then be directed to a Check-In Station for assistance
- Due to Senate Bill 29 (SB29), all active registered voters in San Diego County received a ballot in the mail for this election
 - ❖ Due to this, voter record will show “VBM Ballot Issued” on the ePollbook but they 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 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

POLL WORKER USE ONLY

N/C SB 207
 CVR PROV
 CURBSIDE VOTER

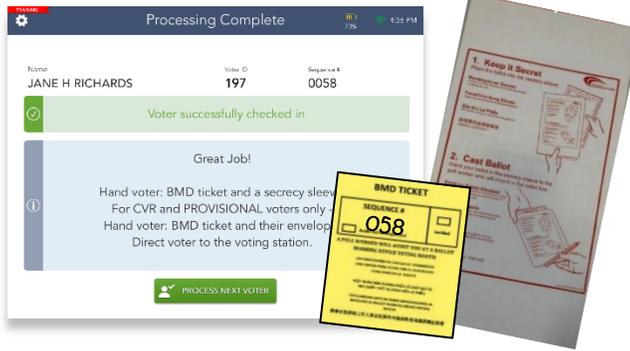
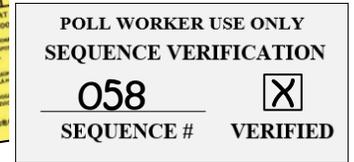
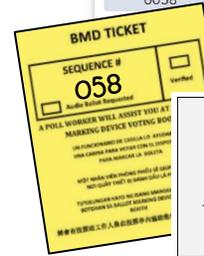
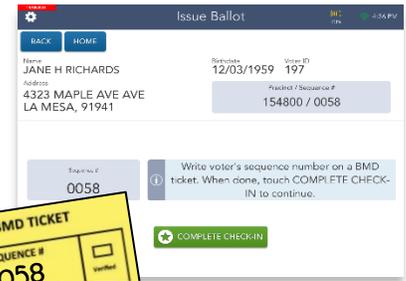
VOTER ID 197



- 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

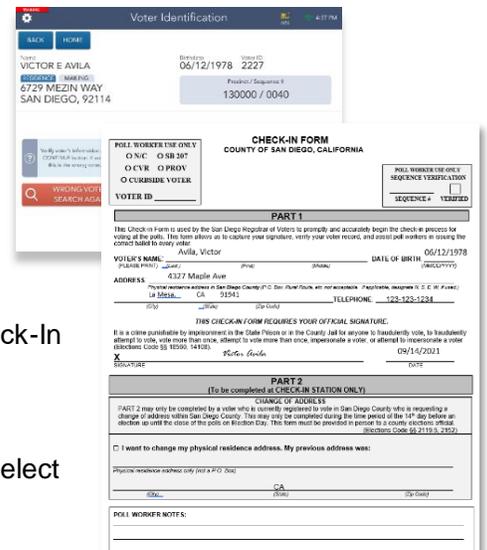


3. VOTER WHO NEEDS TO CHANGE THEIR RESIDENCE ADDRESS

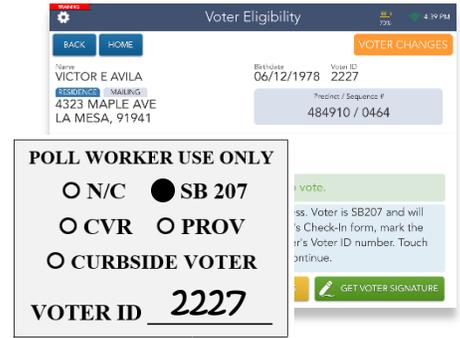
- Senate Bill 207 (SB207) allows a voter to update their residential address at the voting location and vote on the same day

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 name and date of birth
 - Confirm voter's name and birthdate in the ePollbook. If the addresses on Check-In Form and ePollbook do not match, proceed with the following steps:
- 2) Select "Update Voter Info"
- 3) Ask voter to fill out Part 2 of the Check-In Form
- 4) 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"



- 5) 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”



- 6) Voter signs ePollbook
- 7) Once voter signs, select “Issue Ballot”
- 8) 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”
- 9) Final screen
 - Hand voter BMD ticket and a secrecy sleeve
 - Direct voter to take items to the Voting Station

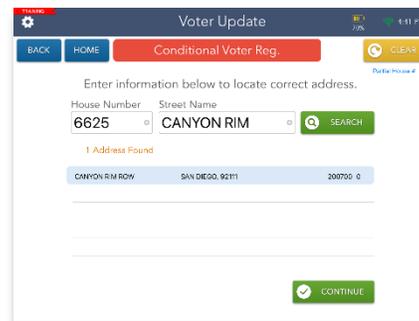
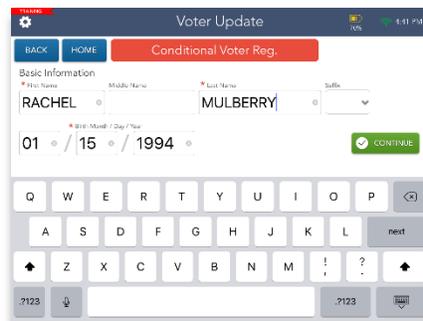


4. CONDITIONAL VOTER REGISTRATION (CVR) VOTER

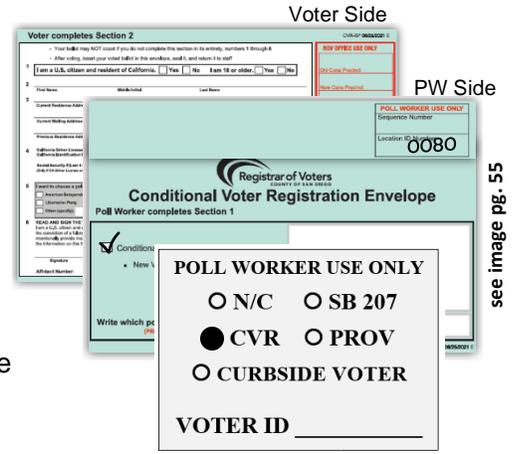
- Conditional Voter Registration (CVR) allows a prospective voter to conditionally register and vote on the same day at any voting location
- A CVR voter is a voter who is voting for the first time or for the first time in San Diego County
- This voter will not be found in the ePollbook and their information 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 name and date of birth
 - Voter will not be immediately found in the ePollbook
 - Double check all fields have correct information and search again using different search options
 - If still not found, press “Process New CVR Voter” button
- 2) Conditionally register the voter into the ePollbook by manually entering their information
 - Enter voter’s full name and birthdate
 - Search for voter’s house number and street name
 - Select correct address
 - 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”



- 3) Status bar at the top states "Conditional Voter Reg"
 - Read instructions in the message box
 - Mark the "CVR" bubble on the Check-In Form
- 4) Issue voter a green Conditional Voter Registration Envelope
 - Ask voter to fill out the voter's side of the CVR Envelope neatly and completely
 - Complete Poll Worker side of the green CVR Envelope
 - ❖ Mark the CVR box
 - ❖ Write the correct Sequence number in the upper right corner
 - Select "Process CVR"
- 5) Get voter's signature
- 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



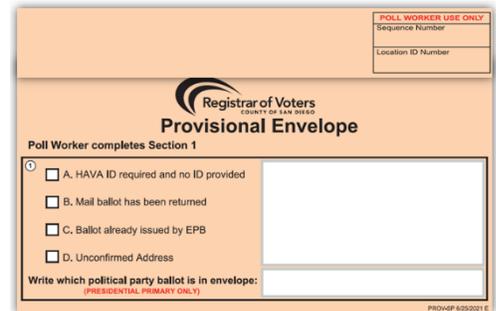
see image pg. 55



5. PROVISIONAL VOTER

- The Technical 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:** Unconfirmed address

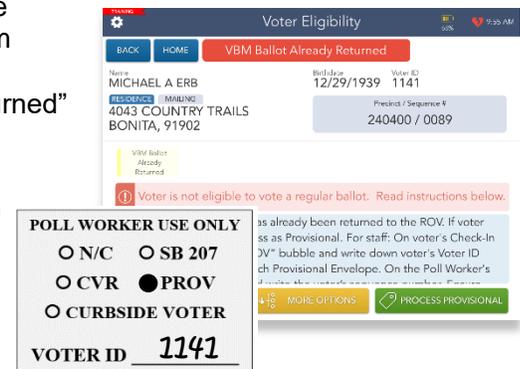


see image pg. 56

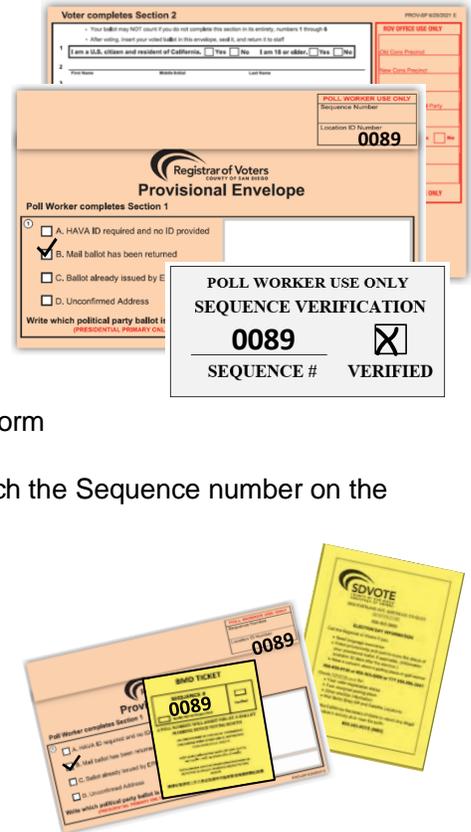
Steps to Assist a Provisional Voter

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 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

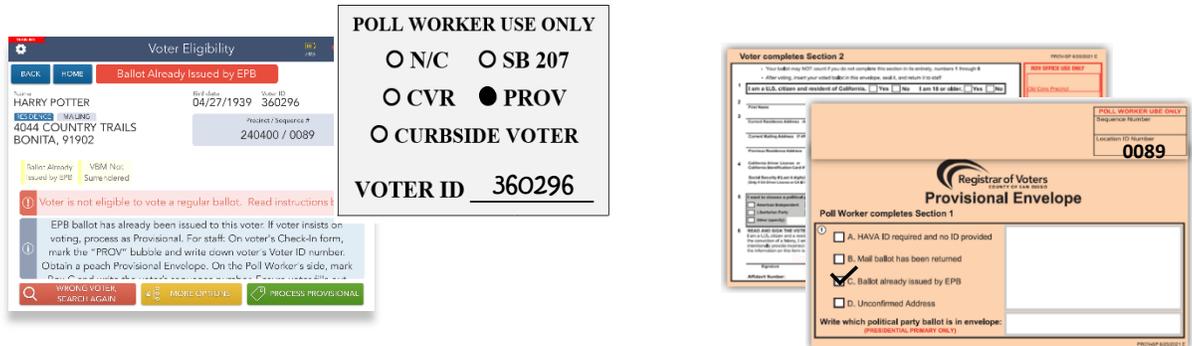


- 3) Issue voter a peach Provisional Envelope
 - Ask voter to fill out the voter's side of the peach Provisional envelope neatly and completely
 - Complete Poll Worker side of Provisional Envelope
 - ❖ Mark Box B on Section 1 of the peach Provisional envelope
 - ❖ Write the correct Sequence number in 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
 - 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 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 the voter's side of 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 with assisting the voter through steps 4-7 from "BOX B – Mail Ballot has been Returned to ROV", Manual pgs. 18-19

BOX D: Unconfirmed Address

- If a registered voter is changing their residential address but the ePollbook cannot find their new address, this is an indication that it is an Unconfirmed Address (non-listed streets, newly developed area)
- This voter must vote provisionally, using the following steps

- 1) Look up voter using voter's Check-In Form
 - Look up voter using voter's name and date of birth
 - Confirm voter's name and birthdate in the ePollbook
 - Select "Update Voter Info" if the addresses on Check-In Form and in ePollbook do not match

- 2) Ask voter to fill out Part 2 of Check-In Form
- 3) Enter voter's updated house number and street name

- Search for address 2 times
- Select "Address Not Found"
- Enter full address as written on Check-In Form
- Select "Continue"

- 4) Ask Site Manager to look up correct Precinct number using the Precincting Tool on the laptop
 - Choose correct Precinct number on the drop-down menu
 - Ask voter to confirm that their information is correct
 - Once voter confirms that their information is correct, select "Continue"

- 5) Status bar at the top states "Unconfirmed Address"
 - 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

- 6) Issue voter a peach Provisional Envelope
 - Ask voter to fill out the voter's side of the peach Provisional envelope neatly and completely
 - Complete Poll Worker side of Provisional Envelope
 - ❖ Mark Box D on Section 1 of the peach Provisional envelope
 - ❖ Write correct Sequence number in the upper right corner
 - Select "Process Provisional"

- 7) Proceed with assisting the voter through steps 4-7 from "BOX B – Mail Ballot has been Returned to ROV", Manual pgs. 18-19

ASSISTING VOTERS - SPECIAL SCENARIOS

You may encounter voter scenarios at your voting location that are not as common. Remember to always give every voter a positive voting experience and to call the Poll Worker Hotline any time you need assistance.

Inactive/Eligible Voter

- An inactive voter is a voter whose 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 Voter who chooses to vote in person”, Manual pgs. 14-16



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. 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, Manual pg. 17-18

Out of County

- An Out of County voter is a voter who is not found in the ePollbook after searching two times and whose residence address lies outside of San Diego County. Proceed with assisting the voter with the following steps:

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

- Look up voter using voter’s 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
- Press “Process New CVR Voter” button

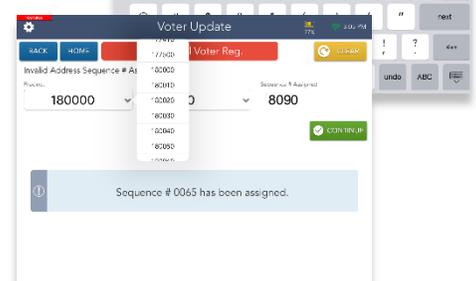
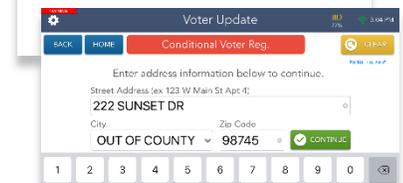
2) Conditionally register the voter into the ePollbook by manually entering their information into the ePollbook

- Enter voter’s full name and birthdate
- Search for voter’s house number and street name two times
- Select “Address Not Found”
- Enter voter’s complete address as written on Check-In Form
- Select “OUT OF COUNTY” in drop-down menu for city name
 - ❖ Voter’s address will not have an assigned precinct number or sequence number
- Assign Out of County voters Precinct number 180000 from drop-down menu
 - ❖ Sequence number 8090
 - ❖ is displayed/assigned
- Do not update voter’s Mailing Address
- Ask voter to confirm that their information is correct

3) Status bar at the top states “Conditional Voter Reg”

- Read instructions in the message box
- Mark the “CVR” bubble on the Check-In Form

4) Proceed with assisting the voter through steps 4-8 from “CVR voter”, Manual pg. 17-18



VOTING ACCESSIBILITY

San Diego County strives to make ALL voting 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 for voters who are unable to enter the voting location. When a voter needs to vote curbside, the Site Manager or Precinct Inspector 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 voting location to vote
- A voter may call the number on the Curbside Voting sign to request assistance

Note: Whether standing in line outside the voting location 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. on Election Night



Curbside Voting Procedures

- The Site Manager or Precinct Inspector 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 (From Site Manager table)
- 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:
 - ❖ Voter will print ballot and place inside secrecy sleeve or envelope
 - ❖ Give the voter an “I Voted” sticker
 - ❖ Return to the voting location with all items used for voting, along with voter’s voted ballot
 - ❖ Deposit the voted ballot in the ballot box
 - ❖ Restock the Curbside Voting Kit as necessary

Cultural Sensitivity and Respecting all Voters

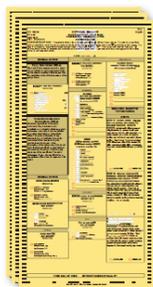
It is important to treat all voters with respect and sensitivity to their needs. Given the great diversity of the County of San Diego, you will meet voters with a wide variety of backgrounds and abilities. Accommodating all voters' needs is not just courteous, it's the law! There are several laws in 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

Bilingual Poll Workers and Language Service Phone Line - 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 bilingual poll workers at voting locations throughout the county and provides many resources for language voters at every location.

- Every poll worker must wear a visible nametag all day, and bilingual poll workers must wear the nametag that identifies what languages they speak
- The Voter Help Card also 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
- Facsimile Ballots will be available for state languages
- The Ballot Marking Device enables a voter to choose from the following languages: English, Chinese, Filipino, Spanish, Vietnamese

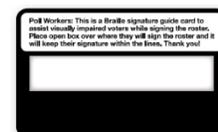


Assisting Specific Needs Voters

- 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



OBSERVER POLICIES AND PROCEDURES

There are strict policies and procedures observers must follow in order to prevent voter intimidation at voting locations. 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 or 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 voting location to watching the closing of the voting location.

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 voting location. Direct this request to your Site Manager for assistance.

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

- Observers will sign in before entering the voting location. The sign-in sheet is found in Tab 2 of the Blue Envelope and should be kept on the Greeter table

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 voting location and closing the voting location
- Request to see the Check-In Log on the ePollbook at the convenience of poll workers
- Observe voting procedures throughout each voting day

Observers may NOT:

- Interfere with the voting process or with poll worker operations
- Photograph or videotape inside the voting location while the polls are open and while voters are present in the polls
- Touch any voting materials
- 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)



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

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 voting location.

- Wearing campaign-related items, including hats, shirts or lapel buttons in or within 100 feet of the voting location is not permitted
- Political signs should not be posted within 100 feet of the voting location entrance; however, if a sign is on private property, it can only be removed by the owner (who may agree or refuse to take it down)



POLL WORKER TIP

Ways to help voters or observers who might be electioneering:

- 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 if you need assistance in addressing a person in your voting location.
6. If poll workers or voters feel an immediate threat, call 911.

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:

- 11)
- 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.

THỦ TỤC VÀ QUY ĐỊNH CHO QUAN SÁT VIÊN

Công chúng được hoan nghênh đến quan sát những thủ tục trong Ngày Bầu Cử, tuy nhiên phải biết để tuân theo các quy định chính yếu dưới đây để bảo vệ sự riêng tư và thành quả của họ tại phòng phiếu.

- Xin sự đồng ý trước khi nhìn vào phòng phiếu vì họ đang làm việc cá nhân ngày đi và với hồ sơ chính.
- Xin giữ an tĩnh và đừng quay đầu nhìn vào phòng phiếu hay có ai.
- Để cho nhân viên phòng phiếu có không gian hợp lý để điều hành tiến trình bầu cử.

Quay Phim hay Chụp Hình (Bộ Luật Bầu Cử California, Điều 2002, 14221, 14224, 14223, 14224, 18370, 18502, 18541, 18546)

- Mọi cử tri hay bất kỳ người nào cũng không được quay phim hay chụp hình tại phòng phiếu vì điều kiện là việc sử dụng thiết bị quay phim có thể cản trở hoặc làm gián đoạn tiến trình bầu cử.
- Công chúng có thể chụp hình của chúng phải không có sự hướng dẫn việc điều hành của nhân viên phòng phiếu.
- Có thể có thể sự nguyên chụp hình ngoại quốc làm gián đoạn tiến trình.

Truyền Thông (Bộ Luật Bầu Cử California)

- Trình bày hình ảnh truyền thông có hình chụp và quay phim có thể gây cản trở hoặc làm gián đoạn tiến trình bầu cử.
- Việc thăm dò cử tri phải không gây cản trở hoặc làm gián đoạn tiến trình.

Quan sát Vào Phòng Phiếu (Bộ Luật Bầu Cử California)

- Danh sách cử tri và địa chỉ trong đó.
- Thủ tục mở của phòng phiếu.
- Thủ tục bỏ phiếu trong ngày bầu cử.
- Thủ tục đóng cửa phòng phiếu.

Không thể

- Các tờ tài liệu bầu cử hoặc nhân bản.
- Quay đầu lại từ bàn bầu cử này.
- Ngồi tại bàn của nhân viên phòng phiếu.
- Bàn luận bất kỳ vấn đề gì của là chính trị.
- Ở trong phạm vi mà cử tri đang bầu cử của họ.

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

Định nghĩa: Vận động, phát biểu, phân phát tài liệu vận động, hay bất cứ hình thức vận động có thể được thấy là vận động để ảnh hưởng cử tri về vấn đề hay đề xuất.

Công chúng không thể

- Là người vận động, phân phát tài liệu vận động, hay bất cứ hình thức vận động có thể được thấy là vận động để ảnh hưởng cử tri về vấn đề hay đề xuất.

公選觀察投票程序

歡迎公眾到選票開票現場觀察投票程序，但必須遵守下列規定，以保護選民的隱私，並防止選票開票程序受到干擾。

- 請在投票前向選票工作人員、開票工作人員或工作人員尋求協助。
- 保持安靜，請勿打擾選票工作人員或選民。
- 投票站工作人員有權拒絕任何觀察程序。

錄影或拍照 (加州選舉法) 第2002, 14221, 14224, 14223, 14224, 18370, 18502, 18541, 18546

- 任何公民或個人均不得在投票站內或附近使用攝影機、錄影機或照相機，除非該設備是為攝影、錄影或照相機。



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.



Jane Pressman
Daily News

EXPIRES: 12/09/2020
CITY OF SAN DIEGO
POLICE DEPARTMENT

DAILY NEWS

JANE PRESSMAN
Press Pass #1234

J. Pressman

This is a sample of media credentials

CLOSING PROCEDURES

SATURDAY, SUNDAY, MONDAY

At 5:00 p.m. begin closing procedures if no additional voters are arriving.

- Voters may continue to arrive for voting and to drop off Mail Ballots
- Voting ends when the last voter arrives, even if it is shortly after 5:00 p.m.
- If at 5:00 p.m. there are no additional voters, begin closing

ELECTION DAY

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.!
- If there is a line of voters at closing, a poll worker will stand at the end of the line showing a cell phone with the time
- 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 voting location



Closing procedures on Election Day vary from what you’ve been doing the previous three nights.

One important variation is, on Election Night (Sept. 14th), you must also complete the Ballot Statement shown here.

BALLOT STATEMENT	
<small>Fill in all blank lines as requested on Election Night Tues., September 14, 2021. (IC 514405)</small>	
Location # _____	
PART A: BALLOT INVENTORY	
1. _____ 50 _____ # OF AUX PAPER BALLOTS RECEIVED	1A. _____ UNUSED BALLOTS REMAINING
PART B: COUNT AND RECORD BALLOTS (FROM DAILY BALLOT LOG)	
<small>DO NOT count mail ballots in Yellow Mail Ballot Bags</small>	
2. _____ BMD BALLOTS CAST	
3. _____ AUXILIARY BALLOT ENVELOPES	
4. _____ PEACH PROVISIONAL ENVELOPES	
5. _____ GREEN CVR ENVELOPES	
6. _____ SPOILED BMD BALLOTS	
7. _____ SPOILED AUX PAPER BALLOTS	
PART C: TOTAL NUMBER OF EPOLLBOOK CHECK-INS (FROM DAILY BALLOT LOG)	
8. _____ REGULAR CHECK-INS	_____ PROVISIONAL CHECK-INS
PART D: TOTAL BALLOTS PRINTED FROM BMDs (FROM BMD DAILY LOG)	
9. _____ BMD BALLOTS PRINTED	
PART E: BOARD SIGNATURES	
ALL BOARD MEMBERS: READ AND SIGN	
<small>WE CERTIFY that the number of voters who voted in this precinct at this election is noted above as the number of signatures/check-ins in the electronic roster of voters. All voters whose signatures appear on a Check-in Form voted, except as noted. The total number of official ballots received, voted, and spoiled are listed in the ballot count and the number accounted for 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 (IC 5 14-107). Ballot Statement September 2021</small>	
SITE MANAGER: _____	PRECINCT INSPECTOR: _____
TECHNICAL INSPECTOR: _____	TECHNICAL INSPECTOR: _____
TECHNICAL INSPECTOR: _____	TECHNICAL INSPECTOR: _____
TECHNICAL INSPECTOR: _____	TECHNICAL INSPECTOR: _____
NOTES/COMMENTS: _____	

<small>Rev. 7/2021</small>	

See page 64 for image of form

For START to FINISH closing procedures, refer to the Closing Checklist found on pgs. 74-77 of this manual. Refer to pgs. 59-65 for forms and documents.

SIGNED AND SEALED REFERENCE GUIDE

✓	Item	Needs Signature?	Needs Seal?	Where does it get packed? Sept 11-13 Election Night Sept 14
	BMD Daily Log	Site Manager and one other poll worker sign at completion of Log Election Night	No	Keep in Blue Envelope Tab 6 Blue Envelope Tab 6
	Seal Verification Log	Site Manager and one other poll worker	No	Keep in Blue Envelope Tab 6 Blue Envelope Tab 6
	Daily Ballot Log	Site Manager and one other poll worker sign at completion of Log Election Night	No	Keep in Blue Envelope Tab 6 Blue Envelope Tab 6
	Brown Ballot Carton (Surrendered & Spoiled)	Designated poll workers sign the Closing Blue Security Seal	Yes 	Stored at Voting Location Stored at Voting Location
	Ballot Statement Election Night only	Site Manager, Precinct Inspector, and designated poll workers	No	Kept in Blue Envelope Tab 6 Returned in first sealed White Ballot Carton handed directly to DART official
	Paper Timesheet Election Night only	Site Manager, Precinct Inspector, and all Technical Inspectors	Sealed in envelope	Kept in Blue Envelope Tab 2 Handed directly to DART official
	Check-In Form Security Envelope	No – but Voting Location, Date and Total Check-ins must be filled out after voter completed Check-in Forms are placed inside	Envelope gets sealed	Place in Red Bag Place in Red Bag
	Chain of Custody Form	Precinct Inspector, designated poll worker and DART official	No	Poll Worker retains white copy from DART official Poll Worker retains white copy from DART official
	Red Bag	No – but white card must be filled out completely	Yes 	Handed directly to DART official Handed directly to DART official
	Yellow Mail Ballot Bag	No	Yes - on zipper before use AND on slot after polls close 	Handed directly to DART official Handed directly to DART official
	White ballot carton(s)	Designated poll workers sign the Closing Blue Security Seal	Yes 	Handed directly to DART official 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 and then print out their ballot. No pre-printed ballots will be available. Also, all voters will be able to vote at any voting 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.

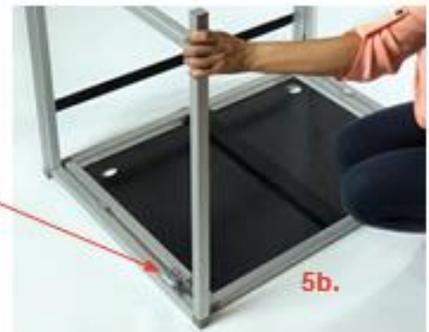
2. Lift blue privacy screen out of its metal support and elastic straps and set aside.

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 BMDs must be visible from the Check-In table.

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 Technical Inspector the Official BMD Seal Verification Log. There is one per voting location.

Follow the Seal Verification Log step-by-step:

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



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 92123-1266

Office: (858) 565-5800
TDD: (858) 694-3441
Toll Free: (800) 696-0136
Web: www.sdvote.com

SEAL VERIFICATION LOG
GUBERNATORIAL RECALL ELECTION, SEPTEMBER 14, 2021

Complete the Seal Verification Log prior to opening the polls.

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

BMD Bag Red Mini Padlock #	Does # Match?	Printer Bag Red Mini Padlock #	Does # match?
1	Yes No		Yes No
2	Yes No		Yes No
3	Yes No		Yes No
4	Yes No		Yes No
5	Yes No		Yes No

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

BMD Serial #	Does # match?	Red padlock #	Does # match?	Green Padlock #	Does # match?
1	Yes No		Yes No		Yes No
2	Yes No		Yes No		Yes No
3	Yes No		Yes No		Yes No
4	Yes No		Yes No		Yes No
5	Yes No		Yes No		Yes No

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 as instructed by the Registrar of Voters.

Poll Worker Signature _____ Date _____

Poll Worker Signature _____ Date _____

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

See image on page 60



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 next to 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.



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

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

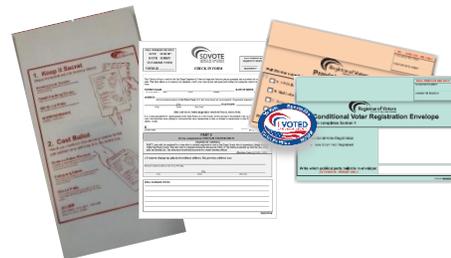
- Lock the BMD cart on the front two wheels
- Ensure the UPS is connected to the power bar in the back
 - ❖ Be advised that the UPS, or Uninterruptible Power Supply, is very heavy
 - ❖ Confirm the black fuse cap on the back of the UPS is closed
- Set up the BMD tablet onto the top of the cart and lock it in using the latches
- Plug the BMD power cord into the BMD
- Thread the BMD power cord into the hole mid-shelf
- Thread the printer USB cord from the tablet into the hole mid-shelf
 - ❖ Confirm the printer has paper but do not place it in the cart yet
- Plug the printer power cord into a green socket of the UPS
- Plug the BMD power cord into a green socket of the UPS
- Plug the printer USB cord from the tablet into the printer
- Place printer in first to the far right side
- The UPS slides in to the left
- Connect ATI cord and headphones to the ATI and place both on cart shelf
- Plug BMD and printer power cords into the back of the UPS
- 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 for additional help.

2. Prepare Curbside Voter manila envelope

- Place 5 of each of the following into the manila envelope found in the Blue Envelope
 - ❖ Check-In Form
 - ❖ Secrecy Sleeve
 - ❖ Green CVR Envelope
 - ❖ Peach Provisional Envelope
 - ❖ "I Voted" Sticker
- Place on the ADA cart shelf under the BMD tablet



- Place a clipboard with a pen and a stylus on the ADA Cart shelf under the BMD tablet

TEST THE BMD

POWER ON AND TEST

1. The BMD Tablet should automatically power on when plugged in.

Note: 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 BMD Daily Log in Section 3. See BMD Daily Log on page 61.
- 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 BMD Daily Log.

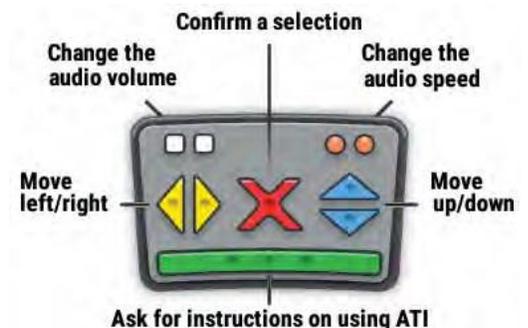


6. Tap the Hardware Test button at the bottom of the Poll Administration screen.

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.



BMD DAILY LOG

Follow the directions on the BMD Daily Log:

- You will record the Total Ballots Printed to complete this log daily – once before the voting location opens and once when the voting location closes.
- Follow the instructions on the BMD Daily Log to complete this form.
- Place BMD Daily Log in Tab 6 of the Blue Envelope after each use, September 10th thru September 13th.



On Election Night, September 14th, after the voting location closes, follow the Election Day instructions to complete this log before signing.



County of San Diego

County Operations Center Campus
9900 Overland Avenue, Suite 100, San Diego, California 92123-1286

Office: (858) 565-5800
TDD: (858) 694-3441
Toll Free: (800) 696-0136
Web: www.sdvotes.com

GUBERNATORIAL RECALL ELECTION, SEPTEMBER 14, 2021

BMD DAILY LOG

Please follow the instructions to complete the BMD Daily Log below. If you have any questions, call the Poll Worker Hotline at 858-565-3360.

1. Daily, before the polls open, record the number of "Total Ballots Printed" shown on each BMD screen, record the number of "Total Ballots Printed" after the polls close each day.

BMD Serial Number	Total Ballots Printed										
	Friday, 9/10/2021		Saturday, 9/11/2021		Sunday, 9/12/2021		Monday, 9/13/2021		Tuesday, 9/14/2021		
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	
1	0	0									
2	0	0									
3	0	0									
4	0	0									
5	0	0									
If BMDs do not read "Total Ballots Printed: 0" (as indicated above) prior to opening the poll on Saturday, alert Site Manager immediately.									On Election Night: Add down the final "Close" column and write number next to "Grand Total." Record this number on the Ballot Statement (line 9).		
Poll Worker Signature			Date			Poll Worker Signature			Date		

Return BMD Daily Log to TAB 6 of the Blue Envelope after completion each night of Early Voting (Saturday, Sunday, and Monday). On Election Night (Tuesday), give this completed and signed log to the Site Manager for completion of the Ballot Statement. Once Ballot Statement is complete, return this BMD Daily Log to TAB 6 of the Blue Envelope.

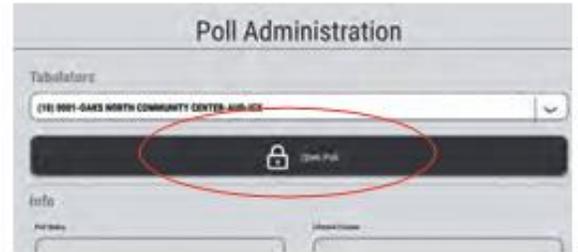
see image on pg. 61

STOP: DO NOT PROCEED UNTIL SATURDAY

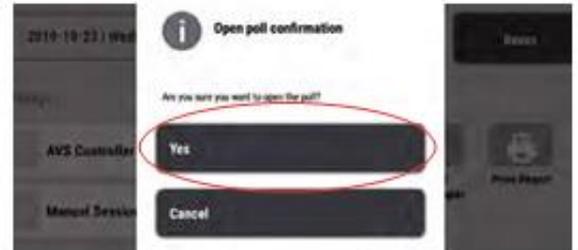
SATURDAY: OPEN THE POLL ON THE BMD

STEPS TO OPEN THE POLL

1. Insert Poll Worker Card and log-in.
2. Tap the Open Poll button.
3. Tap the Yes button to confirm opening the poll.
4. Remove the Poll Worker Card and keep it on the lanyard.



5. 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?

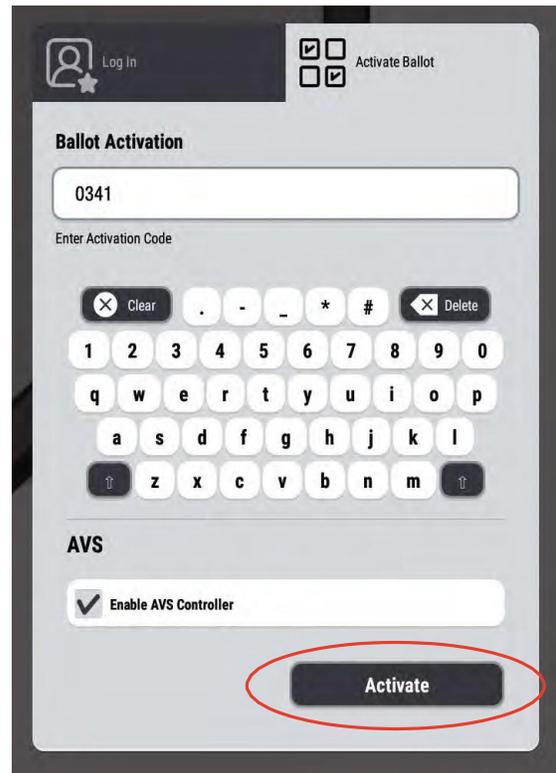
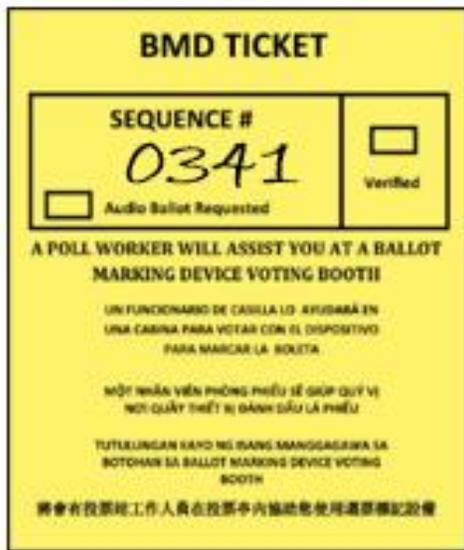
The barcode contains the voter's selections in a way that can be read by the tabulation equipment. This barcode does not contain voter information and does not identify the voter in any way. Inform the voter that the BMD devices and printed ballots are tested pre-election through a Logic and Accuracy 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. Insert the Poll Worker Card.
2. On the Ballot Activation screen, enter the correct Activation code, which is the Sequence number from the BMD ticket.



3. Select Activate.
4. Remove the Poll Worker Card. Do not leave the Poll Worker Card unattended.
5. Verify with voter that the Sequence number on the ballot screen matches the number on the BMD ticket. Once verified, check the "Verified" box.
6. 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.

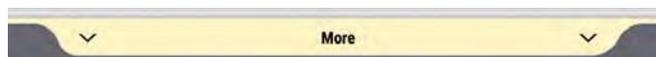
3. Adjust Settings

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

Return to the Checkout 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. Tap the Enable AVS Controller option.



3. Enter the correct Ballot Activation Code. (Sequence # from the BMD Ticket)



4. Tap “Activate Ballot”.

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



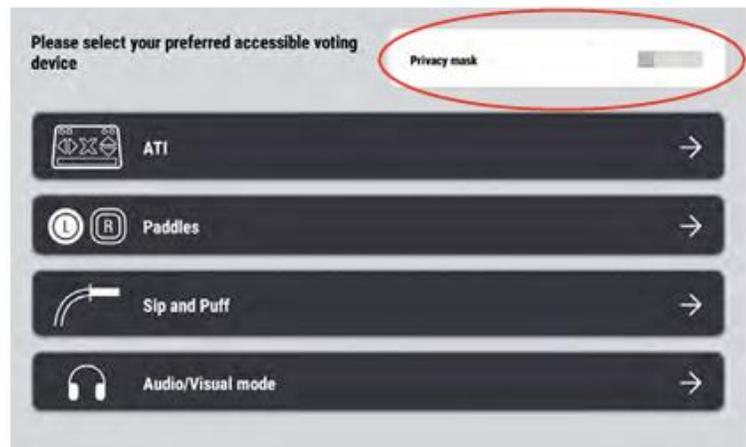
6. Select the language the voter wishes to vote in.

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

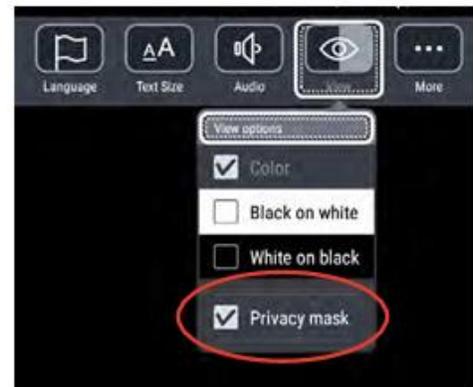


8. Give the voter the headphones and ask them to put them on now. The audio ballot will start immediately when the accessible device is selected in step 10.

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.



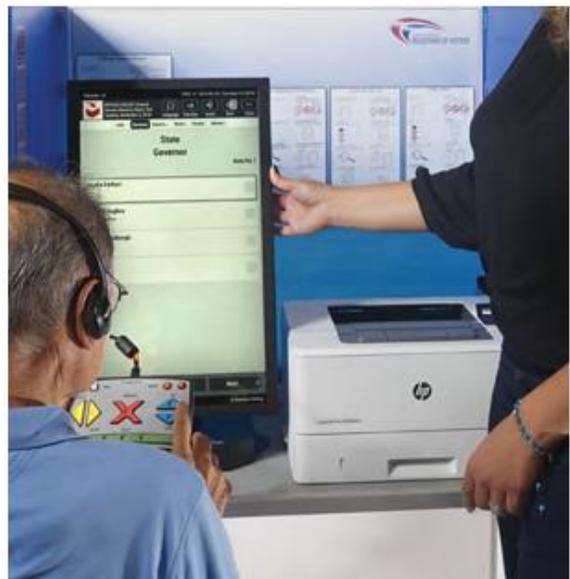
This will mask the screen while the voter is voting. If the voter requires assistance during voting, select the View button located on the top right of the menu. Deselect the Privacy mask button to view the screen as needed.



10. Select the appropriate accessible voting device.

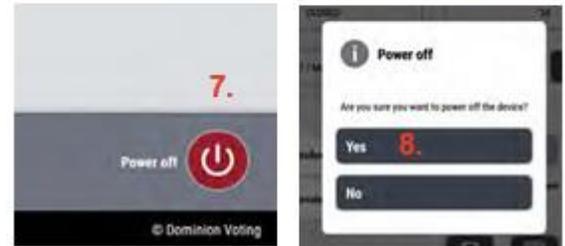
11. Instructions will immediately begin to play through the headphones once the poll worker selects the device. The voter will need to pay close attention to the instructions.

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 and when prompted, select Power Off.
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 cord 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 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.



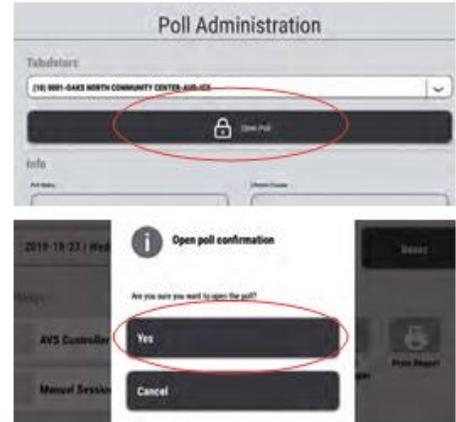
5. Attach the Velcro strap on the legs to the Velcro on the table beam to secure the legs.



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/adapter)

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



E



D



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

VOTING LOCATION ACCESSIBILITY

San Diego County strives to make all voting locations easily accessible to all voters. Some of these items may be in your supplies to use at your voting location. If provided, the Site Manager will set them 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 to 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 ½” 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 voting locations will receive doorstops to prop open specific doors. Please use them only as directed.



APPENDIX: ENVELOPES

VOTE BY MAIL ENVELOPE

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 CANVA & BING BOARD





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





Mailing Side

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

I declare, under penalty of perjury, that I am a legal resident within the election precinct to 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, she may make a mark witnessed by a person over the age of 18 years.

Witness _____

<small>Public official only</small>	<small>Resident</small>	<small>Ball worker sign</small>
---	-------------------------	---------------------------------

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

Person Authorized to Return

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

<small>Name of person returning ballot:</small>	<small>Relationship to voter</small>
<small>Signature of person authorized to return ballot:</small>	

Voter side

APPENDIX: ENVELOPES

REPLACEMENT ENVELOPE

Poll Worker 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 CANVASSING BOARD

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

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO. 3076 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

Polls officer use only: _____ Precinct: _____ Poll worker sign: _____

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

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

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

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 _____

VOTER PRINT CLEARLY

First Name _____ Last Name _____
San Diego County residence address as registered (not mailing address) _____
City _____ State _____ Zip Code _____
Date of Birth _____

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

Witness _____

SDIE0720R026 - MBDO YEL E

APPENDIX: ENVELOPES

CONDITIONAL VOTER REGISTRATION (CVR) ENVELOPE

POLL WORKER USE ONLY	
Sequence Number	
Location ID Number	
 <h3 style="margin: 0;">Conditional Voter Registration Envelope</h3> <p style="margin: 0;">Poll Worker completes Section 1</p>	
<input type="checkbox"/> Conditional Voter Registration <ul style="list-style-type: none"> • New Voter / Not Registered <p style="margin-top: 20px;">Write which political party ballot is in envelope: <i>(PRESIDENTIAL PRIMARY ONLY)</i></p>	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
CVR-SP 06/25/2021 E	

Poll Worker Side

Voter completes Section 2		CVR-SP 06/25/2021 E
<p style="font-size: small;">• Your ballot may NOT count if you do not complete this section in its entirety, numbers 1 through 6</p> <p style="font-size: small;">• After voting, insert your voted ballot in this envelope, seal it, and return it to staff</p>		<div style="text-align: center; font-weight: bold; font-size: small;">ROV OFFICE USE ONLY</div> <hr/> <p style="font-size: x-small;">Old Cons Precinct</p> <hr/> <p style="font-size: x-small;">New Cons Precinct</p> <hr/> <p style="font-size: x-small;">Ballot Type</p> <hr/> <p style="font-size: x-small;">Registered Political Party</p> <hr/> <p style="font-size: x-small;">Voter ID</p> <hr/> <p style="font-size: x-small;">Count: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p style="font-size: x-small;">Reason</p> <hr/> <p style="font-size: x-small;">Initials</p> <hr/> <div style="text-align: center; font-weight: bold; font-size: small;">ROV OFFICE USE ONLY</div>
<p>1 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</p>		
<p>2 First Name _____ Middle Initial _____ Last Name _____</p>		
<p>3 Current Residence Address (No Business Address or P.O. Box) _____ City _____ State _____ Zip Code _____</p> <p>Current Mailing Address (If different from above or P.O. Box) _____ City _____ State _____ Zip Code _____</p> <p>Previous Residence Address _____ City _____ State _____ Zip Code _____</p>		
<p>4 California Driver License or California Identification Card # : _____ Birth Date : _____</p> <p>Social Security # (Last 4 digits) : _____ Telephone Number : _____ Birth Place : _____</p> <p style="font-size: x-small;">(Only if CA Driver License or CA ID Card # NOT provided above)</p>		
<p>5 I want to choose a political party preference</p> <p> <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> <p>I do not want to choose a political party preference</p> <p><input type="checkbox"/> No Party / None</p>		
<p>6 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 at least 18 years old. I am not currently serving a state or federal prison term for the conviction of a felony. I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. 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: pink; font-weight: bold;">Signature is mandatory</p> <p>Signature _____ Date _____</p> <p>Affidavit Number: _____</p>		

Voter Side

APPENDIX: ENVELOPES

PROVISIONAL ENVELOPE

Poll Worker Side

POLL WORKER USE ONLY	
Sequence Number	
Location ID Number	



Provisional Envelope

Poll Worker completes Section 1

① A. HAVA ID required and no ID provided

B. Mail ballot has been returned

C. Ballot already issued by EPB

D. Unconfirmed Address

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

PROV-SP 6/25/2021 E

Voter Side

PROV-SP 6/25/2021 E

Voter completes Section 2

- Your ballot may NOT count if you do not complete this section in its entirety, numbers 1 through 6
- After voting, insert your voted ballot in this envelope, seal it, and return it to staff

1 I am a U.S. citizen and resident of California. Yes No I am 18 or older. Yes No

2 First Name _____ Middle Initial _____ Last Name _____

3 Current Residence Address (No Business Address or P.O. Box) City State Zip Code

Current Mailing Address (if different from above or P.O. Box) City State Zip Code

Previous Residence Address City State Zip Code

4 California Driver License or California Identification Card #: _____ Birth Date: _____

Social Security # (Last 4 digits): _____ Telephone Number: _____ Birth Place: _____
(Only if CA Driver License or CA ID Card # NOT provided above) (Name of U.S. State or country of birth)

5 I want to choose a political party preference

American Independent Democratic Party Green Party

Libertarian Party Peace and Freedom Party Republican

Other (specify): _____

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

6 **READ AND SIGN THE VOTER'S DECLARATION BELOW:**

I am a U.S. citizen and a resident of California and at least 16 years old, I am not currently serving a state or federal prison term for the conviction of a felony, I am not currently found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Signature is mandatory

Signature _____ Date _____

Affidavit Number: _____

ROV OFFICE USE ONLY

Old Cons Precinct

New Cons Precinct

Ballot Type

Registered Political Party

Voter ID

Count: Yes No

Reason

Initials

ROV OFFICE USE ONLY

CHECK-IN FORM SECURITY ENVELOPE

VOTING LOCATION #:	DATE:	TOTAL EPB 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 Voting 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.

(07/2021)

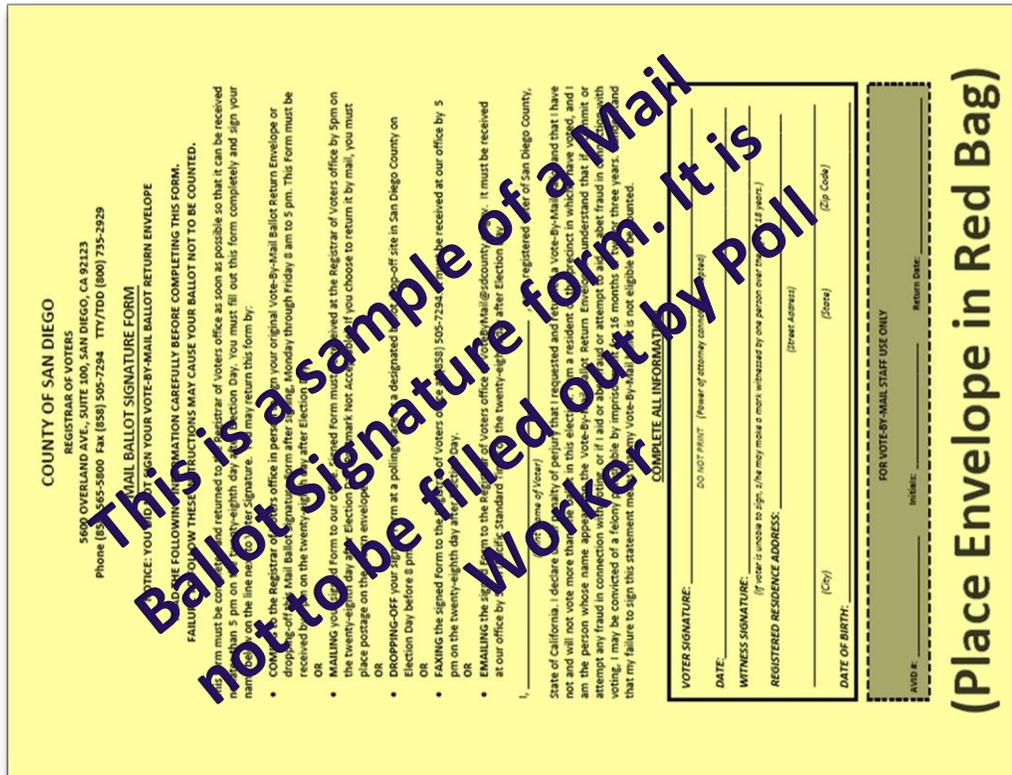
APPENDIX: ENVELOPES

MAIL BALLOT SIGNATURE FORM ENVELOPE

Front Side



Back Side: Not to be filled out



APPENDIX: FORMS

Storage Container Seal Log



CYNTHIA L. PAES
Interim Registrar of Voters

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

Office: (858) 565-5800
TDD: (858) 694-3441
Toll Free: (800) 696-0136
Web: www.sdvote.com

STORAGE CONTAINER SEAL VERIFICATION LOG GUBERNATORIAL RECALL ELECTION SEPTEMBER 14, 2021

Before opening the storage container, verify the number below.

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 Logistics Office at 858-505-7349 prior to proceeding.

1. **SITE MANAGER** – On set-up day verify the number on the green tamper evident seal matches the number listed below and check whether seal has been tampered with:

Green Seal #	Does # Match?	Has Seal been tampered with?
100022	Yes No	Yes No

Site Manager

Signature: _____

Date: _____

APPENDIX: FORMS

Seal Verification Log



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 92123-1266

Office: (858) 565-5800
TDD: (858) 694-3441
Toll Free: (800) 696-0136
Web: www.sdvote.com

SEAL VERIFICATION LOG GUBERNATORIAL RECALL ELECTION, SEPTEMBER 14, 2021

Location «POLL_»

Complete the Seal Verification Log prior to opening the polls.

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

BMD Bag Red Mini Padlock #	Does # Match?	Printer Bag Red Mini Padlock #	Does # match?
1	Yes No		Yes No
2	Yes No		Yes No
3	Yes No		Yes No
4	Yes No		Yes No
5	Yes No		Yes No

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

BMD Serial #	Does # match?	Red padlock #	Does # match?	Green Padlock #	Does # match?
1	Yes No		Yes No		Yes No
2	Yes No		Yes No		Yes No
3	Yes No		Yes No		Yes No
4	Yes No		Yes No		Yes No
5	Yes No		Yes No		Yes No

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 as instructed by the Registrar of Voters.

Poll Worker Signature

Date

Poll Worker Signature

Date

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

APPENDIX: FORMS

BMD Daily Log



County of San Diego

County Operations Center Campus
5900 Cherland Avenue, Suite 100, San Diego, California 92123-1286

CYNTHIA L. PAES
Interim Registrar of Voters

Office: (858) 565-5000
TDD: (858) 694-3441
Toll Free: (800) 666-0138
Web: www.sdvotes.com

GOVERNATORIAL RECALL ELECTION, SEPTEMBER 14, 2021

BMD DAILY LOG

Please follow the instructions to complete the BMD Daily Log below. If you have any questions, call the Poll Worker Hotline at 858-565-3360.

1. Daily, before the polls open, record the number of "Total Ballots Printed" shown on each BMD screen, record the number of "Total Ballots Printed" after the polls close each day.

BMD Serial Number	Total Ballots Printed										
	Friday, 9/10/2021		Saturday, 9/11/2021		Sunday, 9/12/2021		Monday, 9/13/2021		Tuesday, 9/14/2021		
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close	
1	0	0									
2	0	0									
3	0	0									
4	0	0									
5	0	0									
<p style="font-size: small;">If BMDs do not read "Total Ballots Printed: 0" (as indicated above) prior to opening the poll on Saturday, alert Site Manager immediately.</p>											
<p style="font-size: small;">On Election Night: Add down the final "Close" column and write number next to "Grand Total." Record this number on the Ballot Statement (line 9).</p>											
<table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 5px;">Grand Total</td> <td style="width: 50px; height: 20px;"></td> </tr> </table>										Grand Total	
Grand Total											

Poll Worker Signature

Date

Poll Worker Signature

Date

Return BMD Daily Log to TAB 6 of the Blue Envelope after completion each night of Early Voting (Saturday, Sunday, and Monday). On Election Night (Tuesday), give this completed and signed log to the Site Manager for completion of the Ballot Statement. Once Ballot Statement is complete, return this BMD Daily Log to TAB 6 of the Blue Envelope.

Front

2. Look at the back of each BMD to ensure all Mini-Padlocks are tamper free.

- Alert Site Manager immediately if any Mini-Padlocks show evidence of tampering or are missing.

Date	Initial Mini-Padlocks Tamper Free? (Y/N)	Comments
9/10/2021 (Friday)		
9/11/2021 (Saturday)		
9/12/2021 (Sunday)		
9/13/2021 (Monday)		
9/14/2021 (Tuesday)		

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

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

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

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

Poll Worker Signature

Date

Poll Worker Signature

Date

Return BMD Daily Log to TAB 6 of the Blue Envelope after completion each night of Early Voting (Saturday, Sunday, and Monday). On Election Night (Tuesday), give this completed and signed log to the Site Manager for completion of the Ballot Statement. Once Ballot Statement is complete, return this BMD Daily Log to TAB 6 of the Blue Envelope.

Back

Daily Ballot Log



County of San Diego

Office: (858) 565-5800
 TDD: (858) 694-3441
 Toll Free: (800) 696-0136
 Web: www.sdvotes.com

CYNTHIA L. PAES
 Interim Registrar of Voters

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

GUBERNATORIAL RECALL ELECTION, SEPTEMBER 14, 2021

DAILY BALLOT LOG

- Each evening after the polls close, manually count and record the number of each item below:

	BMD Ballots Cast	Aux Paper Ballot Envelopes	Provisional Envelopes	CVR Envelopes	Spoiled BMD Ballots	Spoiled Aux Paper Ballots	EPB Check-Ins	
							Regular	Provisional
9/11 (Saturday)								
9/12 (Sunday)								
9/13 (Monday)								
9/14 (Tuesday)								
Grand Total:								

On Election Night, total each column. Write the Grand Total number for each column on the designated lines of the Ballot Statement.

- At the end of each day, write the daily Total of EPB Check-Ins (Regular + Provisional) on the outside of the Check-in Form Security Envelope which is found in TAB 3 of the Blue Envelope.

Poll Worker Signature _____ Date _____ Poll Worker Signature _____ Date _____

Return Daily Ballot Log to TAB 6 of the Blue envelope after completion each night of Early Voting (Saturday, Sunday, and Monday). On Election Night (Tuesday), give this completed and signed log to the Site Manager for completion of the Ballot Statement. Once Ballot Statement is complete, return this Daily Ballot Log to TAB 6 of the Blue Envelope.

APPENDIX: FORMS

Ballot Statement

BALLOT STATEMENT

Fill in all blank lines as requested on Election Night Tues., September 14, 2021. (EC §14405)

Location # _____

PART A: BALLOT INVENTORY

1. 50 # OF AUX PAPER BALLOTS RECEIVED 1A. _____ UNUSED BALLOTS REMAINING

PART B: COUNT AND RECORD BALLOTS (FROM DAILY BALLOT LOG)

DO NOT count mail ballots in Yellow Mail Ballot Bags

- 2. _____ BMD BALLOTS CAST
- 3. _____ AUXILIARY BALLOT ENVELOPES
- 4. _____ PEACH PROVISIONAL ENVELOPES
- 5. _____ GREEN CVR ENVELOPES
- 6. _____ SPOILED BMD BALLOTS
- 7. _____ SPOILED AUX PAPER BALLOTS

PART C: TOTAL NUMBER OF EPOLLBOOK CHECK-INS (FROM DAILY BALLOT LOG)

8. _____ REGULAR CHECK-INS _____ PROVISIONAL CHECK-INS

PART D: TOTAL BALLOTS PRINTED FROM BMDs (FROM BMD DAILY LOG)

9. _____ BMD BALLOTS PRINTED

PART E: BOARD SIGNATURES

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 signature/check-ins in the electronic roster of voters. All voters whose signatures appear on a Check-in Form voted, except as noted. The total number of official ballots received, voted, and spoiled 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 September 2021*

SITE MANAGER: _____ PRECINCT INSPECTOR: _____

TECHNICAL INSPECTOR: _____ TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____ TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____ TECHNICAL INSPECTOR: _____

NOTES/COMMENTS: _____

Rev. 7/2021

APPENDIX: FORMS

Official Chain of Custody Form

COUNTY OF SAN DIEGO REGISTRAR OF VOTERS
POLL OFFICIAL CHAIN OF CUSTODY
California Gubernatorial Recall Election

Voting Location #: _____ **Date:** _____

Section I: Poll Workers - Ballot Release From Voting Location

_____ # OF WHITE VOTED BALLOT CARTONS BEING RELEASED DART rec'd: _____

_____ # OF YELLOW BAGS BEING RELEASED DART rec'd: _____

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

_____ # OF RED BAGS BEING RELEASED DART rec'd: _____

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

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 from Poll Workers

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: DART Coordinator - take when accepting items from DART Representative.
Pink copy: DART Representative - keep for your records.

07/2021

APPENDIX: SITE MANAGER VOTING LOCATION SUPPLY LIST

SITE MANAGER VOTING LOCATION SUPPLY LIST Gubernatorial Recall, September 14, 2021

WHITE OFFICIAL BALLOT BOX

REQUIRED POSTINGS AND PAMPHLETS

- Observer's Policies and Procedures
- Required Posting Poster
- Sample Ballots
- Site Manager Image Supply List
- State Language Facsimile Ballots
- State Voter Information Guides
- US Flag
- Voter Assistance Poster
- Voter Bill of Rights

BLUE ENVELOPE

Tab 1 – Official Ballot Pouch

- Official Ballot Pouch containing seals and locks
 - Poll Worker Cards with wrist coil
 - Poll Worker Retractable Lanyards
 - Password sheet – BMD, e-Pollbook, and Street Index
 - 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 – (to seal & complete all ballot cartons after poll closes each day)
 - Red tab locks – to secure the red bag, and the yellow bag after poll closes
 - Ballot box seals – tamper evident seals to secure Official Ballot Box after first voter views empty
 - POD Locations - Green Security Seal- To place on POD once finished closing down Poll Site and locked for return

Tab 2 – Poll Worker Resources

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

Tab 3 – Envelopes

- Check-In Forms Security Envelopes
- Mail Ballot Signature Form Envelopes
- Curbside Voting Packet Envelopes

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

- Specific Needs Survey

Tab 6 - Forms completed by Poll Workers

- Ballot Statement
- Challenge/Assisted Voter List
- BMD Daily Log
- BMD Ticket Pads
- Daily Ballot Log
- Voting Location Official Chain of Custody
- Seal Verification Log

APPENDIX: SITE MANAGER VOTING LOCATION SUPPLY LIST

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

BAGS

- Provisional red bags
- Vote By Mail yellow bags

ENVELOPES

- Provisional Envelopes – Peach (300 English, 150 Spanish, 50 each Filipino/Vietnamese/Chinese)
- Conditional Voter Registration Envelopes – Green (500 English, 200 Spanish, 50 each F/V/C)
- Mail Ballot Drop Off Replacement Envelopes - Yellow (50 English, 20 each S/F/V/C)

BLUE BIN

STATIONERY KIT

- Stylus
- Glue sticks (use to close envelopes)
- Rolls of Painter's Tape (5)
- Rubber bands
- Calculators (3)
- Staplers (3)
- Pens (150)
- I Voted stickers
- Paper clips
- Post-it Notes
- Tape Measure 100 ft.
- Trash Bin Liners
- Safety Vests (2)
- Poll Worker Pins
- Mini-Flags for Check-in table
- Table Covers
- Trays-for clean/dirty pen & stylus
- Aprons

- Ballot Markers
- Push Pins
- Binder clips
- UHU (removable mounting tape to hang posters)
- Rulers (6)
- Magnifying sheets (6)
- Specific needs signature guides (3)
- ID badges with lanyards (all languages)
- Note Pads (7)
- Scissors (2)
- First Aid Kit
- Scotch Tape (2)
- Check-In Forms
- Voter Help Card Pads
- Extra BMD Ticket Pads

PERSONAL PROTECTION EQUIPMENT (PPE)

- Disposable Headphone Covers (1 box/bag)
- Gloves Staff/Voters (2 boxes)
- Extra BMD Paper Ream
- Hand sanitizer (6, 8-16oz)
- Masks – Staff/ Voters (2 boxes)
- PDI Super Sani-Cloth®
(for disinfectant/cleaner/electronics, 3 tubs)
- Hand sanitizer (gallon)
- Touchless Thermometer (1)
- CLIPBOARDS (12)

CARTS

VOTING EQUIPMENT

- Ballot Marking Device (BMD)
- Printer (BMD)
- Laptop
- Cradlepoint
- Extension cords
- Surge protectors

METAL COLLAPSIBLE CRATE

- BMD Privacy Shield for table
- BMD Voting Booths w/shield
- Curbside voting sign
- Feather flag in case w/base
- Flat Official Ballot Box, extra
- Flat White Ballot Cartons for voted ballots (4)
- Flat Brown Ballot Carton (4)
- Polling Place signs
- Sneeze Guards
- Vote Here sign

ROSTER BOX

AUX BALLOTS

BMD ADA CART (blue)

- UPS

APPENDIX: CHECKLISTS

SITE MANAGER YELLOW PACKET CHECKLIST

SITE MANAGER YELLOW PACKET CHECKLIST

VOTING LOCATION: _____

Checkmark each task once completed.

YELLOW PACKET	
Review Contents of the Site Manager Yellow Packet:	
1. Site Manager Information Sheet	<input type="checkbox"/>
2. Voting Location Information: <ul style="list-style-type: none"> • Site name and address • Voting Location ID number • Voting Location site contact information (write this information in your manual) • Poll Worker Board names and contact information • Site Manager Employee ID Number 	<input type="checkbox"/>
3. DART Assignment Sheet	<input type="checkbox"/>
4. Site Manager Yellow Packet Checklist	<input type="checkbox"/>
5. Poll Worker paper timesheet	<input type="checkbox"/>
6. Supply List	<input type="checkbox"/>
7. Training Equipment Access Sheet	<input type="checkbox"/>
8. ePollbook Setup Manual	<input type="checkbox"/>
9. Storage Container Seal Log	<input type="checkbox"/>
10. Voting Location Setup Checklist	<input type="checkbox"/>
Site Contact	
1. Write the Facility Name, Phone Number, and Email in the space provided in your manual.	<input type="checkbox"/>
2. Call the site contact to make a personal introduction.	<input type="checkbox"/>
3. Confirm Site Set-up Schedule, Open/Close Hours of the Voting location, and Staff Arrival and Departure Times.	<input type="checkbox"/>
4. Confirm best person to contact regarding facility access or questions about the site.	<input type="checkbox"/>
Board Contact	
1. Call all Board Members.	<input type="checkbox"/>
2. Confirm dates and location of PW Training.	<input type="checkbox"/>
3. Confirm the date and time, and location of voting location set up.	<input type="checkbox"/>
4. Confirm dates and expected arrival/departure times for election days.	<input type="checkbox"/>
POLL WORKER TRAINING SET UP	
1. Arrive at assigned training location and assist the Lead and other SMs in setting up for PW Training. (8/30)	<input type="checkbox"/>
2. Work with the other SMs in your group to facilitate training for your Boards.	<input type="checkbox"/>
DURING POLL WORKER TRAINING	
3. Meet and coordinate with your Board to finalize details about arrival for set-up and the election.	<input type="checkbox"/>
4. Meet and coordinate with your Precinct Inspector regarding the DART pick up the morning of site set up.	<input type="checkbox"/>
5. Review DART Assignment location with Precinct Inspector.	<input type="checkbox"/>

Save this checklist in the Site Manager Yellow Packet until site set-up on Friday, 9/10.
When complete, sign below and then place checklist in the Blue Envelope, TAB 6.

Completed by Site Manager:

Print Name

Signature

Date

VOTING LOCATION SETUP CHECKLIST

VOTING LOCATION SETUP CHECKLIST

VOTING LOCATION: _____

Checkmark each task once completed.

9/10

PRE-SETUP: DISPATCH AND RETURN TEAM (DART) SUPPLY PICKUP	
1. Precinct Inspector should arrive at assigned DART location between 8:00am and 8:30am (unless otherwise directed).	
2. Precinct Inspector picks up ePollbooks (EPBs) and any other supplies being distributed by DART Team.	
3. Precinct Inspector proceeds to the voting location to join board for setup.	
SITE MANAGER ARRIVAL	
Site Manager Arrival	
1. On Friday, 9/10, arrive at the voting location as scheduled by the ROV.	
2. Access the voting location by meeting with site contact (or other designee). • If unable to access the voting location within 15 minutes of start time, call the Poll Worker Hotline (858-565-3360).	
3. With site contact: confirm the schedule for the day, clarify site access and end of day lock-up procedures (if any).	
4. With site contact: confirm voting location schedule and necessary access.	
5. Identify poll worker parking area (if necessary).	
6. Locate and confirm access to restrooms.	
Prepare for Poll Worker Arrival	
1. Locate PPE in supplies and make available for arriving poll workers' requests. Set out hand-sanitizer and Sani-cloths.	
2. Set out the paper timesheet for poll workers to clock-in.	
POLL WORKER ARRIVAL (8:00 AM)	
Welcome Poll Workers	
1. Welcome arriving poll workers and walk them through clocking-in for the first day (paper timesheet).	
2. Explain that PWs will be clocking-in/-out using both the paper timesheet and the EPB each day.	
3. Once Precinct Inspector arrives with EPBs from DART , take 10 minutes to have all Poll Workers clock-in (matching their sign-in time from the timesheet).	
4. Have poll workers review the Voting Location Setup Checklist (on pages 69-70 of the manual).	
5. Assign each poll worker to a station to set-up.	
Site Layout and Voter Flow	
1. Utilizing the Poll Diagram, discuss the location of each station and work together to lay out the voter flow.	
2. Work with the site contact to identify appropriate power outlets for BMDs/ePollbooks/Cradlepoint (as necessary).	
SUPPLY INVENTORY – BEFORE VOTING LOCATION SETUP	
1. Take note of how the supplies and equipment arrive on the supply carts to be able to pack them in the same way the day after Election Day.	
2. If your Voting Location was assigned a storage container , follow the instructions on the Storage Container Seal Log (in SM Yellow Packet) to open the container. Offload all supply carts/supplies and unpack inside your Voting location.	
3. If your Voting Location was NOT assigned a storage container , your supply carts and supplies will be inside your Voting Location ready to unpack; unpack all supplies.	
4. Using the Site Manager Supply List in the Yellow Envelope, inventory all supplies (manual pages 66-67).	
5. Note any missing supply items and call the PW Hotline to alert DART site regarding missing items.	
6. When you locate the Sealed Paper Roster Carton and the Auxiliary Paper Ballot Envelope, set these aside for SM.	
BALLOT STATEMENT- PART A: BALLOT INVENTORY	
1. Remove the Ballot Statement from the Blue Envelope (TAB 6).	
2. SM verifies receipt of the Auxiliary Paper Ballot packet by initialing and dating next to "Part A, #1" of the Ballot Statement. Note: DO NOT OPEN unless directed by the ROV.	
3. Return the Ballot Statement to the Blue Envelope (TAB 6).	
STATIONS AND EQUIPMENT SET-UP	
Site Manager Area	

Checklists

APPENDIX: CHECKLISTS

VOTING LOCATION SETUP CHECKLIST

VOTING LOCATION SETUP CHECKLIST

VOTING LOCATION: _____

Checkmark each task once completed.

	9/10
1. Set-up a supply cart (or table) for Site Manager specific items:	
• Cradlepoint (follow Cradlepoint instructions for set-up (page 51).	
• One ePollbook for SM use (refer to ePollbook Setup Manual included in the SM Yellow Packet).	
• Production Laptop	
• Blue Envelope	
• Sealed Paper Roster Carton(s) and Sealed Auxiliary Ballot packet Note: DO NOT OPEN unless directed by the ROV.	
Greeter Station	
1. Determine the best flow for voters to enter and exit the Voting Location.	
2. Place supplies on the Greeter table as shown in the Voting Location Diagrams (page 8).	
3. Measure and mark 25'/100' distances from the entrance to the Voting Location (exit polling/electioneering).	
4. Determine a plan for organizing a line of voters outside the polling place (if necessary).	
5. Post the required posters near the Greeter Stations: DOJ Poster, Top Two Candidates, Observer Policies and Procedures, Voter Assistance.	
6. Set-up any indoor accessibility supplies provided (as instructed in TAB 4 of the Blue Envelope).	
7. Set out the Observer Sign-In/Out sheet.	
8. Install provided American Flag on the wall near the Greeter Station (stars are always in upper left when displayed).	
Check-In Station	
1. Set-up the Check-In table using the diagram in the manual (page 9).	
2. Ensure that two ePollbook workstations have been set-up (refer to ePollbook setup manual in the SM Yellow Packet).	
3. Cable EPBs and secure cabling to minimize trip hazards.	
4. Ensure EPBs have heartbeats (after verifying Cradlepoint is operating).	
Voting Station	
1. Determine the best placement of the BMD booths and cardboard voting booths.	
2. Complete full set-up of BMDs using instructions in the manual on pages 30-40.	
3. Assemble one BMD on the provided blue ADA cart (instructions: page 37) and position in voting location.	
4. Complete Seal Verification Log (Blue Envelope – TAB 6).	
5. Confirm "Total Ballots Printed: 0" on all BMDs (bottom left of the tablet screen once BMDs are activated).	
• DO NOT complete Section 3 of the Seal Verification Log until Saturday morning (9/11) prior to opening the voting location for first day of voting.	
• IF ANY BMDs show that ballots have been printed, call the Poll Worker Hotline IMMEDIATELY (858-565-3360).	
6. Assemble and position cardboard voting booths (including ADA voting booth).	
7. Place Yellow Booth Ballots in all voting booths (clip to right side).	
Checkout Station	
1. Set-up Checkout table as shown in the Voting Location Diagrams in the manual (page 8).	
END OF DAY	
Confirm/Review with Poll Workers	
1. Election morning arrival protocols (pages 71-72 of the manual).	
2. Sanitize all touched surfaces, including but not limited to tables, chairs, supplies, and equipment.	
3. Site Manager ensures all staff clocks-out using EPB and paper timesheet.	
4. Close and ensure voting location is locked according to facility instructions.	

When complete, sign below and then place checklist in the Blue Envelope, TAB 6.

Completed by Site Manager:

Print Name

Signature

Date

DAILY OPENING CHECKLIST

DAILY OPENING CHECKLIST

VOTING LOCATION: _____

Checkmark each task once completed.

	9/11	9/12	9/13	9/14
SITE MANAGER				
1. Saturday (9/11) – Monday (9/13): Arrive at your Voting Location at 7:30 a.m.				
2. Tuesday (9/14): Arrive at your Voting Location at 6:30 a.m.				
3. Power on the Cradlepoint (refer to manual pg. 51)				
4. Make sure that the “FF” message on the Cradlepoint is showing in the display and that the modem lights are on.				
5. Ready one ePollbook and paper timesheet for board clock-in.				
6. Turn on your personal cell phone, in case ROV needs to contact you for any reason. <ul style="list-style-type: none"> • Make sure to keep your phone charged and nearby throughout the day. 				
7. Ask Poll Workers to review the Daily Opening Checklist and the Election Reminders pages of their manual (pages 71-73).				
POLL WORKERS				
1. Saturday (9/11) – Monday (9/13): Arrive at your Voting Location at 7:30 a.m.				
2. Tuesday (9/14): Arrive at your Voting Location at 6:30 a.m.				
3. Clock-in for the day on the ePollbook and paper timesheet.				
4. Review the Daily Opening Checklist and the Election Reminders (pages 71-73).				
EQUIPMENT				
ePollbook				
1. Establish and verify “heartbeat” on all EPBs.				
2. Confirm power cables are securely plugged-in and that the EPBs are charging.				
3. Make sure all cabling/cords are taped down and/or secured to prevent trip hazards.				
Ballot Marking Device				
1. Confirm all BMD and printer cords are securely plugged in.				
2. Make sure all cabling/cords are taped down and/or secured to prevent trip hazards.				
3. Ensure all printer trays are filled.				
4. Check BMD padlocks and confirm that they are secure and free from tampering.				
5. Using a Poll Worker Card (Official Ballot Pouch), “Open the Poll” on all BMDs (page 41). <ul style="list-style-type: none"> • NOTE: Only “Open the Poll” on the first day of the election, then leave open until Closing. 				
6. Saturday (9/11): confirm all BMDs still read: “Total Ballots Printed: 0” and complete the “Open” portion of the <i>BMD Daily Log</i> for Saturday, 9/11/2021. <ul style="list-style-type: none"> • If any BMDs show ballots have been printed, immediately call the Poll Worker Hotline. 				
7. Sunday (9/12) through Tuesday (9/14): check the “Total Ballots Printed:” on each BMD and complete the “Open” portion of the <i>BMD Daily Log</i> for the day’s date. <ul style="list-style-type: none"> • If any BMDs “Open” counts do not match the previous day’s “Close” counts, immediately call the Poll Worker Hotline. 				
SIGNAGE				
ROV Signage				
1. Place yellow polling place signs at major intersections and entrances for maximum visibility.				
2. Place feather sign at the main entrance to the Voting Location parking lot.				
3. Place the Curbside Voting sign where directed by Site Manager.				
4. Place the Vote Here (A-Frame sign) near the physical entrance to the building.				
Accessibility Signage				
1. Post the Voter Bill of Rights posters (in all languages) at the entrance of the Voting Location.				
2. Set up any provided outside accessibility supplies as instructed (Blue Envelope, TAB 4).				

Checklists

APPENDIX: CHECKLISTS

DAILY OPENING CHECKLIST

DAILY OPENING CHECKLIST

VOTING LOCATION: _____

Checkmark each task once completed.

	9/11	9/12	9/13	9/14
Electioneering/Media Signage				
1. Check the 25' Exit Poll marker (tape/other marker), replace or re-mark as necessary.				
2. Check the 100' Electioneering marker (tape/other marker), replace or re-mark as necessary.				
OPEN THE POLLS				
1. Ensure all Poll Workers are wearing their Election nametags. <ul style="list-style-type: none"> Bilingual Poll Workers must wear nametags indicating their additional language(s). 				
2. Open the poll promptly at the specified time by opening the doors, standing outside, and announcing "The polls are now open!" <ul style="list-style-type: none"> Saturday, 9/11 through Monday, 9/13, Voting Locations open at 8:00 am. Tuesday, 9/14, Voting Locations open at 7:00 am. 				
3. First Voter: The first voter in line on Saturday, 9/11, has the responsibility to confirm that no ballots have been cast before the polls opened. First day only, do not repeat each morning. <ul style="list-style-type: none"> Follow the "First Voter" instructions in the manual on page 13. 				

Complete each morning and return to the Blue Envelope, TAB 6.

When complete, sign and place this checklist in the Blue Envelope, TAB 6.

Completed by Site Manager:

Print Name

Signature

Date

California Gubernatorial Recall Election
September 14th, 2021

ELECTION DAY REMINDERS

ELECTION DAY REMINDERS

VOTING LOCATION: _____

MISSION
Remember the Poll Worker Mission:
1. Take care of every voter correctly at the polls,
2. Make sure all voters and visitors have a positive voting experience,
3. Safely secure every ballot until it can be counted at the Registrar of Voters.
SERVICE TO VOTERS
• Be friendly and welcoming, take the time to listen to and address the voter's need.
• Make sure voters can see your nametag(s).
• If you do not know the answer to a voter's question, DO NOT make up an answer.
• If you need an answer for a voter or you need assistance, contact your Precinct Inspector or Site Manager.
SUPPLIES AND EQUIPMENT
• Check on your assigned equipment throughout the day. Make sure everything is charging and functioning properly.
• Periodically walk through your assigned area and make sure nothing has been left by voters or misplaced by staff.
• Using sani-wipes, sanitize all touched surfaces after each use (ePollbooks, BMDs, pens, clipboards, etc.) and regularly throughout the day.
• When possible, check on exterior signage: Yellow Polling Place signs, Feather sign, A-Frames, etc.
• Verify that the 25' and 100' markers are still in place for Exit Polling and Electioneering boundaries.
ELECTIONEERING AND OBSERVING
Electioneering
• Ask voters displaying electioneering materials to remove or hide them in some way.
• T-shirts can be flipped inside out (using nearby restroom facilities).
• Buttons, hats, etc., can be removed or taped over.
• Voters who refuse to remove electioneering materials should be referred to the SM/PI.
• Last resort would be to have the voter utilize Curbside Voting.
Observers
• Make sure Observers are following the established policies and procedures (see Observer Policies and Procedures poster).
• Observers must sign-in and -out on the Observer Sign-In Sheet (Blue Envelope, TAB 2).
Poll Watchers
• Site Manager will assist Poll Watchers with the Street Index or any other questions they may have.
Media
• Remind staff: DO NOT give media interviews/statements.
• If media visits your Voting Location, refer them to the SM/PI. (SMs call the Poll Worker Hotline for further guidance.)
WORKING THE ELECTION
• Review your schedule and plan accordingly to arrive on-time and ready to assist your Board in conducting the election.
• If not bringing meals with you, look up possible meal options around your Voting Location.
• Make sure to bring snacks and extra water for election days.
• Take your breaks when directed by the SM/PI; suggested break schedule can be found in the front of the manual.
• Stay safe, have fun, make new friends!
• Thank you for working this election!

Sign and place sheet in the Blue Envelope, TAB 6.

Completed by Site Manager:

Print Name

Signature

Date

Checklists

APPENDIX: CHECKLISTS

CLOSING CHECKLIST

CLOSING CHECKLIST

Voting Location: _____

Checkmark each task, once completed.

	Sat. 9/11	Sun. 9/12	Mon. 9/13	Tues. 9/14
SECTION #1 - CLOSING THE POLLS				
Early Voting Days (9/11-9/13), the Polls close at 5:00 PM.				
1. At 5:00 PM, step outside and announce, "The polls are now closed" and mark the end of the line.				
On Election Night (9/14), the Polls close at 8:00 PM.				
1. 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 in line by 8:00 PM are eligible to vote. Voters may not join the line or cast mail ballots after 8:00 PM. DO NOT end voting before 8:00 PM; no closing activities may begin until all voters have completed voting and left the poll. 				
Once all voters have left the voting location:				
2. Remove the Daily Ballot Log from TAB 6 of the Blue Envelope.				
3. Remove the BMD Daily Log from TAB 6 of the Blue Envelope.				
4. On Election Night , remove the Ballot Statement from TAB 6 of the Blue Envelope.				
SECTION #2 - OFFICIAL BALLOT BOX				
5. Once all voters have left the voting location , Site Manager and one other Poll Worker break the seals on the Official Ballot Box. <ul style="list-style-type: none"> The remaining Poll Workers should complete items 72-78 of Section #19 – Daily Close-Out on the Closing Checklist. It should take no more than 30 minutes from closing the poll to dispatching your Poll Worker team to DART. On Election Night, suggested departure time is 8:30pm. 				
6. Remove and sort: <ul style="list-style-type: none"> BMD Ballots, Auxiliary Ballot envelopes (if there are any), peach Provisional envelopes, green CVR envelopes. 				
7. Place any Mail Ballot envelopes from Ballot Box into a Yellow Mail Ballot Bag.				
SECTION #3 - BMD BALLOTS				
8. Count the voted BMD ballots.				
9. Write the day's total on the Daily Ballot Log next to the correct date.				
10. On Election Night , total the BMD Ballots column on the Daily Ballot Log , write the Grand Total in the provided space.				
11. On Election Night , write the Grand Total of BMD Ballots on the Ballot Statement (Line 2).				
SECTION #4 – AUXILIARY (PAPER) BALLOT ENVELOPES				
12. Count the Auxiliary Ballot Envelopes (if there are any).				
13. Write the day's total on the Daily Ballot Log next to the correct date.				
14. On Election Night , total the Auxiliary Ballot Envelopes column on the Daily Ballot Log , write the Grand Total in the provided space.				
15. On Election Night , write the Grand Total of Auxiliary Ballot Envelopes on the Ballot Statement (Line 3).				
SECTION #5 - WHITE BALLOT CARTON – PART 1				
16. Place the voted BMD ballots and Auxiliary Ballot envelopes into the White Ballot Carton. <ul style="list-style-type: none"> On Election Night: DO NOT SEAL White Ballot Carton before placing completed Ballot Statement inside the White Ballot Carton. 				
17. Complete the "Carton # ___ of ___ Total Cartons" on the White Ballot Carton(s).				

CLOSING CHECKLIST

CLOSING CHECKLIST

Voting Location: _____

Checkmark each task, once completed.

	Sat. 9/11	Sun. 9/12	Mon. 9/13	Tues. 9/14
SECTION #6 - VOTED PEACH PROVISIONAL ENVELOPES				
18. Count the peach Provisional envelopes.				
19. Write the day's total number of peach Provisional envelopes on the <i>Daily Ballot Log</i> next to the correct date.				
20. On Election Night , total the Provisional envelopes column on the <i>Daily Ballot Log</i> , write the Grand Total in the provided space.				
21. On Election Night , write the Grand Total of peach Provisional envelopes on the <i>Ballot Statement</i> (Line 4).				
SECTION #7 - VOTED GREEN CVR ENVELOPES				
22. Count the green CVR envelopes.				
23. Write the day's total number of green CVR envelopes on the <i>Daily Ballot Log</i> next to the correct date.				
24. On Election Night , total the green CVR envelopes column on the <i>Daily Ballot Log</i> and write the Grand Total in the provided space.				
25. On Election Night , write the Grand Total of green CVR envelopes on the <i>Ballot Statement</i> (Line 5).				
SECTION #8 - RED BAG (PART 1)				
26. Write the day's total number of peach Provisional Envelopes on the Red Bag card.				
27. Write the day's total number of green CVR Envelopes on the Red Bag card.				
28. Place the peach Provisional Envelopes and green CVR envelopes in the Red Bag.				
29. Return the Red Bag card to the plastic window. • DO NOT SEAL - set aside for additional items.				
SECTION #9 - SPOILED BALLOTS				
30. Remove items (except for surrendered) from the Spoiled/Surrendered brown carton • Sort Spoiled BMD Ballots and Spoiled Auxiliary Paper Ballots (if any) into separate piles.				
31. Count Spoiled BMD Ballots and write the day's total number on the <i>Daily Ballot Log</i> next to the correct date. • DO NOT count BMD test pages as Spoiled Ballots.				
32. On Election Night , total the Spoiled BMD Ballots column on the <i>Daily Ballot Log</i> , write the Grand Total in the provided space.				
33. On Election Night , write the Grand Total of Spoiled BMD Ballots on the <i>Ballot Statement</i> (Line 6).				
34. If there are any Spoiled Auxiliary Paper Ballots, count them and write the day's total number on the <i>Daily Ballot Log</i> next to the correct date.				
35. On Election Night , total the Spoiled Auxiliary Paper Ballots column on the <i>Daily Ballot Log</i> , write the Grand Total in the provided space.				
36. On Election Night , write the Grand Total of Spoiled Auxiliary Paper Ballots on the <i>Ballot Statement</i> (Line 7).				
SECTION #10 - BROWN CARTON				
37. Place all Spoiled Ballots back in the Spoiled/Surrendered brown carton.				
38. Place used BMD Tickets into the brown carton.				
39. On Election Night , place the Yellow Booth Ballots and Tan Facsimile Ballots into one of the brown cartons.				
40. Seal brown carton(s) using a Closing Blue Security seal.				
41. Place a checkmark in the "Unused, Surrendered..." box.				
42. All Poll Workers sign the Closing Blue Security seal(s).				
43. On Election Night , complete the "Carton # __ of __ Total Cartons" section on each sealed brown carton.				
44. Collect all brown carton(s) in one location for warehouse pickup following the election.				

APPENDIX: CHECKLISTS

CLOSING CHECKLIST

CLOSING CHECKLIST

Voting Location: _____

Checkmark each task, once completed.

	Sat. 9/11	Sun. 9/12	Mon. 9/13	Tues. 9/14
SECTION #11 - CHECK-IN FORMS AND EPB COUNTS				
45. Collect all Check-In Forms from the Check-In Station.				
46. Using an ePollbook, access the Check-In Totals screen and write the day's Grand Totals of Regular and Provisional Check-Ins on the Daily Ballot Log next to the correct date.				
47. Remove a Check-In Form Security Envelope from the Blue Envelope, TAB 3.				
48. Write the Voting Location, Date, and Total Number of Check-Ins (ePollbook total of Regular and Provisional Check-Ins) on the envelope.				
49. Place all Check-In Forms inside the Check-In Form Security Envelope, seal, and set aside for placing in the Red Bag.				
50. On Election night , calculate the Grand Totals under "EPB Check-Ins" on the Daily Ballot Log for both Regular and Provisional check-ins and write the Grand Totals in the provided spaces.				
51. On Election Night , write the Grand Totals of Regular and Provisional check-ins on the Ballot Statement (Line 8).				
SECTION #12 - RED BAG (PART 2)				
52. Place the sealed Check-In Form Security Envelope inside the Red Bag.				
53. If there are any Mail Ballot Signature Forms to return, place them in the Mail Ballot Signature Form envelope (found in Blue Envelope – TAB 3) and place it inside the Red Bag.				
54. 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.				
55. Set Red Bag aside for return to DART.				
SECTION #13 - YELLOW MAIL BALLOT BAG				
56. Lock all Yellow Mail Ballot Bags with a Red Tab Lock and set them aside for return to DART.				
SECTION #14 - TOTAL BALLOTS PRINTED FROM BMDs				
57. Using the BMD Daily Log , record the number of Total Ballots Printed from each BMD in the spaces provided.				
58. On Election Night , total the final "Close" column of the BMD Daily Log and write the total in the space provided.				
59. Write the total on the Ballot Statement (Line 9).				
SECTION #15 - BALLOT INVENTORY				
60. During site setup and inventory, you should have initialed and dated next to Part A: #1 of the Ballot Statement , that you were in receipt of the Auxiliary Ballots envelope. No further action necessary.				
61. On Election Night , check for your Auxiliary Ballots envelope: <ul style="list-style-type: none"> • If still unopened (no ballots were used), then write "50" on Line 1A of the Ballot Statement. • If the Auxiliary Ballots envelope is open, then count the unused ballots, and write the number on Line 1A of the Ballot Statement. 				
SECTION #16 - BOARD SIGNATURES				
62. Election Night ONLY: once the Ballot Statement is complete, the Site Manager and all poll workers must sign (Part E).				
SECTION #17 - WHITE BALLOT CARTON – PART 2				
63. Election Night ONLY: Place the completed and signed Ballot Statement in the White Ballot Carton on TOP of the BMD Ballots. <ul style="list-style-type: none"> • If there is more than one White Ballot Carton, the Ballot Statement must go in the first carton. 				
64. Seal White Ballot Carton(s) using Closing Blue Security Seal.				
65. Place a checkmark in the "Voted Ballots" box on the Closing Blue Security Seal.				
66. All Poll Workers sign the Closing Blue Security Seal.				

CLOSING CHECKLIST

CLOSING CHECKLIST

Voting Location: _____

Checkmark each task, once completed.

	Sat. 9/11	Sun. 9/12	Mon. 9/13	Tues. 9/14
SECTION #18 - DART				
Poll Workers heading to DART must leave the voting location within 30 minutes of closing the poll. Suggested time is 8:30pm on Election Night.				
67. Complete the Official Chain of Custody Form (found in TAB 6 of the Blue Envelope). <ul style="list-style-type: none"> • Write Voting Location Number, Date, and complete Section 1 (number of items being released to DART from your voting location). 				
68. Two Poll Workers sign the Chain of Custody form .				
69. The same two Poll Workers must now escort all voted items and election materials to DART (DART Location Assignment found in Blue Envelope - TAB 4).				
70. 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 Ballot Carton(s), • Chain of Custody form with Section 1 completed and ready for the DART Representative to collect. • On Election Night, Paper timesheet in an envelope 				
71. Once the Poll Workers head to DART, the Site Manager must call the PW Hotline to notify the ROV that their team is on their way to DART.				
<ul style="list-style-type: none"> ○ Poll Workers delivering election materials to DART must leave the voting location within 30 minutes of closing the poll. ○ Suggested departure time for Election Night is 8:30pm. ○ If your team is unable to leave for DART by the specified time, SM must notify the ROV by calling the Poll Worker Hotline. ○ One Poll Worker will keep the top white copy after DART representative completes Section 2. ○ Once task is complete, both poll workers MUST call SM to notify that they are leaving DART, Site Manager will clock them out. ○ All poll workers must keep their cell phones on until returning home, in case the ROV or your Site Manager calls. 				
SECTION #19 - DAILY CLOSE-OUT				
72. Return Daily Ballot Log and BMD Daily Log to the Blue Envelope, TAB 6.				
73. Replenish consumed supplies at all stations and prepare for next day of operation.				
74. Sanitize all touched surfaces, including but not limited to tables, supplies, and equipment.				
75. Retrieve all exterior signage (A-frames, feather sign, yellow polling place signs) for overnight storage.				
76. Verify that the Red and Green Padlocks on the BMDs are intact.				
77. Secure all BMD Poll Worker Cards as well as all locks and seals in the Official Ballot Pouch.				
78. Place Official Ballot Pouch in Blue Envelope, TAB 1.				
79. Ensure all poll workers clock out (EPB and paper timesheet).				
80. Site Manager awaits call from poll workers who went to DART and clocks them out.				
81. Ensure all EPBs are logged-out for the day and then manually powered down.				
82. Check all EPBs for charging status and troubleshoot any EPBs that are not maintaining a charging state.				
83. Power down the Cradlepoint prior to exiting the voting location.				
84. Depart facility.				
85. Site Manager - Keep your cell phone on until you get home in case the ROV calls.				
86. On Election Night , after the Ballot Statement is complete, follow the manual (page 47) to "Close Poll" on all BMDs.				

When complete, sign below and then place checklist in the Blue Envelope, TAB 6.

Completed by Site Manager:

Print Name

Signature

Date

APPENDIX: CHECKLISTS

VOTING LOCATION PACK OUT CHECKLIST

VOTING LOCATION PACK-OUT CHECKLIST

VOTING LOCATION: _____

Checkmark each task once completed.		9/15
PREPARATION		
Prepare for Poll Worker Arrival		
1. Power on the Cradlepoint (manual pg. 51)		
2. Ready one ePollbook and paper timesheet for board clock-in.		
Welcome Poll Workers		
1. Have all Poll Workers sign-in on both the EPB and the paper timesheet.		
2. Give Poll Workers an overview of the plan for packing-out. <ul style="list-style-type: none"> • Review the Supply List (pgs. 66-67) together and discuss how packing out means that supplies/equipment should be repacked into their respective boxes as itemized in the Supply List. 		
3. Assign specific tasks/stations to individual Poll Workers for pack-out.		
4. Site Manager is responsible for preparing the Blue Envelope, Cradlepoint, Laptop, and ePollbook cases for pack-out and should pack them last. <ul style="list-style-type: none"> • Do not power-down the Cradlepoint until just before departure. 		
PACK-OUT		
Storage Container		
1. If your Voting Location received a storage container , then you should unlock and open the storage container. <ul style="list-style-type: none"> • Skip this step if you did not receive a storage container. 		
Packing Process		
1. Pack all ePollbooks (except one for clocking-out purposes), power cords, and bricks into their case(s).		
2. Shut down and disassemble all BMDs and BMD Booths.		
3. Return BMDs to their respective carrying cases and place all BMDs/Booths aside.		
4. Pack all cardboard booths into sleeves.		
5. Pack all exterior signage (yellow polling place signs, feather sign, a-frames, etc.).		
6. Remove all posted items from the walls and remove all adhesive/tape/tacky.		
7. Pack all supplies, envelopes, and other materials following the Supply List. (pgs. 66-67)		
8. Remove any tape from the floor indoors/outdoors (including if the 25'/100' markers were made with tape).		
Organizing Supplies for Warehouse		
1. Site Manager should have Cradlepoint, Laptop, ePollbook case(s), and Blue Envelope organized on a separate supply cart. Pack this supply cart last (just before departing the facility). <ul style="list-style-type: none"> • Do not power-down the Cradlepoint until departure. 		
2. Pack as much of the supplies (boxes, cartons, BMDs, etc.) onto the provided supply carts as possible.		
3. Line up/gather all supply carts into one area of the facility for warehouse pick-up. <ul style="list-style-type: none"> • If your location has a storage container, begin neatly packing the storage container with all supplies/supply carts. 		
4. Once all supplies/supply carts have been organized, whether in location or in the storage container, the Site Manager and Precinct Inspector should survey of the facility and check for any remaining, unpacked items.		

VOTING LOCATION PACK OUT CHECKLIST

VOTING LOCATION PACK-OUT CHECKLIST

VOTING LOCATION: _____

Checkmark each task once completed.

9/15

DEPARTURE	
1. Thank the Poll Workers for their hard work during this Election!	
2. Have all Poll Workers clock-out on both the paper timesheet and the EPB.	
3. Place paper timesheet in the Blue Envelope, TAB 2.	
4. Log-out and power-down the EPB.	
5. Turn off and pack the Cradlepoint (manual pg. 51)	
Review the following steps before completing:	
1. Complete and sign this checklist.	
2. Place the checklist in the Blue Envelope, TAB 6.	
3. Place the Blue Envelope on the supply cart with the Cradlepoint, EPB Case(s), and Laptop.	
4. Place the supply cart in front of the other collected supplies (or last in the storage container, if applicable).	
5. Close and lock the facility according to facility specification.	
6. If applicable, close and lock the storage container.	
7. Inform the site contact that the Voting Location has been packed out and the team is leaving the facility. Thank the site contact for hosting the Voting Location.	
8. Call the Poll Worker Hotline to let them know that the Voting Location Pack-Out is complete.	
Now that you've reviewed the above steps, checkmark all remaining items and complete pack-out.	
THANK YOU FOR YOUR WORK ON THIS ELECTION!	

When complete, sign below and then place checklist in the Blue Envelope, TAB 6.

Completed by Site Manager:

Print Name

Signature

Date

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 BMDs 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: Contains 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 voting location. A board consists of 1 Site Manager, 1 Precinct Inspector, and 5 Technical 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 voting location. 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 voting locations close.

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

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 voting location 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 BMDs. It is found in the Blue Envelope TAB 1.

GLOSSARY

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 voting locations 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.

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

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

RECRUITMENT CONTACTS

Poll Worker Recruitment Phone List

Main Line: (858) 565-5800

Fax (858) 505-7299 Email: pollworker@sdcounty.ca.gov

Region 1-A

Lead: Vanessa Perez (858) 505-7221

Assistant: Cynthia Hernandez (858) 505-7220

Eedi Florest (858) 505-7355

105000-126110

Chelsea Morrell (858)505-4275

Don Conley (858) 505-7344

126320-165020

Charles Payton (858) 505-4278

Kaitlyn Balogh (858) 505-7311

425480-435150

443050-456410

Monica Criscione (858) 505-7314

171060-220100

Jeannen Ly (858) 505-7222

403400-404400

412000-419790

Yolanda Arias (858) 505-7276

405350-408300

421810-423130

Region 1-B

Lead: Donna Peralta (858) 505-7230

Assistant: Jolie Ramage (858) 505-7229

Bo Smitham (858) 505-4277

Susan Del Monte (858) 505-4276

Jacqueline Tamayo (858) 505-7347

Bryan Perry (858) 505-7333

Valentina Mosley (858) 505-7233

Sara Fakhoury (858) 505-7231

Vivian Trusso (858) 505-7279

Keri Belisle (858) 505-7234

Call Center

Patty Boulder (858) 505-7274

RECRUITMENT PROGRAMS

County Employee Coordinator: Jean Vukotich (858) 505-7235

Poll Worker Supervisor: Diana Delmege

Assistant: Martha Jimenez (858) 505-7232

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."

