

March 5, 2024, Presidential Primary Election

Poll Worker Manual



Name: _____



QUICK REFERENCE (Refer to ROV email)

VOTE CENTER INFORMATION

Location #: _____ Name: _____

Address: _____

Site Contact: _____

Site Contact Phone: _____ Site Contact Email: _____

| IMPORTANT CONTACTS | NAME | PHONE NUMBER |
|---------------------|------|--------------|
| Site Manager | | |
| Precinct Inspector | | |
| Technical Inspector | | |
| Technical Inspector | | |
| Technical Inspector | | |
| Technical Inspector | | |
| Technical Inspector | | |
| Technical Inspector | | |
| Technical Inspector | | |
| Technical Inspector | | |
| Technical Inspector | | |
| Technical Inspector | | |
| Technical Inspector | | |

| | | |
|--|--|-----------------------|
| Recruitment Contact | | |
| Primary: Human Resources (HR) Contact | | (858) 505-7206 |
| Backup: Human Resources (HR) Contact | | (858) 505-7207 |

| | | |
|---|---|--|
| Curbside Voting (858) 505-7396 | Poll Worker Hotline (858) 565-3360 | Observer Hotline (858) 495-5123 |
|---|---|--|

Call 9-1-1 in case of emergency or safety concerns

NOTE FROM THE 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) 505-7294 Web Address: www.sdvote.com

CYNTHIA L. PAES
Registrar of Voters

SHAWN K. BROM
Assistant Registrar of Voters

Hello Everyone!

Here it is! Your trusted Poll Worker Manual. Although much will look familiar, there have been some noteworthy changes. If ever in doubt, it is still the “go to” on how to properly manage your vote center.

Many of you may have already experienced these changes if you’ve helped us out with an election in 2022. The 2022 primary and general elections were conducted with the vote center model under the California Voter’s Choice Act (VCA).

Neighborhood polling places have been replaced with larger “one stop shop” vote centers providing more services and flexibility for voters. Under the VCA, every active registered voter will automatically receive a ballot in the mail and vote centers will be open anywhere from four to eleven days.

With what is looking like a busy 2024 with the Presidential Primary Election on March 5 and the Presidential General Election on November 5, one area remains fundamental, consistent, and true to the success of our office and the overall election... that’s YOU! Thank you all for showing up to tackle another election with us. Every voter in San Diego County is counting on us!

Everything you need to know is in this manual. Read it, practice the various scenarios, attend training, read the manual again and practice some more. Do this by yourself and with the team of poll workers you will be working with.

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!

CYNTHIA L. PAES
Registrar of Voters

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WHAT'S NEW THIS ELECTION

March 5, 2024, Presidential Primary Election

- California's presidential primary is March 5, 2024, and political parties decide who can vote for their presidential candidates.
- The San Diego County Registrar's office sent out over 1.9 million postcards to the County's registered voters letting them know their political party registration determines which presidential primary candidates will appear on their primary election ballot.
- All registered voters fall under two categories:
 1. **Registered with a Political Party Preference**
 - The ballot of a voter registered with one of the six political parties in California will list only that party's presidential primary candidates. A voter can vote only on that party's ballot and for that party's presidential candidates.
 - If a voter's party registration differs from the party of the presidential candidate they want to vote for, they will need to re-register to vote with that party which can be done at the Vote Center (SB207).
 2. **Registered as Nonpartisan (also known as independent or no party preference)**
 - If a voter is registered as nonpartisan, the nonpartisan ballot they receive will not list presidential primary candidates.
 - If a nonpartisan voter wants to vote for presidential candidates rather than on their nonpartisan ballot, they may choose a ballot from one of the three parties allowing nonpartisan voters to take part in their presidential primary elections:
 1. American Independent Party
 2. Democratic Party (Nonpartisan version)
 3. Libertarian Party
 - These other three California parties have closed their presidential primary to nonpartisan voters:
 1. Green Party
 2. Peace and Freedom Party
 3. Republican Party
 - If a nonpartisan voter wants to vote for a presidential candidate of one of the parties that closed their presidential primary to nonpartisan voters, the voter must change their party registration at any Vote Center in San Diego County (SB207).
- No matter a voter's party preference, all registered voters will be allowed to vote on nonpartisan contests and voter-nominated offices, such as U.S. congressional offices and state legislative offices.

VOTE CENTER RULES AND EXPECTATIONS

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.

Staff Expectations

- Work as a TEAM!
- Do not participate in or allow voters or fellow poll workers to have political conversations at or near the Vote Center.
- Do not bring children or pets.
- Smoking and alcohol are not permitted.
- Covered drink containers are permitted but must not be placed on tabletops or near election equipment.
- Audio-visual devices that may disturb voters and staff are not allowed.
- Remain professional and considerate when using your cell phone.
- Personal reading materials are permitted as long as they are not political in nature.



Service to Voters

- Be friendly and welcoming!
- Take the time to listen to and address the voters' needs.
- Make sure the voters can see your name tag.
- Bilingual poll workers will be assigned to many Vote Centers and will wear language-specific name tags so they are easily identified.
- If you need an answer or assistance, contact your Precinct Inspector or Site Manager. Never guess!



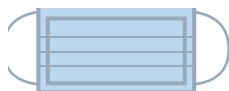
Supplies and Equipment

- Monitor the equipment and supplies at your station, make sure devices are charging properly, and supplies are well-stocked.
- Periodically survey your station and make sure nothing has been left behind by voters or misplaced by staff.
- If assigned to Mail Ballot Bag Station, monitor the 25' media and 100' electioneering markers, and refresh as necessary.



Health and Safety Guidelines

- Training will include COVID-19 recommendations for the safety and use of personal protective equipment (PPE) at a Vote Center.
- Masks, gloves, hand sanitizer and wipes will be provided for each training location and Vote Center.



VOTE CENTER RULES AND EXPECTATIONS

Emergencies and Vote Center Security



If you feel threatened or experience an emergency of any kind, immediately call 9-1-1, and when possible, also call the poll worker hotline to inform us of the emergency.

If a member of the public (voter/observer/poll watcher) is interfering with the election process AND is not responding to de-escalation attempts, call 9-1-1 first, and when possible, also call the poll worker hotline to inform us of the emergency.

The municipal non-emergency numbers can be found on the inside of the back cover of this manual.

The 3 Knows!



Know Where: Get to know your assigned Vote Center, including your commute and assigned parking (if provided).

Know When: Confirm your scheduled work dates, including set-up and pack out dates. (Site Managers: confirm this information with your Board and Site Contact.)

Know What: Understand your assigned station at the Vote Center, review the relevant sections in this manual, the available job aids, and resources!

Principles of Success



- Work as a team
- Stay calm
- Use your resources
- Use your good judgment
- Treat voters, visitors, and other board members with respect

Remember to Vote



Make sure to make arrangements to vote. You may:

- Vote early by mail
- Bring your ballot with you to your Vote Center
- Drop off your ballot at a Ballot Drop Box (BDB)
- Vote early at the Registrar of Voters

Dress Code



As a representative of the Registrar of Voters, poll workers are to dress in a clean manner, and clothing should be appropriate and in good condition. T-shirts, buttons, or hats with improper or political slogans, graphics, or photos, are examples of inappropriate dress and may not be worn. Furthermore, poll workers should maintain a high standard of cleanliness and appearance.

Helpful Reminders



- Arrive on time and ready to assist your Board in conducting the election
- Bring snacks, extra water, and meals with you
- Take your breaks as scheduled by the SM; the suggested meal times are described on page 102
- Stay safe and have fun! Thank you for working this election!

CALENDAR OF IMPORTANT TASKS AND DATES

Vote Center Dates and Hours

February 24 to March 4

39 11-Day Vote Centers
open:
8:00am to 5:00pm

March 2 to March 4

Additional 179 4-Day Vote
Centers open:
8:00am to 5:00pm

Election Day, March 5,

All 218 Vote Centers open:
7:00am to 8:00pm

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------|---------|---------|---|--------------------------|--|---|
| 11 FEB E-23 | 12 E-22 | 13 E-21 | 14 E-20 | 15 E-19 | 16 E-18 | 17 E-17 |
| 18 E-16 | 19 E-15 | 20 E-14 | 21 E-13 | 22 E-12 | 23 E-11 Mini-SUPU 1 11-day VC Setup Poll Worker Hotline OPEN | 24 E-10 11-Day Vote Centers Open |
| 25 E-9 | 26 E-8 | 27 E-7 | 28 E-6 | 29 E-5 | 1 MAR E-4 Mini-SUPU 2 4-day VC Setup | 2 E-3 All Vote Centers Open |
| 11-Day Vote Centers Open | | | | | | Poll Worker Hotline OPEN |
| 3 E-2 | 4 E-1 | 5 | 6 Vote Centers with Storage Container Packout | 7 | 8 | 9 |
| All Vote Centers Open | | | Election Day! | Poll Worker Hotline OPEN | | |

PRE-ELECTION AND ELECTION TIMELINE

Pre-Election, In-Person Voting and Election Day

Monday, February 12 - February 29: Poll Worker Training

- All Site Managers and poll workers report to their assigned training.

Wednesday, February 14 - February 29: Site Manager Training

- Site Managers report to their assigned 1-day training.

Friday, February 23: 11-Day Vote Centers Setup / Poll Worker Hotline Opens

- Boards assigned to 11-Day Vote Centers will set up.

Saturday, February 24: 11-Day Vote Centers Open

- First day of in-person voting!
- 39 Vote Centers are open from 8:00am to 5:00pm.

Friday, March 1: 4-Day Vote Centers Setup

- Boards assigned to the 4-Day Vote Centers will set up their Vote Center.

Saturday, March 2: 4-Day Vote Centers Open

- 179 additional Vote Centers are open from 8:00am to 5:00pm.

Tuesday, March 5: Last Day Of Voting (Election Day)!

- On Election Day, all 218 Vote Centers including 6 Super Centers are open from 7:00am to 8:00pm.

Wednesday, March 6: Vote Centers Packout

- Vote Centers supplied with a storage container pack out the Wednesday after Election Day.



Remember your “3 Knows!”

Know **where** you are working. Know **when** you are working. Know **what** is expected of you!

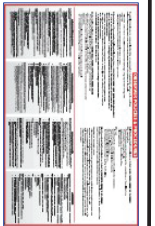
Site Manager Table



US Flag



Posted Items Display Poster (DOI)



Observer Policy and Procedures Poster



Notice Regarding Prohibition of Electioneering and Corruption of the Voting Process



Precinct Inspector

Check-In Station



Greeter Station

Voter Access Table

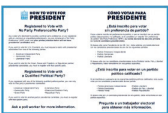


Voter Assistance Poster

Site Manager



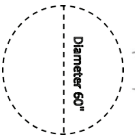
Vote Here Sign



How to Vote for President



Voting Station



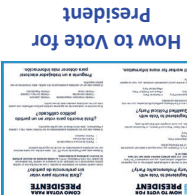
Polling Place Signs



Voter Bill Of Rights



Mail Ballot Bag Station



How to Vote for President



Elections in California (inside and outside)

Notice Regarding Prohibition of Electioneering and Corruption of the Voting Process

NOTE: VOTE CENTERS WILL VARY BY SIZE, LAYOUT, EQUIPMENT, AND STAFFING.

STATION DIAGRAMS

Mail Ballot Bag

Mail Ballot Signature Form Envelope

Mail Ballot Bag Station

Replacement Mail Ballot Envelopes

MAIL BALLOT SIGNATURE FORM

Also found here:

- Station Job Aid

REMEMBER:

Secrecy Sleeves are NOT provided at the Greeter Station.

Clipboard with Check-In Form

Observer Sign-In Sheet

Voter Help Card (Front)

Blank Check-In Forms (All 5 Federal languages)

“Languages Spoken Here” Table Tent

Greeter Station

Also found here:

- Station Job Aid
- Hand Sanitizer

Specific Needs Survey

Voter Assistance Poster

Facsimile/Reference Ballot Binders (Federal, State, and County Languages)

Voter Help Card (Back)

Language Flyer

Voter Access Table

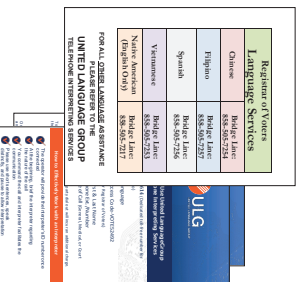
| Registrar of Voters Language Services | |
|---------------------------------------|---------------------------|
| Chinese | Bridge Line: 858-505-7254 |
| Filipino | Bridge Line: 858-505-7257 |
| Spanish | Bridge Line: 858-505-7256 |
| Vietnamese | Bridge Line: 858-505-7253 |
| Native American (English Only) | Bridge Line: 858-505-7217 |

FOR ALL OTHER LANGUAGE ASSISTANCE PLEASE REFER TO THE UNITED LANGUAGE GROUP TELEPHONE INTERPRETING SERVICES

Check-In Table

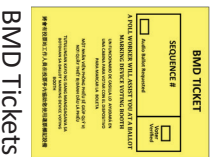


Voter Help Card
(Front)



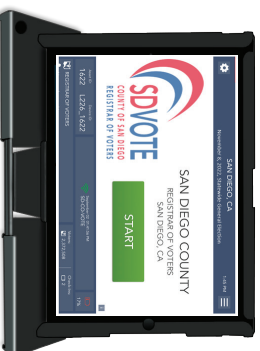
Language Flyers:

ASL and ULG



VOTER SIDE OF TABLE

Leave space here for Voter to pass materials to Poll Worker and for EPB interactions.



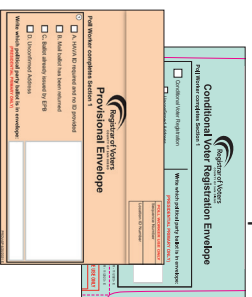
POLL WORKER SIDE OF TABLE



Signature Guide

Magnifying Sheet

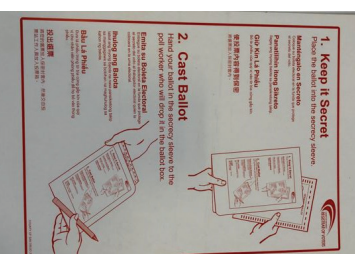
CVR Envelopes



Provisional Envelopes



Prov/CVR Status Card



Secrecy Sleeve

- Also found here:
- Brown Box (for Spoiled/Surrendered items)
 - Station Job Aid

Check-In Station



- Also on Voter Side of Check-In Table:
- List of Qualified Write-In Candidates (if applicable)
 - Hand Sanitizer

STATION DIAGRAMS

STATION DIAGRAMS

Ballot Marking Device (BMD),
Printer, BMD Voting Booth

ADA Cart with BMD

Cardboard Voting Booth

Also found here:

- Accessible Voting Booth (ADA)
- Station Job Aid

Voting Station

Ballot Box

Secrecy Sleeve Collection Area

REMEMBER:
Make sure Secrecy Sleeves are empty prior to returning to Check-In Station

Also found here:

- Station Job Aid
- Hand Sanitizer

Checkout Station

Also found here:

- Emergency Ballots

Cradlepoint

Laptop Bag

Vote Center Laptop

Red Bag

Official Ballot Pouch

Password Sheet

Blue Envelope

MFA Token

Locks and Seals

Poll Worker Cards

Site Manager Table

STATIONS AND RESPONSIBILITIES

A Vote Center has 5 stations: **Mail Ballot Bag, Greeter, Check-In, Voting, and Checkout.**

A typical Vote Center on Election Day will have up to 12 poll workers: 1 Site Manager, 1 Precinct Inspector, and 6-10 Technical Inspectors. The Vote Center board size may vary depending on the Vote Center location. Also, some Vote Centers will be assigned additional poll workers on Election Day. The Site Manager will assign poll workers to stations as required.

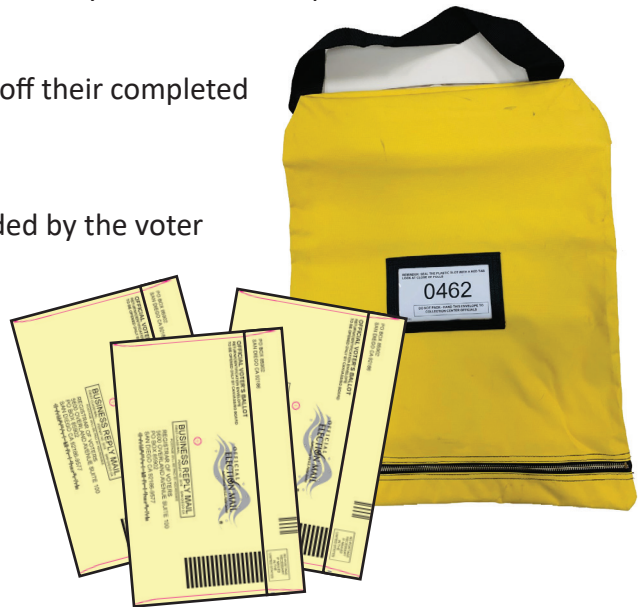
1. Mail Ballot Bag Station

There will be two Mail Ballot Bag **Technical Inspectors** typically stationed outside the vote center. They are responsible for collecting completed mail ballot envelopes from voters who are dropping them off and require no additional services from inside the vote center. These **Technical Inspectors** should remain near the entrance to the vote center; the Mail Ballot Bag must always remain on the premises.

Mail Ballot Bag Station duties include:

- Welcome each voter and ask if they are dropping off their completed ballot sealed inside its return envelope
- Ask for voter’s envelope, not their ballot
- Verify the completeness of the envelope(s) provided by the voter
- Ensure that the envelope is signed and sealed
- Provide an “I Voted” sticker
- If applicable, manage the voter line
- Two Poll Workers must monitor the Mail Ballot Bag and never leave it unattended

Note: Only ballots sealed inside an envelope can be deposited in the Mail Ballot Bag.



2. Greeter Station

The **Technical Inspector** assigned to the **Greeter Station** is responsible for welcoming each voter, providing the Check-In Form, and directing them to the next station.

Greeter Station duties include:

- Greet and welcome each voter
- Provide a clipboard, pen, and Check-In Form
- Instruct voter to complete Part 1 legibly and completely
 - The Check-In Form is available in all 5 federal languages: English, Chinese, Filipino, Spanish, Vietnamese
- Direct voter to proceed to an available Check-In Station once voter completes Part 1 on their Check-In Form
- Welcome Observers and ask them to sign in on the Observer Sign-In Sheet
- Direct most Observer questions to the Site Manager
- Inform voters that they are able to vote their carry-in ballot in person after filling out a Check-In Form and completing the check-in process.

STATIONS AND RESPONSIBILITIES

3. Check-In Station

The Check-In Station will be staffed by **Technical Inspectors** at the ePollbooks. The Precinct Inspector will oversee the Check-In Station and respond to questions or concerns. Typically five Check-In tables will be set up, four with assigned staff and one available as back-up. At certain Vote Centers, additional Check-In tables will be setup.

Check-In Station duties include:

- Using the voter's completed and signed Check-In Form, check in voters into the ePollbook (EPB)
 - All in-person voters must check in on the EPB
- Process voters in the EPB per instructions given on the screen
- Verify with voter that their assigned Sequence # and Party on the EPB matches their voting materials
- Check that CVR or Provisional envelopes have been completely and legibly filled out, including the party preference section, and signed
- Provide voters their voting materials
- Process wait time tickets
- Answer voter questions
- Assist with ASL or other language requests
- Direct voters to the Voting Station

POLL WORKER USE ONLY
 CVR EPB 207
 CVR PROV
 CROSSIDE VOTER

SDVOTE
 COUNTY OF SAN DIEGO
 REGISTRAR OF VOTERS

POLL WORKER USE ONLY
 SEQUENCE VERIFICATION
 SEQUENCE # / PARTY
 VERIFIED

VOTER ID: _____ VOTE CENTER CHECK-IN FORM

PART 1
 This Check-In Form is used by the San Diego Registrar of Voters to begin the check-in process promptly and accurately for voting at a vote center. This form allows us to capture your signature, verify your voter record, and assist poll workers in issuing the correct ballot to every voter.

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

ADDRESS (Physical residence address in San Diego County (No P.O. Box, Rural Route, etc. (if applicable, designate N, S, E, W, F, used))
 (City) (State) (Zip Code) (Optional) TELEPHONE (Optional)

Nonpartisan (NP) Voters - Crossover Ballot Options
 Nonpartisan voters may vote on their NP ballot or on one of the party ballots listed below (select one):
 Nonpartisan American Independent Democratic (Sec Central Committee) Libertarian

PART 2 - Address Change (www.sdvoters.com)
 Please change my residence address on my voter registration. My previous residence address was:
 (Please number, Street name, Apt./Unit)
 (City) (State) (Zip Code)

PART 3 - Party Change (www.sdvoters.com)
 I want to change my political party preference to:
 American Independent Party Libertarian Party Other
 Democratic Party Peace and Freedom Party No Party Preference
 Green Party Republican Party

This Check-In Form must be signed. It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Statutes Code §§ 20200, 20202)
 I certify the content of this request is truthful and correct, under penalty of perjury.
 X VOTER SIGNATURE DATE (MM/DD/YYYY)

POLL WORKER NOTES:

This number only if assistance is required.

1. Keep it Secret
 Place the ballot into the secrecy sleeve.
 Manténgalo en Secreto
 Coloque su boleto electoral en la funda que protege su secreto del voto.
 Panatilihin itong Sikreto
 Itipag ang tingnan balota sa panatilihang balota.
 Giữ kín Lá Phiếu
 Để lá phiếu của quý vị vào tờ giấy bọc kín.
 使投票內容得到保密
 將票放入投票袋內。

2. Cast Ballot
 Hand your ballot in the secrecy sleeve to the poll worker who will drop it in the ballot box.
 Emita su Boleta Electoral
 Entregue su boleto electoral en la funda que protege el secreto del voto al trabajador electoral quien la colocará en la urna electoral.
 Ihulog ang Balota
 Ibalot ang tingnan balota sa mga panatilihang balota sa manggagawa sa balota, nangmaghatay sa kahon ng balota.
 Bỏ Lá Phiếu
 Đặt lá phiếu trong tờ giấy bọc kín của quý vị cho nhân viên phòng phiếu để họ bỏ vào thùng phiếu.
 投出选票
 將您的票放入投票袋內，而票文袋將放入工作人員投票箱。

BMD TICKET

SEQUENCE # Audio Ballot Requested Voter Verified

A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH

UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN UNA CABINA PARA VOTAR CON EL DISPOSITIVO PARA MARCAR LA BOLETA

MỘT NHÂN VIÊN PHÒNG PHIẾU SẼ GIÚP QUÝ VỊ NƠI QUẦY THIẾT BỊ ĐÁNH DẤU LÁ PHIẾU

TUTULUNGAN KAYO NG ISANG MANGGAGAWA SA BOTOHAN SA BALLOT MARKING DEVICE VOTING BOOTH

將會有投票站工作人員在投票亭內協助您使用選票標記設備

Registrar of Voters
 COUNTY OF SAN DIEGO

Conditional Voter Registration Envelope
 Poll Worker completes Section 1

Conditional Voter Registration
 Unconfirmed Address
 PNE
 Emergency Worker

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

POLL WORKER USE ONLY
 Sequence Number
 Location ID Number

Registrar of Voters
 COUNTY OF SAN DIEGO

Provisional Envelope
 Poll Worker completes Section 1

A. HAVA ID required and no ID provided

SDVOTE
 COUNTY OF SAN DIEGO
 REGISTRAR OF VOTERS

PROVISIONAL/CONDITIONAL VOTER REGISTRATION STATUS CARD
 TARJETA DE ESTATUS DE REGISTRO DE VOTANTE PROVISIONAL/CONDICIONAL
 STATUS KARD NG PROBIYONAL/ KONDISIONAL NA REHISTRASYON NG BOTANTE
 THẺ TÌNH TRẠNG GHI DANH CỬ TRÍ CŨ ĐIỀU KIỆN/TẠM THỜI
 臨時/有條件選民登記狀況卡

To determine the status of your provisional vote or conditional registration, call 30 days after Election Day
 Para determinar el estatus de su voto provisional o registro condicional, llame 30 días después del Día de la Elección
 Para matukoy ang status ng inyong probisyonal na pagboto o kondisyonal na rehistrasyon, tumawag nang 30 araw pagkatapos ng Araw ng Eleksyon

Nhằm xác định tình trạng bỏ phiếu tạm hoặc ghi danh cử tri có điều kiện, hãy gọi 30 ngày sau Ngày Bầu Cử
 要確定您的臨時投票或有條件選民登記的狀況，在選舉日 30 天後致電

(858) 565-5800 | (800) 696-0136 | TTY/TDD (800) 735-2929 | sdvote.com



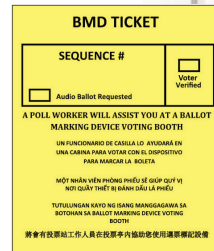
STATIONS AND RESPONSIBILITIES

4. Voting Station

There will be at least **one Voting Station Technical Inspector**.

Voting Station duties include:

- Accompany voters to an available BMD or voting booth
- Activate and pull up a voter's ballot using the Sequence # and Party on the voter's BMD ticket
- Activate an accessible voting session, if requested by the voter
- Verify with the voter that the Sequence # and Party on the BMD Ticket matches the one listed on the BMD screen, and mark "voter verified"
- Instruct voters to read the instructions in the voting booth
- Answer voter questions and, if necessary, provide BMD assistance
- Direct voters to place ballot into secrecy sleeve or envelope and proceed to the Checkout Station to have their voted ballot cast



5. Checkout Station

There will be **one Checkout Station Technical Inspector**.

Checkout Station duties include:

- Monitor the Ballot Box; never leave it unattended
- Verify that every ballot presented is either in a secrecy sleeve or in an envelope
- Check that CVR or Provisional envelopes have been completely filled out and signed
- Carefully insert the voter's ballot into the ballot box without viewing the ballot -- ensuring privacy.
- Verify that only one ballot card is being cast
- Answer voter questions
- Collect secrecy sleeves
- Provide "I Voted" stickers



STATIONS AND RESPONSIBILITIES

Site Manager Responsibilities

The Site Manager is responsible for overseeing all activities at the Vote Center and will be flexible in their duties, including assisting at any station as needed.



Site Manager duties include:

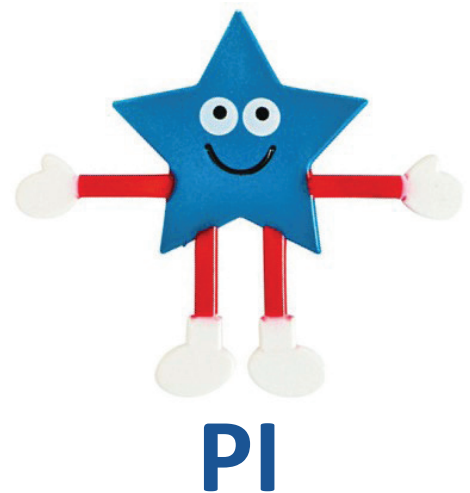
- Oversee all Vote Center activities
- Assist any station as needed
- Assist curbside voters
- Answer questions from staff, voters, observers, media, and the general public
- Ensure Poll Workers are correctly following all established procedures and providing a positive voting experience for all voters
- Manage Wait Time procedure
- Manage voter lines

Precinct Inspector Responsibilities

The Precinct Inspector is primarily assisting at the Check-In Station, and responsible for assisting the Site Manager as needed, being flexible in their duties.

Precinct Inspector duties include:

- Serve as a resource to the Technical Inspectors
- Assist voters at the Check-In Station as needed
- Assist Site Manager as needed
- Cover staff (including Site Manager) when on break
- Direct questions from staff, voters, observers, and the general public to the Site Manager
- Ensure Poll Workers are correctly following all established procedures and providing a positive voting experience for all voters
- Secure and transport voted ballots and materials to the DART with one other poll worker each night



OPENING THE VOTE CENTER

Daily Opening

Complete the tasks listed on the Daily Opening Checklist on page 85.

Site Manager:

Call Poll Worker Hotline immediately if you are unable to access your Vote Center and/or to report any late or missing poll workers.

All Poll Workers:



First Voter Procedure

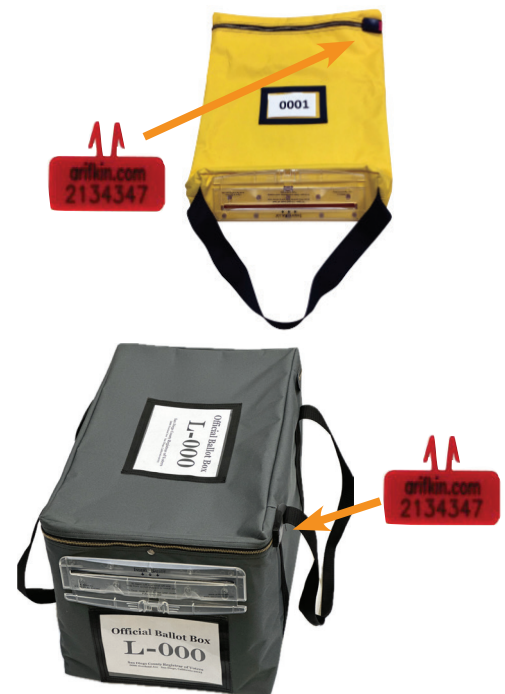
Each morning, the first voter in line has the responsibility to confirm that no ballots have been cast before the Vote Center opens.

Even if one of the poll workers wants to cast their own ballot, wait for a member of the public to perform the first voter duties.

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

A poll worker will escort the first voter as they complete the First Voter Procedures:

1. Show the first voter that the Mail Ballot Bag is empty.
2. Lock the zipper of the Mail Ballot Bag using a Red Tab Lock (from the Official Ballot Pouch) so it cannot be opened again.
3. Show the voter that the Ballot Box is empty.
4. Seal the Ballot Box by inserting a Red Tab Lock (from the Official Ballot Pouch) where indicated.
5. Once the first voter has completed these duties, escort the first voter to the Greeter Station and provide them a Check-In Form to begin the voting process.



ASSISTING VOTERS

Voter's Choice Act

With the Voter's Choice Act, voters have the choice to:



If a voter chooses to “Mail it” they must sign and date their return envelope, seal their ballot inside, and return it through the U.S. Postal Service: postal carrier, placed in a USPS collection mailbox, or dropped off at any Post Office.

If voters choose not to “Mail It” then they can “Drop It” or “Visit” and, in both cases, a Vote Center is able to assist!



DROP IT.

If a voter chooses to “Drop it” they must sign and date their return envelope, seal their ballot inside and return it to any official Ballot Drop Box location, or directly to the ROV office.

A voter can also visit us at a Vote Center, where we are ready to receive their official ballot sealed in its security envelope until it can be counted at the ROV.

Voters dropping off their official ballot sealed in its security envelope can simply drop off their envelope with the Technical Inspector at the Mail Ballot Bag station.

If voters choose not to “Mail It” or “Drop It”, then we can assist them at the Vote Center when they come to “Visit”.



VISIT.

“VISIT” - Voters who visit a Vote Center are assisted based on their voter scenario:

- **In-Person Voting**
- **Residential Address and/or Party Change (SB 207)**
- **Conditional Voter Registration (CVR)**
- **Provisional Voters**

ASSISTING VOTERS

Mail Ballot Drop Offs

Drop Off Own Voted Ballot in Envelope (Mail Ballot Bag Station)

When a voter presents their own mail ballot envelope to place in the Mail Ballot Bag, the poll worker assigned to the Mail Ballot Bag Station will follow the procedure below:

1. Verify that the envelope is sealed and it has been signed by the voter.
2. Verify that the "Date of Signing" is completed.
3. Once verified, accept the envelope from the voter and place it in the Mail Ballot Bag.

PO BOX 85902
SAN DIEGO CA 92186

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

MADE A MISTAKE ON YOUR BALLOT?
CALL US AT (858) 565-8800.

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

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

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.

Jane Doe

08/15/2023
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: _____

SDIE0720R011 - 1QBRM YEL E

Jane Doe
123 Street In
San Diego CA 92104

APPLY FIRST-CLASS MAIL POSTAGE HERE

Drop Off Someone Else's Voted Ballot in Envelope (Mail Ballot Bag Station)

When a voter presents a mail ballot envelope on behalf of someone else (or in addition to their own envelope), then the poll worker will follow the procedure below:

1. Verify that the envelope is sealed and it has been signed by the voter.
2. Verify that the "Date of signing" is completed.
3. Confirm whether the person carrying the envelope has completed the "Person Authorized to Return" box including their name, relationship to voter, and signature. If they decline to fill out this box after your reminder, still accept the envelope.
4. Once both boxes are complete and verified, the poll worker will place the envelope in the Mail Ballot Bag.

PO BOX 85902
SAN DIEGO CA 92186

OFFICIAL VOTER'S BALLOT
RETURN/REGISTRATION ENVELOPE
TO BE

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

MADE A MISTAKE ON YOUR BALLOT?
CALL US AT (858) 565-8800.

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

Name of person returning ballot: *John Doe* Relationship to voter: *Partner*
Signature of person authorized to return ballot: *John Doe*

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.

Jane Doe

08/15/2023
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: _____

SDIE0720R011 - 1QBRM YEL E

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

John Doe *Partner*
Name of person returning ballot Relationship to voter
John Doe
Signature of person authorized to return ballot

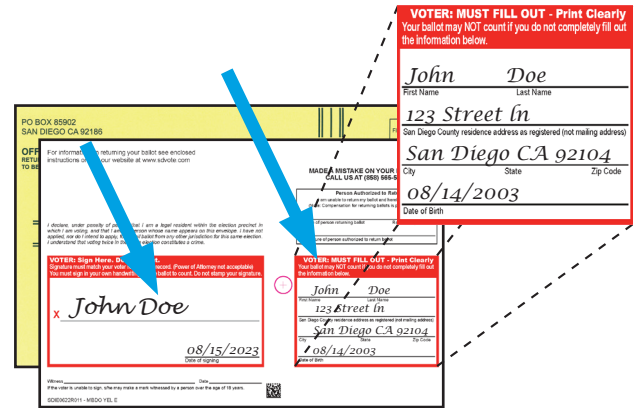
APPLY FIRST-CLASS MAIL POSTAGE HERE

ASSISTING VOTERS

Drop Off Voted Ballot but Need Replacement Envelope (Mail Ballot Bag Station)

If a voter wishes to drop off their voted mail ballot but has misplaced their pre-printed envelope, the voter may request a **Replacement Mail Ballot Envelope**. The poll worker and voter will complete the following steps:

1. Provide a replacement envelope to the voter.
2. Voter will place their voted mail ballot inside the envelope, then seal, sign, and date.
3. Voter must complete the address block on the right side of the envelope and the signature box on the left side.
4. Once the required fields are completed, the voter or poll worker will place the envelope in the Mail Ballot Bag.



Drop Off Voted Ballot into Ballot Box without Envelope (Greeter and Check-In Station)

Voter Must complete Check-In Process inside the Vote Center.

- If a voter wishes to cast their mailed ballot without its envelope directly into the ballot box, they must be checked in at the ePollbook.
- The voter must start at the Greeter Station if they are not dropping off a voted mail ballot in an envelope or requesting a replacement mail ballot envelope.



Remember, you may occasionally see other types of mail ballot envelopes (Remote-Accessible Vote-by-Mail (RAVBM), military, other California counties). Ask your Site Manager or call the Poll Worker Hotline if you have any questions about envelopes brought by a voter.

ASSISTING VOTERS

Voting In Person

PRESIDENTIAL PRIMARY ELECTION BALLOTS

- Every voter selects a political party preference or selects No Party Preference when they register to vote.
- A voter's party preference selection is included in the ePollbook.

Voters Registered with a Qualified Political Party

A voter can look up their registration status and party preference selection at sdvote.com. A voter who registered with one of the six qualified political parties in California may participate only in their party's presidential primary election. The ballot of a voter registered with any of these six political parties will list only that party's presidential candidates:

- American Independent Party
- Democratic Party
- Green Party
- Libertarian Party
- Peace and Freedom Party
- Republican Party

A voter registered with one of these parties **MUST** be given the party ballot identified by the ePollbook. If they request to vote for another party's presidential candidates, they must first request their voter registration be updated to that party by filling out Part 3 of the Check-In form (SB207).

| | | |
|---|--|--|
| <input type="checkbox"/> I want to change my political party preference to: | | |
| <input type="checkbox"/> American Independent Party | <input type="checkbox"/> Libertarian Party | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Democratic Party | <input type="checkbox"/> Peace and Freedom Party | <input type="checkbox"/> No Party Preference |
| <input type="checkbox"/> Green Party | <input type="checkbox"/> Republican Party | |

Voters Registered with No Party Preference/Nonpartisan (NP)

A voter who declined to provide a political party preference, or registered with an unknown or unqualified political party, is considered a No Party Preference or Nonpartisan ("NP") voter. The Nonpartisan ballot will not have presidential candidates on it.

If a Nonpartisan voter wants to vote for president, they may request a crossover ballot with presidential candidates from one of the three parties allowing nonpartisan voters to take part in their presidential primary elections:

- American Independent Party - Voter will vote the AI ballot.
- Democratic Party - Voter will vote the Nonpartisan Democratic ballot. The Democratic Party is allowing nonpartisan voters to vote in their presidential contest. This ballot will include the Democratic presidential contest but not the contest related to their central committee.
- Libertarian Party - Voter will vote the LIB ballot.

ASSISTING VOTERS

All Nonpartisan voters are required to fill out the “Crossover Ballot Options” section of the Check-In Form. Here, the Nonpartisan voter selects from the Nonpartisan ballot and available party ballots:

Nonpartisan (NP) Voters - Crossover Ballot Options
 Nonpartisan voters may vote on their NP ballot or on one of the party ballots listed below (select one):

Nonpartisan American Independent Democratic (less Central Committee) Libertarian

Nonpartisan voters can request one of these three party ballots and vote for that party’s presidential primary candidate. Selecting one of these ballots will not register the voter with that party – voter will remain as a nonpartisan voter: AI, NPDEM, LIB.

The Green Party, Peace and Freedom Party, and Republican Party have closed their presidential primary to nonpartisan voters. If a nonpartisan voter wants to vote for the Green, Peace and Freedom, or Republican presidential candidates, they must update their registration to that party by filling out Part 3 of the Check-In Form (SB207).

Party Ballot Chart

Poll Workers will use this chart to assist a voter in understanding which ballot they will receive and the crossover options available for Nonpartisan voters.

By pointing to a specific party on the chart, Poll Workers can confirm a voter’s party registration without having a party discussion the voter may not want others to overhear.

The Poll Worker Hotline, Site Manager, or Precinct Inspector are available to answer questions and provide guidance.

Party Ballot Chart

March 5, 2024, Presidential Primary Election

Voters register with a specific political party or select “no party preference” (“Nonpartisan”). The voter’s choice is shown in the Electronic Pollbook (EPB).

Nonpartisan Voters (NP) (Also known as “independent” or “no party preference”.)

Nonpartisan (NP) voters choose a ballot on which to vote. NP voters select ONE of these four ballots:

| | | | |
|---|---|--|--|
| <p>Option 1:</p> <div style="border: 1px solid black; padding: 5px; background-color: #fce4ec;"> <p>Nonpartisan Ballot</p> </div> <p>OR</p> | <p>Option 2:</p> <div style="border: 1px solid black; padding: 5px; background-color: #ffe0b2;"> <p>American Independent Party Ballot</p> </div> <p>OR</p> | <p>Option 3:</p> <div style="border: 1px solid black; padding: 5px; background-color: #c8e6c9;"> <p>NP Democratic Crossover Ballot</p> </div> <p>OR</p> | <p>Option 4:</p> <div style="border: 1px solid black; padding: 5px; background-color: #bbdefb;"> <p>Libertarian Party Ballot</p> </div> |
| <p>No Presidential Candidates VOTE All Other Candidates VOTE Ballot Measures</p> | <p>American Independent Party Presidential Candidates VOTE All Other Candidates VOTE Ballot Measures</p> | <p>Democratic Party Presidential Candidates VOTE All Other Candidates except Democratic Central Committee VOTE Ballot Measures</p> | <p>Libertarian Party Presidential Candidates VOTE All Other Candidates VOTE Ballot Measures</p> |

Voters Registered with a Political Party

Voters registered as one of the six CA political parties will receive the party’s ballot and will vote for that party’s presidential candidates. (Voter may choose to re-register with a different party – SB207.)

| <u>Voter’s Party Registration:</u> | | <u>Ballot Voter Will Be Issued:</u> |
|------------------------------------|---------------|-------------------------------------|
| AI (American Independent) | ONLY → | American Independent Party Ballot |
| DEM (Democratic) | ONLY → | Democratic Party Ballot |
| GRN (Green) | ONLY → | Green Party Ballot |
| LIB (Libertarian) | ONLY → | Libertarian Party Ballot |
| PF (Peace and Freedom) | ONLY → | Peace and Freedom Party Ballot |
| REP (Republican) | ONLY → | Republican Party Ballot |

ASSISTING VOTERS

Voting In Person

Check-In on ePollbook to vote in person

Active registered voters in San Diego County will receive a vote-by-mail (VBM) ballot. The ePollbook refers to these voters as “VBM Issued” voters. If a VBM Issued voter chooses not to mail their ballot and instead wishes to vote inside a Vote Center, they have options:

- ❖ Voting in person - Marking a ballot with BMD (see pages 24-25)
- ❖❖ Voting in person - Using mailed ballot without envelope (see pages 26-27)
- ❖❖❖ Voting in person - Emergency ballot (see page 28)

❖ Voting In Person

Marking Ballot with BMD (ePollbook states “BMD”)

A voter may visit any Vote Center to mark a ballot using the BMD.

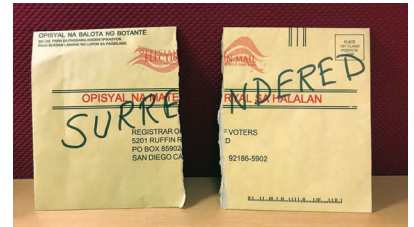
Procedure for Assisting This Voter

Greeter Station

1. Greet the voter, provide a Check-In Form, and request they complete Part 1.
2. Direct the voter to the Check-In Station.

Check-In Station

3. Use the completed Check-In Form to find the voter in the ePollbook.
4. Select “No” on-screen when asked if voter is voting their “mailed ballot” in person.
5. Accept the voter’s “mailed ballot” envelope and/or “mailed ballot” (if offered by the voter) and follow the surrendering process (page 39).
6. When directed by the EPB, mark the “N/C” (No Change) bubble on the Check-In Form to indicate the voter did not change their registration information. Write the Voter ID on the Check-In Form, and write the Sequence # and party on the Check-In Form and BMD Ticket.



| | | |
|--|---|---|
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold; font-size: small;">POLL WORKER USE ONLY</p> <p><input checked="" type="radio"/> N/C <input type="radio"/> SB 207</p> <p><input type="radio"/> CVR <input type="radio"/> PROV</p> <p><input type="radio"/> CURBSIDE VOTER</p> </div> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 10px;"> <p>VOTER ID <u>1079969885</u></p> </div> | <p style="font-weight: bold; font-size: large;">SDVOTE</p> <p style="font-size: small;">COUNTY OF SAN DIEGO REGISTRAR OF VOTERS</p> <p style="font-weight: bold; font-size: large;">VOTE CENTER CHECK-IN FORM</p> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold; font-size: small;">POLL WORKER USE ONLY</p> <p style="text-align: center; font-weight: bold; font-size: small;">SEQUENCE VERIFICATION</p> <p style="text-align: center; font-size: large;">0341 LIB</p> <p style="text-align: center; font-size: small;">SEQUENCE / PARTY VERIFIED <input type="checkbox"/></p> </div> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold; font-size: small;">BMD TICKET</p> <p style="text-align: center; font-size: small;">SEQUENCE #</p> <p style="text-align: center; font-size: large;">0341 LIB</p> <p style="text-align: center; font-size: small;"><input type="checkbox"/> Audio Ballot Requested <input type="checkbox"/> Voter Verified</p> </div> <p style="font-size: x-small; text-align: center;">A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN</p> |
|--|---|---|

ASSISTING VOTERS

Check-In Station (continued)

- Verify with voter that the Sequence # and party from the EPB matches the Check-In Form and BMD Ticket.
 - On the Check-In Form only checkmark the “Verified” box (see red arrow below).

BMD TICKET

SEQUENCE #
0341 LIB

Audio Ballot Requested Voter Verified

A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH

UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN UNA CABINA PARA VOTAR CON EL DISPOSITIVO PARA MARCAR LA BOLETA

MỘT NHÂN VIÊN PHÒNG PHIẾU SẼ GIÚP QUÝ VỊ NƠI QUẦY THIẾT BỊ ĐÁNH DẤU LÁ PHIẾU

TUTULUNGAN KAYO NG ISANG MANGGAGAWA SA BOTOHAN SA BALLOT MARKING DEVICE VOTING BOOTH

將會有投票站工作人員在投票亭內協助您使用選票標記設備

OTE CENTER CHECK-IN FORM

SDVOTE
COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS

POLL WORKER USE ONLY

SEQUENCE VERIFICATION

0341 LIB

SEQUENCE # / PARTY VERIFIED

- Provide secrecy sleeve and BMD Ticket to voter.
- Direct voter to Voting Station.

Voting Station

- Direct voter to an available BMD voting booth, remind voter to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
- Activate the voter’s ballot using the BMD Ticket.
 - Voter must verify that the Sequence # and party on the voter’s BMD Ticket matches the one on the BMD screen.
 - Checkmark the “Voter Verified” box on the BMD Ticket.

BMD TICKET

SEQUENCE #
0341 LIB

Audio Ballot Requested Voter Verified

A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH

Checkout Station

- The Poll Worker is responsible for casting the voter’s ballot. This is done by gripping the ballot to confirm only a single sheet of paper is being cast from the secrecy sleeve. The Poll Worker then slides the ballot into the Ballot Box, always taking care not to view or reveal the voter’s selections. Once completed, provide the voter with an “I Voted” sticker.



ASSISTING VOTERS

Voting In Person

❖❖ Voting in Person - Voting on Ballot Received in the Mail without Envelope (ePollbook states “Non-BMD”)

This is a voter who brings in the official ballot received in the mail so they can cast the ballot in person without an envelope at your Vote Center. This voter will be checked in on an EPB, provided a secrecy sleeve, and will then be able to present their ballot at the Checkout Station for the poll worker to place in the Ballot Box without an envelope.

Procedure for Assisting This Voter

Greeter Station

1. Greet and provide voter a Check-In Form for them to complete Part 1 only.

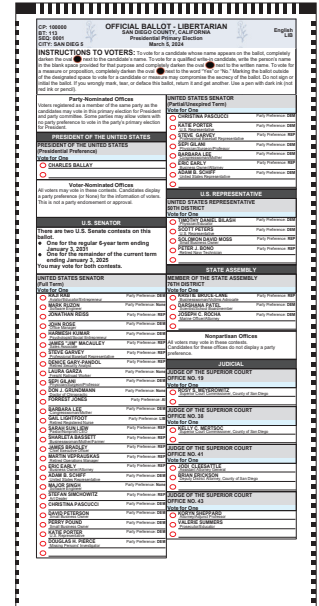


NEVER give a voter a secrecy sleeve at the Greeter Station.

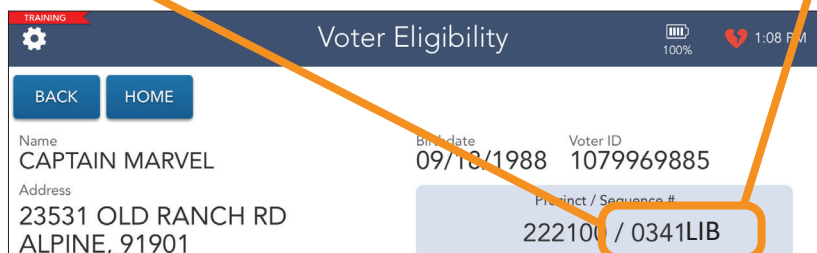
2. Direct the voter to the Check-In Station.

Check-In Station

3. Use the completed Check-In Form to find the voter in the EPB.
4. Select “Yes” on EPB screen when asked if voter is voting their mailed ballot in person.
5. Immediately hand voter a secrecy sleeve; ask voter to slide their ballot toward the top of the secrecy sleeve so the Sequence # and party can be seen.



6. Verify that the Sequence # and party on the voter’s mailed ballot matches their assigned Sequence # and party on EPB screen.



NOTE: If the Sequence # and party on the voter’s mailed ballot do not match, voter will vote using the BMD. Follow the instructions in the EPB message box. Accept the voter’s Mail Ballot Envelope and/or mailed ballot (if offered by the voter) and follow the surrendering process (page 39).

ASSISTING VOTERS

Check-In Station (continued)

7. Mark the “N/C” bubble and write the Voter ID and Sequence # and party on the Check-In Form.
8. Verify with voter that the Sequence # and party from the EPB matches the Check-In Form.

The image shows a 'VOTE CENTER CHECK-IN FORM' for SDVOTE (County of San Diego Registrar of Voters). On the left, under 'POLL WORKER USE ONLY', the 'N/C' bubble is checked, and 'VOTER ID 1079969885' is written. On the right, under 'POLL WORKER USE ONLY', '0341 LIB' is written in the 'SEQUENCE # / PARTY' field, and the 'VERIFIED' box is empty.

- Checkmark the “Verified” box on the Check-In Form (see red arrow below).

The image shows a screenshot of the 'Issue Ballot' app interface. The voter's information is displayed: Birthdate 09/18/1988, Voter ID 1079969885, Precinct / Sequence # 222100 / 0341LIB, and Party LIB. To the right, a close-up of the check-in form shows the '0341 LIB' entry and the 'VERIFIED' box, which is now checked with a red arrow pointing to it.

9. Direct voter to:

- Voting Station if voter needs to mark their ballot and provide ballot marker,
- OR
- Checkout Station if voter has already marked their ballot.

Voting Station

10. Direct voter to an available voting booth, remind voter to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.

Checkout Station

11. The Poll Worker is responsible for casting the voter’s ballot. This is done by gripping the ballot to confirm only a single sheet of paper is being cast from the secrecy sleeve. The Poll Worker then slides the ballot into the Ballot Box, always taking care not to view or reveal the voter’s selections. Once completed, provide the voter with an “I Voted” sticker.



ASSISTING VOTERS

Voting In Person

◆◆◆ Voting in Person - Emergency Ballot (EPB states “Non-BMD”)

Emergency Ballots are available to all voters in the case of an emergency that affects BMD functionality.

However, there may be other instances when a voter may request an Emergency Ballot, such as: a voter insists on voting a non-BMD option, a voter requests a “takeout,” or a voter returns with a completed takeout “Emergency Ballot.”

An Emergency Ballot is a blank, election-specific unofficial ballot on which the voter writes each contest and their selection using their Voter Information Pamphlet as a guide.

See larger image on page 97

| CONTEST | SELECTION |
|---|-----------|
| PRESIDENT | |
| DEM. COUNTY CENTRAL COM. ASSEMBLY DIST. # | |
| REP. COUNTY CENTRAL COM. SUPERVISORIAL DIST. # | |
| UNITED STATES SENATOR - FULL TERM | |
| UNITED STATES SENATOR - PARTIAL TERM | |
| U.S. REPRESENTATIVE DISTRICT # | |
| STATE SENATOR 39 TH DISTRICT | |
| MEMBER OF THE STATE ASSEMBLY DIST. # | |
| SUPERIOR COURT JUDGE - OFFICE NO. 19 | |
| SUPERIOR COURT JUDGE - OFFICE NO. 38 | |
| SUPERIOR COURT JUDGE - OFFICE NO. 41 | |
| SUPERIOR COURT JUDGE - OFFICE NO. 43 | |
| GOVERNMENT OVERSIGHT COMMISSION (GOV) DISTRICT GOVERNANCE BOARD MEMBER TRUSTEE AREA # | |
| GOV. DISTRICT GOVERNANCE BOARD MEMBER TRUSTEE AREA # | |
| BOARD OF TRUSTEES DIST. # | |
| SCHOOL MEMBER, BOARD OF EDUCATION DIST. | |
| TELECOMMUNICATIONS DIST. GOVERNANCE BOARD MEMBER TRUSTEE AREA NO. 5 - SHORT TERM | |
| PROPOSITION 1 | |
| MEASURE A | |
| MEASURE B | |
| MEASURE C | |

If you have any questions while assisting a voter requesting an Emergency Ballot, contact your Site Manager for assistance. Specific instructions on how to assist this voter will be found in the “Emergency Ballot” carton. For further assistance, call the Poll Worker Hotline.

For voters who insist on voting an “Emergency Ballot,” see the suggested script below:

If a voter requests to vote on a “paper” ballot, the poll worker should first explain the BMD ballot marking process:

- “I understand you would like to vote on a paper ballot. Our Ballot Marking Devices will print your selections on a ballot which you can review. You will then be able to have your ballot cast directly into the ballot box.”
- If the voter has a question about the barcode on the BMD ballot, see page 73.

If the voter insists on voting a non-BMD option, the poll worker should ask if the voter can bring in the official ballot they received in the mail.

- “I’m hearing that you do not wish to vote using the BMD and would prefer a paper ballot like the one mailed to you a few weeks ago. Would you be able to return at a later time with your ballot, then you can vote that ballot and cast it directly into the ballot box?”
- “I understand that you aren’t able to retrieve the ballot mailed to your home. If you would like, you can visit the ROV during office hours. There, they will be able to provide you with a replacement ballot which you can put in an envelope and cast while at the office. Would you like directions?”

If the voter does not wish to retrieve their ballot or visit the ROV and insists on voting in person at the Vote Center, the poll worker MUST advise the voter of the following information:

- “You are able to vote an Emergency Ballot, however, I must advise you that once it reaches the ROV it will be remade by a team of two using the same equipment you see here, a Ballot Marking Device. You are welcome to vote here using the BMD.”

If voter accepts the Emergency Ballot option, follow the instructions provided in the Emergency Ballot carton.



ASSISTING VOTERS

Physical Residence Address or Party Change (SB 207)

Senate Bill 207 (SB 207) allows a voter to update their physical residence address and/or party preference at a Vote Center and vote on the same day.

How will I know there was an address or party change?

While checking the voter in using the EPB, the address on their Check-In Form will NOT match the information found in the EPB, or the voter may tell us that they moved recently and request to update their address prior to voting. For party preference, a voter may state they want to change their party preference.

Procedure for Assisting This Voter

Greeter Station

1. Greet voter and provide a Check-In Form for the voter to complete Part 1 only.
2. Direct the voter to the Check-In Station.

Check-In Station

Address Change

3. Use the completed Check-In Form to find the voter in the EPB.
 - After multiple search attempts and a conversation with the voter, you may find that the voter's address does not match their address in the EPB.
4. Voter completes "Part 2" of the Check-In Form if they changed their physical address.
 - Use the address information from the Check-In Form (Part 1) to update the voter's new residential address manually.

PART 2 - Address Change (Elections Code §§ 2119.5, 2152)

Please change my residence address on my voter registration. My previous residence address was:
123 Street Ln
(House number, Street name, Apt./ Unit)

San Diego 92104
(City) (State) (Zip Code)

5. After you have updated the voter's address in the EPB, if their sequence # has changed, the voter may not be eligible to vote the ballot mailed to their prior address. Call the Poll Worker Hotline to confirm next steps.

Party Change

6. A voter wanting to change their political party preference will fill out "Part 3 - Party Change" of the Check-In Form.
 - Use the voter's party selection from Part 3 of the Check-In form to update their registration in the EPB.

PART 3 - Party Change (Elections Code §§ 2119.5, 2152)

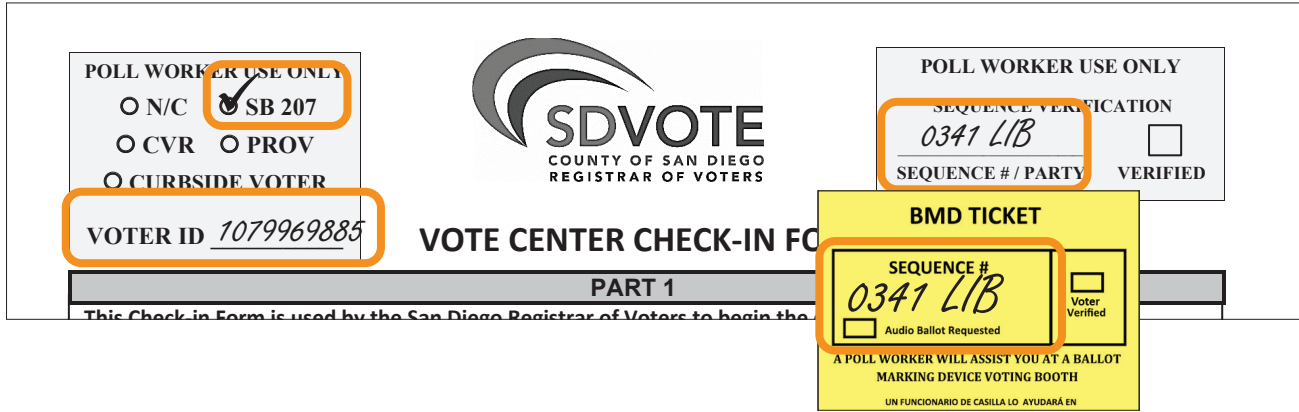
I want to change my political party preference to:

| | | |
|---|--|--|
| <input type="checkbox"/> American Independent Party | <input type="checkbox"/> Libertarian Party | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Democratic Party | <input type="checkbox"/> Peace and Freedom Party | <input type="checkbox"/> No Party Preference |
| <input type="checkbox"/> Green Party | <input type="checkbox"/> Republican Party | |

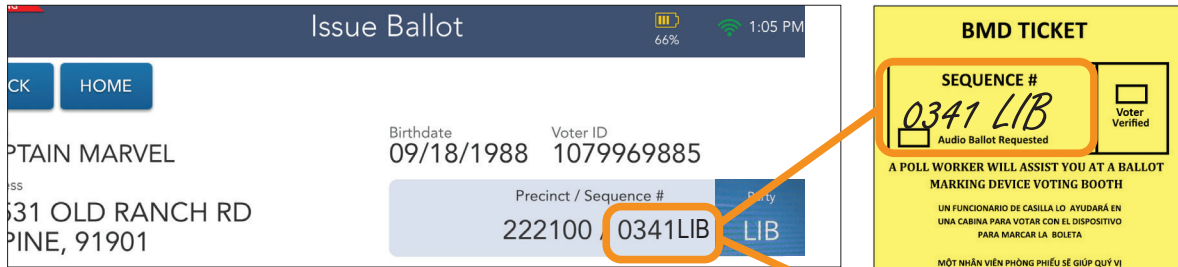
ASSISTING VOTERS

Check-In Station (Continued)

- For both an address change and party change mark the “SB 207” bubble and write the Voter ID, Sequence # and party on the Check-In Form and Sequence # and party on the BMD Ticket.



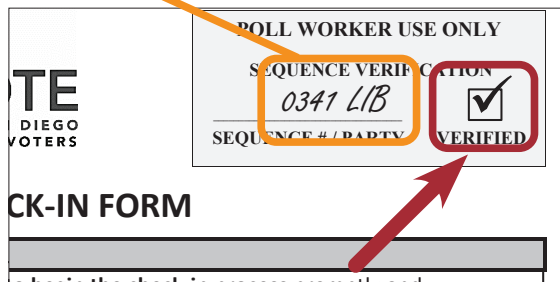
- Ask voter to verify that the Sequence # and party displayed on the EPB matches the Check-In Form and BMD Ticket.
 - Checkmark the “Verified” box on the Check-In Form (see red arrow below).



- Provide voting materials to the voter:
 - Secrecy sleeve
 - BMD Ticket

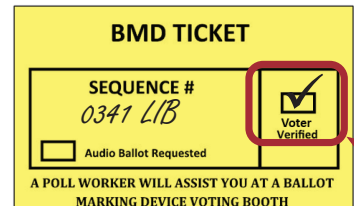
- Direct voter to Voting Station.

Voting Station



- Direct voter to an available BMD voting booth, remind voters to read the instructions in the voting booth, and tell the voter you are available should they have any questions and once they have finished voting to proceed to the Checkout Station.

- Activate the voter’s ballot using the BMD Ticket.
 - The voter must verify that the Sequence # and party on the voter’s BMD Ticket matches the one on the BMD screen.
 - Checkmark the “Voter Verified” box on the BMD Ticket.



Checkout Station

- The Poll Worker is responsible for casting the voter’s ballot. This is done by gripping the ballot to confirm only a single sheet of paper is being cast from the secrecy sleeve. The Poll Worker then slides the ballot into the Ballot Box, always taking care not to view or reveal the voter’s selections. Once completed, provide the voter with an “I Voted” sticker.

ASSISTING VOTERS

Conditional Voter Registration (CVR)

- First-time voter
- First time voting in San Diego County

Conditional Voter Registration (CVR) allows a prospective voter to conditionally register to vote and vote on the same day at any Vote Center.

How will I know?

This voter most likely will not be found in the EPB. However, you must attempt to locate every voter in the EPB by using multiple search methods. Refer to Check-In Station Job Aid for “If voter is not found” tips.

Procedure for Assisting This Voter

Greeter Station

1. Greet voter and provide a Check-In Form for the voter to complete Part 1 only.
2. Direct the voter to the Check-In Station.

Check-In Station

3. Use the completed Check-In Form to find the voter in the EPB. If voter is not found, double check all fields, compare to the Check-In Form, and search again using a different search option.
4. After at least two search attempts, check with the voter to determine if this is their first time voting, their first time voting in San Diego County, if they are registered using a different name, or changed their name.
5. When they confirm they are a new voter to San Diego County, process them as a CVR Voter and use the Check-In Form to conditionally register the voter by manually entering all provided information into the EPB.
 - If the voter is registered under a prior name, process them under that registered name (not CVR voter) and inform them to re-register under their new name after the election.
6. Mark the “CVR” bubble and write the voter’s Sequence # and party on the Check-In Form and BMD Ticket. Leave the Voter ID field blank. Since this is a new registration, no Voter ID has been assigned.

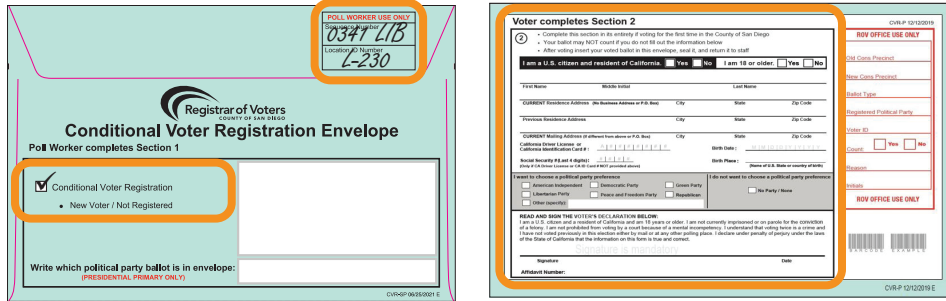
The image shows two forms side-by-side. The left form is the 'VOTE CENTER CHECK-IN FORM' with a 'POLL WORKER USE ONLY' section containing radio buttons for 'N/C', 'SB 207', 'CVR', 'PROV', and 'CURBSIDE VOTER'. The 'CVR' option is selected with a checkmark. The 'SDVOTE' logo and 'VOTE CENTER CHECK-IN FORM PART 1' are also visible. The right form is a 'BMD TICKET' with a 'SEQUENCE VERIFICATION' section containing '0341 LIB' and a 'BMD TICKET' section containing 'SEQUENCE # 0341 LIB' and a 'Voter Verified' checkbox.

7. Poll worker completes the poll worker side of the envelope (write the Sequence # and party and Vote Center # in the upper-right box and place a checkmark in the CVR box in Section 1).

ASSISTING VOTERS

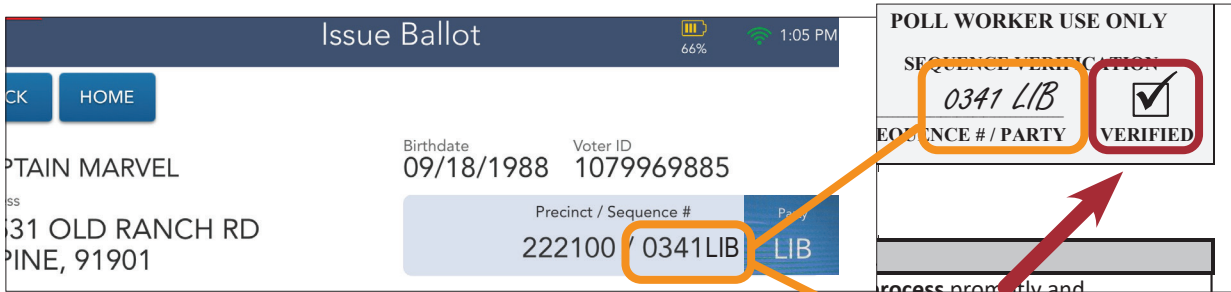
Check-In Station (continued)

8. Ask voter to legibly complete the voter side of a CVR Envelope (all of Section 2).



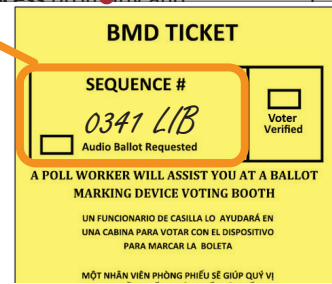
9. Verify with voter that the Sequence # and party from the EPB matches the Check-In Form and BMD Ticket.

- Checkmark the “Verified” box ONLY on the Check-In Form (see red arrow below).



10. Provide voting materials to the voter:

- BMD Ticket
- CVR envelope
 - Confirm that the voter side of the envelope is complete, including the voter’s signature
- Prov/CVR Status Card (provided so the voter may check the status of their ballot, 30 days after the election)



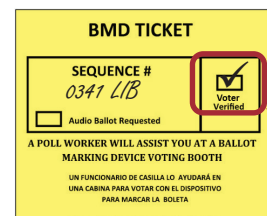
11. Direct the voter to Voting Station.

Voting Station

12. Direct the voter to an available BMD voting booth, remind voter to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.

13. Activate the voter’s ballot using the BMD Ticket.

- Voter must verify that the Sequence # and party on the voter’s BMD Ticket matches the one on the BMD screen.
- Checkmark the “Voter Verified” box on the BMD Ticket.



Checkout Station

14. Verify that the voter has legibly completed all fields in Section 2 of their CVR envelope.

15. Poll worker will cast the voter’s sealed CVR envelope into the Ballot Box and provide the voter an “I Voted” sticker.

ASSISTING VOTERS

Provisional Voter - Box A - E

- Box A: HAVA ID Required
- Box B: Mail Ballot Has Been Returned to ROV
- Box C: Ballot Already Issued by EPB
- Box D: Unconfirmed Address
- Box E: PNE (Not applicable this election)

Provisional Voter - Box A

HAVA ID Required, No ID Provided

Help America Vote Act (HAVA) is a law which provides for postal or electronic voter registration. In order to complete their registration, the voter must provide a current and valid identification upon their first in-person visit. If the voter is unable to present the necessary identification document at this time, they are able to continue to vote using the provisional process.

How will I know?

When checking the voter in using the EPB, the Voter Eligibility screen will show a yellow flag stating, "HAVA ID Req'd." in order to proceed, the EPB will have the poll worker press "Record ID"

Procedure for Assisting This Voter

Greeter Station

1. Greet voter and provide a Check-In Form for the voter to complete (Part 1 only).
2. Direct the voter to the Check-In Station.

Check-In Station

3. Use the completed Check-In Form to search for voter in the EPB.
4. Upon reaching the Voter Eligibility screen the poll worker will see a yellow status flag indicating that the voter needs to provide ID to complete their registration.
5. Determine if the voter is able to satisfy the ID requirement, see page 41 for complete list of acceptable documents.

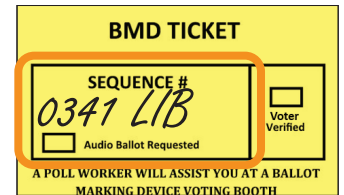
If the voter is able to satisfy the ID requirement, the poll worker will indicate that they verified the document. The voter will then be checked in using the "Voting BMD In Person" procedure (go to page 24, Step 6). If not, proceed to Step 6, below.

6. If voter is not able to satisfy the ID requirement, mark the "PROV" bubble and write the Voter ID and Sequence # and party on the Check-In Form and BMD Ticket.

| | | |
|--|---|---|
| <p><small>POLL WORKER USE ONLY</small></p> <p><input type="radio"/> N/C <input type="radio"/> SR 207</p> <p><input type="radio"/> CVR <input checked="" type="radio"/> PROV</p> <p><input type="radio"/> CURBSIDE VOTER</p> <p>VOTER ID <u>1079969885</u></p> | <p>SDVOTE COUNTY OF SAN DIEGO REGISTRAR OF VOTERS</p> <p>CHECK-IN FORM</p> <p>PART 1</p> | <p><small>POLL WORKER USE ONLY</small></p> <p><small>SEQUENCE VERIFICATION</small></p> <p><u>0341 LIB</u> <input type="checkbox"/></p> <p>SEQUENCE # VERIFIED</p> |
|--|---|---|

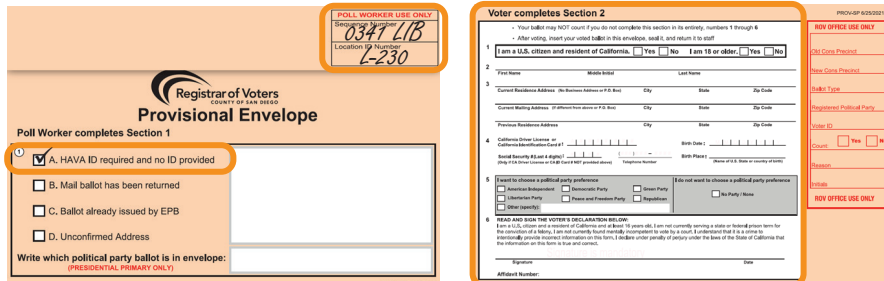
ASSISTING VOTERS

- Poll worker completes poll worker side of the envelope (write the Sequence # and vote center # in the upper-right box and place a checkmark in “Box A. HAVA ID required and no ID provided”).

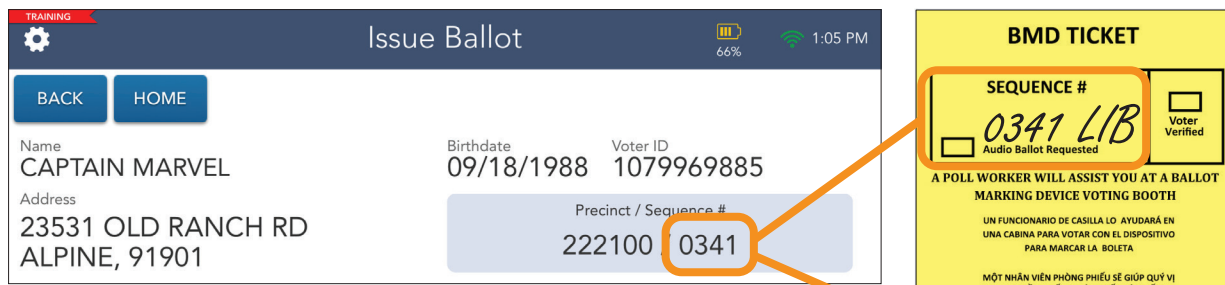


Check-In Station

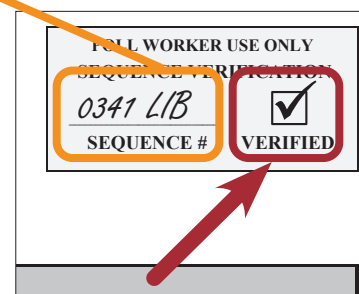
- Ask voter to legibly complete the voter side of a Provisional Envelope (all of Section 2).



- Verify with voter that the Sequence # and party from the EPB matches the Check-In Form and BMD Ticket
 - Checkmark the “Verified” box on the Check-In Form (see red arrow below).



- Provide voting materials to the voter:
 - BMD Ticket
 - Provisional envelope
 - Confirm that the voter side of the envelope is complete, including the voter’s signature
 - Prov/CVR Status Card (provided so the voter may check the status of their ballot, 30 days after the election)



- Direct voter to Voting Station.

Voting Station

- Direct voter to an available BMD voting booth, remind voter to read the instructions in the voting booth, and tell the voter once they have finished voting to proceed to the Checkout Station.
- Activate the voter’s ballot using the BMD Ticket. Ask voter to verify that the Sequence # and party on the voter’s BMD Ticket matches the one on the BMD screen.
 - Checkmark the “Voter Verified” box on the BMD Ticket.

Checkout Station

- Verify that the voter has legibly completed all fields in Section 2 of their Provisional envelope.
- Poll worker will cast the voter’s ballot (Provisional envelope) into the Ballot Box and provide the voter an “I Voted” sticker.

ASSISTING VOTERS

Provisional Voter - Box B and C

Provisional Box B or Box C is used when the EPB messaging shows that a ballot may have already been accounted for on behalf of this voter.

Box B is when a Mail Ballot has been received by the ROV.

Box C is if the voter has already checked in at a Vote Center during this election.

In both cases, if the voter feels there has been an error, the voter has the right to vote a provisional ballot.

How will I know?

When checking in the voter, the Voter Eligibility screen on the EPB will show a Provisional red flag stating: “VBM Ballot Already Returned” (Box B) OR “Ballot Already Issued by EPB” (Box C).

Procedure for Assisting This Voter

Greeter Station

1. Greet the voter and provide a Check-In Form for the voter to complete Part 1 only.
2. Direct the voter to the Check-In Station.

Check-In Station

3. Use the completed Check-In Form to find the voter in the EPB.
4. Upon reaching the Voter Eligibility screen, the poll worker will see a red flag indicating that the voter must vote a provisional ballot.
5. Discuss with voter the reasons why they might be receiving a provisional status and confirm if they still wish to vote.

Questions for Voters



Box B: “Do you remember mailing your envelope or is it possible your envelope could have been mailed by someone in your household?”

Box C: “Did you visit and check-in at a Vote Center during this election?”

6. If the voter believes there has been an error, inform voter they are able to vote a provisional ballot for additional concerns call the hotline.
7. Mark the “PROV” bubble and write the Voter ID and Sequence # and party on the Check-In Form and BMD Ticket.

POLL WORKER USE ONLY
 N/C SB 207
 CVR **PROV**
 CURBSIDE VOTER
VOTER ID 1079969885

SDVOTE
 COUNTY OF SAN DIEGO
 REGISTRAR OF VOTERS

VOTE CENTER CHECK-IN FORM PART 1

POLL WORKER USE ONLY
SEQUENCE VERIFICATION
 0341 LIB
 SEQUENCE # / PARTY VERIFIED

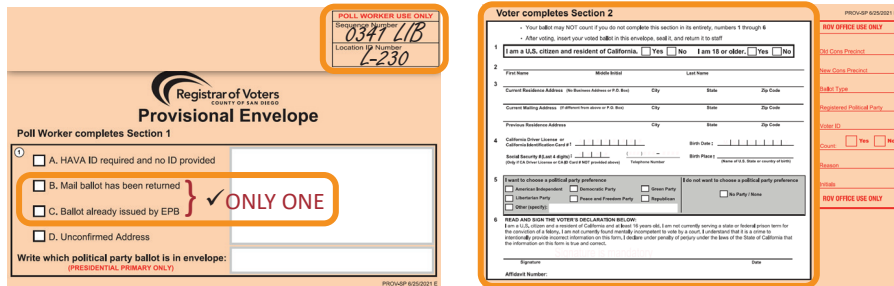
BMD TICKET
SEQUENCE #
 0341 LIB
 Audio Ballot Requested Voter Verified

A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH
 UN FUNCIONARIO DE CASILLA LO AYUDARA EN

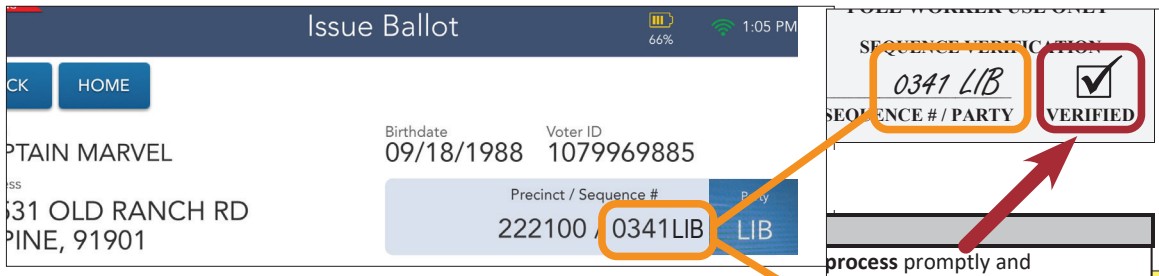
ASSISTING VOTERS

Check-In Station (continued)

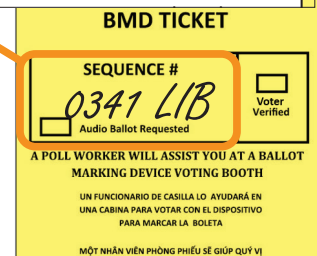
- Poll worker completes poll worker side of the envelope. (Write the Sequence # and party and Vote Center # in the upper-right box and place a checkmark in Box B. or Box C., follow EPB message instructions).
- Ask voter to legibly complete the voter side of a Provisional Envelope (all of Section 2).



- Verify with voter that the Sequence # and party from the EPB matches the Check-In Form and BMD Ticket.
 - Checkmark the "Verified" box ONLY on the Check-In Form (see red arrow below).



- Provide voting materials to the voter:
 - BMD Ticket
 - Provisional envelope
 - Confirm that the voter side of the envelope is complete, including the voter's signature
 - Prov/CVR Status Card (provided so the voter may check the status of their ballot, 30 days after the election)



- Direct voter to Voting Station.

Voting Station

- Direct voter to an available BMD voting booth, remind voter to read the instructions in the voting booth, and tell the voter once they have finished voting to seal the printed ballot inside their completed envelope and then proceed to the Checkout Station.

- Activate the voter's ballot using the BMD Ticket.
 - Voter must verify that the Sequence # and party on the voter's BMD Ticket matches the one on the BMD screen.
 - Checkmark the "Voter Verified" box on the BMD Ticket.

Checkout Station

- Verify that the voter has legibly completed all fields in Section 2 of their Provisional envelope.
- Poll worker will cast the voter's ballot (Provisional envelope) into the Ballot Box and provide the voter an "I Voted" sticker.



ASSISTING VOTERS

Provisional Voter - Box D (Unconfirmed Address)

An “Unconfirmed Address” is an address which is not currently recognized to be a valid street address in the EPB. This could happen for a variety of reasons including, but not limited to: newly developed areas, unlisted streets, and voters without formal address (unhoused residents).

How will I know?

A voter may request to change their address. However, when updating the voter’s address, the stated address will not be found as a valid address in the EPB.

Procedure for Assisting This Voter

Greeter Station

1. Greet the voter and provide a Check-In Form for the voter to complete Part 1 only.
2. Direct the voter to the Check-In Station.

Check-In Station

3. Use the completed Check-In Form to find the voter’s registration in the EPB. If you find the voter’s address does not match their registration, determine if the voter has moved since the last election.
4. If they moved, ask the voter to complete “Part 2” of the Check-In Form. Use the voter’s Check-In Form to manually update their residential address. If you find that the address provided by the voter is not found in the EPB, confirm that it was not an entry error, then confirm the address with the voter.
5. Touch the ‘address not found’ button to manually enter the unconfirmed address using the voter’s address as written on the voter’s Check-In Form .
6. Ask the Site Manager to look up the voter’s assigned precinct using the Precincting App; use the provided precinct to complete the address change for this voter.
7. Mark the “PROV” bubble and write the Voter ID and Sequence # on the Check-In Form and BMD Ticket.

PART 2 - Address Change (Elections Code §§ 2119.5, 2152)

Please change my residence address on my voter registration. My previous residence address was:

_____ (House number, Street name, Apt./ Unit)

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

POLL WORKER USE ONLY

N/C SB 207

CVR **PROV**

CURBSIDE VOTER

VOTER ID 1079969885

SDVOTE
COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS

VOTE CENTER CHECK-IN F

POLL WORKER USE ONLY

SEQUENCE VERIFICATION
0341 LIB VERIFIED

BMD TICKET

SEQUENCE #
0341 LIB

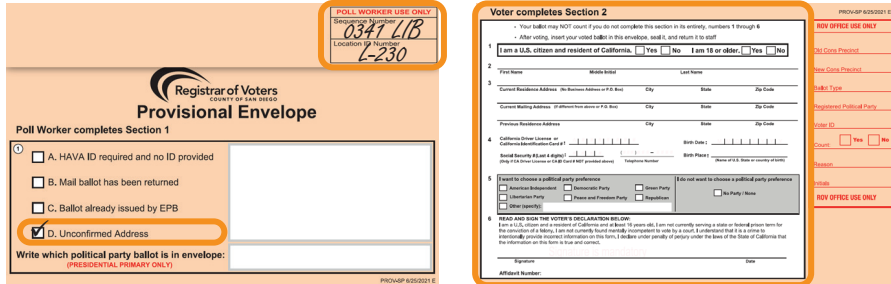
Audio Ballot Requested Voter Verified

A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH
UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN

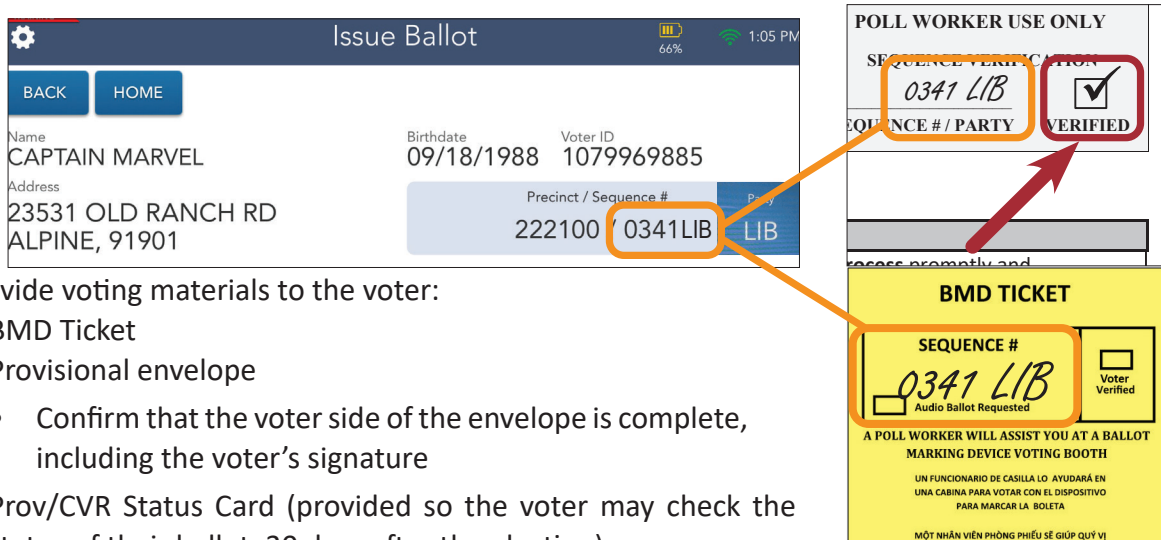
ASSISTING VOTERS

Check-In Station (continued)

- Poll worker then completes poll worker side of the envelope (write the Sequence # and party and Vote Center # in the upper-right box and place a checkmark in “Box D. Unconfirmed address”).
- Ask voter to legibly complete the voter side of a Provisional Envelope (all of Section 2).



- Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
 - Checkmark the “Verified” box on the Check-In Form (see red arrow below).



- Provide voting materials to the voter:
 - BMD Ticket
 - Provisional envelope
 - Confirm that the voter side of the envelope is complete, including the voter’s signature
 - Prov/CVR Status Card (provided so the voter may check the status of their ballot, 30 days after the election)

- Direct voter to Voting Station.

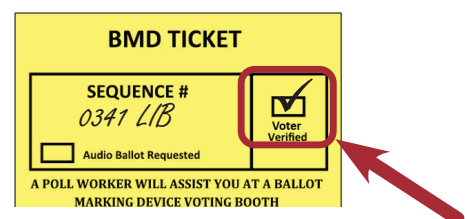
Voting Station

- Direct the voter to an available BMD voting booth, remind voter to read the instructions in the voting booth, and tell the voter once they have finished voting to seal the printed ballot inside their completed envelope and then proceed to the Checkout Station.

- Activate the voter’s ballot using the BMD Ticket.
 - Voter must verify that the Sequence # and party on the voter’s BMD Ticket matches the one on the BMD screen.
 - Checkmark the “Voter Verified” box on the BMD Ticket.

Checkout Station

- Verify that the voter has legibly completed all fields in Section 2 of their Provisional envelope.
- Poll worker will cast the voter’s ballot (Provisional envelope) into the Ballot Box and provide the voter an “I Voted” sticker.



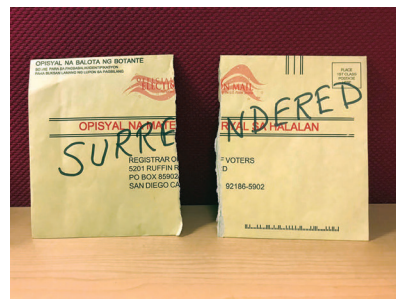
ASSISTING VOTERS

Additional Assisting Voters Procedures

Surrendering Process

If the voter is not voting their ballot received in the mail, then the poll worker may collect any voting materials the voter provides:

- Accept the surrendered items.
- Write SURRENDERED on the item (if the ballot is inside the envelope, do not remove).
- Tear item in half completely and place item in the brown box.
- All items collected in the brown box throughout the day will need to be clipped together at the end of each day.



Check-In Form - Poll Worker Notes Section

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

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

| PART 3 - Party Change <small>(Elections Code §§ 2119.5, 2152)</small> | |
|---|--|
| <input type="checkbox"/> I want to change my political party preference to: | |
| <input type="checkbox"/> American Independent Party | <input type="checkbox"/> Libertarian Party |
| <input type="checkbox"/> Democratic Party | <input type="checkbox"/> Peace and Freedom Party |
| <input type="checkbox"/> Green Party | <input type="checkbox"/> Republican Party |
| <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> No Party Preference | |
| <p>This Check-In Form must be signed. It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone to fraudulently vote, to fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter. (Elections Code §§ 20050, 20051, 20052, 20053, 20054, 20055)</p> <p>I certify the content of this request is truthful and correct, under penalty of perjury.</p> | |
| X _____ VOTER SIGNATURE | _____ DATE (MM/DD/YYYY) |
| <p>POLL WORKER NOTES:</p> <p><i>Voter's birthdate incorrect in EPB, voter made aware to correct on SDVOTE.com or at ROV</i></p> <p>Use other side if necessary</p> | |
| ENGLSPAN | |

Examples include:

- PW checked in incorrect voter
- Voter changed mind after check-in, left Vote Center, did not vote
- Voter registered under previous name OR birthdate incorrect
- Voter made a mistake on "mailed ballot", TI issued a BMD replacement
- Voter issued "takeout ballot"
- Voter issued Emergency ballot
- All PNE voters

Provisional/CVR Status Card

The Provisional/CVR Status Card is ONLY provided to Provisional or CVR voters. The Status Card has a number that the voter may call to verify the disposition of their ballot 30 days following the election.

| PROVISIONAL/CONDITIONAL VOTER REGISTRATION STATUS CARD TARJETA DE ESTADUS DE REGISTRO DE VOTANTE PROVISIONAL/CONDICIONAL STATUS KARD NG PROBIYONAL/ KONDISIONAL NA REHISTRASYON NG BOTANTE THẺ TÌNH TRẠNG GHI DANH CỬ TRI CÓ ĐIỀU KIỆN/TAM THỜI 監時/有條件選民登記狀況卡 | | |
|---|---|--|
| <p>To determine the status of your provisional vote or conditional registration, call 30 days after Election Day</p> | <p>Para determinar el estatus de su voto provisional o registro condicional, llame 30 días después del Día de la Elección</p> | <p>Para matukoy ang status ng inyong probisyonal na pagboto o kondisyonal na rehistrasyon, tumawag nang 30 araw pagkatapos ng Araw ng Elektyon</p> |
| <p>Nhằm xác định tình trạng bỏ phiếu tạm hoặc ghi danh cử tri có điều kiện, hãy gọi 30 ngày sau Ngày Bầu Cử</p> | <p>要確定您的臨時選票或有條件選民登記的狀況，在選舉日 30 天後致電</p> | |
| (858) 565-5800 (800) 696-0136 TTY/TDD (800) 735-2929 sdvote.com | | |



Remember, the Provisional/CVR Status Card is ONLY provided to Provisional/CVR voters.

This is NOT given out to every voter.

ASSISTING VOTERS

Voter Access Table

The Voter Access Table is available for all voters who may be interested in additional assistance, especially those voters who request language assistance. While poll workers will not staff this table directly, it is important to be aware of the specific resources available at this table and be able to direct voters to the appropriate resource.

The following resources are available at the Voter Access Table:

- **Facsimile/Reference Ballots**
- **Language Resources**
 - **ULG Flyer** containing information on how to access language resources and translation services
 - **“Languages Spoken Here” Table Tent** identifying the languages spoken by the poll workers at this Vote Center
- **Specific Needs Survey** for voters to describe their voting experience as it relates to accessibility services
- **Voter Help Card** provides information regarding other resources available to voters

| SDVOTE COUNTY OF SAN DIEGO REGISTRAR OF VOTERS | | LANGUAGE ASSISTANCE SERVICES | | | | | | | |
|--|---------|--|------------|---------|--------|----------|--------|-----------------------------|-----------------------|
| | | The San Diego County Registrar of Voters provides language support in English, Spanish, Filipino, Vietnamese, Chinese, Arabic, Japanese, and Korean. | | | | | | | |
| | Spanish | Filipino | Vietnamese | Chinese | Arabic | Japanese | Korean | Facsimile/Reference Ballots | Multi-lingual Website |
| Spanish | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Filipino | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Vietnamese | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Chinese | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Arabic | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Japanese | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Korean | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

United Language Group 688-302-9214, Access Code: 888372492 *Facsimile precinct ballots

SDVOTE
COUNTY OF SAN DIEGO
REGISTRAR OF VOTERS

VOTER HELP CARD

Call the Registrar of Voters if you:
Have a concern regarding a vote center or poll worker: 800-696-0136 or 655-565-5800 or TTY 800-735-7929

Check **SDVOTE.com** for:


- Your current voter registration
- Nearest vote center and ballot drop off locations
- Other election information

Call the California Secretary of State to report any illegal or fraudulent activity at or near the vote centers:
800-345-VOTE (8683)

ACCESSIBILITY ASSISTANCE SERVICES

- Accessible voting machines to mark your ballot
- Curbside voting
- Additional assistance upon request

For more information, please check in with Vote Center staff.



Out of County Voters

When checking in a voter using the EPB, if at any time it is determined that they are a resident from outside of San Diego County, the poll worker should explain that only residents of San Diego County are eligible to register and vote in San Diego County.

The poll worker should also suggest that the voter might be able to vote their mail ballot and drop the envelope off at the Vote Center OR return to their home county to vote in person (if applicable).

If the voter insists on voting in San Diego County, contact your Site Manager. If further assistance is needed call the Poll Worker Hotline.

Remote Accessible Vote by Mail (RAVBM)

The Remote Accessible Vote by Mail (RAVBM) system allows a voter to download their ballot onto a personal computer and mark their ballot privately and independently using their own assistive technology. It is commonly used by voters with a disability or voters deployed overseas serving in the military, though any voter may request and receive access to the RAVBM system.

RAVBM ballots are returned in an envelope assembled by the voter using printed labels provided digitally by the ROV. These envelopes are handled according to the standard Mail Ballot Drop Off processes detailed on pages 20-21.

If you have questions regarding an envelope, contact your Site Manager before proceeding.



Consult the Reference Section to see the RAVBM envelope (page 90).

Challenging a Voter

"Challenging a voter" means that a poll worker questions a particular voter's qualifications to vote. On the rare occasion there is a challenge, please call the Poll Worker Hotline for specific instructions while the voter is present.

HAVA IDs List

Acceptable Identification to Meet HAVA ID Requirement

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

Acceptable forms of current and valid photo identification include:

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

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

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

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

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

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

VOTING ACCESSIBILITY

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

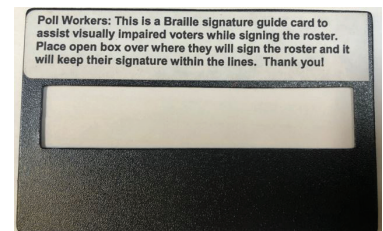
Accommodating all voters' needs is not just courteous, it's the law! There are several laws in place that have helped shape the options we provide for our voters.

- 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 voting locations.

All poll workers will watch "Democracy for All - Disability Awareness and the Voting Process"; this video provides information on how to ensure a Specific Needs voter has a positive voting experience!

Specific Needs Voters

- **A voter may be assisted with any procedure or process in the Vote Center by a family member, friend, or even a poll worker.** A voter cannot be assisted by their boss or union representative.
 - Assistance may include (but is not limited to): filling out forms, completing the Check-In process, reading the ballot aloud, and/or marking the ballot, all as directed by the voter.
 - The voter is not required to issue a declaration under oath or sign a log before receiving assistance.
- **There are signature guide cards available** to help a voter sign in the correct space. There is also a magnifying sheet that can be used to magnify the text on forms.
- **The BMD enables all voters to vote privately and independently.** A voter can adjust the text size and contrast at any time, or they can use the audio instructions and handheld device to mark their ballot. The BMD also provides the ballot and audio instructions in the county's federally covered languages.



Language Assistance

- The Registrar of Voters assigns bilingual poll workers to Vote Centers 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 which language they speak.
- The Voter Help Card has a phone number for language assistance in Chinese, Filipino, Spanish, Vietnamese, and hundreds of other languages. Voters may use their own mobile phones for language assistance.
- Voters may also request American Sign Language (ASL) assistance. Poll worker should call hotline for video messaging instructions.
- Facsimile/Reference Ballots are available in Arabic, Chinese, English, Filipino, Japanese, Korean, Laotian, Persian, Somali, Spanish, and Vietnamese.
- The BMD enables a voter to view the ballot in the five federally mandated languages.



VOTING ACCESSIBILITY

Vote Center Accessibility

- The Registrar of Voters will provide accessibility equipment when needed to accommodate voter access to a Vote Center. Accessibility devices may be placed at arrival points, on the paths of travel to the Vote Center, at entryways, or inside a Vote Center.
- If a Vote Center is assigned accessibility equipment, the Site Managers will receive instructions (in the Blue Envelope, Tab 4) regarding the proper installation/arrangement of all accessibility supplies (signs, cones, ramps, and doorstops). Not all Vote Centers receive accessibility equipment.



Curbside Voting

Curbside voting is available for voters who have a limited ability to enter the Vote Center. When a voter needs to vote curbside, the Site Manager or Precinct Inspector will assist them with voting outside the Vote Center (possibly from the voter's vehicle).

Vote Centers will be notified that there is a Curbside Voter in one of the following ways:

- The ROV will notify the Site Manager that a Curbside Voter is present, on their way, or arriving at a specific time. In this case, the voter made arrangements by calling the Curbside Voting number or the ROV directly.
- A friend or family member who accompanied the voter may advise poll workers of a voter who is unable to come inside the Vote Center.



Curbside Voting Procedures

The Site Manager or Precinct Inspector will bring the ADA Cart equipped with the BMD and the "Curbside Voting Kit," which includes:

- A pre-assembled manila envelope containing: Check-In Form, secrecy sleeve, BMD Tickets, Provisional envelope, CVR envelope, Prov/CVR Status Card, Party Ballot Chart, and an "I Voted" sticker.
- A clipboard with pen and stylus, an ePollbook, and Poll Worker card.

The Site Manager or Precinct Inspector will then:

1. Check-in the voter following the standard process (Check-In Form, check-in using EPB, etc.).
2. Issue voter their voting materials (as indicated by the EPB and as required by the voter's scenario), including their BMD Ticket.
3. Pull up voter's ballot and standby while voter marks their ballot. Be ready to answer questions or provide assistance while ensuring voter privacy.
4. When voter has finished voting, take the ballot (in its secrecy sleeve or envelope) to the Vote Center to cast in the Ballot Box on behalf of the voter.
5. Restock the "Curbside Voting Kit" as necessary.



Note: Envelopes in Curbside Voting kit may only be used for Provisional or CVR curbside voters.

Individual steps to assisting a voter will be dependent upon the voter's scenario, see Assisting Voters (page 24) for more information on individual processes.

OBSERVER POLICIES AND PROCEDURES

Observers and Poll Watchers

California Elections Code establishes strict policies and procedures for observers in order to prevent voter intimidation at Vote Centers. As poll workers, 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 purpose of the observer policies written in the California Elections Code is to:

- **Allow for the public to witness all election procedures**
- **Prevent interference with the voting process**
- **Prevent voter intimidation**

Observers

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 Vote Center to the closing of the Vote Center.

Poll Watchers

Poll watchers may be 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.

All observers and poll watchers are asked to sign in upon entering the Vote Center. The Observer Sign-In/Out sheet is found in Tab 2 of the Blue Envelope and should be kept at the Greeter Station.



Observers may:

- Observe the process of opening the Vote Center and closing the Vote Center
- Request to see the Street Index on the Vote Center laptop 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 Vote Center while the polls are open if voters are present in the polls
- Touch any voting materials or voting equipment
- Sit at the poll worker table
- Discuss any ballot or political issue
- Be in the area where voters are voting their ballots (including near the Ballot Box or voting booths)

Examples of Interference:



- Talking to poll workers while voters are present or waiting to be helped
- Talking with voters who are voting
- Carrying on conversations that may create a distraction or disturbance
- Actively campaigning or electioneering
- Attempting to modify an election procedure
- Attempting to stop a voter from voting

Electioneering

Electioneering is: campaigning, making speeches, passing out campaign literature, or doing anything that could be seen as promoting a particular candidate or measure on the ballot within 100 feet of the entrance to the Vote Center or curbside voting area.

- Wearing campaign-related items, including hats, shirts or lapel buttons in or within 100 feet of the Vote Center is not permitted.
- Political signs should not be posted within 100 feet of the Vote Center 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).



Steps to Address Violations of Observer or Electioneering Policy

1. Politely remind the observer/poll watcher of the Observer Policies & Procedures poster as well as the postings titled: “Warning: Electioneering Prohibited” and “Warning: Corrupting the Voting Process is Prohibited.”
2. Suggest a solution (see Poll Worker Tip “Electioneering Solutions”).
3. Provide the Observer Hotline number, if an observer/poll watcher has questions or concerns (page 2).
4. Call the Poll Worker Hotline if the person acts in an aggressive, argumentative, or hostile manner.
5. Call 9-1-1 if any member of the public is interfering with the election process and is not responding to attempts to de-escalate the situation.
 - An example would be: someone threatening or preventing voters from voting or attempting to delay the voting process through force.

Electioneering Solutions:



- Logos on shirts or buttons can be covered with painter’s tape.
- The individual may turn a political shirt inside out in a nearby restroom.
- Political face masks may be replaced with a disposable one provided by the Vote Center.

As a poll worker, it is your responsibility to:

- Review the Observer Policies & Procedures poster and the postings titled: “Warning: Electioneering Prohibited” and “Warning: Corrupting the Voting Process is Prohibited.”
- 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 during the election.**

OBSERVER POLICIES AND PROCEDURES

Observer Policies and Procedures Poster

OBSERVER POLICI

The public is welcome to observe Election Day procedures, but must strictly adhere to the policies outlined below to protect voter privacy and prevent voter intimidation at the polls.

- Please be courteous to our poll workers as they are working a long day and are doing their very best.
- Remain quiet and do not disturb poll workers or voters.
- Allow poll workers reasonable space to conduct election procedures.

Videotaping or Photography (California Elections Code § 18540, 18541, 18370, 14221, 14291)

- Members of the public may take photographs or videotape from inside the polling place before the polls open and after the polls close.
- Members of the public may only take photographs or videotape inside the polling place while the polls are open provided that no voters are present in the polls and the activity does not interfere with poll worker operations.
- A voter may voluntarily take a picture of his or her voted ballot as long as the activity does not intimidate, interfere or disrupt the voting process.
- Cell phones may not be used inside of the poll, except for an emergency.

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

- Provide media credentials and obtain poll worker and voter permission before any photography or videotaping can be allowed during voting hours.
- Preserve the secrecy of all ballots while in the poll to protect voter privacy and prevent voter intimidation.
- Conduct exit polls no less than 25 feet from the entrance to the poll.
- Do not interfere with the voting process or poll worker operations.

POLÍTICAS Y PROCEDIMIENTOS DEL OBSERVADOR

Se invita al público a observar los procedimientos el Día de la Elección, pero se debe adherir estrictamente a las políticas descritas a continuación para proteger la privacidad y prevenir la intimidación del elector en las casillas electorales.

- Sea cortés con nuestros trabajadores electorales dado que ellos están trabajando largas horas ese día y haciendo lo mejor que pueden.
- Permanezca callado y no perturbe a los trabajadores electorales o electores.
- Deje un espacio razonable a los trabajadores electorales para que lleven a cabo los procedimientos electorales.

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

- Los miembros del público pueden tomar fotografías o grabar en video desde adentro del lugar de votación antes de que abran las casillas electorales y después de que cierren las mismas.
- Los miembros del público pueden tomar fotografías o grabar en video únicamente adentro del lugar de votación mientras las casillas electorales estén abiertas, siempre que ningún elector esté presente en las casillas electorales y la actividad no interfiera con las operaciones del trabajador electoral.
- Un votante puede tomarse una fotografía con su boleta sufragada siempre y cuando la actividad no intimida, interfiera, o interrumpa el proceso de votación.
- Los teléfonos celulares no deben ser utilizados adentro de la casilla electoral, excepto en una emergencia.

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

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

Observadores de las Casillas Electorales (Secciones 18370, 14221, 18370 del Código Electoral de California)

- No hablar con los electores
- No presionar
- No intimidar

MGA PATAKARAN AT PAMAMARAAN NG TAGA-OBSERBA

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

- Mangyaring maging magalang sa aming mga manggagawa sa botohan dahil sila ay nagtatrabaho ng mahabang araw at ginagawa ang kanilang makakaya.
- Manatiling tahimik at huwag istoryon ang mga manggagawa sa botohan o mga botante.
- Bigyan ang mga manggagawa sa botohan ng makatwirang espasyo na isagawa ang mga pamamaraan sa eleksyon.

Pag-videotape o Fotograpiya (Kodigo ng mga Eleksyon sa California § 18540, 18541, 18370, 14221, 14291)

- Ang mga miyembro ng publiko ay maaaring kumuha ng litrato o mag-videotape sa loob ng lugar ng botohan bago magbukas ang mga botohan at pagkatapos magsara ng mga botohan.
- Ang mga miyembro ng publiko ay maaari lamang kumuha ng litrato o mag-videotape sa loob ng lugar ng botohan habang ang mga botohan ay bukas kung walang mga botanang naroroon sa mga botohan at ang aktibidad ay hindi makakagambala sa mga operasyon ng manggagawa sa botohan.
- Ang botante ay maaaring boluntaryong kumuha ng litrato ng kanyang binotohang balota hangga't ang aktibidad ay hindi iniintimida, ginagambala o tinitigil ang proseso ng pagboto.
- Ang mga selyular ay hindi maaaring gamitin sa loob ng botohan, maliban sa emerhensya.

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

- Magbigay ng mga kredensyal sa media at kumuha ng permiso sa mga nianggagawa sa botohan at botante bago pahintulutan ang anumang paglilitrato o pag-videotape habang oras ng pagboto.
- Panatilihin ang pagiging selmoto ng laral ng mga balota habang nasa botohan upang protektahan ang pagkayabado ng botante at maiwasan ang intimidasyon sa botante.
- Magsagawa ng pagkalanong sa mga bumoto na (exit polls) nang hindi bababa sa 25 piye mula sa pasukan ng botohan.
- Huwag gambalan ang proseso ng pagboto o mga operasyon ng manggagawa sa botohan.

Mga Taga-bantay ng Botohan (Kodigo ng mga Eleksyon sa California § 14221, 14223, 18370)

Maaaring obserbahan ang:

- Cebuano ng mga botante at hindi ng kani sa paghahawig ng mga manggagawa sa botohan.

Media



- Media may also conduct “exit polls” at least 25 feet from the Vote Center by interviewing voters as they leave
- Media, like observers, may not interfere with the voting process; call the Poll Worker Hotline if there are any concerns



A copy of this poster will be placed near the entrance of the Vote Center. All visiting observers and media will be directed to review the poster to familiarize themselves with the applicable rules and expectations.

ES & PROCEDURES

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

May observe the:

- Roster of voters and street index at the convenience of the poll workers.
- Procedure for opening the poll.
- Voting procedures during Election Day.
- Closing procedure.

May not:

- Interfere with the voting process or with poll worker operations.
- Photograph or videotape inside the polling place while the polls are open and while voters are present in the polls.
- Touch any voting materials (ballots, roster, etc.)
- Sit at the poll worker table.
- Discuss any ballot or political issue.
- Be in the area where voters are casting their ballots.

Electioneering (California Elections Code § 18370, 18541, 18546)

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

Members of the public cannot:

- Electioneer as defined or pass around petitions, put up political signs about how to vote on a measure or try to influence a voter less than 100 feet from the entrance to the poll.
- Wear campaign related items, including hats, shirts or label buttons in or within 100 feet of the poll. Observers or voters will be asked to remove or cover these items before entering the poll.
- Remove a political sign on private property within the 100 foot limit, unless the owner agrees to take it down.

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 triết để tuân hành các quy định chính yếu dưới đây để bảo vệ sự yên tĩnh và tránh sự đe dọa cho cử tri tại phòng phiếu.

- Xin vui lòng nhã nhặn với nhân viên phòng phiếu vì họ đang làm việc cả một ngày dài và với hết sức mình.
- Xin giữ im lặng và đừng quấy rầy nhân viên phòng phiếu hay cử tri.
- Để cho nhân viên phòng phiếu có không gian hợp lý để điều hành tiến trình bầu cử.

Quy Phạm hay Chụp Hình (Bộ Luật Bầu Cử California, Điều 18540, 18541, 18370, 14221, 14291)

- Công chúng có thể chụp hình hay quay phim từ bên trong phòng phiếu trước khi phòng phiếu mở cửa và sau khi đóng cửa.
- Công chúng có thể chụp hình hay quay phim bên trong địa điểm bỏ phiếu trong thời gian phòng phiếu mở cửa nhưng phải không có sự hiện diện của cử tri trong phòng phiếu và hành động này không làm ảnh hưởng đến việc điều hành của nhân viên phòng phiếu.
- Cử tri có thể tự nguyện chụp hình lá phiếu đã bầu của họ miễn sao việc chụp hình không đe dọa, gây trở ngại hoặc làm gián đoạn tiến trình bầu cử.
- Điện thoại di động có thể không được dùng trong phòng phiếu, trừ trường hợp khẩn cấp.

Truyền Thông (Bộ Luật Bầu Cử California, Điều Khoản 18540, 18541, 18370, 14221, 14291)

- Trình bày hành nghề truyền thông và được nhân viên phòng phiếu, và cử tri cho phép trước khi có bất cứ hình chụp và quay phim có thể được cho phép trong thời gian bầu cử.
- Giữ gìn sự bí mật của lá phiếu khi ở trong phòng phiếu để bảo vệ quyền riêng tư và ngăn ngừa sự đe dọa cho cử tri.
- Việc thính đó cử tri phải không gần hơn 25 feet từ cửa vào phòng phiếu.
- Không được gây trở ngại tiến trình bầu cử hoặc làm trở ngại nhân viên phòng phiếu làm việc.

Quan sát Viên Phòng Phiếu (Bộ Luật Bầu Cử California, Điều Khoản 14221, 14223, 18370)

Có thể quan sát:

- Duyệt sách cử tri và địa chỉ trong sơ đồ bầu cử của nhân viên phòng phiếu.
- Thủ tục mở cửa phòng phiếu.
- Thủ tục bỏ phiếu trong ngày bầu cử.
- Thủ tục đóng cửa phòng phiếu.

Không thể:

- Liên lạc nhân viên bầu cử hoặc nhân viên phòng phiếu.
- Chụp ảnh hay quay phim bên trong phòng phiếu.

公眾觀察政策與程序

歡迎公眾觀察選舉日的程序，但必須嚴格遵守如下政策，以保護選民的隱私權，並防止選民在投票站受到恐嚇。

- 請禮貌對待投票站工作人員，因為他們正在盡最大努力工作並將辛勤工作一整天。
- 保持安靜，切勿打擾投票站工作人員或選民。
- 使投票站工作人員有合理的空間執行選舉程序。

錄影或拍照 (California州選舉法規第18540、18541、18370、14221、14291節)

- 於投票站開放前和投票站關閉後，公眾可以在投票站內拍照或錄影。
- 於投票站開放期間，公眾只能在投票站內沒有選民時拍照或錄影，且不得干擾投票站工作人員的工作。
- 選民可自願為其已填妥的選票拍照，只要該行為不威脅、干擾或破壞投票過程。
- 不得在投票站內使用手機，除非發生緊急情況。

媒體 (California州選舉法規第18540、18541、18370、14221、14291節)

- 若想在投票期間進行拍照或錄影，必須出示媒體證件並事先徵得投票站工作人員和選民的同意。
- 在投票站內，確保所有選票保密，以保護選民的隱私權，並防止選民受到恐嚇。
- 在投票站出口進行民意調查時，必須距離投票站入口處至少25英尺。
- 切勿干擾投票流程或投票站工作人員的工作。

投票站監督員 (California州選舉法規第14221、14223、18370節)

可觀察：

- 在投票站工作人員方便時，可以查看選民名冊和街道索引。
- 投票站開放程序。
- 應選民的投票程序。
- 關閉程序。

不可：

- 與投票站工作人員或選民交談。

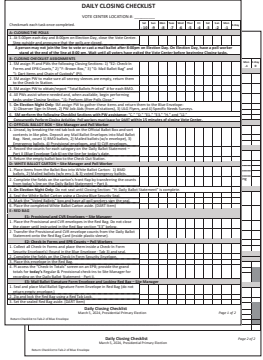





The Observer Policies & Procedures poster includes a translation of the text for each of the Federally mandated languages: English, Chinese, Filipino, Spanish, and Vietnamese

CLOSING PROCEDURES

Remember, Closing Procedures can only begin after all voters have exited the Vote Center.

When closing the Vote Center, use the **Daily Closing Checklist on pages 87-88** and reference the **Closing Job Aid** (the Site Manager has a copy and there is an additional copy in the Pink Election Day Checklist Booklet after the Official Daily Closing Checklist).

| | |
|---|---|
| <p>1</p> <p>Site Manager must use the Daily Closing Checklist each day to ensure the Vote Center is closed according to the required procedure.</p>  | <p>2</p>  <p>Site Manager and board members work together to accurately account for all voted materials received throughout the day.</p> |
| <p>3</p> <p>Site Manager and board secure all voted materials to deliver them to an assigned DART location (Dispatch and Return Team).</p>  | <p>4</p>  <p>Two poll workers escort the voted materials to DART and transfer custody of the voted materials to the DART representatives.</p> <p>The remaining poll workers clean and reset the Vote Center for the next day of operation.</p> |

Before Election Day

Leading up to Election Day (02/24 through 03/04), Vote Centers close at 5:00pm.



- 5:00pm is not a firm closing time. Within reason, voters may join the line until the Vote Center is closed and/or continue to drop off ballots until the Mail Ballot Bag is locked for the night.

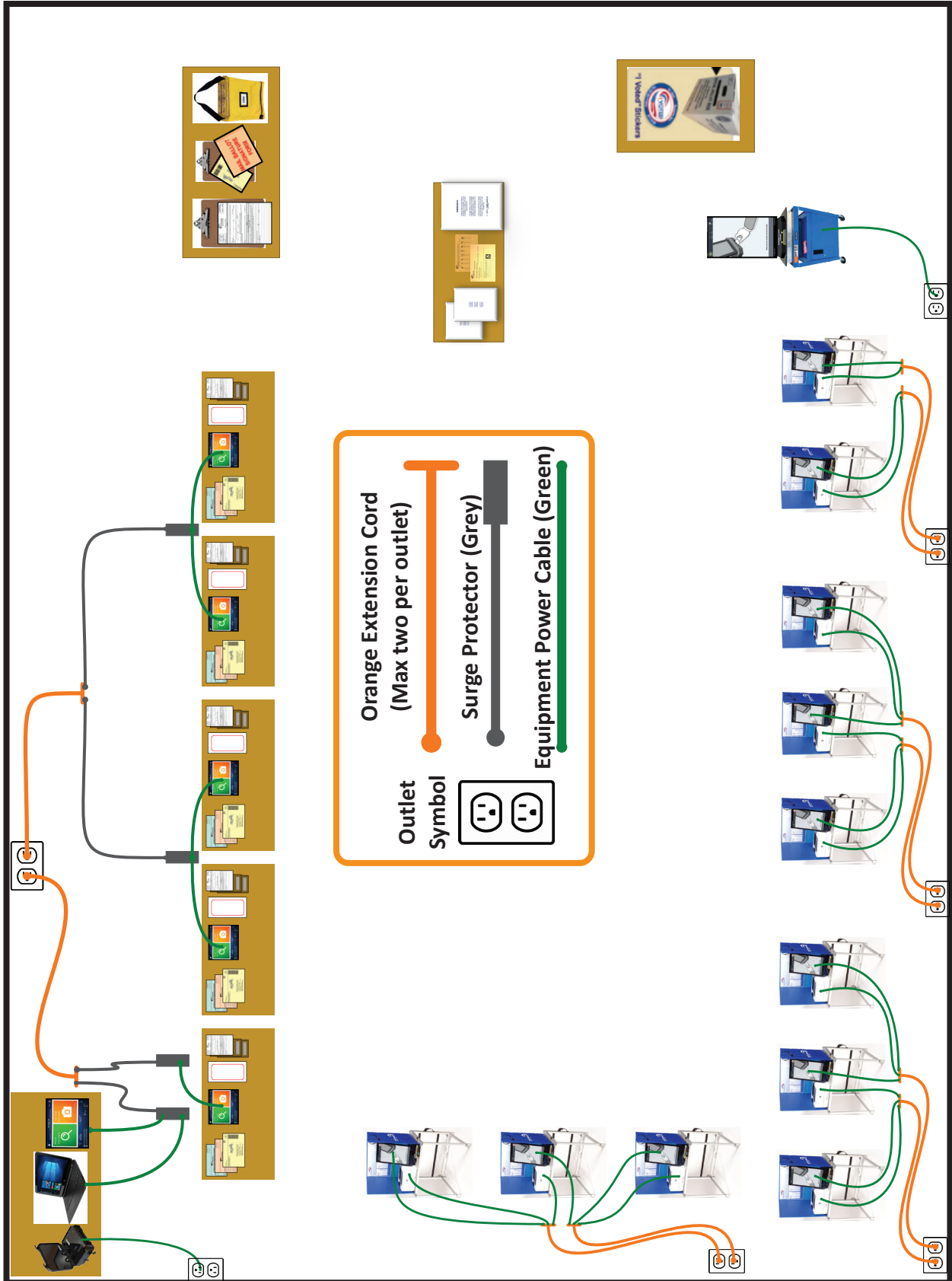
Election Day

On Election Day (03/05), Vote Centers close at 8:00pm.



- **8:00pm is a firm closing time.** Voters may not join the line after 8:00pm.
- If there is a line, a poll worker will be assigned to stand at the end of the line to mark the last voter and be prepared to discuss with any arriving voters that it is after 8:00pm, the Vote Center is closed and the election has ended.

SAMPLE OUTLET LAYOUT (SUGGESTED)



NOTE: SELECT VOTE CENTERS WILL BE SUPPLIED EQUIPMENT QUANTITIES DIFFERENT TO THAT SHOWN. SM WILL DETERMINE BEST OUTLET LAYOUT.

BALLOT MARKING DEVICE (BMD) MANUAL

Equipment

BMD Security Bag contents:

- BMD Tablet
- Headphones
- ATI Device (for accessible voting)
- BMD power cord (in small cardboard box)
- ATI cable (attached to rear of BMD)
- Printer cable (attached to rear of BMD)
- Extension cord (orange)



BMD Printer Security Bag contents:

- Printer
- Printer power cord
- Ballot paper pre-loaded in Printer



Voting Booth (and Privacy Screen):



Important Sections:

| | |
|--|-----|
| Equipment | -50 |
| Set Up | -51 |
| <i>Step 1: Set Up the BMD Booth</i> | 51 |
| <i>Step 2: Security Bags - Seal Verification</i> | 52 |
| <i>Step 3: Unpack the BMD Security Bag</i> | 53 |
| <i>Step 4: BMD Seal Verification</i> | 54 |
| <i>Step 5: Unpack the Printer Security Bag</i> | 55 |
| <i>Step 6: Connect the BMD</i> | 56 |
| <i>Step 7: Power On and Test</i> | 58 |
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| Operating the BMD | -61 |
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| ADA Cart Setup | -70 |
| BMD Troubleshooting/FAQ | -72 |

Set Up

Step 1: Set Up the BMD Booth

1



Position the voting booth with the folded legs toward you. The blue privacy screen will be on the other side of the folded booth.

(Velcro strap should be on top and the carrying handle on the left.)

2



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

3



Undo Velcro strap to release booth legs and unfold them toward yourself.

4



After the booth legs are extended on both sides, raise the tabletop up. Keep hands/fingers clear of pinch points and make sure the tabletop clears the support brackets on each side.

5



Set tabletop on the support brackets and then secure the latch locks (underside of the tabletop) to secure the table top to the legs.

6



Arrange the BMD booth in the Vote Center before placing BMD tablet or printer on tabletop. (All BMDs must be visible from the Check-In table.)

Note: If the room accommodates, the BMD booth should be 42" from the wall to allow for accessible travel.

Set Up

Step 2: Security Bags - Seal Verification



Please wait until instructed (by your Site Manager or Precinct Inspector) to remove any mini-padlocks. When instructed, follow the directions on this page to complete the Seal Verification step before removing any Red Padlocks from the security bags.

As a chain of custody verification, the Red 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, found in the Blue Envelope, before you begin setting up the Ballot Marking Device because any inconsistency or tampering must be reported immediately. An example of the log can be found on page 94.



The Site Manager will give the Voting Station Technical Inspector the Official BMD Seal Verification Log. There is one per Vote Center.

1. Verify that the Red Padlock numbers on every BMD Security Bag and Printer Security Bag match the Red Padlock numbers listed on the Seal Verification Log.
2. 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.

COUNTY OF SAN DIEGO REGISTRAR OF VOTERS
Location L-001 BMD's 12

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? | BMD Bag Red Mini Padlock # | Does # Match? | Printer Bag Red Mini Padlock # | Does # match? |
|----------------------------|---------------|--------------------------------|---------------|----------------------------|---------------|--------------------------------|---------------|
| 7058001 | Yes No | 7058002 | Yes No | 7058021 | Yes No | 7058022 | Yes No |
| 7058003 | Yes No | 7058004 | Yes No | 7058023 | Yes No | 7058024 | Yes No |
| 7058005 | Yes No | 7058006 | Yes No | - | Yes No | - | Yes No |
| 7058009 | Yes No | 7058010 | Yes No | - | Yes No | - | Yes No |
| 7058011 | Yes No | 7058017 | Yes No | - | Yes No | - | Yes No |
| 7058013 | Yes No | 7058014 | Yes No | - | Yes No | - | Yes No |
| 7058015 | Yes No | 7058016 | Yes No | - | Yes No | - | Yes No |
| 7058017 | Yes No | 7058018 | Yes No | - | Yes No | - | Yes No |
| 7058019 | Yes No | 7058020 | Yes No | - | Yes No | - | Yes No |

2. When the BMDs are set up, verify the numbers on the green and red mini padlocks on the BMDs match the numbers listed below:

| BMD # | Red Padlock # | Does # match? | Green Padlock # | Does # match? | BMD # | Does # match? | Red Padlock # | Does # match? | Green Padlock # | Does # match? |
|----------|---------------|---------------|-----------------|---------------|----------|---------------|---------------|---------------|-----------------|---------------|
| BMD1 | - | - | - | - | BMD 11 | - | - | - | - | - |
| D1101690 | 7058025 | Yes No | 31301 | Yes No | D1102631 | Yes No | 7058035 | Yes No | 31311 | Yes No |
| BMD 2 | - | - | - | - | BMD 12 | - | - | - | - | - |
| D2100311 | 7058026 | Yes No | 31302 | Yes No | D1102578 | Yes No | 7058036 | Yes No | 31312 | Yes No |
| BMD 3 | - | - | - | - | BMD 13 | - | - | - | - | - |
| D1101690 | 7058027 | Yes No | 31303 | - | - | Yes No | - | Yes No | - | Yes No |

| BMD Bag Red Mini Padlock # | Does # Match? | PRINTER Bag Red Mini Padlock # | Does # match? | BMD Bag Red Mini Padlock # | Does # Match? | Printer Bag Red Mini Padlock # |
|----------------------------|---------------|--------------------------------|---------------|----------------------------|---------------|--------------------------------|
| 7058001 | Yes No | 7058002 | Yes No | 7058021 | Yes No | 7058022 |
| 7058003 | Yes No | 7058004 | Yes No | 7058023 | Yes No | 7058024 |
| 7058005 | Yes No | 7058006 | Yes No | - | Yes No | - |
| 7058007 | Yes No | 7058008 | Yes No | - | Yes No | - |

Set Up

Step 3: Unpack the BMD Security Bag

1



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

2



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). Open the BMD Security Bag.

3



Remove power cord, headphones, ATI controller, and orange extension cord from the bag and set aside. If you are missing any items, call the Poll Worker Hotline.

4



Using two hands, lift the BMD from the bag and remove foam packaging and protective plastic bag; DO NOT throw away. Place packaging and the power cord box back into the security bag for pack-out. Set the BMD on the Voting booth table.

Set Up

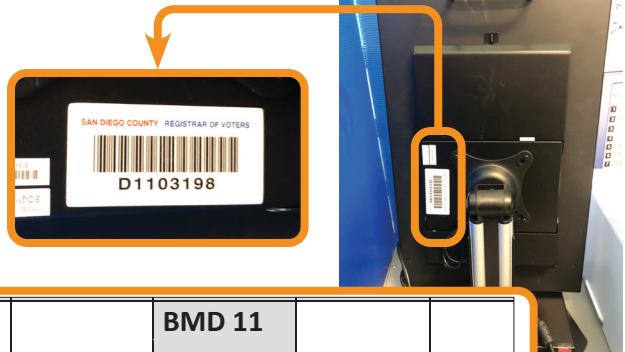
Step 4: BMD Seal Verification



If, during these steps, any serial numbers or Padlocks do NOT match the Seal Verification Log, call the Poll Worker Hotline immediately.

1

Verify that the BMD Serial number on the back of each BMD tablet match the pre-printed serial numbers on the Seal Verification Log (see inset of form below) and circle the appropriate answer.



| | | | | | | | | | |
|--------------|-----------|-----|----|-------|-----|---------------|----------|-----|-------|
| BMD1 | | | | | | BMD 11 | | | |
| D110109 | D11031985 | Yes | No | 31301 | Yes | No | D1102631 | Yes | No |
| BMD 2 | | | | | | BMD 12 | | | |
| D2100311 | 7058026 | Yes | No | 31302 | Yes | No | D1102578 | Yes | No |
| | | | | | | | | | 70580 |

2

On the back of the BMD, verify that the number on the Red Padlock (upper padlock) matches the Red Padlock number pre-printed on the Seal Verification Log (see inset above) and circle the appropriate answer.

DO NOT remove this padlock.



Next, verify that the number on the Green Padlock (lower padlock) matches the Green Padlock number pre-printed on the Seal Verification Log (see inset above) and circle the appropriate answer.

DO NOT remove this padlock.

3

After the Seal Verification Log is complete, the Site Manager and one other poll worker will sign and date.

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

During the election, Part 2 of the Seal Verification Log is used to document: broken and replaced Padlocks and/or BMDs rotated out of service by ROV.

The completed and signed Seal Verification Log is placed in the Blue Envelope, Tab 6.



Set Up

Step 5: Unpack the Printer Security Bag

1



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

2



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

3



Remove the power cord from the security bag.
If you are missing any items, call the Poll Worker Hotline.

4



Undo Velcro strap and, using two hands, lift the printer up and out of the case.
Place the printer on Voting Booth table to the right of the BMD. Place printer so the cable ports are facing the rear of the voting booth.

Set Up

Step 6: Connect the BMD

1

The BMD comes with three cords:



BMD Power Cord
(Red Sticker)



Printer USB Cord
(Yellow Sticker)



ATI-RJ45 Cord
(Orange Sticker)

2



The printer USB and ATI-RJ45 cords are both attached to the back of the BMD. You will find them coiled between the stand and the BMD.

Carefully tilt the BMD monitor and unroll the cords to begin connecting the components.

3



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

4



Insert the printer USB cord into the printer. This plug is shaped like the letter "D" (match yellow stickers).



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

5



Connect the RJ-45 cable to the ATI (match orange stickers) and place ATI Unit in front of the BMD screen.



Plug Headphones into ATI Unit (match the mint green plug with the mint green sticker).

6



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.

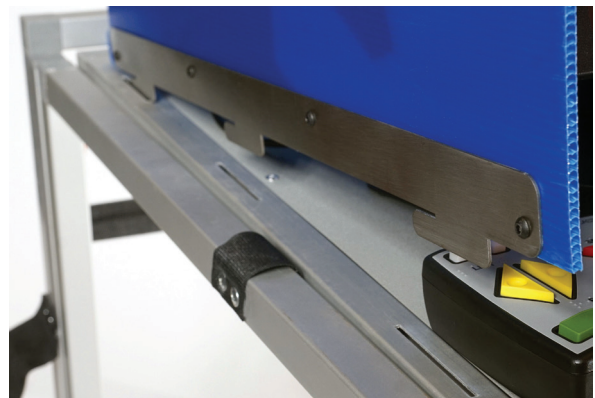


Plug Printer and BMD into orange extension cord and plug the extension cord into a wall outlet. See Outlet Layout on page 49 for guidance with appropriately connecting your equipment to available power sources.

7



Unfold the privacy screen and position around the back of the BMD and printer. Make sure to manage all loose cords between the privacy screen and behind the BMD and printer.



Insert the anchor teeth on the privacy screen into the provided slots in the booth table and slide back (to lock in place).

Set Up

Step 7: Power On and Test

1



The BMD Tablet automatically powers on when plugged in. If it does not, see “Troubleshooting” on page 72.



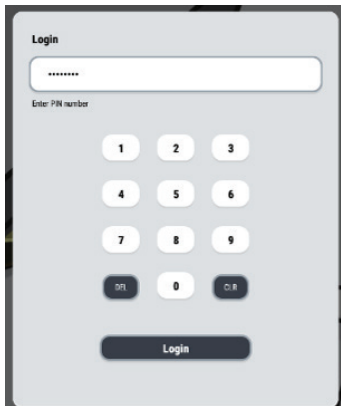
Next, power on the printer by pressing the Power button on the front of the printer.

2



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.

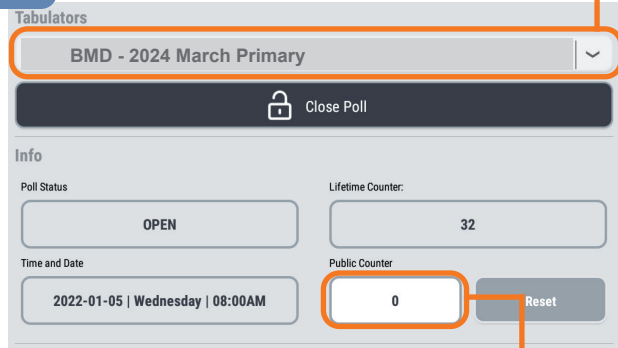
3



At the login prompt, enter the provided PIN, then press the Login button.

4

Verify the current election is displayed.



Verify the Public Counter is at zero.



If the current election is not displayed or if the public counter is not at zero, call the Poll Worker Hotline immediately.

5



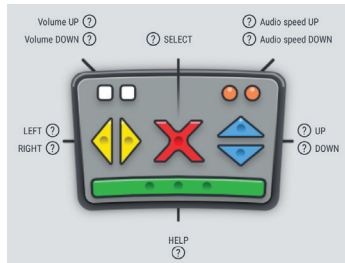
Press the Hardware Test button at the bottom of the Poll Administration screen.

6



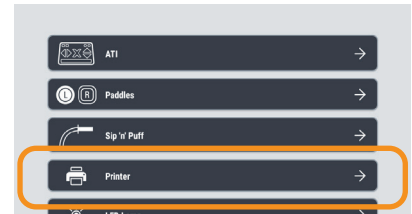
Press the ATI button.

7



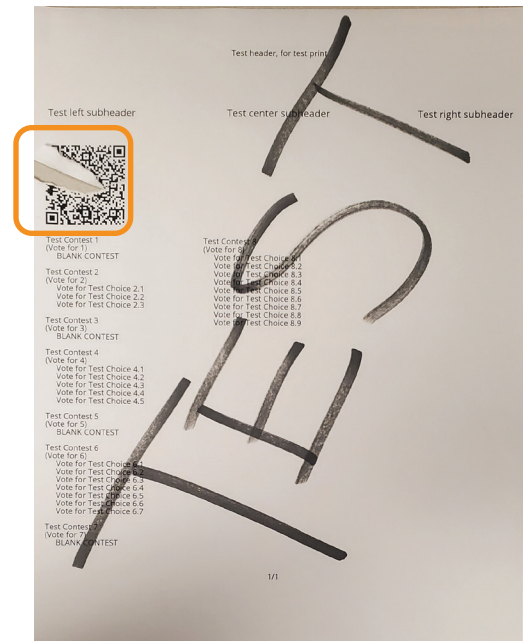
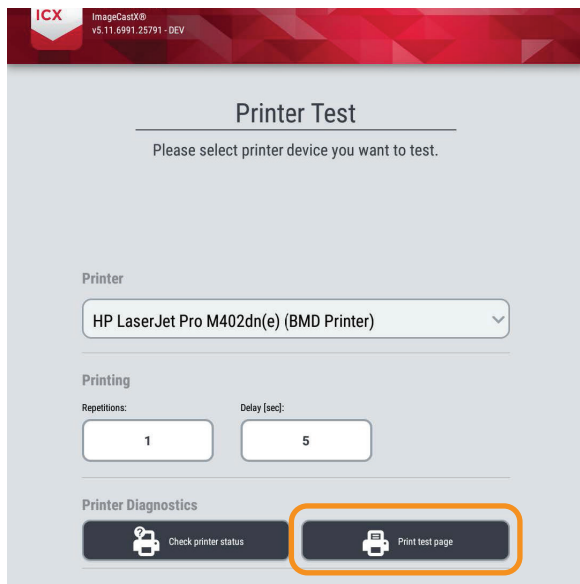
Press each button on the ATI to test functionality (green checkmark). When complete, tap the “Back to Menu” button.

8



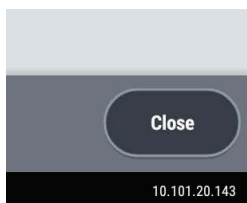
Next, tap the Printer button.

9



Tap the “Print test page” button, once the test page has printed, write TEST in large letters across the page and partially tear the page through the QR Code. Place this TEST page in the Brown Box. This is NOT a ballot and will not be counted during Closing.

10



Press the Close button.

11



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

Set Up

Daily Ballot Statement

12

DAILY BALLOT STATEMENT – Part I

Vote Center Location #: _____

BMD Total Ballots Printed Report

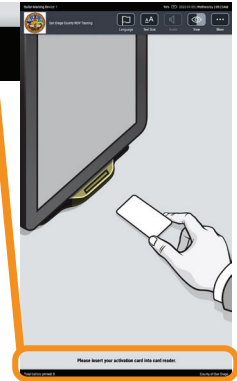
Instructions:

***NOTE:** Not all vote centers have the same number of BMD units.

1. Daily, before the Vote Center opens, record in the yellow "Open" columns below, the number of "Total Ballots Printed" shown on each BMD screen. To understand where to find this number on the BMD, refer to the **BMD Set Up** section of the poll worker manual.
2. Daily, after the Vote Center closes, record in the gray "Close" column boxes below, the number of "Total Ballots Printed" shown on each BMD screen.
3. **On Election Day only:** Add all red boxes together and record in the red box at the bottom of this document.

| | BMD #1 | | BMD #2 | | BMD #3 | | BMD #4 | | BMD #5 | | BMD #6 | | BMD #7 | | BMD #8 | | BMD #9 | | BMD #10 | | |
|-------------|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|---------|-------|---|
| | Open | Close | Open | Close | Open | Close | Open | Close | Open | Close | Open | Close | Open | Close | Open | Close | Open | Close | Open | Close | |
| Fri E-11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sat E-10 | | | | | | | | | | | | | | | | | | | | | |
| Sun E-9 | | | | | | | | | | | | | | | | | | | | | |
| Mon E-8 | | | | | | | | | | | | | | | | | | | | | |

Total ballots printed: 0



The first row of Part I of the Daily Ballot Statement must be verified as part of Vote Center Setup.

You will record the Total Ballots Printed twice each day – once before the Vote Center opens and once when the Vote Center closes.

Place the Daily Ballot Statement in the Blue Envelope - Tab 6.

STOP HERE!



You have now finished setting up the BMDs. You should not proceed to "Operating the BMD" until the morning of the first day of voting.



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.

Operating the BMD

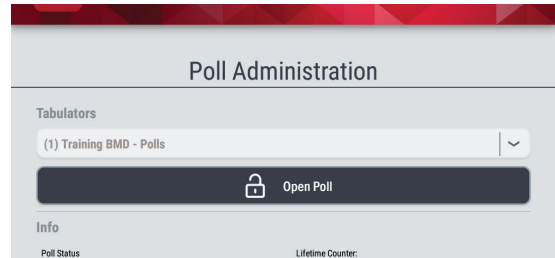
Opening the Polls (First Day of Voting ONLY)

1



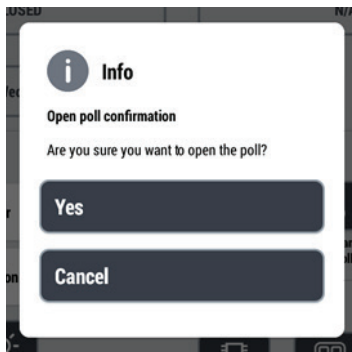
Insert Poll Worker Card and log-in.
(Instructions found on password sheet)

2



Tap the Open Poll button.

3



Tap the Yes button to confirm opening the poll.

4



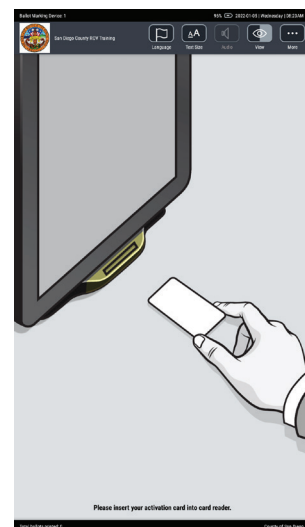
Remove the Poll Worker Card and keep it on the lanyard.

5

Repeat for all BMDs in the Vote Center.

Congratulations! Your BMDs are ready for voting to begin!

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



Operating the BMD

Activating a Voting Session

1



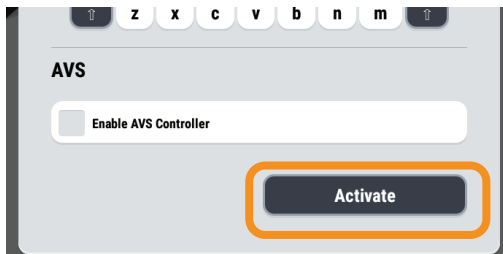
Insert the Poll Worker Card.

2



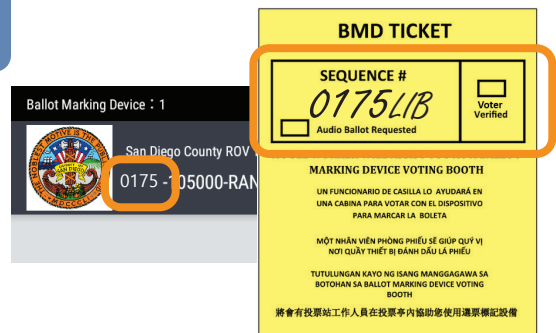
At the Ballot Activation screen, enter the voter's Sequence # and party from their BMD ticket.

3



Press "Activate" and remove the Poll Worker Card. Do not leave the Poll Worker Card unattended.

4



Verify with voter that the Sequence # and party on the screen matches the number on the BMD ticket. Once verified, check the "Voter Verified" box. Place the BMD ticket in apron pocket and allow the voter to begin voting.

Important Reminders for Voting Station Technical Inspectors



- Provide the voters their privacy, but remain nearby in case any assistance is required.
- After the voter has finished voting and has printed their ballot, they may need assistance putting their ballot into an envelope. Be sure to maintain the confidentiality of their vote whenever you are assisting a voter.

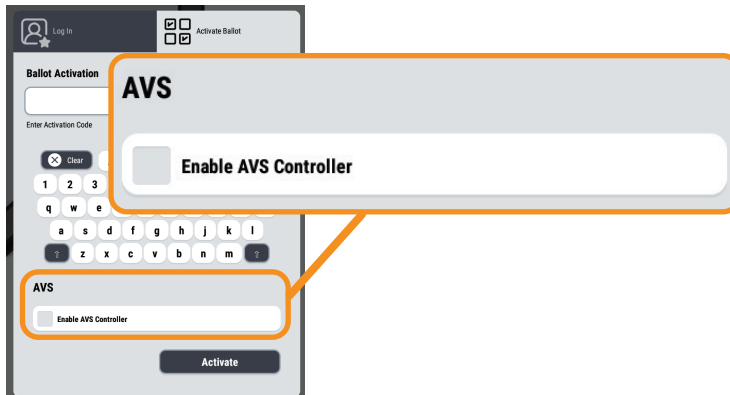


For Accessible Voting Sessions (next page):

- Voters should be comfortably positioned with the ATI or other device (voter provided).
- Voters may require assistance with putting on headphones (can be their own).
- Always confirm that the voter is requesting assistance before providing it.

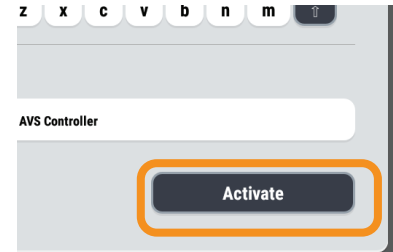
Activating an Accessible Voting Session (AVS)

1



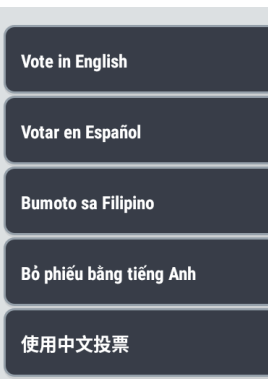
Insert the Poll Worker Card. At the Ballot Activation screen, select the “Enable AVS Controller” option, then enter the voter’s Sequence # and party from their BMD Ticket.

2



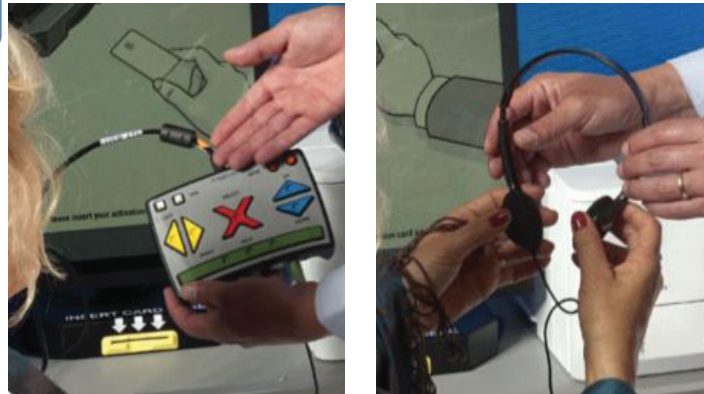
Press “Activate” and remove the Poll Worker Card. Do not leave the Poll Worker Card unattended.

3



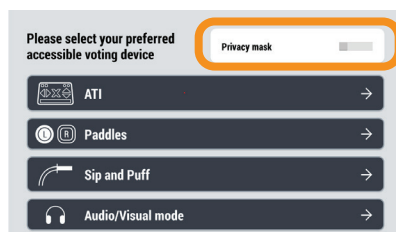
Select the voter’s requested language option.

4



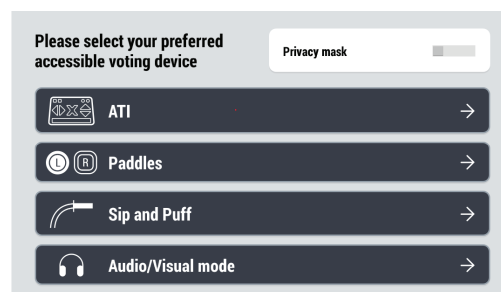
Give the voter the ATI device and give them a moment to become comfortable holding it. Give the voter the headphones and ask them to put them on now.

5



Ask the voter if they want to see the screen. If not, activate the Privacy Mask by selecting the option on screen.

6



Select the appropriate accessible voting device as requested by the voter. Allow voter to listen to the audio instructions and vote.



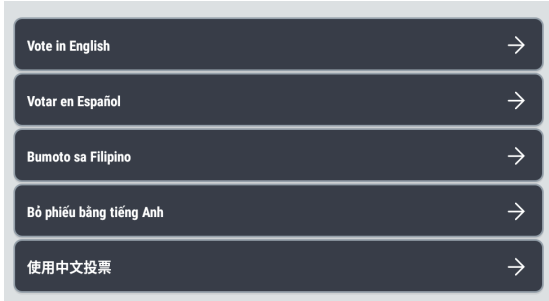
The audio instructions will start immediately when the ATI or Audio option is selected.

Operating the BMD

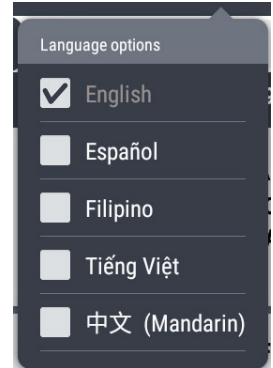
Voting Session Guide

Language Selection

Before they begin voting, voters may select which language they wish to see during their voting session.



Voters may also change the on-screen language at any time during the voting session using the menu option at the top of the screen.



Text Size



Voters may change the size of the screen text using the menu option at the top of the screen.

Audio Options



When using the ATI/audio ballot feature, Accessible Voting Session (AVS), voters can change the volume and speed.

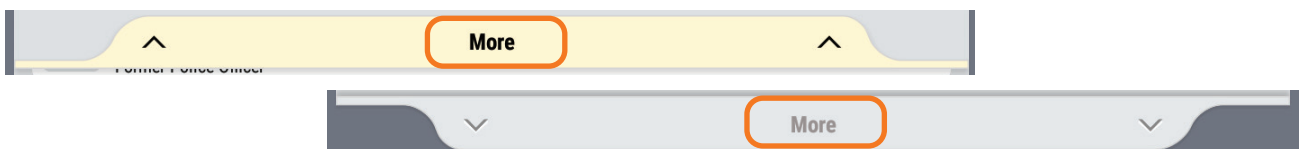
Viewing Options



Voters may switch between different contrast and color options for ease of reading. During an AVS a privacy mask is also available.

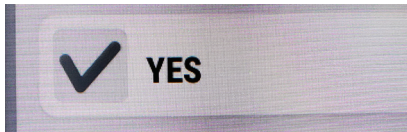
Navigating the Ballot - "More Button"

Voters should navigate the ballot using the provided tabs and buttons. Voters may need to use the MORE buttons to see all available candidates.



Making Selections

Voters must select the box next to their choice to vote for that choice (AVS: Must touch selections twice to confirm selection).





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.

Voter Review

When the voter is satisfied with their selections they will press the “Review” button at the bottom of the screen.

Warning messages may appear on the Review screen regarding any blank or undervoted contest. During review, the voter may make changes to any contest.

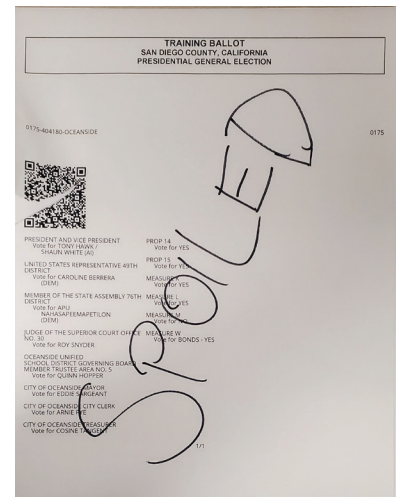
 This contest is blank!

 This contest is undervoted!

Spoiling a Ballot

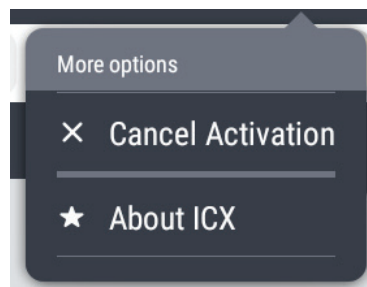
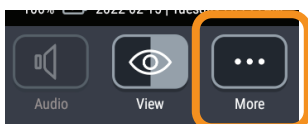
If at any time a voter notices they made a mistake after printing their ballot, the ballot must be spoiled.

1. Write SPOILED across the ballot that was spoiled
2. Tear slightly through the center of the ballot (through the barcode if it is a BMD ballot)
3. Voter does NOT need to be checked-in again
4. Activate the voter’s ballot on the BMD using the Sequence # and party
5. Place spoiled ballot in the Brown Box

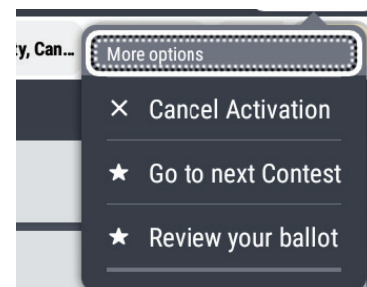


Canceling a Ballot Activation

At any time during a voting session, a poll worker may need to cancel a ballot activation via the “More Options” drop-down. Reasons for this might include: voter wishes to stop voting and leave the Vote Center, the voter wishes to switch to an Accessible Voting Session, or the incorrect Sequence # or party was activated.



Voting Session



Accessible Voting Session

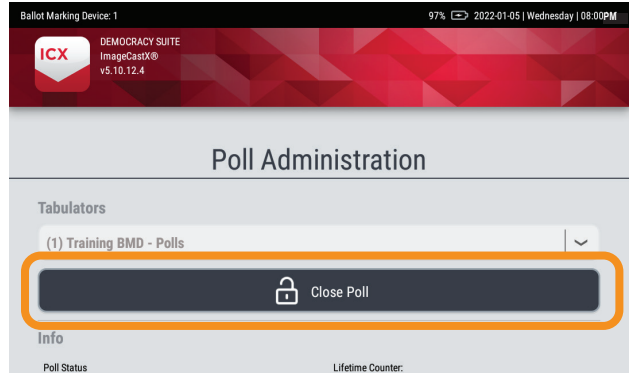
Close the Poll (Election Night ONLY)

1



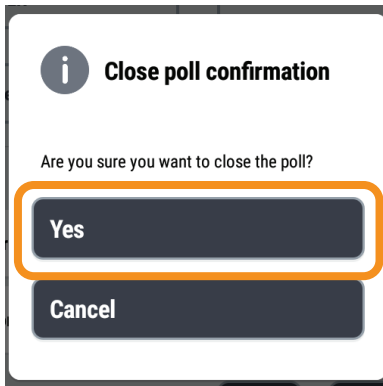
Insert the Poll Worker Card. Switch to the Login tab on the Ballot Activation screen. Enter the PIN and then press the Login button.

2



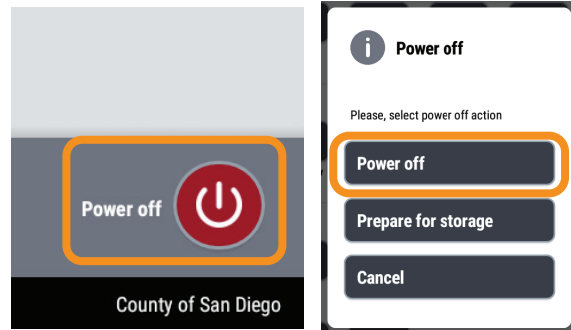
Press the Close Poll button.

3



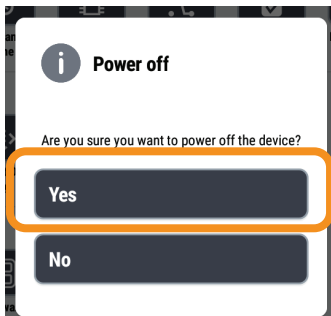
A confirmation message will display. Press Yes.

4



Press the Power Off button in lower right corner of the screen and when prompted, select "Power Off".

5



At the next prompt, confirm by pressing "Yes." When the screen goes dark, remove the Poll Worker Card and put it in the Official Ballot Pouch.

6



Tap the Power Button on the Printer to turn off.

BMD Pack-Out

Step 1: Pack BMD Printer

1



Slide the privacy screen toward the front of the booth so the teeth come out of the slots and carefully lift the screen up and over the BMD tablet, then fold closed. Set the folded screen to the side.

2



Unplug the Printer from the extension cord and back of the Printer. Wrap the power cord and set aside.

3



Unplug the USB cord from the back of the Printer.

4



Using two hands, return the printer to the Printer Security Bag and secure with the Velcro strap. Place the power cord in the Printer Security Bag on one side (NOT ON TOP OF PRINTER).

5



Unplug the BMD power cord from the extension cord and BMD, return cord to provided cardboard box.

6



Unplug the extension cord from wall outlet. Coil and set aside; make sure to remove any tape from floor/walls that was used to secure the extension cord.

BMD Pack-Out

Step 2: Pack the BMD

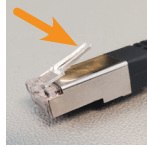


For easier, damage-free packing, ensure that the BMD cords are placed so that the BMD screen can close in a completely vertical position.

1



Avoid breaking the ATI cable by depressing the tab on the connector and slowly withdrawing the plug from the ATI.



Carefully detach the ATI cable from the ATI. Unplug the headphones from the ATI and set both ATI and headphones aside.

2



Coil the ATI cable and Printer USB cord together, then secure them behind the BMD screen (between the tablet and the stand).

3



Place plastic protective BMD bag over BMD

4



Repackage the BMD in the protective foam.

5



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

6



Pack headphones, ATI Unit, and BMD power cord in the BMD Security Bag using the spaces provided in the foam packaging.

7



Coil the extension cord and place in BMD Security Bag. Zip the BMD Security Bag and BMD Printer Security Bag closed; lock both Security Bags with Mini Red Padlocks.

Step 3: Pack the BMD Voting Booth

1



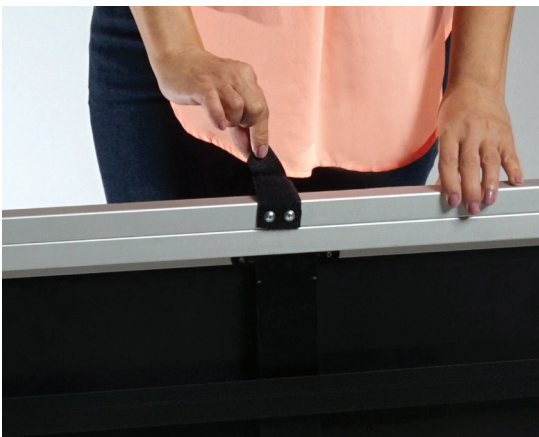
Once the booth tabletop is cleared of all items, unlatch the locks, and lower the tabletop.

2



Fold the booth legs toward the center so that they fold flat against the collapsed tabletop.

3



Secure the Velcro strap to lock the booth.

4



Slide the blue Privacy Screen between the booth and the elastic straps with the teeth side up.



Once you have packed the BMD Security Bag, the BMD Printer Security Bag, and the BMD Voting Booth, return these items to the supply carts/crates as indicated by the Supply List.



The remaining pages of this section contain information about setting up the ADA Cart as well as a list of common questions, technical issues, and solutions.

As always, if you and your Site Manager are unsure about a procedure or solution, please call the Poll Worker Hotline for assistance.

ADA Cart Setup



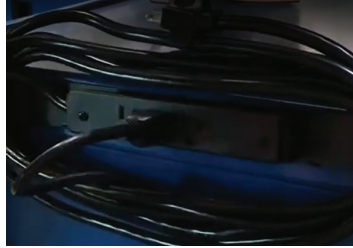
Note: You may also reference the ADA Cart setup video on SDVote.com for additional help.

1



Lock the ADA Cart wheels before you start.

2



Plug the Uninterruptible Power Supply (UPS) into the power bar on the back of the cart.

3



Confirm the black fuse cap (back of the UPS) is closed

4

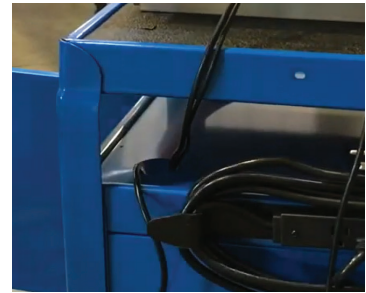


Secure the BMD tablet to the top of the cart and lock it in using the slide latches.

5



Connect the BMD power cord; then thread the power cord and the printer USB cord (from the BMD) into the hole mid-shelf.



6



Plug the printer power cord and USB cord into the printer. Confirm the printer has paper but do not place it in the cart yet.

7



Plug the printer and BMD power cords into the UPS.



The UPS is heavy and should always be lifted/moved with two staff. The ADA Cart has several pinch points and sharp edges, prevent injuries by handling with care.

8



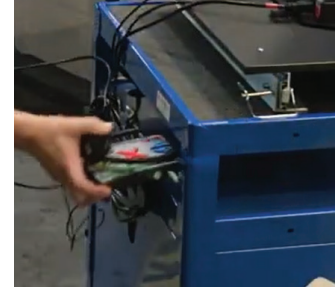
Place printer in the ADA Cart, move it as far to the right as possible.

9



Place the UPS to the left of the printer and slide into cart.

10



Connect ATI cord and headphones to the ATI and place both on cart shelf

11



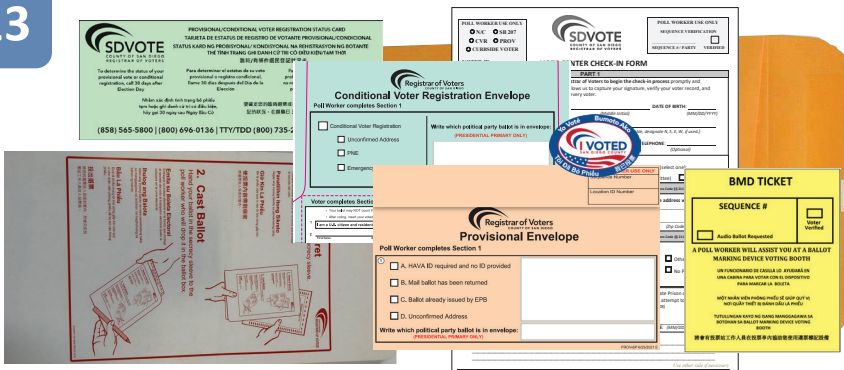
Plug power strip into wall outlet. Power on the UPS and Printer. Unplug cord from wall to check that the UPS remains on, then plug in again to keep charged when not in use. UPS will emit a beeping noise every 60 seconds when not plugged in to a power source. See Outlet Layout on page 49 for guidance with appropriately connecting your equipment to available power sources.

12



Tape/Velcro door closed.

13



Place 5 of each of the following into a manila envelope: Check-In Form, BMD Ticket, Secrecy Sleeve, Green CVR Envelope, Peach Provisional Envelope, Prov/CVR Status Card, Party Ballot Chart, and "I Voted" Sticker. Place on the ADA Cart shelf.



Also place a clipboard with a pen and a stylus on the ADA Cart shelf.

BMD Troubleshooting/FAQ

Setup Troubleshooting

If the Tablet does not automatically power on when plugged in:

1. Break the lower Green Padlock on the power door and put the broken Padlock into the Official Ballot Pouch.
2. Open the power button door, then press and hold the power button for 1-2 seconds and tablet will power on.
3. Get a new Green Padlock from the Official Ballot Pouch and write the number on the back of the Seal Verification Log. Secure the power door with the new Green Padlock.

Test Ballot Prints Faintly

Print two more; if problem persists, must call the Hotline.

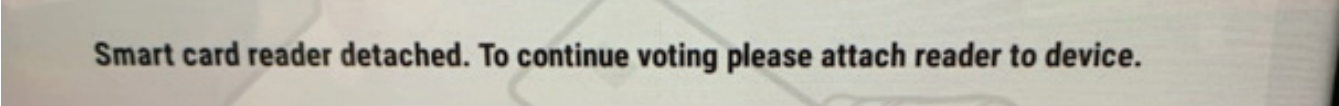
Poll Administration Screen appears instead of Ballot Activation Screen

If the Poll Administration Screen appears when you insert the Poll Worker Card, then the Poll is not “Open” on that BMD. Tap the OPEN POLL button, then tap the YES Confirmation.

Operations Troubleshooting

BMD Message: “Unable to read smart card.” OR “Smart card reader not detected.” OR “Smart card reader detached.”

Remove Poll Worker Card, wait 30 seconds, slowly reinsert Poll Worker Card (ensuring that it is fully inserted). If problem persists, try using a different Poll Worker Card. If still unresolved, call the Poll Worker Hotline.



Smart card reader detached. To continue voting please attach reader to device.

BMD Message: “USB Change Detected”

Check all device connections (ATI and Printer). If all components are connected properly: power off printer, wait 30 seconds, then power on printer. If printer reset doesn’t resolve message, remove and replace Poll Worker Card. If still unresolved, call the Poll Worker Hotline.

BMD Message: “Printer Not Connected”

Check printer connections. If connected properly: power off printer, wait 30 seconds, then power on printer. If printer reset doesn’t resolve message, call the Poll Worker Hotline.

ATI Connectivity Issues:

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.

CRADLEPOINT GUIDE

Overview

Cradlepoint is a device which provides a secured wireless internet connection for the ePollbooks and the laptop. The Site Manager is responsible for ensuring the Cradlepoint is properly functioning and remaining charged throughout the election. If you have problems or questions, call the Poll Worker Hotline.

Cradlepoint Equipment

- Cradlepoint case



Cradlepoint
Serial Number

- AC cord pouch



- AC cord and adapter



Setting Up the Cradlepoint

1

Open the Cradlepoint case by unlatching the clasps on the side with the carrying handle.



2

Open the fan caps on both sides of the case before turning on the battery. Always leave the fan caps open when operating.



3

Connect the AC cord to the adapter block. Then connect the adapter cord (long, thin cord) to the left side of the Cradlepoint case (as pictured).

Plug the other end of the cord directly into a wall outlet. DO NOT use an extension cord.

See Outlet Layout on page 49 for guidance with appropriately connecting your equipment to available power sources.

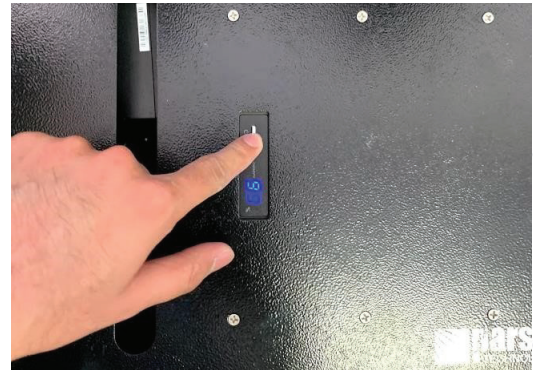


CRADLEPOINT GUIDE

Daily Opening

Each morning, plug the AC Adapter into the Cradlepoint case. Then, press and hold the silver button in the center of the case interior.

Allow at least 5 minutes for the Cradlepoint to power-up before checking connections to any devices.



Operating Notes

In order for the Cradlepoint to function properly, the AC switch must be in the ON position.

The ON position is when the switch is shifted left, toward the red light.



If everything is functioning properly, these lights will be on throughout the day.



There should be one (1) blinking green light and four (4) blue lights. If any of these lights are off or are other colors, see Troubleshooting (page 76).

Daily Closing

In order to preserve battery, you must power down the Cradlepoint each night:

1. Unplug the power cord from the wall outlet
2. Once unplugged, press and hold the silver button on the Cradlepoint until you hear the fan turn off; the lights will turn off as well

Packing the Cradlepoint

After powering down the Cradlepoint during Vote Center Packout:

1. Unplug the AC Adapter and disconnect its cord from the adapter, return both pieces of the cord back to the provided cloth pouch (tied to the Cradlepoint case).
2. Close the Cradlepoint lid and snap the clasps closed to secure the lid; close the fan caps.
3. Place the Cradlepoint on a supply cart as indicated in the provided Supply Cart Diagrams.

Cradlepoint Troubleshooting/FAQ

The Cradlepoint display lights say “FF”, what does this mean?

The “FF” light indicates that the Cradlepoint is fully charged or “Fully Full” (per AT&T). If the battery level falls below 100%, the display will show a number which is the battery percentage.



What do I do if the Cradlepoint is not charging or the number on my Cradlepoint is dropping?

1. Ensure the Cradlepoint is plugged directly into a wall outlet.
2. Check all plugs inside and outside of the Cradlepoint, including the USB plugs.
3. Try another outlet inside the Vote Center.
4. Call the Poll Worker Hotline if the battery percentage is dropping or is below 50%.

I followed the setup steps, but the Cradlepoint will not turn on. What should I do?

Check inside the Cradlepoint and ensure the AC switch is positioned to the left. If not, slide the AC switch to the left and the red light should come on. This switch should never be turned off. If the Cradlepoint will not turn on after ensuring the AC switch is in the “On” position, call the Poll Worker Hotline for assistance.



The lights inside my Cradlepoint don't match the picture on page 75, what do I do?

1. Ensure AC Switch is in the ON position.
2. If the AC Switch is on and the lights are still off or incorrect colors, manually power down the Cradlepoint, wait one minute, and power back on the Cradlepoint.
3. Wait five minutes for the Cradlepoint to power on completely and reconnect.
4. If the lights still do not correctly light up, call the Poll Worker Hotline for additional assistance.

The Cradlepoint is powered on and charging, but my ePollbooks or laptop are not connecting to it. What should I do?

1. There may be a coverage issue with that particular spot at the Vote Center. Try moving the Cradlepoint to a different location in the Vote Center. If you are unable to connect both the Vote Center Laptop and the ePollbooks, call the Poll Worker Hotline for assistance.
2. For ePollbooks: See how to connect the EPB and Cradlepoint in the EPB Manual.
3. For the Vote Center Laptop: Call the Poll Worker Hotline.

VOTE CENTER LAPTOP

Overview

Each Vote Center will be assigned a laptop, with a secured internet connection via the Cradlepoint. It will be located at the Site Manager table and should be plugged in and charging all day. See Outlet Layout on page 49 for guidance with appropriately connecting your equipment to available power sources. The laptop will be used primarily by the Site Manager and the Precinct Inspector (when the Site Manager is not available).

The following applications will be available to assist voters, visitors, and poll workers:

California Secretary of State Website



The California Secretary of State (SOS) website can be used if voters, poll workers or visitors have questions about California election law or procedures, or want to review or change their voting preferences.

1. Select “Elections” from the menu (second box).
2. User makes a selection from the menu options:



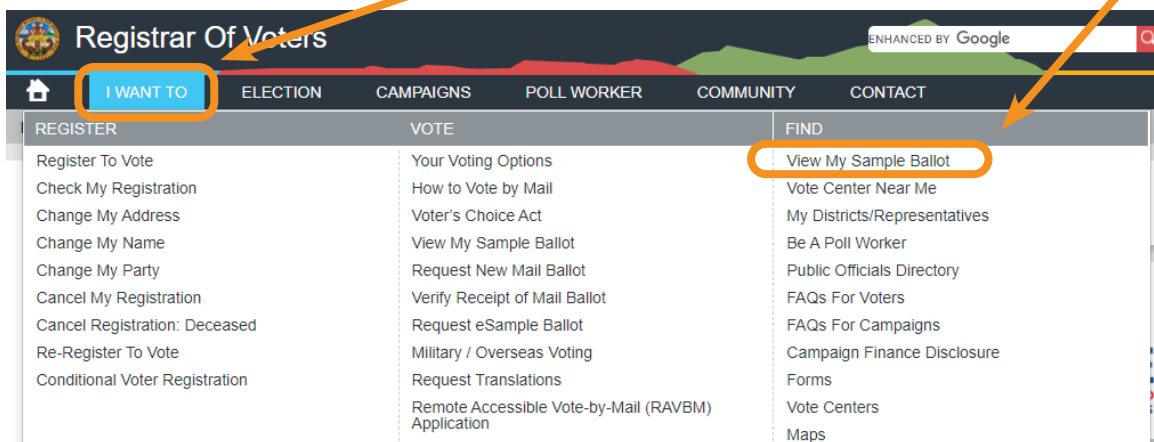
SDVOTE.com



The County of San Diego Registrar of Voters’ website provides access to information such as: sample ballots, information about the Voters’ Choice Act, specific information about district/elected representatives, and resources for poll workers.

Users can select from a variety of options, an example might be a voter’s sample ballot:

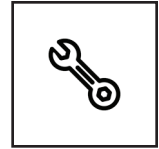
1. Select “I Want To” from the menu bar.
2. Select “View My Sample Ballot”.



3. Ask voter to provide their information in order to view their Sample Ballot.

VOTE CENTER LAPTOP

Precincting Application



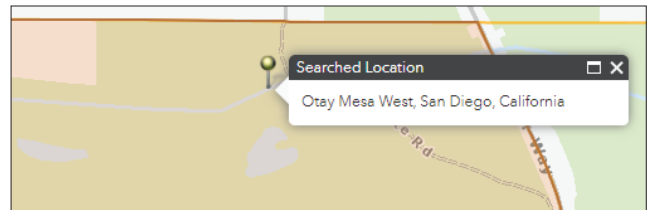
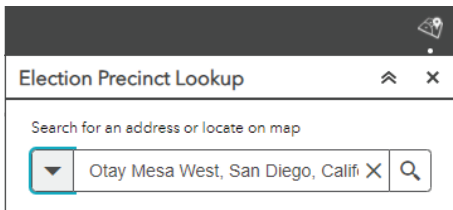
The Precincting Application (“Pete’s Tool”) can be used to identify or verify a voter’s precinct by searching for an address or locating voter’s residence on the map.

Once the Precincting Application opens, press the “Home” button on the left edge of the screen. There are two ways to locate a voter’s address using the Precincting App:

Enter the voter’s complete address in the Election Precinct Lookup box and click the magnifying glass.

OR

Navigate to the voter’s address and place a pin on the map using the mouse/touchpad.



The voter’s precinct will populate on the map inside the highlighted precinct area.

Full information regarding the voter’s precinct, consolidation, and other ROV information will populate on the right side of the screen.

- The **voter’s precinct** is listed at the top, labeled, “Election Precinct”
- The **voter’s Sequence #** is listed in the second to last fields marked “Sequence No”

ELECTION PRECINCT
385910

| Consolidation Information | |
|-----------------------------------|-----------|
| No of Home Precincts Consolidated | 3 |
| Name of Consolidation | NESTOR |
| Registered Voter Totals | 961 |
| Permanent Vote by Mail | 753 |
| Not Reg Voters Not VBM | 208 |
| Sequence No | 82 |
| Ballot type | 1 |

Street Index - Password required (see the Password Sheet in the Official Ballot Pouch)



The Street Index provides information about which voters have already voted. This information may be requested by observers/poll watchers. The Street Index is a public record and is available to anyone who requests it at a Vote Center.

If the observer or poll watcher does not have the specific precinct they wish to view, the Site Manager may need to use the Precincting Application to determine the precinct.

1. After logging in select precinct from the Precinct dropdown menu.
2. A list of streets within that precinct will populate. The list of streets is alphabetical and can be expanded to look for individual voters (based on their known street address).

November 8, 2022, Statewide General Election
San Diego County
Street Index Report

Precinct

135000

Voted at Poll Sites

Both Yes No

Issued VBM

Both Yes No

Returned VBM

Both Yes No

➔ AFFINITY CT SAN DIEGO, CA 92131 --- Voted at Poll Sites: 0 --- VBM Requested: 378 --- VBM Returned: 246

➔ AFFINITY CT UNIT SAN DIEGO, CA 92131 --- Voted at Poll Sites: 0 --- VBM Requested: 1 --- VBM Returned: 0

3. The precinct information can be filtered using the provided options: number of voters who voted at Vote Centers, VBM issued, and VBM returned.

SUPPLY LIST

VOTE CENTER SUPPLY LIST February 24 – March 5 Presidential Primary Election

1 OFFICIAL BALLOT BOX
REQUIRED POSTINGS AND PAMPHLETS

| Required Postings | Indoor | Outdoor |
|---|--------|---------|
| <input type="checkbox"/> Elections in California | x | x |
| <input type="checkbox"/> How to Vote for President | x | x |
| <input type="checkbox"/> Observer's Policies and Procedures | x | |
| <input type="checkbox"/> Party Ballot Chart | x | |
| <input type="checkbox"/> Required DOJ Poster (indoor) | x | |
| <input type="checkbox"/> Voter Bill of Rights (1 set on DOJ poster inside) | | x |
| <input type="checkbox"/> US Flag | x | |
| <input type="checkbox"/> Voter Assistance Poster | x | |
| <input type="checkbox"/> Warning(s) – Electioneering & Corruption posters | x | x |
| Other items | | |
| <input type="checkbox"/> Facsimile/Reference Ballot Binder (Federal/State/Co) | | |
| <input type="checkbox"/> Language Assistance Table Tents | | |
| <input type="checkbox"/> Secrecy Sleeves | | |
| <input type="checkbox"/> State Voter Information Guides | | |
| <input type="checkbox"/> Supply Images | | |

- OFFICIAL BALLOT POUCH**
- Closing Blue Security Seals – to seal & complete ALL BALLOT CARTONS & SPOILED and SURRENDERED BOX
 - Green padlocks – to secure BMD power button if needed
 - MFA Token
 - Poll Worker Cards (on wrist coil)
 - Poll Worker Retractable Lanyards
 - Red padlocks –to secure the BMD and printer bags after vote center closes
 - Red tab locks –to secure the red bag, and the yellow bag after vote center closes

- PROVISIONAL RED BAGS AND VOTE BY MAIL YELLOW BAGS**
- Provisional Red Bags
 - Vote By Mail Yellow Bags

BLUE ACCORDION ENVELOPE

- Tab 1-**
Tab 2 – Poll Worker Resources
- Accident Forms
 - E-Poll Book Manual
 - Election Day Checklist Booklet
 - Observer Sign in Sheet
 - Party Ballot Chart
 - PW Job Aids
 - Universal Language Group (ULG) Flyer/Language Assistance and ASL instructions
- Tab 3 – Envelopes**
- Check-In Forms Security Envelopes
 - Curbside Voting Packet Envelopes
 - Mail Ballot Signature Form Envelopes

- Tab 4 – Poll Worker Reference**
- ADA Accessibility Information (Not All Locations Receive This Notice)
 - DART Location Notice
 - Election Officer's Digest
- Tab 5 – Voter Handouts**
- Specific Needs Survey
- Tab 6 – Forms completed by Poll Worker**
- Challenge/Assisted Voter List
 - Daily Ballot Statement
 - Seal Verification Log
 - Vote Center Official Chain of Custody
 - Wait Time Tickets and Instruction Sheet

2 SPOILED AND SURRENDERED BALLOT BOX

- Clipboards

3 PPE – PERSONAL PROTECTION EQUIPMENT BOX

- Disposable headphone covers.
- Face Shields
- Gloves
- Hand sanitizer
- Masks – Staff/ Voters
- N95 Masks
- N95 Instruction Packets/1 signature form
- PDI Super Sani-Cloth® For disinfectant/cleaner/electronics

4 CHECK-IN BOX

- BMD Ticket Pads
- Check-In Forms
- Provisional/CVR Status Pad
- Secrecy Sleeves
- Help Voter Pads

5 EMERGENCY BALLOTS

SUPPLY LIST

- Ballots, Instructions

6

SURGE PROTECTORS

- Surge protectors, white

7

CONDITIONAL VOTER REGISTRATION (CVR) ENVELOPES

- Green Envelopes

8

BMD PAPER

- Paper Reams

9

PROVISIONAL ENVELOPES And YELLOW VOTE BY MAIL REPLACEMENT ENVELOPES

- Peach Envelopes
- Yellow Vote By Mail Replacement Envelopes

10

STATIONERY KIT- BLUE BIN

- | | | |
|--|---|--|
| <input type="checkbox"/> Aprons | <input type="checkbox"/> Mini Flags with stands | <input type="checkbox"/> Safety Vest |
| <input type="checkbox"/> Badge covers w/Lanyards | <input type="checkbox"/> Note Pads | <input type="checkbox"/> Scissors |
| <input type="checkbox"/> Ballot Markers | <input type="checkbox"/> Packaging Tape | <input type="checkbox"/> Scotch Tape |
| <input type="checkbox"/> Binder Clips | <input type="checkbox"/> Painters Tape | <input type="checkbox"/> Specific needs signature guides |
| <input type="checkbox"/> Calculators | <input type="checkbox"/> Paper Clips | <input type="checkbox"/> Staplers and Staples |
| <input type="checkbox"/> First Aid Kits | <input type="checkbox"/> Pens | <input type="checkbox"/> Stylus |
| <input type="checkbox"/> Glue Sticks | <input type="checkbox"/> Poll Worker Pins | <input type="checkbox"/> Table Covers Black |
| <input type="checkbox"/> Highlighters | <input type="checkbox"/> Post It Notes | <input type="checkbox"/> Tape Measure |
| <input type="checkbox"/> I Voted Stickers | <input type="checkbox"/> Push Pins | <input type="checkbox"/> Trash Liners |
| <input type="checkbox"/> ID Badges | <input type="checkbox"/> Rubber Bands | <input type="checkbox"/> Trays |
| <input type="checkbox"/> Magnifying Sheets | <input type="checkbox"/> Rulers | <input type="checkbox"/> UHU Adhesive |

11

FLAT WHITE BALLOT CARTONS

- Top shelf of CART 1. Unassembled – labeled 1, 2, 3 etc. Quantity is based per location.

12

EQUIPMENT - Vote Centers will have varying amounts of BMD/Printer carts.

CART(S) BMD's

- BMD's-- BMD's are locked with red padlock
- Extension cords (in BMD bag)
- ATI
- Headphone
- BMD Power Cord

CART(S) PRINTERS, OTHER

- Printers,
- Laptop
- Cradlepoint
- E-Pollbooks (Picked up at Mini-SUPU, 2 Gray Cases For Each Vote Center)

13

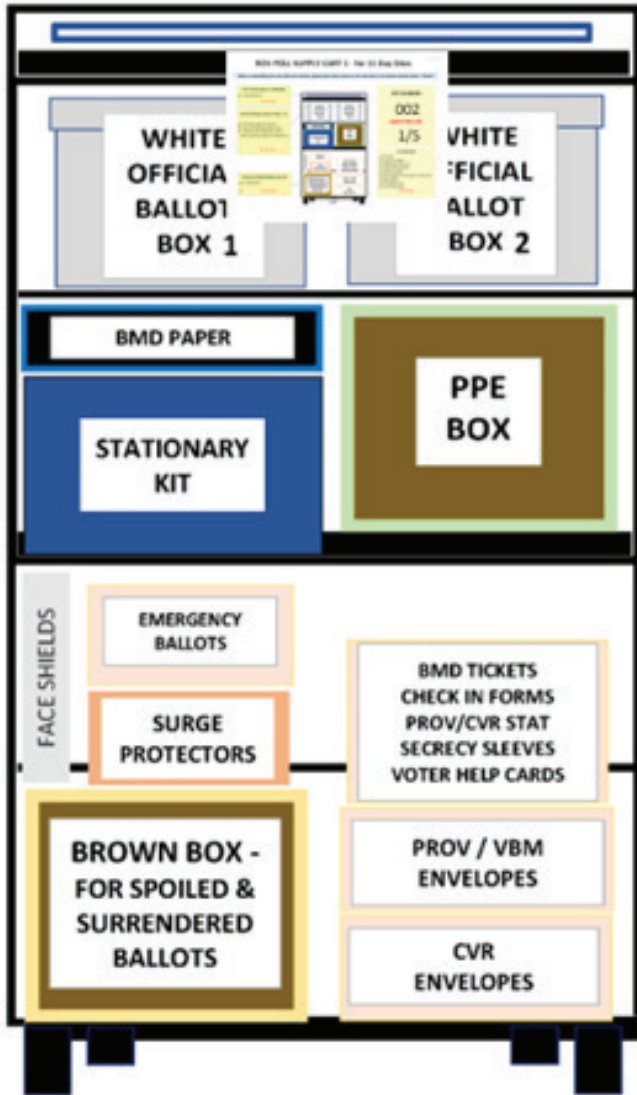
METAL COLLAPSIBLE CRATE – FOR LOOSE ITEMS

Truck Delivery – In Yellow Laundry Bin Or Other Rolling Cart(s)

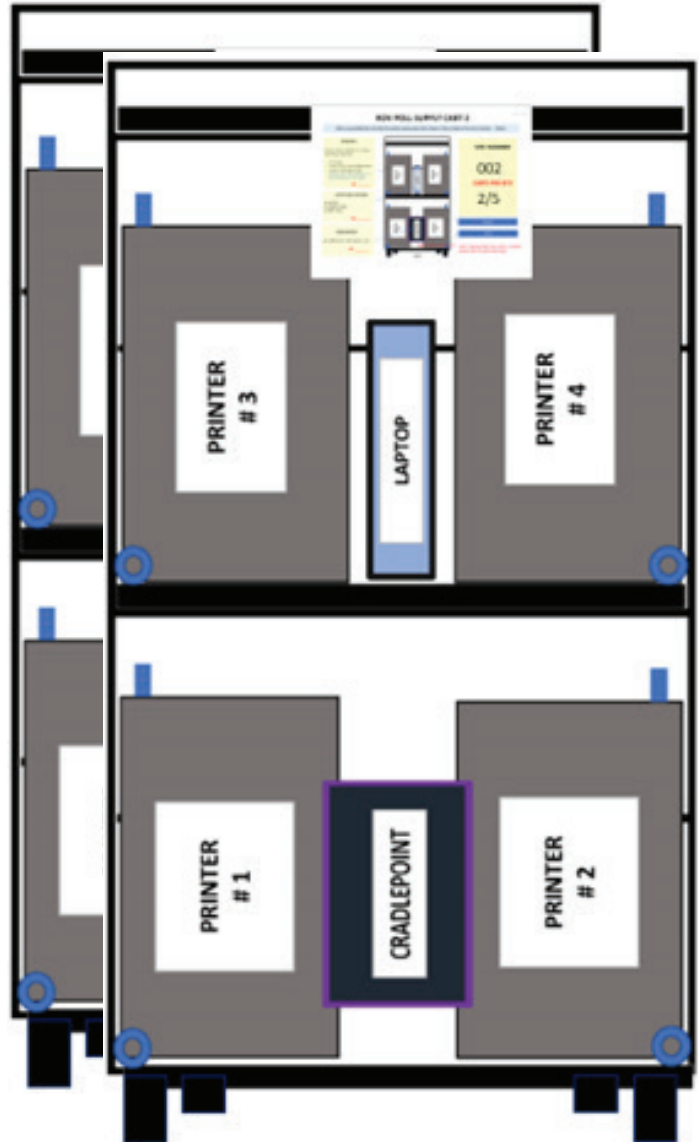
- ADA BOX**
ADA brown large cardboard box with ADA items inside
SITE SPECIFIC - This box will only be in the crate or on pallet if needed
- ADA CART**
ADA Cart, blue, on wheels
UPS (Universal Power Supply) inside
- BMD VOTING BOOTHS**
BMD voting booths with privacy screens
- FEATHER FLAG**
Feather Flag with base inside bag
- 'VOTE HERE' SIGN**
- 'CURBSIDE VOTING' SIGN**
- ROUND PLASTIC WEIGHTS AND / OR SANDBAGS** - Items will vary based on availability.
- POLL SIGN BAGS**
Yellow Poll Sign bags
- VOTING BOOTHS (WHITE)**
Carboard voting booth, unassembled

SAMPLE SUPPLY CART LOADING DIAGRAMS

Supply Cart 1



Supply Carts 2 & 3

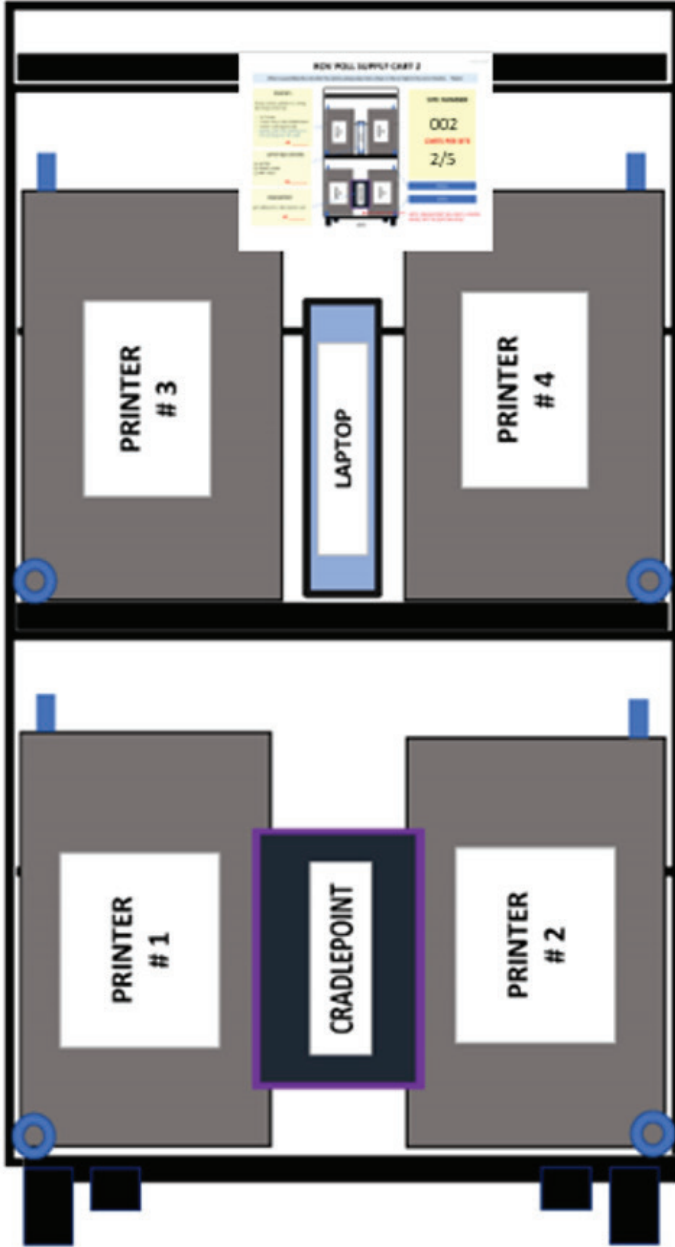


Checklists

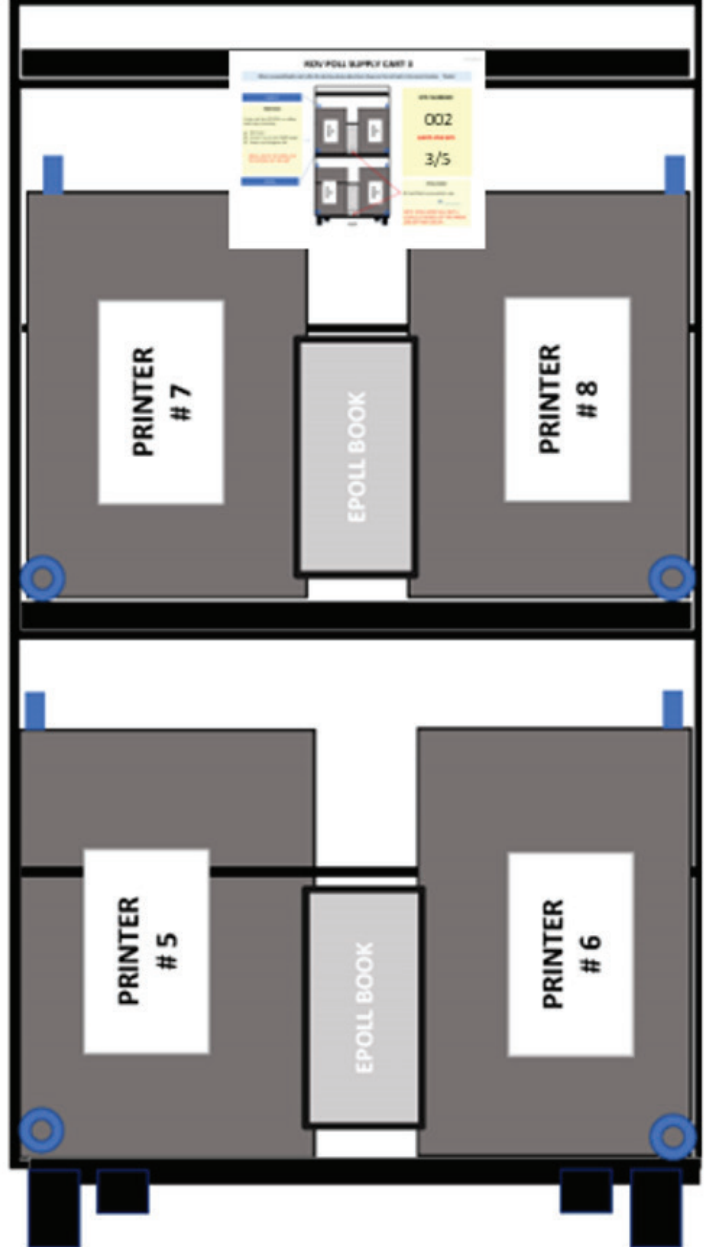
NOTE: SOME VOTE CENTERS MAY RECEIVE ADDITIONAL EQUIPMENT AND SUPPLIES

SAMPLE SUPPLY CART LOADING DIAGRAMS

Supply Cart 4



Supply Cart 5



Vote Center Setup Checklist

VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION #: _____ DATE: _____

| SITE MANAGER DUTIES | | <i>Checkmark each task once completed.</i> |
|---|--|--|
| •Site Manager Arrival | | |
| 1. Make sure your phone is on and the ringer is loud enough to be heard. | | |
| 2. If unable to access the Vote Center at the scheduled arrival time call the site contact and Poll Worker Hotline. | | |
| 3. Discuss with site contact: 1) site access procedures and rules, 2) the poll worker access and departure schedule for setup and all voting days, 3) the name and phone number of the person(s) providing site access and/or lock up each day, 4) poll worker parking, 5) restroom location, 6) facility emergency procedures, 7) end of day lock-up procedures, and 8) any scheduled events that may impact Vote Center access or parking, 9) pack out day, times and access (election night or day after election as directed by ROV). Call Poll Worker Hotline to report issues or concerns. | | |
| 4. As soon as possible, set up Cradlepoint and all EPBs to begin uploading delta files. | | |
| 5. Remind the site contact that Vote Center hours are extended on Election Day; confirm site has a plan to accommodate. | | |
| •Poll Worker Arrival | | |
| 1. Ensure all poll workers sign attendance roster. SM only, sign in on the EPB. • Note: If poll workers do not show, call them, then call the Poll Worker Hotline. | | |
| 2. Review Vote Center Setup Checklist with all poll workers and discuss the setup plan (manual pg. 83-84). | | |
| 3. Communicate site and Vote Center emergency plan. | | |
| 4. Assign each poll worker specific tasks and to a station for setting up. Direct PWs to set up ALL equipment provided. | | |
| •Site Layout and Voter Flow | | |
| 1. Walk Vote Center and note the Entrances and Exits. | | |
| 2. Note the location of power outlets, make sure outlets are working. Calculate number of outlets required for BMDs, EPBs, ADA Cart, Cradlepoint, and Laptop (see Outlet Layout diagram, manual pg. 49). | | |
| 3. Make a plan for the location of your Vote Center's stations using page 10 as a general guide. Identify voter flow and the best location for setting up each station. | | |
| 4. Identify location for voter waiting lines at the stations and outside the Vote Center. | | |
| VOTE CENTER SUPPLIES AND INVENTORY | | |
| • Storage Container Instructions – (Sites that receive supplies via truck, skip #1 - #4). | | |
| 1. Follow instructions and complete Storage Container Seal Log. Place log in Blue Envelope-Tab 6. | | |
| 2. Open Storage Container--use caution and watch for shifting carts and loose supplies. | | |
| 3. Create an empty cart to transfer contents of Supply Carts to that empty cart outside of Storage Container; transfer the Supply Cart Diagram to the new cart; carefully wheel cart inside Vote Center; repeat process until container is empty. | | |
| 4. Close and lock empty Storage Container. (Storage containers may be used to store empty carts.) | | |
| • Inventory Supplies Before Setup - All Vote Centers | | |
| 1. Inventory each supply cart before unpacking using the Supply Cart Diagrams (manual pgs. 81-82). | | |
| 2. Unpack carts and inventory all supplies using the Vote Center Supply List (manual, pages 79-80). SM to delegate tasks. • Note: If there are missing supplies, prepare a list of items (including quantities) before you call the hotline so that every item can be requested with only one call. | | |
| VOTE CENTER STATIONS AND TABLES | | |
| •Site Manager Table | | |
| 1. Set up Site Manager Table using the Table Diagram as a guide (manual pg. 13). Set up the following first: a) Cradlepoint: Power on, verify that the modem lights are on, and monitor that the battery maintains charge (man. 75-76.) b) ePollbook: Power on, ensure it is charging and establishes a green-fan connection. c) Vote Center Laptop: Check Vote Center email for correspondence from ROV (use MFA token, see Laptop Instructions). | | |
| •Mail Ballot Bag Station (Located just outside the Vote Center entrance) | | |
| 1. Assemble and organize supplies at the Mail Ballot Bag Station using Station Diagram as a guide (manual pg. 11.) | | |
| 2. Measure and mark 25'/100' exit polling/electioneering distances from Vote Center entrance and Curbside Voting area. | | |
| 3. Set up any outdoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4). | | |
| 4. Assemble outdoor signage and identify placement to maximize visibility and point traffic toward Vote Center (wear a safety vest). • Note: Signage is displayed only during voting hours and taken inside at the end of each day. | | |
| 5. Identify a proper location for placement of the Curbside Voting area and sign. | | |

Checklists

Vote Center Setup Checklist

VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION #: _____ DATE: _____

Checklists

| <i>Checkmark each task once completed.</i> | |
|---|--|
| •Greeter Station | |
| 1. Assemble the Greeter Station using Station Diagram as a guide (manual pg. 11). Ensure all languages are represented. | |
| 2. Hang required posters and notices so that each language is visible. Display the American flag with respect and care. | |
| 3. Set up any indoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4). | |
| •Check-In Station | |
| 1. Assemble and organize supplies at the Check-In Station using Station Diagram as a guide (manual pg. 12). | |
| 2. Priority: As soon as possible, set up all EPBs, ensure each is charging, and establishes a green-fan connection. | |
| 3. Update all EPBs--verify each EPB is downloading delta files from ROV. Do NOT power down EPBs until all have downloaded the required delta files (See SM for the Delta file download number.) | |
| 4. Confirm that EPB power cords are fully plugged in, and all are securely taped down to prevent trip hazards. • Note: Use provided blue tape to secure cords (Do not use other types of tape). | |
| 5. Make sure all secrecy sleeves are empty. | |
| •Voter Access Table | |
| 1. Assemble and organize supplies at the Voter Access Table using Station Diagram as a guide (manual pg. 11). | |
| •Voting Station | |
| 1. Check all Red Padlocks on the BMD and Printer Security Bags; verify that locks are free from tampering and that the padlock numbers match the padlock numbers on the Seal Verification Log and record results (Blue Envelope–Tab 6). Call the Poll Worker Hotline if numbers do not match. | |
| 2. Select a location for each BMD voting booth use the Vote Center Sample Layout Diagram as a guide (manual pg. 10). • Note: Each vote center may look different from the diagram due to floor plan. | |
| 3. Set up BMD voting booths, BMDs, and printers; follow instructions in manual pgs. 50-60. Ensure 3 BMDs are ADA accessible (manual pg. 10) Work as teams and use due care to avoid injury and to protect against damage. | |
| 4. Make sure the Election name is displayed on BMD screen (manual pg. 58). • Note: If any BMD fails to identify the current election, immediately call the Poll Worker Hotline. | |
| 5. Make sure every printer tray has a full stock of paper (use ROV-supplied paper only). | |
| 6. Site Manager and poll worker: use pages 70-71 to set up the ADA Cart and assemble Curbside Voting Kit. | |
| 7. Site Manager: Fill out step 2 of Part I of the Seal Verification Log (Blue Envelope–Tab 6). | |
| 8. Complete Part I of the Daily Ballot Statement by recording the number of ballots printed for each BMD. • Note: If any BMD count shows that ballots have been printed, immediately call the Poll Worker Hotline. | |
| 9. Assemble and select a location for the cardboard and ADA voting booths. | |
| •Checkout Station | |
| 1. Assemble and organize supplies at the Checkout Station using the Station Diagram as a guide (manual pg. 13). | |
| END OF SETUP DAY | |
| •Site Manager to Confirm/Review with Poll Workers | |
| 1. Review with poll workers expectations of timeliness and proper conduct to prepare for voting days (manual pg. 6 and 7). | |
| 2. Assign Vote Center station responsibilities to poll workers. Review Daily Opening Checklist responsibilities. | |
| 3. Discuss with board daily DART requirements: Decide who will drive with Precinct Inspector each night and verify transportation is available. Review the Chain of Custody form and end-of-night DART procedures. | |
| 4. DO NOT power off BMDs - they stay on until the end of the election. | |
| 5. Power off Laptop. | |
| 6. Put the Official Ballot Pouch in the laptop bag. | |
| 7. Make sure all poll workers have signed attendance roster and SM signed out on EPB. | |
| 8. EPB: ensure Delta files have reached number provided to Site Manager via email from ROV prior to powering off. Provide Hotline Delta file #. Power off every EPB by holding the silver button down and then sliding the circle across. | |
| 9. Power off Cradlepoint using page 75. Note Cradlepoint power level prior to powering off, provide to Hotline. | |
| 10. Call Poll Worker Hotline, Provide Delta file # and Cradlepoint power level before leaving the facility. | |
| 11. Close Vote Center and ensure it is securely locked per the site contact's instructions. | |

Daily Opening Checklist

DAILY OPENING CHECKLIST

VOTE CENTER LOCATION #: _____

Checkmark each task once completed.

| Sat | Sun | Mon | Tues | Wed | Thur | Fri | Sat | Sun | Mon | E-Day |
|-----|-----|-----|------|-----|------|-----|-----|-----|-----|-------|
| -10 | -9 | -8 | -7 | -6 | -5 | -4 | -3 | -2 | -1 | |

| DUTIES FOR SITE MANAGER/PRECINCT INSPECTOR | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| 1. Turn on cellphone and keep it charged. Keep cellphone on person with the ringer on to receive calls from ROV. | | | | | | | | | | |
| 2. If unable to access the Vote Center at your scheduled arrival time, call the site contact and the Poll Worker Hotline. | | | | | | | | | | |
| 3. Ensure all poll workers sign the roster and the SM uses the EPB to clock-in. Should any PWs not show, call them first and then report their absence to the Poll Worker Hotline. | | | | | | | | | | |
| 4. Power on the Cradlepoint. Verify that battery level is at "FF" (fully full) and that modem lights are on (manual pg. 75-76). | | | | | | | | | | |
| 5. Power on all EPBs and confirm all are charging and have established a green-fan connection with the Cradlepoint. | | | | | | | | | | |
| 6. Power on Vote Center Laptop. | | | | | | | | | | |
| 7. Check Vote Center email account for ROV correspondence (use MFA token). | | | | | | | | | | |
| 8. Walk Vote Center to look for safety issues/hazards and ensure all areas are presentable, organized, and free of clutter. | | | | | | | | | | |
| 9. Verify PWs are wearing ROV nametags, incl. bilingual PWs wear a different one for each language spoken. | | | | | | | | | | |
| 10. At 8:00am (7:00am on Election Day), open the Vote Center. Step outside and announce, "The polls are now open." | | | | | | | | | | |
| 11. Verify that First Voter protocols are performed each day the Vote Center is open (manual pg. 18). | | | | | | | | | | |
| 12. Review Site Manager Daily Reminders Checklist. | | | | | | | | | | |
| MAIL BALLOT BAG STATION RESPONSIBILITIES | | | | | | | | | | |
| 1. Inventory and restock supplies at Mail Ballot Bag Station (manual pg. 11). Make sure station is presentable: organized, neat, and free from clutter. | | | | | | | | | | |
| 2. Place yellow poll signs at nearby intersections to achieve maximum visibility and point traffic toward Vote Center (wear a safety vest). | | | | | | | | | | |
| 3. Place feather Vote Here sign near the main entrance to Vote Center (or voter parking lot if available) for maximum visibility. | | | | | | | | | | |
| 4. Place Curbside Voting sign at a readily accessible curbside location (or parking lot if available). | | | | | | | | | | |
| 5. Place Vote Here (A-Frame) sign at entrance to Vote Center. | | | | | | | | | | |
| 6. Verify 25' exit poll marker/tape and replace it if needed. | | | | | | | | | | |
| 7. Verify 100' electioneering marker/tape and replace if needed. | | | | | | | | | | |
| 8. Ensure posters are neatly displayed in clear view of voters. | | | | | | | | | | |
| 9. Obtain a Red Tab Lock from Official Ballot Pouch in preparation for the First Voter Procedure. | | | | | | | | | | |
| GREETER STATION RESPONSIBILITIES | | | | | | | | | | |
| 1. Inventory and restock supplies at Greeter Station (manual pg. 11). Make sure the station is presentable: organized, neat, and free from clutter. | | | | | | | | | | |
| 2. Ensure posters are neatly displayed in clear view of voters. | | | | | | | | | | |
| 3. Ensure the American Flag is hung with respect and care. | | | | | | | | | | |

Checklists

Daily Opening Checklist

DAILY OPENING CHECKLIST

VOTE CENTER LOCATION #: _____

(Continued)

Checkmark each task once completed.

Checklists

| | Sat -10 | Sun -9 | Mon -8 | Tues -7 | Wed -6 | Thur -5 | Fri -4 | Sat -3 | Sun -2 | Mon -1 | E-Day |
|---|------------|-----------|-----------|------------|-----------|------------|-----------|-----------|-----------|-----------|-------|
| CHECK-IN STATION RESPONSIBILITIES | | | | | | | | | | | |
| 1. Inventory and restock supplies at Check-In Station (manual pg. 12). Make sure station is presentable: organized, neat, and free from clutter. | | | | | | | | | | | |
| 2. Confirm each EPB is charging and has established a green-fan connection with the Cradlepoint. | | | | | | | | | | | |
| 3. Log in to each EPB by touching <i>Allow Login Again</i> at the <i>Device Locked</i> screen. | | | | | | | | | | | |
| 4. Walk area and scan for trip hazards. Confirm power cords are fully plugged in and all cords are securely taped down. | | | | | | | | | | | |
| 5. Verify Blue Security Seal on the Brown Box is tamper-free. If tamper-free, break the seal and open Brown box. • Note: Call Poll Worker Hotline if seal shows evidence of tampering or is missing. | | | | | | | | | | | |
| VOTING STATION RESPONSIBILITIES | | | | | | | | | | | |
| 1. Walk area and scan for trip hazards. Confirm BMD and printer power cords are fully plugged in, and securely taped down. | | | | | | | | | | | |
| 2. Inspect all BMD padlocks, including ADA Cart, and verify all are secure and free from tampering; record results on Seal Verification Log, "Part II. BMD Daily Padlock Verification" (Blue Envelope-Tab 6). • Note: Call Poll Worker Hotline if any padlock shows evidence of tampering or is missing. | | | | | | | | | | | |
| 3. Ensure all printer trays are loaded with official ballot paper (use ROV-supplied paper only). | | | | | | | | | | | |
| 4. First Day of Voting Only: Using a Poll Worker Card, perform "Open the Poll" function on all BMDs (manual pg. 61). Do not close the polls until Election night after all voting is completed. | 11 Day | | | | | | | 4 Day | | | |
| 5. Obtain Daily Ballot Statement (Blue Envelope-Tab 6). Complete Part I daily by recording the total number of ballots printed for each BMD. • Note: If BMD "Open" counts do not match the previous day's "Close" counts, immediately call the Poll Worker Hotline. | | | | | | | | | | | |
| CHECKOUT STATION RESPONSIBILITIES | | | | | | | | | | | |
| 1. Inventory and restock supplies at Checkout Station (manual pg. 13). Make sure station is presentable: organized, neat, and free from clutter. | | | | | | | | | | | |
| 2. Obtain a Red Tab Lock, to seal Official Ballot Box, from Official Ballot Pouch in preparation for the First Voter Procedure. | | | | | | | | | | | |

Save this checklist in TAB-2 of the Blue Envelope to complete each day.

Daily Closing Checklist

DAILY CLOSING CHECKLIST

VOTE CENTER LOCATION #: _____

Checkmark each task once completed.

| Sat -10 | Sun -9 | Mon -8 | Tues -7 | Wed -6 | Thur -5 | Fri -4 | Sat -3 | Sun -2 | Mon -1 | E-Day |
|------------|-----------|-----------|------------|-----------|------------|-----------|-----------|-----------|-----------|-------|
|------------|-----------|-----------|------------|-----------|------------|-----------|-----------|-----------|-----------|-------|

| A: CLOSING THE POLLS | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|
| 1. At 5:00pm each day and 8:00pm on Election Day, close the Vote Center. Step outside and announce that the polls are closed. | | | | | | | | | | |
| A person may not join the line to vote or cast a mail ballot after 8:00pm on Election Day. On Election Day, have a poll worker stand at the end of the line at 8:00 pm. Wait until all voters have exited the Vote Center before beginning Closing tasks. | | | | | | | | | | |
| B: CLOSING CHECKLIST ASSIGNMENTS | | | | | | | | | | |
| 1. SM assign PI and PWs the following Closing Sections: 1) "E2: Check-In Forms and EPB Counts," 2) "F: Brown Box," 3) "G: Mail Ballot Bag" and "I: Dart Items and Chain of Custody" (PI). | | | | | | | | | | |
| 2. SM assign PW to make sure all secrecy sleeves are empty, return them to the Check-In Station. | | | | | | | | | | |
| 3. SM assign PW to obtain/report "Total Ballots Printed" # for each BMD. | | | | | | | | | | |
| 4. All PWs assist where needed and, when available, begin performing tasks under Closing Section, "J1: Perform After Polls Close." | | | | | | | | | | |
| 5. On Election Night Only: SM assign PW to gather these items and return them to the Blue Envelope: 1) Observer Sign-In Sheet, 2) PW Job Aids (from all stations), 3) ULG Flyers, and 4) Specific Needs Surveys. | | | | | | | | | | |
| 6. SM perform the following Checklist Sections with PW assistance: "C," "D," "E1," "E3," "H," and "J2." | | | | | | | | | | |
| Concurrently Perform Closing Activities: Poll workers must leave for DART within 15 minutes of closing Vote Center. | | | | | | | | | | |
| C: OFFICIAL BALLOT BOX – Site Manager and Poll Worker | | | | | | | | | | |
| 1. Unseal, by breaking the red tab lock on the Official Ballot Box and sort contents in like piles. Deposit any Mail Ballot Envelopes into Mail Ballot Bag. Next, count 1) BMD ballots, 2) Mailed ballots (w/o envelope), 3) Emergency ballots, 4) Provisional envelopes, and 5) CVR envelopes. | | | | | | | | | | |
| 2. Record the counts for each category on the Daily Ballot Statement – Part II (Blue Envelope-Tab 6) on the line for today's date. | | | | | | | | | | |
| 3. Return the empty ballot box to the Check Out Station. | | | | | | | | | | |
| D: WHITE BALLOT CARTON – Site Manager and Poll Worker | | | | | | | | | | |
| 1. Place items from the Ballot Box into White Ballot Carton: 1) BMD ballots, 2) Mailed ballots (w/o env.), & 3) voted Emergency ballots. | | | | | | | | | | |
| 2. Complete the fields on the carton's front flap by transferring the counts from today's line on the Daily Ballot Statement – Part II. | | | | | | | | | | |
| 3. On Election Night Only: Do not seal until Closing Section: "H: Daily Ballot Statement" is complete. | | | | | | | | | | |
| 4. Seal the White Ballot Carton using a Closing Blue Security Seal. | | | | | | | | | | |
| 5. Mark the "Voted Ballots" box and have all poll workers sign the seal. | | | | | | | | | | |
| 6. Place the completed White Ballot Carton aside. (DART Item) | | | | | | | | | | |
| E: RED BAG | | | | | | | | | | |
| E1: Provisional and CVR Envelopes – Site Manager | | | | | | | | | | |
| 1. Place the Provisional and CVR envelopes in the Red Bag. Do not close the zipper until instructed in the Red Bag section "E3" below. | | | | | | | | | | |
| 2. Transfer the Provisional and CVR envelope counts from the Daily Ballot Statement onto the Red Bag Card (inside plastic sleeve). | | | | | | | | | | |
| E2: Check-In Forms and EPB Counts – Poll Workers | | | | | | | | | | |
| 1. Collect all Check-In Forms and place them inside a Check-In Form Security Envelope(s) (found in the Blue Envelope - Tab 3) and seal. | | | | | | | | | | |
| 2. Complete the fields on the Check-In Form Security Envelope. | | | | | | | | | | |
| 3. Place this envelope in the Red Bag. | | | | | | | | | | |
| 4. PI access the "Check-In Totals" screen on an EPB; provide the grand totals for today's Regular & Provisional check-ins to Site Manager for recording on the Daily Ballot Statement - Part II. | | | | | | | | | | |
| E3: Mail Ballot Signature Form Envelope and Locking Red Bag – Site Manager | | | | | | | | | | |
| 1. Seal and place Mail Ballot Signature Form Envelope in Red Bag (do not return empty envelope.) | | | | | | | | | | |
| 2. Zip and lock the Red Bag using a Red Tab Lock. | | | | | | | | | | |
| 3. Set the sealed Red Bag aside. (DART Item) | | | | | | | | | | |

Daily Closing Checklist

March 5, 2024, Presidential Primary Election

Page 1 of 2

Return Checklist to Tab-2 of Blue Envelope

Checklists

Daily Closing Checklist

DAILY CLOSING CHECKLIST

VOTE CENTER LOCATION #: _____

Checkmark each task once completed.

| Sat -10 | Sun -9 | Mon -8 | Tues -7 | Wed -6 | Thur -5 | Fri -4 | Sat -3 | Sun -2 | Mon -1 | E-Day |
|------------|-----------|-----------|------------|-----------|------------|-----------|-----------|-----------|-----------|-------|
|------------|-----------|-----------|------------|-----------|------------|-----------|-----------|-----------|-----------|-------|

Checklists

F: BROWN BOX – Precinct Inspector and Poll Worker

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| 1. Separate the spoiled BMD ballots from all other items in the Brown Box; sort and count the number of spoiled BMD ballots only. | | | | | | | | | | |
| 2. Inform SM of the number of spoiled BMD ballots; SM record the number on Daily Ballot Statement-Part II on the line for today's date. | | | | | | | | | | |
| 3. Clip together all spoiled and surrendered items from today (including BMD Tickets). Daily, date clipped sets and return to Brown Box. | | | | | | | | | | |
| 4. Seal the Brown Box using a Closing Blue Security Seal. | | | | | | | | | | |
| 5. Mark the "Surrendered..." box and have all poll workers sign the seal. | | | | | | | | | | |
| 6. Place the sealed Brown Box back at the Check-In Station. | | | | | | | | | | |

G: MAIL BALLOT BAG – Poll Workers

| | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|
| 1. Check with SM in case Mail Ballot Envelopes were placed in Ballot Box. If so, retrieve and place into the Mail Ballot Bag. | | | | | | | | | | |
| 2. Close and lock Mail Ballot Bag's deposit slot using Red Tab Lock. | | | | | | | | | | |
| 3. Set the Mail Ballot Bag(s) aside. (DART Item) | | | | | | | | | | |

H: DAILY BALLOT STATEMENT – Site Manager

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| 1. Complete Daily Ballot Statement Parts I and II (return Daily Ballot Statement to Blue Envelope-Tab 6). | | | | | | | | | | |
| 2. On Election Night Only: Calculate the Grand Total for Part I of the Daily Ballot Statement. | | | | | | | | | | |
| 3. On Election Night Only: Calculate the Grand Totals for Part II of the Daily Ballot Statement. | | | | | | | | | | |
| 4. On Election Night Only: Complete Daily Ballot Statement – Part III; all board members sign. | | | | | | | | | | |
| 5. On Election Night Only: Place the completed Daily Ballot Statement into the White Ballot Carton. Then, return to the Closing Checklist section, "D: White Ballot Carton," and complete steps 4-6 (sealing Carton and signing Security Seal). | | | | | | | | | | |

I: DART ITEMS AND CHAIN OF CUSTODY – Precinct Inspector and Poll Worker

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| 1. Complete the Official Chain of Custody Form by recording the quantity for each category. All items listed on the Form must be delivered to DART every day, even if empty. | | | | | | | | | | |
| 2. Sign the Form and record the date and time. Site Manager: Review and verify all items listed are accounted for and sealed, with all labels filled out. | | | | | | | | | | |
| 3. On Election Night Only: The Blue Envelope must go to DART along with the other DART items. Do not return Poll Worker Checklists with the Blue Envelope. | | | | | | | | | | |
| 4. The same two poll workers take the completed Official Chain of Custody form and all the items listed to the assigned DART location. | | | | | | | | | | |
| 5. SM call PW Hotline to notify PWs have departed for DART. | | | | | | | | | | |
| 6. PI call SM after delivering items to DART. | | | | | | | | | | |

J: DAILY CLOSE-OUT TASKS

J1: Perform as Soon as Polls Close – Poll Workers

| | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|
| 1. Retrieve all exterior signage (wear a safety vest). | | | | | | | | | | |
| 2. Replenish supplies at all stations in preparation for the next voting day. | | | | | | | | | | |
| 3. Make sure each EPB is charging; log out of each one for the day; power off by holding the silver button down and then sliding the circle across. | | | | | | | | | | |

J2: Perform Just Before Leaving Vote Center – Site Manager

| | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|
| 1. Put all locks, seals, cards, passwords, and MFA Token in the Official Ballot Pouch. Put the Official Ballot Pouch inside the Laptop Bag. | | | | | | | | | | |
| 2. On Election Night Only: Perform "Close Poll" procedure on all BMDs (manual pg. 66). | | | | | | | | | | |
| 3. Make sure all poll workers signed attendance form. | | | | | | | | | | |
| 4. Power down the Vote Center Laptop and the Cradlepoint). | | | | | | | | | | |
| 5. SM call Poll Worker Hotline and notify leaving the Vote Center. | | | | | | | | | | |
| 6. SM keep your phone on even after you leave the Vote Center. | | | | | | | | | | |

Daily Closing Checklist

March 5, 2024, Presidential Primary Election

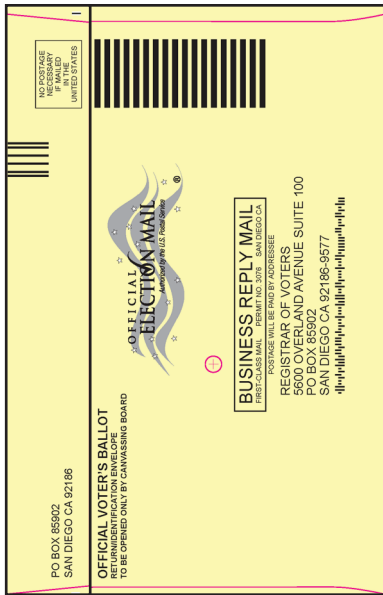
Vote Center Final Packout Checklist

VOTE CENTER FINAL PACKOUT CHECKLIST

VOTE CENTER LOCATION #: _____ DATE: _____

| PACKOUT | | <i>Checkmark each task once completed.</i> |
|---|--|--|
| <p>All Vote Centers must adhere to ROV scheduled Packout times. Call Poll Worker Hotline to report any conflicts.</p> <ul style="list-style-type: none"> Note: Most Vote Centers will receive a Storage Container and others will have supplies delivered by truck. | | |
| <p>Designated non-Storage Container Vote Centers will be scheduled to Packout on Election Night Storage Container locations: Packout scheduled for the day following Election Day</p> | | |
| •Preparation | | |
| 1. Monitor cellphone for calls from ROV. | | |
| 2. Storage Container locations: Welcome arriving poll workers and ensure they all sign the Poll Worker Roster. | | |
| 3. Storage Container locations: Power on the Cradlepoint (manual pgs. 74-75). | | |
| 4. Storage Container locations: Power on Vote Center Laptop; using the MFA Token check Vote Center email account for new messages. | | |
| 5. Review Packout plan with all poll workers: <ul style="list-style-type: none"> Instruct poll workers to follow ROV training and work at a safe, steady pace. Request they ask for help before lifting heavy objects. Pack and organize Vote Center supplies and carts by following the Supply List and Supply Cart Diagrams (manual pgs. 79-82). Supplies should be returned to their original locations. Site Manager is responsible for packing: Official Ballot Pouch, EPBs, Laptop, and Cradlepoint. Note: Keep the Cradlepoint and Laptop powered on until just prior to departure (to check email). | | |
| •Packing Process | | |
| 1. Working in teams of 2, disassemble all BMDs and BMD Booths (manual pgs. 67-69). Pack BMDs, power cords, and printers into their respective security bags and lock bags with Red Padlocks (Official Ballot Pouch). <ul style="list-style-type: none"> Note: Do not remove the paper from printers | | |
| 2. Site Manager, with poll worker assistance, power down, unplug, & pack EPBs. Return each to its proper case. | | |
| 3. Site Manager, with poll worker assistance, disassemble ADA Cart. Pack BMD and printer into security bags and lock. Ensure UPS (battery) is powered off and return it to the ADA cart for storage. Velcro cabinet door shut. | | |
| 4. Disassemble and pack all cardboard voting booths. Do not bend or fold. | | |
| 5. Pack all outdoor signage (poll workers wear safety vests if collecting outdoor signage). | | |
| 6. Remove all posted items and all adhesive/tape/tacky from the walls. <ul style="list-style-type: none"> Note: Be careful so as not to cause damage to the walls | | |
| 7. Pack all supplies, envelopes, and other materials following the Supply List and Supply Cart Diagrams (manual pgs. 79-82). | | |
| 8. Remove tape from floors and outside Vote Center (e.g., electioneering markers). <ul style="list-style-type: none"> Note: Be careful so as not to cause damage to the floor | | |
| 9. Storage Container Locations: Working in teams of 2, place all supplies into Storage Container. <ul style="list-style-type: none"> Transfer contents of supply carts to an empty cart inside Storage Container; transfer the Supply Cart Diagram to the new cart; repeat process until all supplies and carts are in the Storage Container. Load and organize the Storage Container following the instructions posted in Storage Container. | | |
| 10. Non-Storage Container locations: Assemble all supply carts and leave them inside the facility for Warehouse pickup. | | |
| 11. After supply carts have been packed, check facility for any remaining supplies and check outdoors for signage. | | |
| CONCLUSION | | |
| 1. Pack Site Manager table EPB in storage case and place case on supply cart. | | |
| 2. Power off and pack the Cradlepoint (manual pg. 75). | | |
| 3. Power off and pack Laptop into the Laptop Bag. | | |
| 4. Storage Container locations: Use the copy of this checklist on page 89 in your manual for the final tasks so you can place this Checklist and other remaining items in Storage Container (e.g., Cradlepoint, Laptop). Place the official Poll Worker Checklist into the Laptop Bag and put that on Supply Cart 4 in between printers #3 and #4. Ensure Storage Container cargo strap is snugly around the carts and there is no slack in the strap. Close door and lock Storage Container. | | |
| 5. On behalf of the ROV, thank the poll workers and let them know that the ROV appreciates their hard work this election! | | |
| 6. Inform the site contact that the Vote Center has been packed out and the team is leaving the facility. <ol style="list-style-type: none"> Thank the site contact for hosting the Vote Center. Non-Storage Container Sites: Remind the site contact that the Warehouse team will need access for supply pickup. | | |
| 7. Call the Poll Worker Hotline before leaving the facility to inform them that the Vote Center Packout is complete. | | |
| THANK YOU FOR YOUR WORK THIS ELECTION! | | |

Mail Ballot Envelope



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

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

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

X _____
Date of signing _____

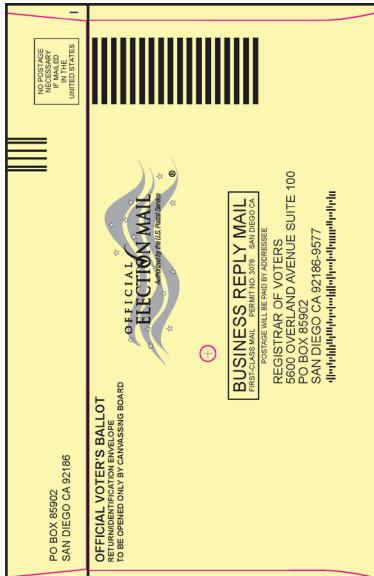
Witness _____ Date _____
If the voter is unable to sign, s/he may make a mark witnessed by a person over the age of 18 years.

SDIE022R006 - 1QBRM YEL E

+

Jane Doe
123 Street In
San Diego CA 92104

Replacement Mail Ballot Envelope



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

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

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

X Name of person returning ballot Relationship to voter

X Signature of person authorized to return ballot

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

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

X _____
Date of signing _____

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

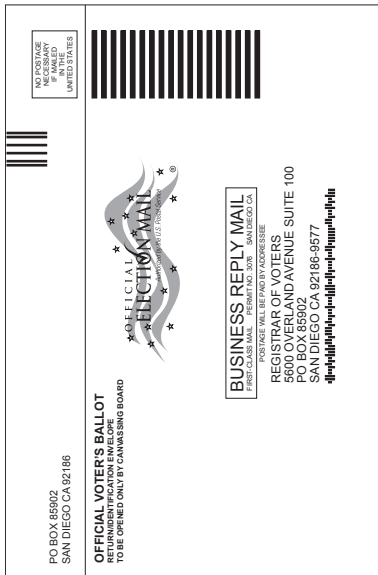
SDIE062R011 - MDDO YEL E

+

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

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

Remote Accessible Vote-by-Mail (RAVBM) Envelope



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

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

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

X _____
Date of signing _____


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

SDIE0322R006 - 1QBRM E

+

74748852 RAVBM 1199
2 999001
Minnie Mouse
1234 Magic Street
4/5/2022

Conditional Voter Registration (CVR) Envelope



Conditional Voter Registration Envelope

Poll Worker completes Section 1

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

Conditional Voter Registration
 Unconfirmed Address
 PNE
 Emergency Worker

CVR - 11/2/23 - E
CVR - 11/2/23 - 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: _____

4 Previous Residence Address City: _____ State: _____ Zip Code: _____
California Driver License or California Identification Card #: _____ Birth Date: _____
(Only if CA Driver License or CA ID Card NOT provided above) Telephone Number: _____ (Name of U.S. State or country of birth)

5 I want to choose a political party preference. I do not want to choose a political party preference.

American Independent Democratic Party Green Party
 Libertarian Party Peace and Freedom Party Republican
 Other (specify): _____ 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 18 years old. I am not currently serving a state or federal prison term for the conviction of a felony. I am not currently, under mentally incompetent to vote by a court. I understand that it is a crime to knowingly provide false 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 Intentional

Signature: _____ Date: _____
Affidavit Number: _____


ROV OFFICE USE ONLY

Old Cons Prec/Seq # _____
New Cons Prec/Seq # _____
Ballot Type _____
Registered Political Party _____
Voter ID _____
Count: Yes No
Reason _____
Initials _____
ROV OFFICE USE ONLY

POLL WORKER USE ONLY

Sequence Number _____
Location ID Number _____

Provisional Envelope



Provisional Envelope

Poll Worker completes Section 1

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

A. HAVA ID required and no ID provided
 B. Mail ballot has been returned
 C. Ballot already issued by EPB
 D. Unconfirmed Address
 E. PNE

PROV - 11/2/23 - E
PROV - 11/2/23 - 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: _____

4 Previous Residence Address City: _____ State: _____ Zip Code: _____
California Driver License or California Identification Card #: _____ Birth Date: _____
(Only if CA Driver License or CA ID Card NOT provided above) Telephone Number: _____ (Name of U.S. State or country of birth)

5 I want to choose a political party preference. I do not want to choose a political party preference.

American Independent Democratic Party Green Party
 Libertarian Party Peace and Freedom Party Republican
 Other (specify): _____ 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 18 years old. I am not currently serving a state or federal prison term for the conviction of a felony. I am not currently, under mentally incompetent to vote by a court. I understand that it is a crime to knowingly provide false 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 Intentional

Signature: _____ Date: _____
Affidavit Number: _____

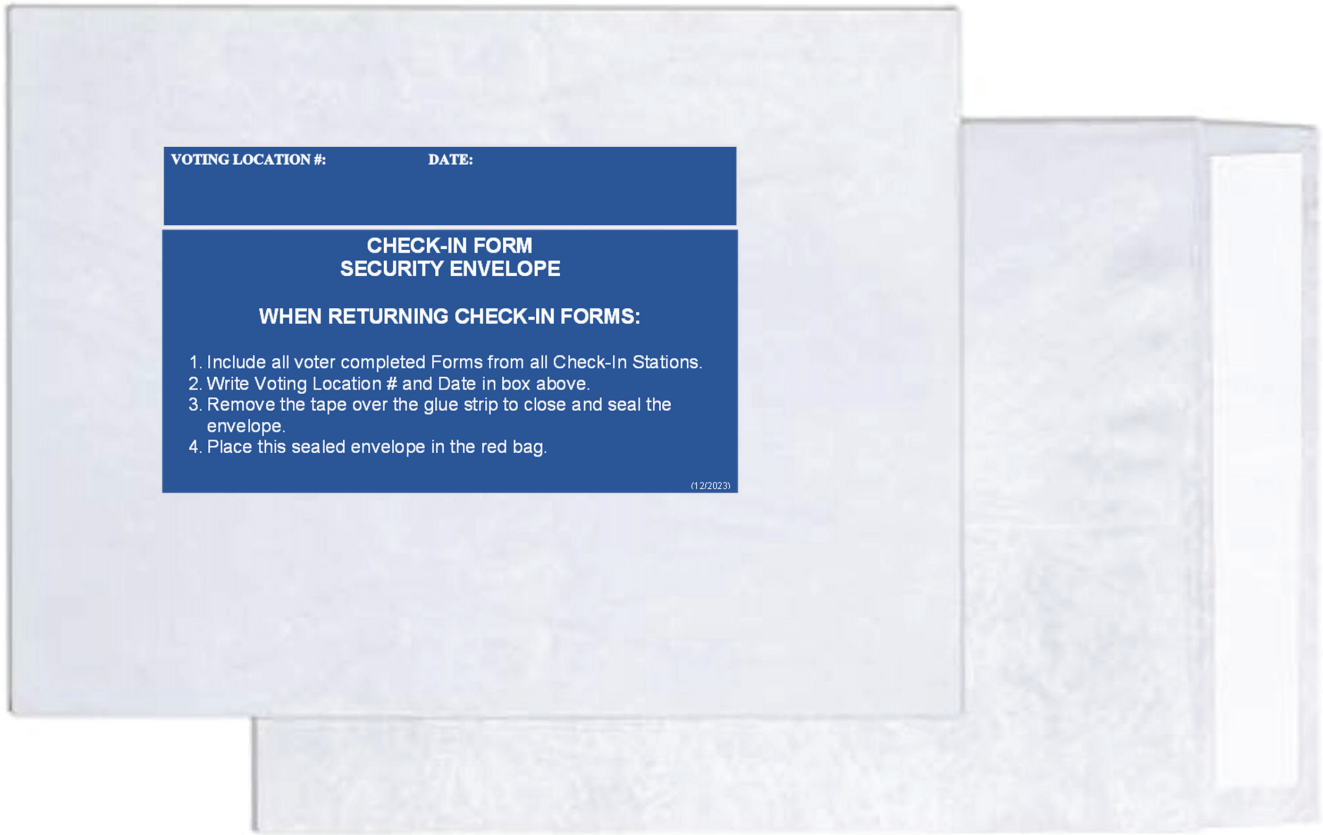
ROV OFFICE USE ONLY

Old Cons Prec/Seq # _____
New Cons Prec/Seq # _____
Ballot Type _____
Registered Political Party _____
Voter ID _____
Count: Yes No
Reason _____
Initials _____
ROV OFFICE USE ONLY

POLL WORKER USE ONLY

Sequence Number _____
Location ID Number _____

Check-In Form Security Envelope



Mail Ballot Signature Form Envelope



Check-In Form

POLL WORKER USE ONLY

- N/C SB 207
- CVR PROV
- CURBSIDE VOTER

VOTER ID _____



POLL WORKER USE ONLY

SEQUENCE VERIFICATION

SEQUENCE # / PARTY _____ VERIFIED

VOTE CENTER CHECK-IN FORM

PART 1

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

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

ADDRESS: _____
 Physical residence address in **San Diego County** (No P.O. Box, Rural Route, etc. If applicable, designate N, S, E, W, if used.)

 (City) (State) (Zip Code) TELEPHONE: _____
 (Optional)

Nonpartisan (NP) Voters - Crossover Ballot Options

Nonpartisan voters may vote on their NP ballot or on one of the party ballots listed below (select one):

- Nonpartisan American Independent Democratic (less Central Committee) Libertarian

PART 2 - Address Change

(Elections Code §§ 2119.5, 2152)

Please change my residence address on my voter registration. My previous residence address was:

 (House number, Street name, Apt./ Unit)

 (City) (State) (Zip Code)

PART 3 - Party Change

(Elections Code §§ 2119.5, 2152)

I want to change my political party preference to:

- American Independent Party Libertarian Party Other _____
- Democratic Party Peace and Freedom Party No Party Preference
- Green Party Republican Party

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

I certify the content of this request is truthful and correct, under penalty of perjury.

X _____
 VOTER SIGNATURE

 DATE (MM/DD/YYYY)

POLL WORKER NOTES:

Use other side if necessary

ENG/SPAN

Official Seal Verification Log

COUNTY DE SAN DIEGO REGISTAR DE VOTERS

Location L-001 BMD's 12

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? | BMD Bag Red Mini Padlock # | Does # Match? | Printer Bag Red Mini Padlock # | Does # Match? |
|----------------------------|---------------|--------------------------------|---------------|----------------------------|---------------|--------------------------------|---------------|
| 7058001 | Yes No | 7058002 | Yes No | 7058021 | Yes No | 7058022 | Yes No |
| 7058003 | Yes No | 7058004 | Yes No | 7058023 | Yes No | 7058024 | Yes No |
| 7058005 | Yes No | 7058006 | Yes No | - | Yes No | - | Yes No |
| 7058007 | Yes No | 7058008 | Yes No | - | Yes No | - | Yes No |
| 7058009 | Yes No | 7058010 | Yes No | - | Yes No | - | Yes No |
| 7058011 | Yes No | 7058012 | Yes No | - | Yes No | - | Yes No |
| 7058013 | Yes No | 7058014 | Yes No | - | Yes No | - | Yes No |
| 7058015 | Yes No | 7058016 | Yes No | - | Yes No | - | Yes No |
| 7058017 | Yes No | 7058018 | Yes No | - | Yes No | - | Yes No |
| 7058019 | Yes No | 7058020 | Yes No | - | Yes No | - | Yes No |

2. When the BMDs are set up, verify the numbers on the green and red mini padlocks on the BMDs match the numbers listed below:

| BMD # | Red Padlock | Does # Match? | Green Padlock | Does # Match? | BMD # | Does # Match? | Red Padlock | Does # Match? | Green Padlock | Does # Match? |
|----------|-------------|---------------|---------------|---------------|--------|---------------|-------------|---------------|---------------|---------------|
| BMD1 | D1101090 | 7058025 | Yes No | 31301 | Yes No | BMD 11 | D1102631 | Yes No | 7058035 | Yes No |
| BMD 2 | D2100311 | 7058026 | Yes No | 31302 | Yes No | BMD 12 | D1102578 | Yes No | 7058036 | Yes No |
| BMD 3 | D1101690 | 7058027 | Yes No | 31303 | Yes No | BMD 13 | - | Yes No | - | Yes No |
| BMD 4 | D2100471 | 7058028 | Yes No | 31304 | Yes No | BMD 14 | - | Yes No | - | Yes No |
| BMD 5 | D1102667 | 7058029 | Yes No | 31305 | Yes No | BMD 15 | - | Yes No | - | Yes No |
| BMD 6D11 | D1102693 | 7058030 | Yes No | 31306 | Yes No | BMD 16 | - | Yes No | - | Yes No |
| BMD 7 | D1101891 | 7058031 | Yes No | 31307 | Yes No | BMD 17 | - | Yes No | - | Yes No |
| BMD 8 | D1101958 | 7058032 | Yes No | 31308 | Yes No | BMD 18 | - | Yes No | - | Yes No |
| BMD 9 | D1102645 | 7058033 | Yes No | 31309 | Yes No | BMD 19 | - | Yes No | - | Yes No |
| BMD 10 | D1102686 | 7058034 | Yes No | 31310 | Yes No | BMD 20 | - | 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.

(12/2023)

BMD DAILY LOG

1. 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 |
|-------------------|--|----------|
| Friday, E-11 | | |
| Saturday, E-10 | | |
| Sunday, E-9 | | |
| Monday, E-8 | | |
| Tuesday, E-7 | | |
| Wednesday, E-6 | | |
| Thursday, E-5 | | |
| Friday, E-4 | | |
| Saturday, E-3 | | |
| Sunday, E-2 | | |
| Monday, E-1 | | |
| Election Day, E-0 | | |

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

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

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

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

Poll Worker Signature _____ Date _____

Poll Worker Signature _____ Date _____

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

Daily Ballot Statement

DAILY BALLOT STATEMENT – Part I

BMD Total Ballots Printed Report

Vote Center Location #: _____

Instructions:

***NOTE: Not all vote centers have the same number of BMD units.**

- Daily, before the Vote Center opens, record in the yellow "Open" columns below, the number of "Total Ballots Printed" shown on each BMD screen. To understand where to find this number on the BMD, refer to the **BMD Set Up** section of the poll worker manual.
- Daily, after the Vote Center closes, record in the gray "Close" column boxes below, the number of "Total Ballots Printed" shown on each BMD screen. **On Election Day only:** Add all red boxes together and record in the red box at the bottom of this document.

| | BMD #1 | BMD #2 | BMD #3 | BMD #4 | BMD #5 | BMD #6 | BMD #7 | BMD #8 | BMD #9 | BMD #10 | |
|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|-------|
| Open | Close | Open | Close | Open | Close | Open | Close | Open | Close | Open | Close |
| Fri | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| E-11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sat | | | | | | | | | | | |
| E-10 | | | | | | | | | | | |
| Sun | | | | | | | | | | | |
| E-9 | | | | | | | | | | | |
| Mon | | | | | | | | | | | |
| E-8 | | | | | | | | | | | |
| Tues | | | | | | | | | | | |
| E-7 | | | | | | | | | | | |
| Wed | | | | | | | | | | | |
| E-6 | | | | | | | | | | | |
| Thurs | | | | | | | | | | | |
| E-5 | | | | | | | | | | | |
| Fri | | | | | | | | | | | |
| E-4 | | | | | | | | | | | |
| Sat | | | | | | | | | | | |
| E-3 | | | | | | | | | | | |
| Sun | | | | | | | | | | | |
| E-2 | | | | | | | | | | | |
| Mon | | | | | | | | | | | |
| E-1 | | | | | | | | | | | |
| E-Day | | | | | | | | | | | |
| E-0 | | | | | | | | | | | |

* 4-day vote centers start here when setting up Vote Center.

| | BMD #11 | BMD #12 | BMD #13 | BMD #14 | BMD #15 | BMD #16 | BMD #17 | BMD #18 | BMD #19 | BMD #20 | |
|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-------|
| Open | Close | Open | Close | Open | Close | Open | Close | Open | Close | Open | Close |
| Fri | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| E-11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Sat | | | | | | | | | | | |
| E-10 | | | | | | | | | | | |
| Sun | | | | | | | | | | | |
| E-9 | | | | | | | | | | | |
| Mon | | | | | | | | | | | |
| E-8 | | | | | | | | | | | |
| Tues | | | | | | | | | | | |
| E-7 | | | | | | | | | | | |
| Wed | | | | | | | | | | | |
| E-6 | | | | | | | | | | | |
| Thurs | | | | | | | | | | | |
| E-5 | | | | | | | | | | | |
| *Fri | | | | | | | | | | | |
| E-4 | | | | | | | | | | | |
| Sat | | | | | | | | | | | |
| E-3 | | | | | | | | | | | |
| Sun | | | | | | | | | | | |
| E-2 | | | | | | | | | | | |
| Mon | | | | | | | | | | | |
| E-1 | | | | | | | | | | | |
| E-Day | | | | | | | | | | | |
| E-0 | | | | | | | | | | | |

* 4-day vote centers start here when setting up Vote Center.

GRAND TOTAL:

(12/2023)

DAILY BALLOT STATEMENT – Part II & III

Vote Center Location #: _____

Manual Ballot Counts and Check-In Record

Instructions:

***NOTE: These are a manual count of ballots and materials. DO NOT transfer numbers from Part I.**

- Daily, after the vote center closes, manually count and record the number of each category (column) below.
- On Election Day only:** Obtain the Grand Totals by adding daily numbers down for each category (column).

| | Ballots Cast (in Ballot Box) | | | Envelopes Cast (in Ballot Box) | | # Check-ins from EPB | | Spoiled BMD Ballots |
|--------------------|---------------------------------|-------------------|-----------|-----------------------------------|-----|----------------------|-------------|---------------------------|
| | BMD Printed Ballots | Mailed Ballots | Emergency | Provisional | CVR | Regular | Provisional | |
| Saturday, E-10 | | | | | | | | |
| Sunday, E-9 | | | | | | | | |
| Monday, E-8 | | | | | | | | |
| Tuesday, E-7 | | | | | | | | |
| Wednesday, E-6 | | | | | | | | |
| Thursday, E-5 | | | | | | | | |
| Friday, E-4 | | | | | | | | |
| *Saturday, E-3 | | | | | | | | |
| Sunday, E-2 | | | | | | | | |
| Monday, E-1 | | | | | | | | |
| Election Day, E-0 | | | | | | | | |
| Grand Total | | | | | | | | |

* 4-day vote centers start recording here.

Part III. Ballot Statement Certification

ALL BOARD MEMBERS: READ AND SIGN

We certify that the number of voters who voted in this Vote Center in this election is noted above as the number of 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 cast and spoiled are found in sealed ballot cartons and the number accounted for is as indicated on this Daily Ballot Statement. We further certify that the Assisted Voters List and Challenge List show a complete list of all voters assisted or challenged [EC § 14-07].

SITE MANAGER: _____ PRECINCT INSPECTOR: _____

TECHNICAL INSPECTOR: _____ TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____ TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____ TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____ TECHNICAL INSPECTOR: _____

TECHNICAL INSPECTOR: _____ TECHNICAL INSPECTOR: _____

Place this form in Tab 6 of the Blue Envelope each night except on Election Night. Election Night, place inside the white Voted Ballot Carton.

(12/2023)

Official Chain of Custody



COUNTY OF SAN DIEGO REGISTRAR OF VOTERS

OFFICIAL CHAIN OF CUSTODY

March 5, 2024 Presidential Primary Election

February 24 – March 5, 2024



Vote Center #: _____ Date: _____

Section I: Poll Workers – Voted Ballots Released From Vote Center to DART

_____ # OF WHITE VOTED BALLOT CARTONS DART rec'd: #/INITIAL _____

_____ # OF YELLOW MAIL BALLOT BAGS DART rec'd: #/INITIAL _____

_____ # OF RED BAGS DART rec'd: #/INITIAL _____

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

_____ # ELECTION NIGHT ONLY- BLUE ENVELOPE (ACCORDION) DART rec'd: #/INITIAL _____

Confirm the number of items being released to DART. Sign and date below, and confirm that all items are locked or sealed before leaving the vote center.

Print: _____ Poll Worker 1 Sign: _____

Print: _____ Poll Worker 2 Sign: _____

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

POLL WORKER NOTES:

Section II: DART - Receipt of Ballots from Vote Center

Confirm the number of items being **received from Vote Center** by writing the number and placing initials on the lines above. Confirm that all items are locked or sealed.

NOTE ANY DISCREPANCIES OR ISSUES:

Section III: ROV Warehouse - Receipt of Ballots from DART

INITIALS OF LOGISTICS MANAGER _____

NOTE ANY DISCREPANCIES OR ISSUES:

White copy: Poll Worker/ Yellow copy: ROV (Warehouse)/ Pink copy: ROV (Election Systems)

Emergency Ballot (Blank)



Emergency Ballot

PRESIDENTIAL PRIMARY ELECTION, March 5, 2024
COUNTY OF SAN DIEGO

POLL WORKER USE ONLY

SEQ/PARTY:

Instruction to voters:

- Vote by legibly writing the full name of the candidate you choose in the empty selection box next to the contest name.
- To vote for offices that elect by district, please add the district number or letter.
- To vote for measure or proposition question, write Yes or No.
- Use only black or blue ink pen to write your choice (selection) on your ballot.
- Use your Sample Ballot or eSample Ballot found in your Voter Information Pamphlet (VIP). Look up your VIP with the QR Code provided (right) to find your candidate choices.



www.sdvote.com

| CONTEST | | SELECTION |
|--------------------------|---|-----------|
| FED. | PRESIDENT | |
| PARTY CMTE. | DEM. COUNTY CENTRAL CMTE. ASSEMBLY DIST. # _____ | |
| | REP. COUNTY CENTRAL CMTE. SUPERVISORIAL DIST. # _____ | |
| U.S. CONGRESS | UNITED STATES SENATOR – FULL TERM | |
| | UNITED STATES SENATOR – PARTIAL TERM | |
| | U.S. REPRESENTATIVE DISTRICT # _____ | |
| STATE OFFICES | STATE SENATOR 39TH DISTRICT | |
| | MEMBER OF THE STATE ASSEMBLY DIST. # _____ | |
| JUDICIAL | SUPERIOR COURT JUDGE – OFFICE NO. 19 | |
| | SUPERIOR COURT JUDGE – OFFICE NO. 38 | |
| | SUPERIOR COURT JUDGE – OFFICE NO. 41 | |
| | SUPERIOR COURT JUDGE – OFFICE NO. 43 | |
| SCHOOL | GROSSMONT-CUYAMACA COMMUNITY COLLEGE DIST GOVERNING BOARD MEMBER TRUSTEE AREA 4 | |
| | SAN DIEGO COMMUNITY COLLEGE DIST. MEMBER, BOARD OF TRUSTEES DIST. D | |
| | SDUSD MEMBER, BOARD OF EDUCATION DIST. _____ | |
| | ESCONDIDO UNION HS DIST. GOVERNING BOARD MEMBER TRUSTEE AREA NO. 5 – SHORT TERM | |
| CITY | | |
| | | |
| | | |
| PROPOSITION AND MEASURES | PROPOSITION 1 | |
| | MEASURE A | |
| | MEASURE B | |
| | MEASURE C | |

End of Ballot

Disability Sensitivity at the Polls (from the California Secretary of State website)

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 handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.
- **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 or would like to use an accessible voting system, 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, and 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.

Disability Sensitivity at the Polls

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. 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, 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, say **person with Down Syndrome**

GLOSSARY

ADA: Americans with Disabilities Act.

ADA Cart: Contains a BMD, printer and battery (UPS) to be rolled outside for curbside voting.

Audio Tactile Interface (ATI): Used at the BMD for an accessible voting session.

AVS Controller: Controller used to enable an Accessible Voting Session (on the BMD).

Ballot Box: A secure reusable box that holds election supplies.

Ballot Carton: White ballot carton for packing and sealing voted ballots for transport to ROV.

Ballot Marking Device (BMD): The electronic device that allows voters to mark their selections on a tablet and print out their ballot. The BMD is suitable for all voters.

Blue Envelope: Contains six tabbed pockets which contain items such as: election logs and forms, surveys, ADA information, poll worker reference items, and voter handouts. Returned on Election Night.

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

BMD Ticket: Ticket with the voter's Sequence # and party. Created at the Check-In station so that the correct ballot can be activated on BMD.

Board or Precinct Board: Team of poll workers who work at a specific Vote Center. A board consists of a Site Manager, a Precinct Inspector, and several Technical Inspectors (number varies each election).

Brown Box: Used to collect spoiled ballots, surrendered mail ballots/envelopes, and used BMD Tickets and used Wait Time Tickets.

Chain of Custody Form: Records what items are being released to a DART official at the end of each voting day.

Check-In Form: Filled out by voter to check in to vote at the Vote Center. This form comes in all five federally mandated languages.

Check-In Form Security Envelope: Envelope used to return all completed Check-In Forms to the ROV. 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 any voting day, including election day.

Cradlepoint: Provides secure WI-FI connectivity to the ePollbook (EPB) and Vote Center Laptop.

Curbside Voting Kit: Envelope that contains forms needed to assist curbside voters, assembled by poll workers.

Daily Ballot Statement: Used to record the total number of Ballots Cast and other important election information. Found in Tab 6 of the Blue Envelope. Returned on Election Night in the White Ballot Carton.

DART: (Dispatch And Return Team) DART officials poll workers release items to be returned to the Registrar of Voters.

DART Ballot Return Center: Site where voted election materials are dropped off after the Vote Centers close each night.

Department of Justice Poster (DOJ Poster): Must be posted inside facilities near the entrance of the Vote Center. Previously known as "DOJ Panel."

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

Emergency Ballot: Blank, election-specific ballot used if all other voting devices are non-functioning.

ePollbook (EPB): Electronic roster of registered voters. Each voter must sign and be checked-in to the ePollbook before the ballot can be cast into the Ballot Box.

Facsimile/Reference Ballots: A set of binders which include copies of the ballot in mandated languages. The 5 federally mandated languages (English, Chinese, Filipino, Spanish, and Vietnamese) are yellow facsimile ballots and are available in all Vote Centers. Additional state and county languages (Arabic, Japanese, Korean, Laotian, Persian and Somali) are green facsimiles and are provided at all Vote Centers.

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. Addresses improvements to voting systems and voter access.

Inactive Voter: Voters are considered "inactive" when a county elections official receives information (for example, from the post office) indicating the voter has moved out of state or mail is returned undeliverable without a forwarding address.

Mail Ballot Bag: Yellow bag used to secure Mail Ballots dropped off at the Vote Center.

GLOSSARY (CONTINUED)

Mail Ballot Signature Form: Voter must fill out this document for one of the following reasons: Vote-by-mail or Provisional envelope not signed by voter or signature could not be verified on voter's Vote-by-mail or Provisional envelope.

Multi-Factor Authentication: (MFA) authentication method using 2 or more mechanisms to validate a user's identity.

N/C ("No Change"): If a voter requests no changes or updates to their registration, they are a "No Changes" voter.

Observer: Groups or individuals expressing an interest in observing the election process, from watching the poll workers set up a Vote Center to watching the closing of the Vote Center. No person may interfere with operations.

Official Ballot Pouch: Clear zippered pouch containing seals, security items, and the Poll Worker Cards for the BMDs.

Poll Watcher: 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.

Precinct Inspector (PI): see definition on page 17.

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

Provisional Voter: Voter whose eligibility to vote in that precinct cannot be established by poll workers; also "PROV."

Provisional/CVR Status Card: Handout provided to voters with information on how to verify the status of their Provisional or CVR envelope.

RAVBM: Remote Accessible Vote-by-Mail; allows voters to download a ballot on a personal computer and mark it privately and independently using their own assistive technology. Available to all registered voters.

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

Replacement Ballot: BMD ballot provided to the voter at a Vote Center.

Replacement Mail Ballot Envelope: Yellow envelope provided at a Vote Center to a voter who does not have their official Mail Ballot envelope.

ROV: Registrar of Voters.

Senate Bill 207 (SB 207): Legislation which allows voters to change their party preference and residence address without submitting a new Voter Registration.

Seal Verification Log: Form which contains Padlock numbers (assigned to specific BMD Security Bags and BMD tablets) and BMD serial numbers. Used to verify that no tampering has taken place. Must be completed at Vote Center Setup.

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

Site Manager (SM): see definition on page 17.

Spoiled Ballot: Any ballot that has been damaged or on which a voter made a mistake. It must be slightly torn through, marked "spoiled," and placed in the brown box before voter is issued a new ballot.

Surrendered Ballot: A voter may choose to turn in the ballot that was received in the mail, if so write "surrendered", tear in half, and place in the Brown Box.

Unconfirmed Address (UA): Registered voter is changing their residential address but the ePollbook cannot find their new address. (Non-listed streets or newly developed area)

Uninterruptible Power Supply (UPS): Equipment to provide battery backup of network equipment should the commercial power fail.

Vote-by-Mail Issued (VBM Issued) Voters: Voters who receive a mail ballot, whether by request or by legislation, are categorized as "VBM Issued" Voters.

Voter's Choice Act (VCA): Election model allows voters to choose how, when, and where to cast their ballot by: Mailing every voter a ballot, expanding in-person early voting and allowing voters to cast a ballot at any Vote Center within their county.

Vote Center: Vote centers replace traditional polling centers. Voters have the freedom to cast a ballot in-person at any vote center in San Diego County instead of being assigned to a single polling location. Vote centers look and feel like polling places but provide additional modern features to make voting easy and convenient. At any vote center in a voter may vote in-person, drop off their ballot, get a replacement ballot, vote using an accessible voting machine, get help and voting material in multiple languages, register to vote or update their voter registration.

Voter Help Card: Handout for voters which includes phone numbers for voters to call for additional support and information, including language assistance.

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

RECRUITMENT REMINDERS

Break/Meal Times

All board members are entitled to a set number of breaks (paid) and meal time(s) (unpaid), dependent upon the length of the work day. All poll workers including the Site Manager MUST take their breaks/meal times as directed by the Site Manager, who will coordinate break/meal time schedules, based on the needs of the Vote Center.

During the voting days leading up to Election Day, poll workers will receive a 1-hour meal period and two 15-minute breaks.*

| Meal Period | PWs Out |
|---------------------|---------|
| 11:00 am - 12:00 pm | 2 |
| 11:30 am - 12:30 pm | 2 |
| 12:00 pm - 1:00 pm | 2 |
| 12:30 pm - 1:30 pm | 2 |
| 1:00 pm - 2:00 pm | 2 |

*These are suggested break schedules. The Site Manager will use their best judgment to schedule each board member to receive these lunch breaks as allowed by time and voter turnout.

On Election Day, election workers will receive two 45-minute meal periods and three 15-minute breaks.*

| First Meal Period | PWs Out |
|---------------------|---------|
| 9:30 am - 10:15 am | 2 |
| 10:15 am - 11:00 am | 2 |
| 11:00 am - 11:45 am | 2 |
| 11:45 am - 12:30 pm | 2 |
| 12:30 pm - 1:15 pm | 2 |

| Second Meal Period | PWs Out |
|--------------------|---------|
| 1:30 pm - 2:15 pm | 2 |
| 2:15 pm - 3:00 pm | 2 |
| 3:00 pm - 3:45 pm | 2 |
| 3:45 pm - 4:30 pm | 2 |
| 4:30 pm - 5:15 pm | 2 |

RECRUITMENT CONTACTS

Main line: (858) 565-5800

Fax: (858) 505-7299

Region 1-A North County:

Lead: Susan Hall (858) 505-4225

James Hutson (858) 505-4234

Irene Dash (858) 505-4226

Elvia Sandoval (858) 505-4224

Veronica Carranza (858) 505-4223

Region 2-A South Bay:

Lead: Susan Hall (858) 505-4225

Vanessa Dervi (858) 505-4221

Sandra Huerta (858) 505-4222

Daniela Vitobaldi (858) 505-7229

Region 1-B East County:

Lead: Nikole Klinkhamer (858) 505-7220

Paul Wong (858) 505-4205

Zarlasht Raufi (858) 505-4227

Najee Hammond (858) 505-7268

Region 2-B Central San Diego:

Lead: Nikole Klinkhamer (858) 505-7220

Griselda Gonzalez (858) 505-4235

Debbie Golden (858) 505-4229

Yvonne Alcoser (858) 505-4231

Call Center

Patty Boulder (858) 505-4232

Recruitment Programs:

Precinct Inspector Coordinator: Dylann Jelden (858) 505-4233

Site Manager Coordinator: Suzan Berard (858) 505-7216

High School Coordinator: Daniela Vitobaldi (858) 505-7229

Election Manager: Kim Lange

Election Processing Supervisor: Aldo Mendoza

Office Support Specialist: Martha Jimenez

Non-Emergency Law Enforcement

Carlsbad Police (760) 931-2197

Chula Vista Police (619) 691-5151

Coronado Police (619) 522-7350

El Cajon Police (619) 579-3311

Escondido Police (760) 839-4722

La Mesa Police (619) 667-1400 x6

National City Police (619) 336-4411 x0

Oceanside Police (760) 435-4900

San Diego Police (619) 531-2000

CSU San Marcos (760) 750-4567

Palomar College (760) 744-1150 x2289

SDSU Police (619) 594-1991

UCSD Police (858) 534-4357

For Del Mar, Encinitas, Imperial Beach, Lemon Grove, Poway,
San Marcos, Santee, Solana Beach, Vista, and all
unincorporated areas of San Diego County:

San Diego County Sheriff (858) 565-5200

For traffic-related issues:

CA Highway Patrol (800) 835-5247

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.

Poll Worker Oath

I do hereby solemnly declare that I will support the Constitution of the United States and 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.

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 Culture

The County has a vision for a just, sustainable and resilient future for all. It is our mission to strengthen our communities with innovative, inclusive, and data-driven services through a skilled and supported workforce. In recognition that “The noblest motive is the public good,” we are dedicated to the values of integrity, equity, access, belonging, excellence and sustainability.

