

# PRESIDENTIAL GENERAL ELECTION POLL WORKER MANUAL

November 5, 2024



Name \_\_\_\_\_



## Quick Reference

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   | Karen Richardson | (858) 505-7206 |
| Secondary Human Resources (HR) Contact |                  | (858) 505-7207 |

|  |  |   |
|--|--|---|
| <b>Poll Worker Hotline</b><br>(858) 565-3360 | <b>Curbside Voting</b><br>(858) 505-7396 | <b>Observer Hotline</b><br>(858) 495-5123 |
|--|--|---|

**Call 9-1-1 in case of emergency**



County of San Diego  
REGISTRAR OF VOTERS

CYNTHIA L. PAES  
Registrar of Voters

SHAWN K. BROM  
Assistant Registrar of Voters

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Hello Everyone!

We are excited to present the updated Poll Worker Manual for the upcoming November 5, 2024, Presidential General Election. This manual contains familiar content and incorporates essential updates to streamline and enhance the voting process.

As many of you have already experienced, 2022 brought pivotal changes to our elections under the California Voter's Choice Act (VCA). The transition from neighborhood polling places to expansive "one stop shop" vote centers has brought increased convenience and accessibility to our voters. Every active registered voter receives a ballot in the mail, and vote centers will be open for an extended period, ranging from four to eleven days.

As a poll worker, your role is crucial and essential. Your positive interaction with a voter can have a lasting impact on their entire voting experience by instilling confidence in the overall process.

From managing vote centers to assisting voters, we are truly grateful for your dedication and commitment to ensuring the success and accuracy of each election.

The Poll Worker Manual contains comprehensive information to guide you through your responsibilities. We encourage you to thoroughly review it, practice various scenarios, attend training sessions, and engage in collaborative learning with your fellow poll workers.

Over 1.9 million registered voters in San Diego County are *counting* on us! Together, we will continue to uphold the integrity of our democratic process.

Thank you for your unwavering support and tireless efforts.

Best regards,

CYNTHIA L. PAES  
Registrar of Voters

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### Vote Center Dates and Times

|   |  |  |
|---|--|--|
| <p><b>Oct. 26 - Nov. 4</b><br/> <b>39 Vote Centers Open</b><br/>                 8:00 a.m. to 5:00 p.m.</p> | <p><b>Nov. 2 - 4</b><br/> <b>235 Vote Centers Open</b><br/>                 8:00 a.m. to 5:00 p.m.</p> | <p><b>Nov. 5</b><br/> <b>235 Vote Centers Open</b><br/>                 7:00 a.m. to 8:00 p.m.</p> |
|---|--|--|

| SUN                      |      | MON    |      | TUE          |      | WED                            |      | THU    |      | FRI                      |      | SAT                      |      |
|--------------------------|------|--------|------|--------------|------|--------------------------------|------|--------|------|--------------------------|------|--------------------------|------|
| 20 OCT                   | E-16 | 21 OCT | E-15 | 22 OCT       | E-14 | 23 OCT                         | E-13 | 24 OCT | E-12 | 25 OCT                   | E-11 | 26 OCT                   | E-10 |
|                          |      |        |      |              |      |                                |      |        |      | Mini-Supply Pickup 1     |      |                          |      |
|                          |      |        |      |              |      |                                |      |        |      | 11-Day Vote Center Setup |      | 11-Day Vote Centers Open |      |
|                          |      |        |      |              |      |                                |      |        |      | Poll Worker Hotline      |      |                          |      |
| 27 OCT                   | E-9  | 28 OCT | E-8  | 29 OCT       | E-7  | 30 OCT                         | E-6  | 31 OCT | E-5  | 1 NOV                    | E-4  | 2 NOV                    | E-3  |
|                          |      |        |      |              |      |                                |      |        |      | Mini-Supply Pickup 2     |      |                          |      |
|                          |      |        |      |              |      |                                |      |        |      | 4-Day Vote Center Setup  |      | All Vote Centers Open    |      |
| 11-Day Vote Centers Open |      |        |      |              |      |                                |      |        |      |                          |      |                          |      |
| Poll Worker Hotline      |      |        |      |              |      |                                |      |        |      |                          |      |                          |      |
| 3 NOV                    | E-2  | 4 NOV  | E-1  | 5 NOV        |      | 6 NOV                          |      | 7 NOV  |      | 8 NOV                    |      | 9 NOV                    |      |
|                          |      |        |      |              |      |                                |      |        |      |                          |      |                          |      |
|                          |      |        |      |              |      |                                |      |        |      |                          |      |                          |      |
| All Vote Centers Open    |      |        |      | Election Day |      | Vote Centers with PODs Packout |      |        |      |                          |      |                          |      |
| Poll Worker Hotline      |      |        |      |              |      |                                |      |        |      |                          |      |                          |      |

|  |  |  |
|--|--|--|
| <p><b>Site Manager Training Pay Dates</b><br/>                 Oct. 25, Nov. 8 and Nov. 22</p> | <p><b>Site Manager Vote Center Pay Dates</b><br/>                 Nov. 8 and Nov. 22</p> | <p><b>Precinct Inspector/ Technical Inspector Stipends</b><br/>                 Dec. 5</p> |
|--|--|--|

**The San Diego County Registrar of Voters is committed to ensuring that all voters can exercise their right to vote in a safe, secure, and accessible manner.**

Under the California Voter's Choice Act, every active registered voter in San Diego County receives a ballot in the mail nearly a month before Election Day.

### Voting Options

Voters may complete their ballot in the comfort of their home. Sign and date their return envelope, seal their ballot inside, and return it to a trusted source.



**MAIL IT.**

Voters may return it through the U.S. Postal Service. **No stamp needed!**



**DROP IT.**

Voters may return it to any of the Registrar's Vote Centers or Official Ballot Drop Boxes.



**VISIT.**

### Visiting a Vote Center

Voters also have the option to vote in person at any vote center in San Diego County. Vote centers offer a full-service voting experience.

#### Voters may:

- » Vote in-person or drop off an already voted mail ballot (sealed inside its return envelope)
- » Vote in-person using a touchscreen ballot marking device to mark selections and print out the official ballot
  - All ballot marking devices are fully accessible allowing voters with disabilities to vote independently and privately
- » Carry in the official ballot they received in the mail, check in at the vote center, sign the electronic roster, and cast their official ballot free of its security return envelope
- » Receive voting assistance, including assistance in multiple languages
- » Register to vote or update their registration and vote on the same day

#### You will be able to assist voters at your Vote Center based on their voter scenario:

- » In-Person Voting
- » Residential Address Change (SB 207)
- » Conditional Voter Registration (CVR)
- » Provisional Voters



## The 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

### Rules and 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.

#### Principles of Success

- » Stay calm.
- » Use your resources and good judgment.
- » Treat voters, visitors and other board members with respect.

### 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 Station, monitor the 25' exit interview marker for media and 100' electioneering markers, and refresh as necessary.



## Health and Safety Guidelines

- » Training includes recommendations for the 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.



## Three Things to Remember

### 1. Where

Get to know your assigned Vote Center, including your commute and assigned parking (if provided). Site managers will review the site's emergency plan with poll workers on Vote Center setup.

### 2. When

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

### 3. What

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

## Dress Code

As a representative of the Registrar of Voters, poll workers are to:

- » Dress in a clean manner.
- » 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.
- » Poll workers should maintain good hygiene.

## Helpful Reminders

- » Arrive on time and ready to assist your Board in conducting the election.
- » Bring snacks, extra water, and meals with you
- » Take breaks as scheduled by the Site Manager; the suggested meal times are described on page 102.



## Emergencies and Vote Center Security

- » If a member of the public (voter/observer/poll watcher) is interfering with the election process AND is not responding to deescalation attempts, call the poll worker hotline to report the incident.
- » If you feel threatened or experience an emergency of any kind, immediately call 9-1-1. After notifying the emergency authorities ensure you call the poll worker hotline to report the incident.
- » Municipal non-emergency police agency numbers are on page 102 of this manual.

**Remember to vote early! Election Day will be very busy!**  
**Stay safe and have fun. Thank you for working this election!**



## Acknowledgement of Expectations for Site Managers and Poll Workers

Site managers and poll workers are elections officers, entrusted with protecting voter rights and administering voting processes at vote centers. To serve as a site manager/poll worker, you must review and complete the following acknowledgement.

By signing below I, \_\_\_\_\_, hereby affirm and acknowledge the following:

I will support, protect, and defend the Constitution and government of the United States and the State of California.

I am qualified to and will faithfully perform the duties as I have been trained for the position to which I am assigned.

I have reviewed the Poll Worker Manual and understand the obligations outlined therein. I will follow the Vote Center Rules and Expectations as detailed in the Poll Worker Manual.

I have no conflicts of interest – political, economic, or other – that will interfere with my ability to act in an impartial manner.

I will avoid even the appearance of impropriety and maintain strict political impartiality at all times.

I will not obstruct the election process in any manner. I will respect state and federal laws and the authority of the Registrar of Voters.

I will protect the integrity of the election and will follow the instructions and training provided by the Registrar of Voters office. I will attend all trainings and briefings as required.

I will refrain from making personal comments, observations or conclusions to the news media or the public unless specifically instructed otherwise by a responsible official from the Registrar of Voters office.

I will represent the Registrar of Voters in a professional manner. I agree to treat all voters, fellow poll workers, elections workers, visitors, and observers with respect and courtesy.

I agree to work within and ensure compliance with health and safety guidelines.

By signing this form, I acknowledge that failure to comply with any of these requirements and/or failure to serve in good faith may be grounds for immediate dismissal, and ineligibility to serve as a site manager, poll worker, or election worker in future elections.

\_\_\_\_\_  
Name

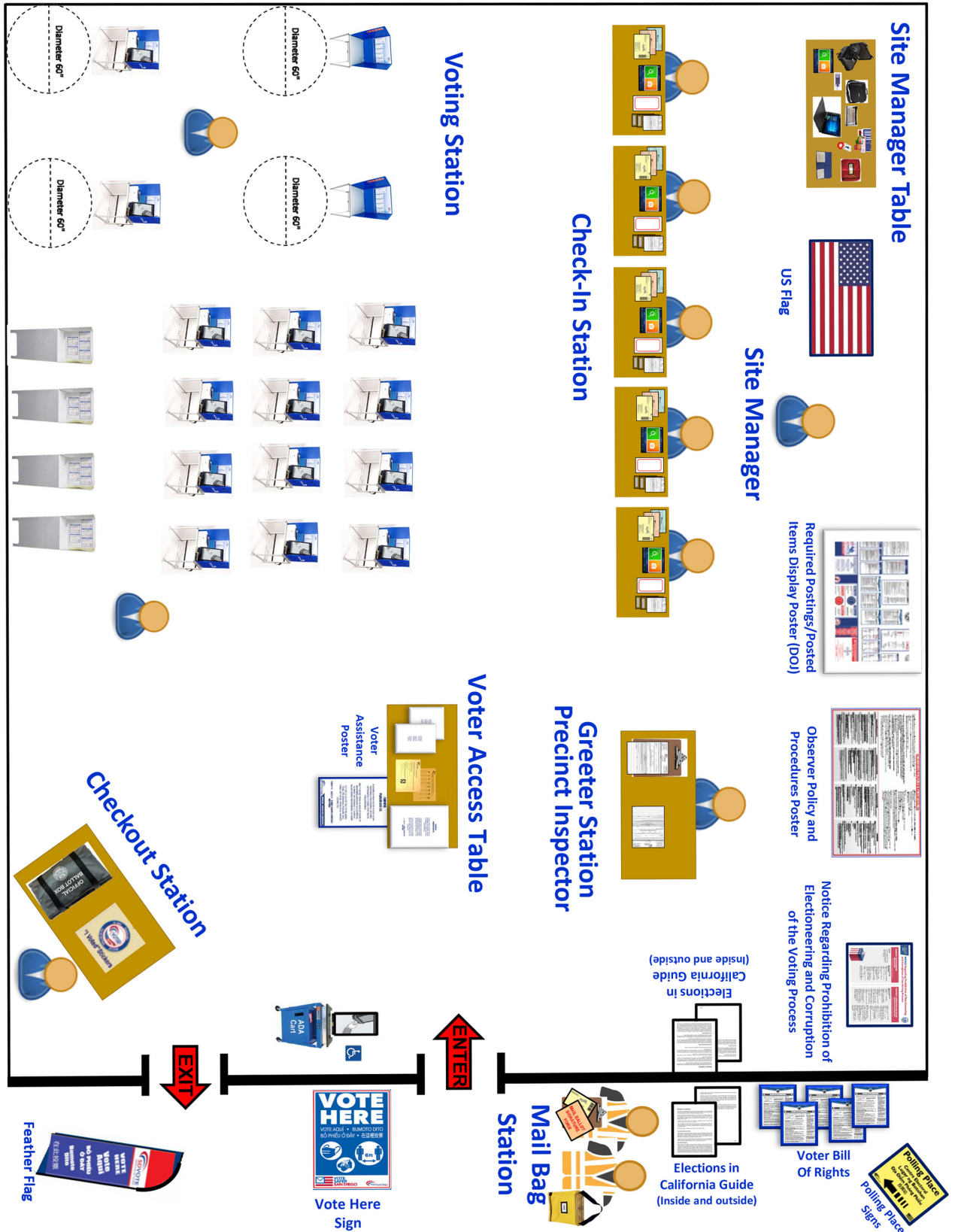
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**This copy is for your reference. The form you are required to sign and return will be distributed in class.**

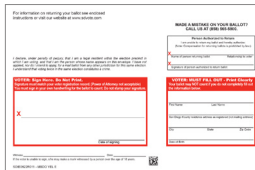
**!** This is a suggested layout but depending on your space you will need to balance the requirements of voter privacy, accessibility, and the ability for poll workers to monitor all stations.



## Mail Ballot Station



Mail Ballot Bag



Replacement Mail Ballot Envelopes



Mail Ballot Signature Form Envelope



"I Voted" stickers

### Also found here:

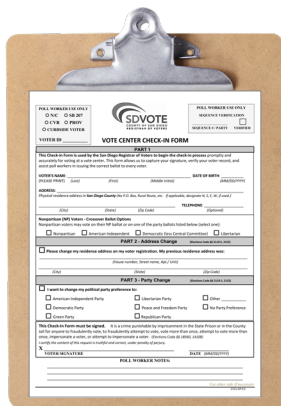
- » Station Job Aid
- » Pens
- » Glue sticks
- » Clipboard

## Greeter Station

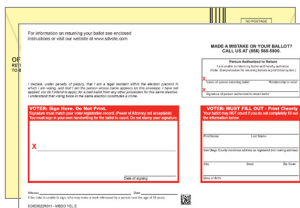
### Also found here:

- » Station Job Aid
- » Clipboards
- » Hand Sanitizer
- » Signature Guide

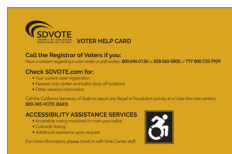
**Remember:**  
Secrecy Sleeves are **NOT** provided at the Greeter Station.



Blank Check-In Forms  
(All 5 Federal languages)



Replacement Mail Ballot Envelopes



Voter Help Card (Front)

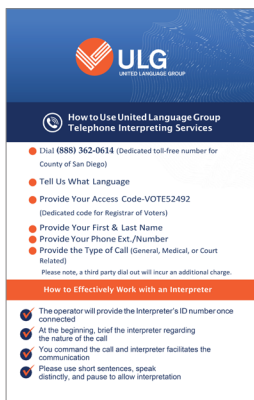


"Languages Spoken Here"  
Table Tent

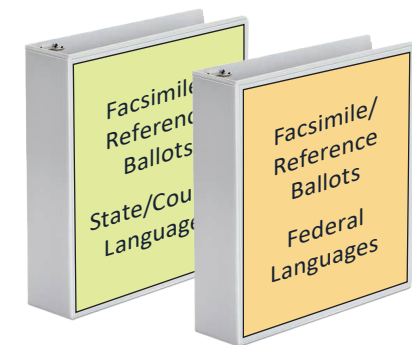


Observer Sign-In Sheet

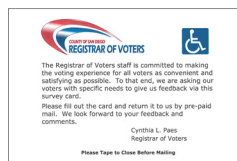
## Voter Access Table



Language Pamphlet



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



Specific Needs Survey



Voter Help Card (Back)

### VOTER ASSISTANCE MAY BE AVAILABLE IN SPANISH, FILIPINO, VIETNAMESE OR CHINESE. PLEASE ASK US.

ASISTENCIA PARA VOTAR PUEDE ESTAR DISPONIBLE EN ESPAÑOL, FILIPINO, VIETNAMITA O CHINO. POR FAVOR, PREGUNTENOS.

ANG TULONG PARA SA MGA BOTANTE AY MAAARING MAKUHA SA ESPANYOL, FILIPINO, VIETNAMESE, O CHINESE. MANGYARING MAGTANONG SA AMIN.

CÓ THỂ CỐ SỰ HỖ TRỢ CỬ TRI BẰNG TIẾNG TÂY BAN NHA, PHI LUẬT TÁN, TIẾNG VIỆT HOẶC TIẾNG HỌA XIN HỜI CHÚNG TÔI.

可提供中文、西班牙文、菲律賓文或越南文的選民協助。請前來查詢。

Registrar of Voters | sdvote.com | (858) 565-5800 | (800) 696-0136

Voter Assistance Poster

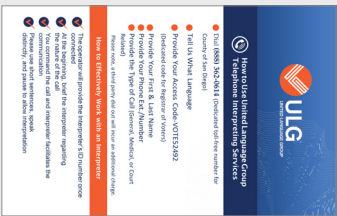
# Check-In Station

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

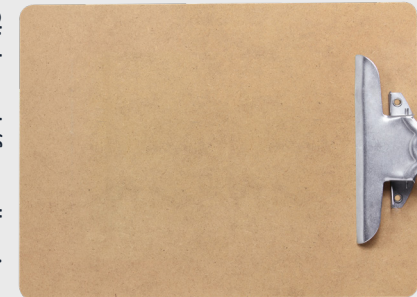
## VOTER SIDE OF TABLE



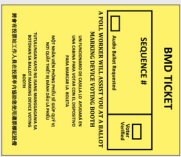
Voter Help Card (Front)



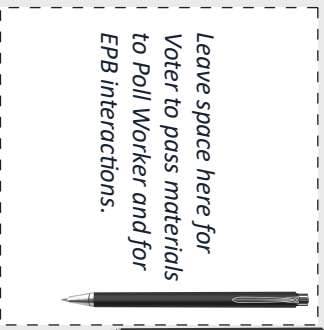
ASL and ULG Language Pamphlets



Clipboard (for collecting completed Check-In Forms)



BMD Tickets



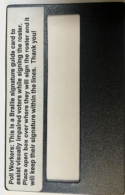
Leave space here for  
Voter to pass materials  
to Poll Worker and for  
EPB interactions.



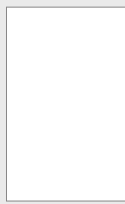
ePollbook (EPB)

Stylus

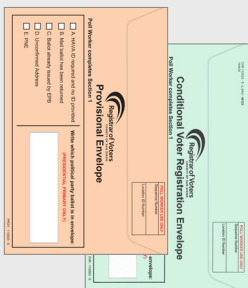
## POLL WORKER SIDE OF TABLE



Signature Guide



Magnifying Sheet



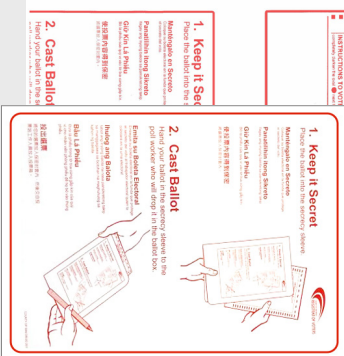
Provisional Envelopes



Prov/CVR Status Card



Carry-In Secrecy Sleeve



BMD Secrecy Sleeve



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

### Voting Station



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

### Check-Out Station



Ballot Box



Secrecy Sleeve  
Collection Area

**Also found here:**

- » Station Job Aid
- » Hand Sanitizer

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

### Site Manager Table



Cradlepoint



Laptop Bag



Vote Center Laptop



Red Bag



Blue Envelope

**Also found here:**

- » Emergency Ballots



Official Ballot Pouch



Envelope

MFA Token

Locks and Seals

Poll Worker Cards

### A Vote Center has five stations:

Mail Ballot, 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 Station

There will be two Mail Ballot 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 must remain near the entrance to the vote center; the Mail Ballot Bag must always remain on the premises.

##### Mail Ballot Station duties include:

1. Welcome each voter
2. Verify the completeness of the envelope(s) provided by the voter inside its return envelope. If the voter wishes to vote in person on the BMD OR ballot received in the mail, direct them to the greeter station.
3. Ensure that the envelope is signed and sealed.
4. Provide an “I Voted” sticker.
5. Assist in the management of the voter line.
6. If applicable, verify the completeness of a signature verification statement before placing it in the Mail Ballot Signature Form envelope.
7. Two Poll Workers must monitor the Mail Ballot Bag and never leave it unattended.



**Remember: Voters may drop off their mail ballot sealed inside an envelope or they can carry it in and cast it without the envelope after checking in and signing the EPB.**

#### 2. Greeter Station

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

##### Greeter Station duties include:

1. Greet and welcome each voter.
2. Confirm with voters if they are choosing to vote on their carry-in ballot (the voter’s official ballot they received in the mail from the Registrar of Voters) in person once they fill out a Check-In Form and complete the check -in process.
3. Provide the voter with a clipboard, pen, and Check-In Form.
4. The Check-In Form is available in all 5 federal languages: English, Chinese, Filipino, Spanish, and Vietnamese.
5. Instruct voter to complete Part 1 legibly and completely.
6. Once voter completes Part 1 on their Check-In Form, direct them to proceed to an available Check-In Station.
7. Welcome Observers and ask them to sign in on the Observer Sign-In Sheet.
8. Direct most Observer questions to the Site Manager.

## 3. Check-In Station

The Check-In Station will be staffed by Technical Inspectors at the ePollbooks. The Site Manager 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:

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

CVR Envelope

**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)

Provisional Envelope

**Provisional Envelope**  
Poll Worker completes Section 1

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

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

Prov/CVR Card

**SDVOTE**  
COUNTY OF SAN DIEGO  
REGISTRAR OF VOTERS

PROVISIONAL/CONDITIONAL VOTER REGISTRATION STATUS CARD  
TARJETA DE ESTATUS DE REGISTRADO DE VOTANTE PROVISIONAL/CONDICIONAL  
STATUS KARDHO NG PROVISIONAL/CONDICIONAL NA REGISTRASYON NG BOTAANTE  
THE TINH TRANG GIH DANH CŨ TRU CO DIEU KIEN/TAM THOI

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 matukang ang status ng inyong probisyonal na paglalaro o kondisyonal na rehistrasyon, tumawag nang 30 araw pagkatapos ng Arang ng Halagayan.

Nhân xác định tình trạng hồ phiếu tạm hoặc ghi danh cử tri có điều kiện, hãy gọi 30 ngày sau Ngày Bầu Cử.

當確定您的投票狀態或有條件登記時請撥打 30 天後發票

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

Carry-In Secrecy Sleeve

CP-276100 OFFICIAL BALLOT  
SAN DIEGO COUNTY, CALIFORNIA  
Fourth Supervisorial District Special Primary Election  
CITY: SAN DIEGO 2 August 13, 2024

Check-In Form

**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) DATE OF BIRTH: (MM/DD/YYYY)

ADDRESS: Physical residence address in San Diego County (No P.O. Box, Rural Route, etc. If applicable, designate R, L, E, N, if used.) (City) (State) (Zip Code) (Optional) (Telephone)

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

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, 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 §§ 20000, 20001)

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:

○ CANCELLED CHECK-IN

BMD Secrecy Sleeve

**1. Keep it Secret**  
Place the ballot into the secrecy sleeve.

**Manténgalo en Secreto**  
Coloque su boleta electoral en la funda que protege al contenido del voto.

**Panatilihin itong Sikreto**  
Magay ang inyong balota sa pansikretong takip.

**Giữ kín Lá Phiếu**  
Hãy giữ kín phiếu bầu của mình trong túi kín.

使投票內容得到保密  
將票放入保密封套內。

**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 boleta electoral en la funda que protege al contenido del voto.

**Handing ang Balota**  
Magay ang inyong balota sa pansikretong takip sa manggagabay na buksan na manghuhingi ng kaniyang ng balota.

**Bầu Lá Phiếu**  
Đưa lá phiếu trong túi bảo mật gấp kín vào tay người nhận phiếu trong thùng bỏ lá phiếu vào thùng phiếu.

使投票內容得到保密  
將票放入保密封套內。然後交給保票工人將票放入投票箱。

**1. Keep it Secret**  
Place the ballot into the secrecy sleeve with the sequence number showing.

**Coloque la boleta en la funda de confidencialidad mostrando el número de secuencia.**

**Mangyaring ilagay ang balota sa pansikretong takip na ang sequence number ay nakikita.**

**Đặt lá phiếu vào túi bảo mật gấp kín với số thứ tự thấy được.**

將票放入保密封套時需顯示序列號

**2. Cast Ballot**  
Hand your ballot in the secrecy sleeve to the poll worker who will drop it in the ballot box.

**Entregue su boleta electoral en la funda que protege al contenido del voto.**

**Handing ang Balota**  
Magay ang inyong balota sa pansikretong takip sa manggagabay na buksan na manghuhingi ng kaniyang ng balota.

**Bầu Lá Phiếu**  
Đưa lá phiếu trong túi bảo mật gấp kín vào tay người nhận phiếu trong thùng bỏ lá phiếu vào thùng phiếu.

使投票內容得到保密  
將票放入保密封套內。

### 4. Voting Station

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

#### **Voting Station duties include:**

1. Accompany voters to an available BMD or cardboard voting booth.
2. Activate and pull up a voter's ballot using the Sequence # on the voter's BMD ticket .
3. Activate an accessible voting session, if requested by the voter.
4. Verify with the voter that the Sequence # on the BMD Ticket matches the one listed on the BMD screen, and mark "voter verified".
5. Instruct voters how to use the BMD to mark and print their ballot (including the MORE button functionality).
6. Answer voter questions and, if necessary, provide BMD assistance.
7. Direct voters to place ballot into secrecy sleeve or envelope and proceed to the Checkout Station to have their voted ballot cast.
8. Advise voter there are instructions in the voting booth.



### 5. Checkout Station

*There will be one Checkout Station Technical Inspector.*

#### **Checkout Station duties include:**

1. Monitor the Ballot Box. **Never leave it unattended.**
2. Verify that every ballot presented is either in a secrecy sleeve or in an envelope.
3. Check that CVR or Provisional envelopes have been completely filled out and signed .
4. Carefully insert the voter's one page ballot into the ballot box without viewing the ballot, ensuring privacy.
5. Answer voter questions.
6. Collect secrecy sleeves.
7. Provide "I Voted" stickers.







### 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:

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

*\*Will also assist with Poll Worker training as directed.*



### Precinct Inspector Responsibilities

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

#### Precinct Inspector duties include:

1. Pick up supplies at assigned DART on site setup day
2. Ensure Poll Workers are correctly following all established procedures and providing a positive voting experience for all voters
3. Direct questions from staff, voters, observers, and the general public to the Site Manager
4. Serve as a resource to the Technical Inspectors
5. Assist Site Manager as needed
6. Cover staff (including Site Manager) when on break
7. Secure and transport voted ballots and materials to the DART with one other poll worker each night



## Daily Opening

**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.

### 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.

**Arrive** at your Vote Center on time, as scheduled.

**Follow** the Daily Opening Checklist on page 85.

**Remember** the Poll Worker Mission.

**When it is time:** “The polls are now open!”



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.



### Important!

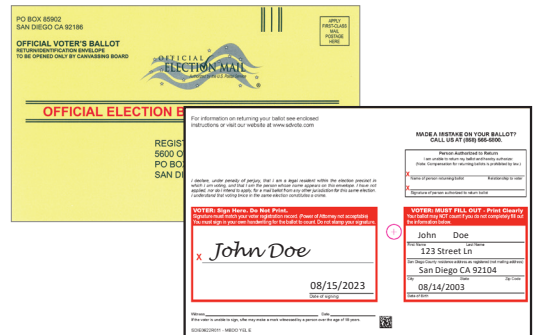
Do not lock the Mail Ballot Bag or the Ballot Box until the first voter has confirmed they are empty.



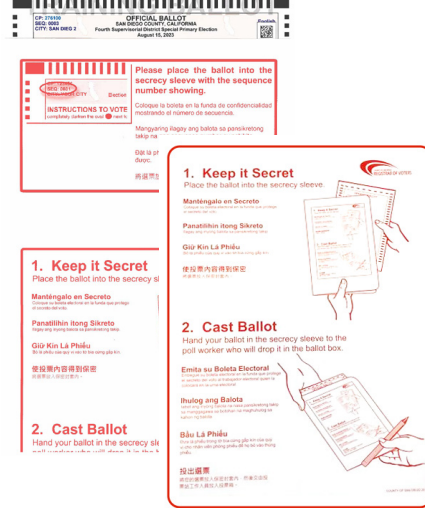
## Assisting Voters

Assisting voters involves following the instruction provided in this manual and in class to accurately assist voters, therefore ensuring a positive voting experience. This includes answering questions, offering assistance, and ensuring accessibility for all. The following scenarios may be encountered throughout the voting period:

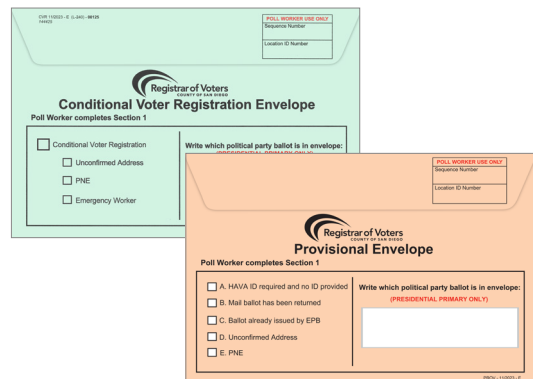
- Mail Ballot Drop-Offs . . . . . 20**
  - » Drop Off Own Voted Ballot in Envelope . . 20
  - » Drop Off Some Else’s Voted Ballot In Envelope . . . . . 20
  - » Drop Off Voted Ballot but Need Replacement Envelope . . . . . 21
- Voter’s Choice Flowchart . . . . . 22**
- Greeter Job Aid . . . . . 23**
- Voting In Person . . . . . 24**
  - » Marking Ballot with BMD . . . . . 24
  - » Voting on Carry-In Ballot . . . . . 26
  - » Emergency Ballot . . . . . 28
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  - » Surrendering Process . . . . . 39
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  - » Provisional/CVR Status Card . . . . . 39
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### Carry-In Secrecy Sleeve



### BMD Secrecy Sleeve



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

For information on returning your ballot see enclosed instructions or visit our website at [www.sdvote.com](http://www.sdvote.com)

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

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

Name of person returning ballot \_\_\_\_\_ Relationship to voter \_\_\_\_\_  
 Signature of person authorized to return ballot \_\_\_\_\_

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

Date of signing \_\_\_\_\_  
If the voter is unable to sign, she may make a mark witnessed by a person over the age of 16 years.

Witness \_\_\_\_\_  
SDIE0720R011 - 1QBRM YELE

PO BOX 85902  
SAN DIEGO CA 92186

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

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

**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 3076 SAN DIEGO CA  
POSTAGE WILL BE PAID BY ADDRESSEE

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

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

When a voter presents their own mail ballot envelope to place in the Mail Ballot Bag, the poll worker assigned to the Mail Ballot 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.

## Drop Off Someone Else’s Voted Ballot in Envelope (Mail Ballot Station)

PO BOX 85902  
SAN DIEGO CA 92186

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

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

**OFFICIAL ELECTION BALLOTING MATERIAL**

REGISTRAR OF VOTERS  
5600 OVERLAND AVENUE SUITE 100  
PO BOX 85902  
SAN DIEGO CA 92186-5902

APPLY FIRST-CLASS MAIL POSTAGE HERE

For information on returning your ballot see enclosed instructions or visit our website at [www.sdvote.com](http://www.sdvote.com)

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

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

Name of person returning ballot \_\_\_\_\_ Relationship to voter \_\_\_\_\_  
 Signature of person authorized to return ballot \_\_\_\_\_

**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*

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

*John Doe*  
Signature of person authorized to return ballot

Date of signing \_\_\_\_\_  
If the voter is unable to sign, she may make a mark witnessed by a person over the age of 16 years.

Witness \_\_\_\_\_  
SDIE0720R011 - 1QBRM YELE

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** because the ROV will conduct further verification as needed.
4. Once both boxes are complete and verified, the poll worker will place the envelope in the Mail Ballot Bag.

## Drop Off Voted Ballot but Need Replacement Envelope (Mail Ballot 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:

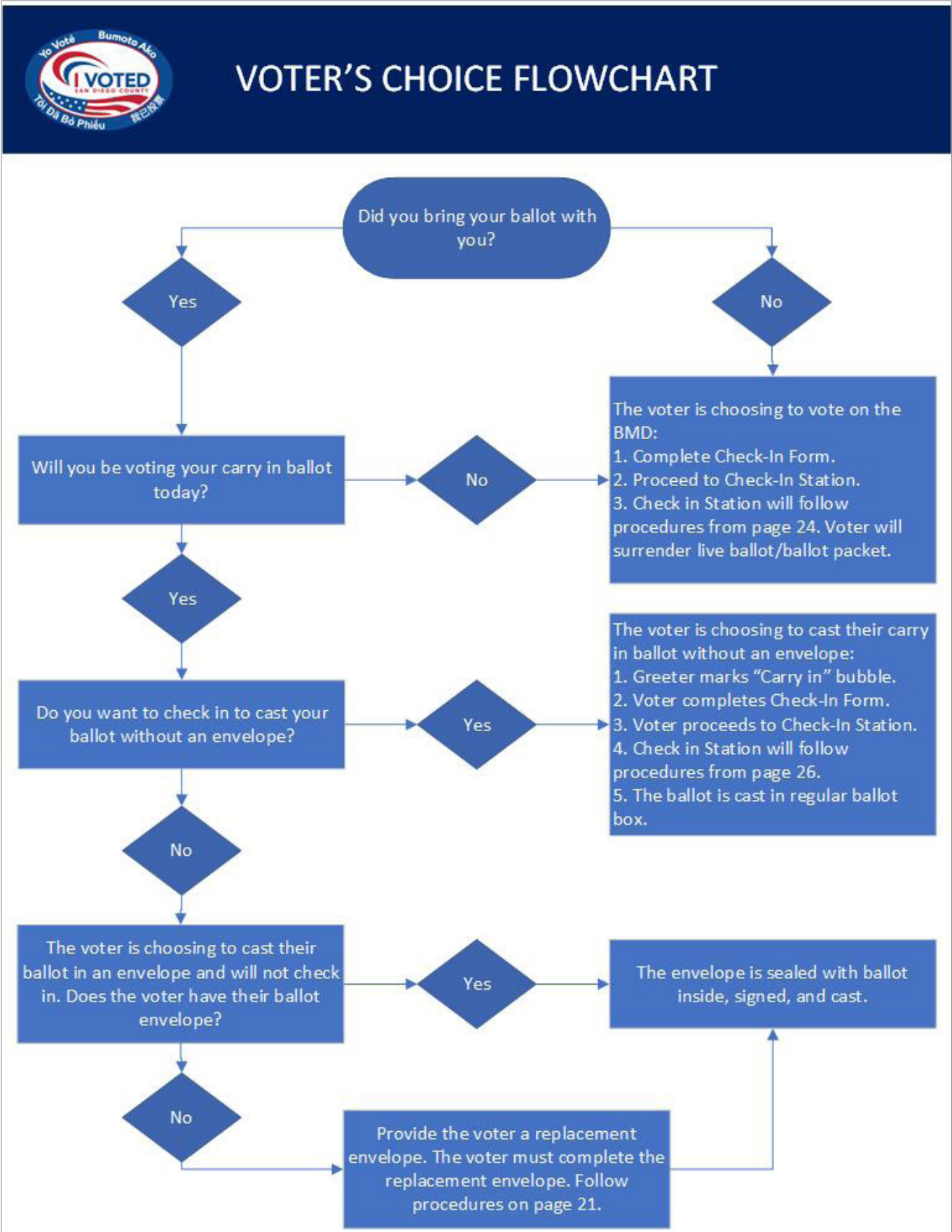
1. Provide a replacement envelope to the voter.
2. Voter will place their voted mail ballot inside the envelope, then seal, sign, and date.
3. Voter must complete the address block and the signature box.
4. Once the required fields are completed, the voter or poll worker will place only ballots sealed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

The diagram illustrates the process of completing a replacement envelope. It shows two forms: a larger replacement envelope on the left and a smaller voter's ballot on the right. Arrows point from the ballot's information to the corresponding fields on the replacement envelope. The replacement envelope includes a return address (PO BOX 65902, SAN DIEGO CA 92186), a signature line (with 'John Doe' written in cursive), and a date field (08/15/2023). The voter's ballot includes a return address (123 Street Ln, San Diego CA 92104) and a date field (08/14/2023). Red boxes highlight the 'Voter Sign Here' and 'Voter Must Fill Out' sections on both forms.



**Remember:**

- » Voters may drop off the mail ballot sealed inside an envelope or they can carry it in and cast it without the envelope after checking in and signing the EPB.
- » You may occasionally see other types of mail ballot envelopes (Remote-Accessible Vote-by-Mail (RAVBM), military, other California counties). You will accept these envelopes as well and place them in mail ballot bag. Ask your Site Manager or call the Poll Worker Hotline if you have any questions about envelopes brought by a voter.



## Greeter Job Aid

The greeter is responsible for welcoming each voter to the vote center and assisting them with their voting options using the Voter's Choice Flowchart as needed to assist voters. The greeter's duties are below:

### Greeter Station

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



## Check-In on ePollbook to vote in person

Active registered voters in San Diego County will receive an official ballot in the mail (known as vote-by-mail (VBM) issued voters). The ePollbook refers to these voters as “VBM Issued” voters. If a VBM Issued voter chooses to vote inside a Vote Center instead of returning their ballot in the mail or in an official drop box, they have options:

- A. Voting in person - Marking a ballot with BMD (see below)
- B. Voting in person - Using the ballot they received in the mail, known as the “Carry-in Ballot” without envelope (see pages 26-27)
- C. Voting in person - Emergency ballot (see page 28)

**At the Greeter Station you will welcome the voter and ask if they have the official ballot they received in the mail. If they have it, they may wish to cast their vote on that ballot instead and they are welcome to do that (see pages 26-27).** However, most of the voters you see will vote using the BMD.

### A. Voting In Person - Marking Ballot with BMD (ePollbook states “BMD”)

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

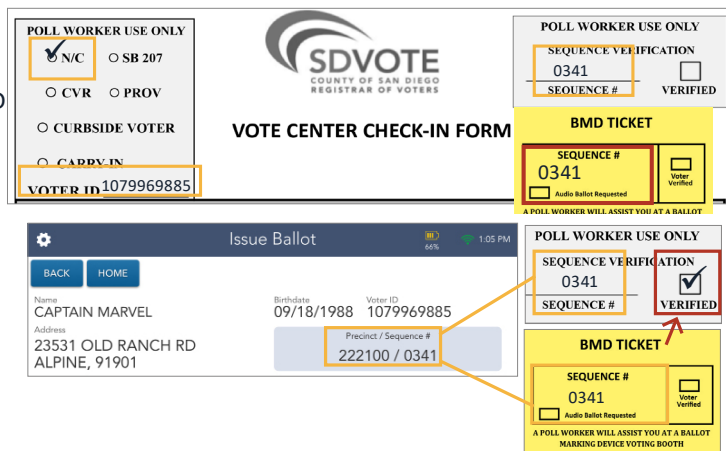
#### Procedure for Assisting This Voter:

##### Greeter Station

1. Greet the voter.
2. Provide voter a Check-In Form.
3. Direct the voter to the Check-In Station.

##### Check-In Station

1. Use the completed Check-In Form to find the voter in the ePollbook.
2. If the voter brought in their ballot or ballot packet to surrender you will follow the surrendering process (page 39).
3. Select “No” on-screen when asked if voter is voting their “mailed ballot” in person.
4. 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.
5. Write the Voter ID on the Check-In Form.
6. Write the Sequence # on the Check-In Form and BMD Ticket.
7. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
8. On the Check-In Form only checkmark the “Verified” box. (See right)
9. Provide the voting materials to the voter.
  - Short secrecy sleeve
  - BMD Ticket
10. Direct voter to Voting Station. Remember: You should never allow lines to form at the BMDs. Lines should be managed at the Check-In Station.





## A. Voting In Person - Marking Ballot with BMD (ePollbook states “BMD”) continued

### Voting Station

1. Direct voter to an available BMD voting booth.
2. Activate the voter’s ballot using the BMD Ticket.
  - Voter must verify that the Sequence # on the voter’s BMD Ticket matches the one on the BMD screen.
  - Checkmark the “Voter Verified” box on the BMD Ticket.
3. Remind voter to read the instructions in the voting booth.
4. Tell the voter that because of the large number of contests on the ballot their selections may need to print on both sides of the ballot. Tell the voter to allow the printer to complete printing before removing the ballot from the printer.
5. Tell the voter that for contests with multiple candidates the “MORE” button will appear on the screen and they will need to tap on the MORE button to see all candidates listed. Point to the instructions for the MORE button in the voting booth so the voter can see it.
6. Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the secrecy sleeve, and proceed to the Check-Out Station.



### Check-Out Station

1. The Poll Worker is responsible for casting the voter’s ballot while ensuring secrecy, and that only a single ballot is cast. The Poll Worker always takes care not to view or reveal the voter’s selections.
2. Once completed, provide the voter with an “I Voted” sticker.



## B. Voting In Person - Voting on Carry-In Ballot (Ballot Received in the Mail) without Envelope (ePollbook states “Non-BMD”)

This is a voter who brings in the official ballot they 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 return 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

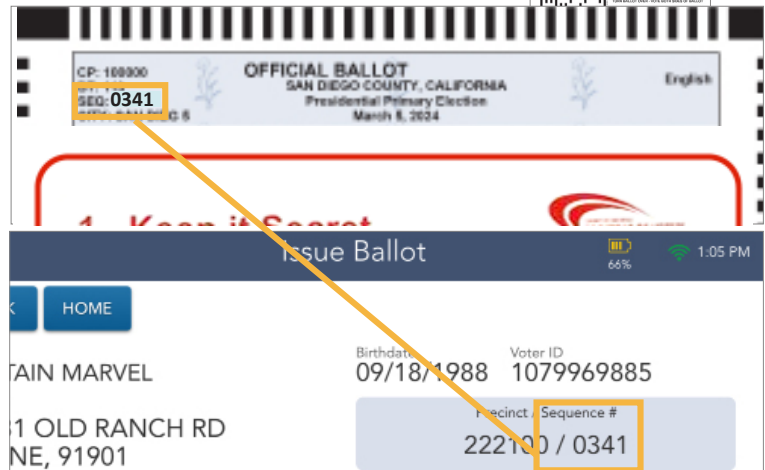
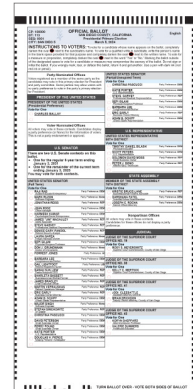
1. Greet the voter.
2. Mark “Carry-In” bubble on the Check-In Form.
3. Provide voter their Check-In Form.
4. Direct the voter to the Check-In Station.


#### Check-In Station

1. Use the completed Check-In Form to find the voter registration in the EPB.
2. EPB message asks if the voter is voting their mailed ballot in person. Select “Yes” on EPB screen.
3. Provide the voter a long secrecy sleeve; ask voter to slide their ballot toward the top of the secrecy sleeve so the Sequence # can be seen.
4. Verify that the Sequence # on the voter’s ballot matches their assigned Sequence # on EPB screen. If the Sequence # on the voter’s Carry-In Ballot does not match, call the Poll Worker Hotline.
5. Mark the “N/C” bubble and write the Voter ID and Sequence # on the Check-In Form.
6. Verify Carry-In bubble is filled in.
7. Verify with the voter the Sequence # from the EPB matches the Check-In Form.
8. Checkmark the “Verified” box on the Check-In Form (see right).
9. Direct voter to:
  - Voting Station if voter needs to mark their ballot.
  - Provide a pen.

**OR**

  - Check-Out Station if voter has already marked their ballot.



|   |   |  |
|---|---|--|
| <p><b>POLL WORKER USE ONLY</b></p> <p><input checked="" type="checkbox"/> N/C    <input type="checkbox"/> SB 207</p> <p><input type="checkbox"/> CVR    <input type="checkbox"/> PROV</p> <p><input type="checkbox"/> CURBSIDE VOTER</p> <p><input checked="" type="checkbox"/> CARRY-IN</p> <p>VOTER ID 1079969885</p> |  <p><b>SDVOTE</b><br/>COUNTY OF SAN DIEGO<br/>REGISTRAR OF VOTERS</p> <p><b>VOTE CENTER CHECK-IN FORM</b></p> | <p><b>POLL WORKER USE ONLY</b></p> <p>SEQUENCE VERIFICATION</p> <p>0341    <input checked="" type="checkbox"/></p> <p>SEQUENCE #    VERIFIED</p> |
|---|---|--|

## B. Voting In Person - Voting on Carry-In Ballot (Ballot Received in the Mail) without Envelope (ePollbook states “Non-BMD”) continued

### Voting Station

1. Direct voter to an available cardboard voting booth.
2. Remind voter to read the instructions in the voting booth.
3. Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the secrecy sleeve, and proceed to the Check-Out Station.

### Check-Out Station

1. The Poll Worker is responsible for casting the voter’s ballot while ensuring secrecy, and that only a single ballot is cast. The Poll Worker always takes care not to view or reveal the voter’s selections.
2. Once completed, provide the voter with an “I Voted” sticker.



### C. Voting In Person - Emergency Ballot (EPB states “Non-BMD”)

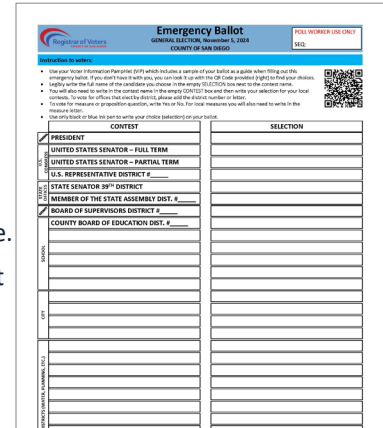
Emergency Ballots are available to all voters in the case of an emergency that affects BMD functionality.

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.

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,” and there isn’t an emergency situation, 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 an official paper 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 without the envelope?”

**OR**

“I understand that you aren’t able to retrieve the ballot mailed to your home. If you would like, you can visit the ROV, which is also a vote center. There, they will be able to provide you with a preprinted paper ballot. 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 welcome 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 or an Emergency Ballot.”

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

## Address Change (SB 207)

Senate Bill 207 (SB 207) allows a voter to update their physical residence address at a Vote Center and vote on the same day. This bill also allows voters to update their party preference (relevant for presidential primary elections).

### How will I know there was an address change?

While checking the voter in 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.

#### Procedure for Assisting This Voter:

##### Greeter Station

1. Greet voter.
2. Provide the voter with their Check-In Form.
3. Direct the voter to the Check-In Station.

**Note: Because of the address change it is unlikely the voter received a ballot in the mail. The voter will mark their ballot using the BMD.**

**If the voter just needs to update their name only and there isn't a change to their address, the voter may have the ballot they received in the mail and they may choose to vote using their Carry-In Ballot. You may need to refer back to the Carry-In Ballot instructions on pages 26-27.**

##### Check-In Station

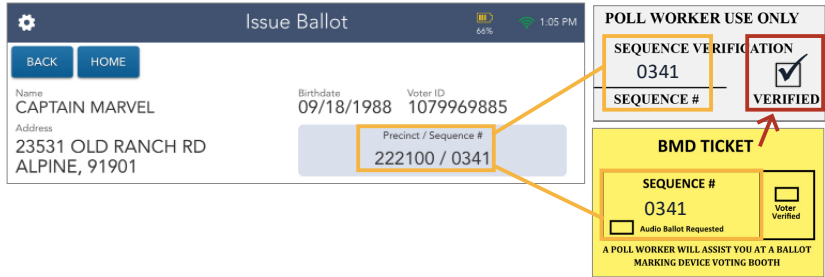
1. Use the completed Check-In Form to find the voter in the EPB.
2. If the voter cannot be found, ask the voter if they moved recently or changed their name.
  - After multiple attempts and a conversation with the voter, you may find that the voter's address does not match their address in the EPB.
3. Voter completes "Part 2" of the Check-In Form. If the voter changed their name, instruct the voter to reregister online after the election, but continue to process this voter as a regular voter.
4. Use the address information from the Check-In Form (Part 1) to update the voter's new residential address manually.
5. Update the voter's address in the EPB.
6. For an address change mark the "SB 207" bubble. If the voter's sequence # does not match, call the Poll Worker Hotline.
7. Write the Voter ID, and Sequence # on the Check-In Form.
8. Write the and Sequence # on the BMD Ticket.

The image displays two forms used at a Vote Center. The top form is titled "PART 2 - Address Change" and includes fields for address, city, state, zip code, and telephone. A checkbox is checked, indicating a residence address change. The bottom form is the "VOTE CENTER CHECK-IN FORM" with a "BMD TICKET" attached. It features a "POLL WORKER USE ONLY" section with radio buttons for various voter types, where "SB 207" is selected. It also includes a "SEQUENCE VERIFICATION" section with the number "0341" and a "VOTER VERIFIED" checkbox. The voter ID "1079969885" is written in the bottom left, and "0341" is written in the BMD ticket's sequence field.

## Address Change (SB 207) continued

### Check-In Station continued

9. Ask voter to verify that the Sequence # displayed on the EPB matches the Check-In Form and BMD Ticket.
10. If the voter's sequence # matches, checkmark the "Verified" box on the Check-In Form (see above).
11. Provide voting materials to the voter:
  - Secrecy sleeve
  - BMD Ticket
12. Direct voter to Voting Station.



### Voting Station

1. Direct voter to an available BMD voting booth.
2. Activate the voter's ballot using the BMD Ticket.
  - » Voter must verify that the Sequence # on the voter's BMD Ticket matches the one on the BMD screen.
  - » Checkmark the "Voter Verified" box on the BMD Ticket.
3. Remind voter to read the instructions in the voting booth.
4. Tell the voter that because of the large number of contests on the ballot their selections may need to print on both sides of the ballot. Tell the voter to allow the printer to complete printing before removing the ballot from the printer.
5. Tell the voter that for contests with multiple candidates the "MORE" button will appear on the screen and they will need to tap on the MORE button to see all candidates listed. Point to the instructions for the MORE button in the voting booth so the voter can see it.
6. Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the secrecy sleeve, and proceed to the Check-Out Station.



### Check-Out Station

1. The Poll Worker is responsible for casting the voter's ballot while ensuring secrecy, and that only a single ballot is cast. The Poll Worker always takes care not to view or reveal the voter's selections.
2. Once completed, provide the voter with an "I Voted" sticker.



## Conditional Voter Registration (CVR)

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

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

### How will I know?

This voter 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.
2. Provide the voter with a Check-In Form.
3. Direct the voter to the Check-In Station.

#### Check-In Station

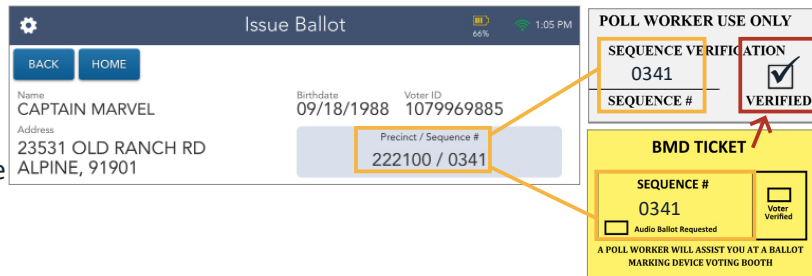
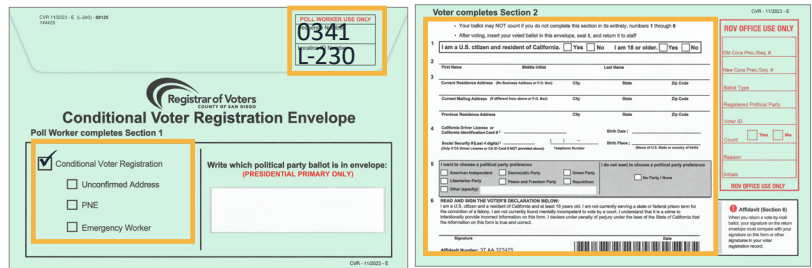
1. Use the completed Check-In Form to find the voter in the EPB.
2. If the voter cannot be found, ask the voter if they moved recently or changed their name. If the voter is registered under a prior name, process them under that registered name (not CVR voter) and inform them to re-register under their new name after the election.
3. If they confirm they are not registered to vote in San Diego County, process them as a CVR Voter. This voter will vote using the BMD.
4. Use the Check-In Form to conditionally register the voter by manually entering all provided information into the EPB.
5. Mark the “CVR” bubble and write the voter’s Sequence # 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.
6. Poll worker completes the poll worker side of the envelope. Write the Sequence # and Vote Center # in the upper-right box and place a checkmark in the CVR box in Section 1.
7. Ask voter to legibly complete the voter side of a CVR Envelope (all of Section 2).

|  |   |   |
|--|---|---|
| <p><b>POLL WORKER USE ONLY</b></p> <p> <input type="radio"/> N/C    <input type="radio"/> SB 207<br/> <input checked="" type="radio"/> <b>CVR</b>    <input type="radio"/> PROV<br/> <input type="radio"/> CURBSIDE VOTER<br/> <input type="radio"/> CARRY-IN         </p>   |  <p><b>VOTE CENTER CHECK-IN FORM</b></p> | <p><b>POLL WORKER USE ONLY</b></p> <p> <b>SEQUENCE VERIFICATION</b><br/> <div style="border: 1px solid black; padding: 2px; display: inline-block;">0341</div>    <input type="checkbox"/><br/>           SEQUENCE #                      VERIFIED         </p> |
| <p><b>SEQUENCE #</b><br/> <div style="border: 1px solid black; padding: 2px; display: inline-block;">0341</div><br/> <input type="checkbox"/> Audio Ballot Requested    <input type="checkbox"/> Voter Verified         </p> <p><b>A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH</b></p> <p style="font-size: small;">           UN FUNCIONARIO DE CASILLA LO AYUDARÁ EN UNA CABINA PARA VOTAR CON EL DISPOSITIVO PARA MARCAR LA BOLETA<br/>           MỘT NHÂN VIÊN PHÒNG PHIẾU SẼ GIÚP QUÝ VỊ         </p> |   |   |

## Conditional Voter Registration (CVR) continued

### Check-In Station continued

8. Verify with voter that the Sequence # from the EPB matches the Check-In Form and BMD Ticket.
9. Checkmark the “Verified” box only on the Check-In Form (see diagram).
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
  - Provide Prov/CVR Status Card so the voter may check the status of their ballot 30 days after the election.
11. Direct the voter to Voting Station.



### Voting Station

1. Direct voter to an available BMD voting booth.
2. Activate the voter’s ballot using the BMD Ticket.
  - » Voter must verify that the Sequence # on the voter’s BMD Ticket matches the one on the BMD screen.
  - » Checkmark the “Voter Verified” box on the BMD Ticket.
3. Remind voter to read the instructions in the voting booth.
4. Tell the voter that because of the large number of contests on the ballot their selections may need to print on both sides of the ballot. Tell the voter to allow the printer to complete printing before removing the ballot from the printer.
5. Tell the voter that for contests with multiple candidates the “MORE” button will appear on the screen and they will need to tap on the MORE button to see all candidates listed. Point to the instructions for the MORE button in the voting booth so the voter can see it.
6. Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the envelope, and proceed to the Check-Out Station with their CVR packet.



### Check-Out Station

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





## Provisional Voter

- » **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 (Special Elections Only)

### Provisional Voter - Box A (HAVA ID Required, No ID Provided)

Help America Vote Act (HAVA) is a law which provides for postal or online 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.
2. Provide the voter with their Check-In Form.
3. Direct the voter to the Check-In Station.

##### Check-In Station

1. Use the completed Check-In Form to search for voter in the EPB.
2. 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.
3. Determine if the voter satisfies 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 In Person” starting on page 24, Step 6. If not, proceed below.

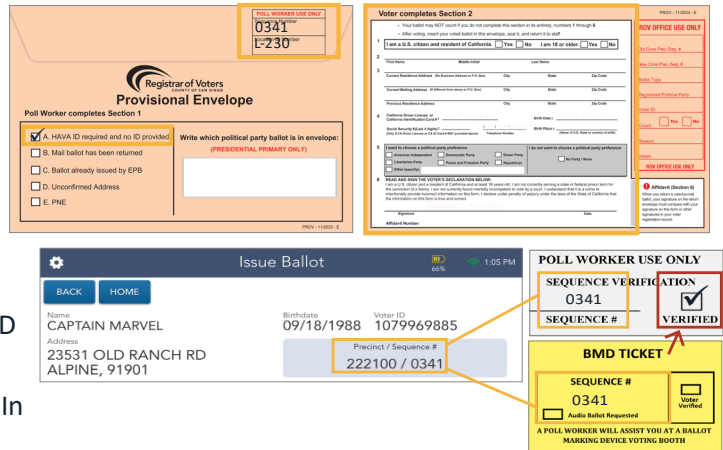
4. If voter is not able to satisfy the ID requirement, mark the “PROV” bubble, write the Voter ID, and Sequence # on the Check-In Form and BMD Ticket.

The image displays three forms used in the voting process:

- VOTE CENTER CHECK-IN FORM:** Under "POLL WORKER USE ONLY", the "PROV" option is selected with a checkmark. The "VOTER ID" field contains "1079969885".
- SEQUENCE VERIFICATION:** Under "POLL WORKER USE ONLY", the "SEQUENCE # VERIFICATION" field contains "0341". There is a "VERIFIED" checkbox which is currently unchecked.
- BMD TICKET:** Under "POLL WORKER USE ONLY", the "SEQUENCE #" field contains "0341". There is a "Voter Verified" checkbox which is currently unchecked. Below the form, it says "A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH".

## Provisional Voter - Box A (HAVA ID Required, No ID) continued Check-In Station continued

- Poll worker completes poll worker side of the envelope, writes the Sequence # and vote center # in the upper-right box and places a checkmark in “Box A. HAVA ID required and no ID provided”.
- 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.
- 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
  - Provide Prov/CVR Status Card 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.
- Activate the voter’s ballot using the BMD Ticket.
  - Voter must verify that the Sequence # on the voter’s BMD Ticket matches the one on the BMD screen.
  - Checkmark the “Voter Verified” box on the BMD Ticket.



- Remind voter to read the instructions in the voting booth.
- Tell the voter that because of the large number of contests on the ballot their selections may need to print on both sides of the ballot. Tell the voter to allow the printer to complete printing before removing the ballot from the printer.
- Tell the voter that for contests with multiple candidates the “MORE” button will appear on the screen and they will need to tap on the MORE button to see all candidates listed. Point to the instructions for the MORE button in the voting booth so the voter can see it.
- Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the envelope, and proceed to the Check-Out Station with their Provisional packet.

## Check-Out Station

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

## Provisional Voter - Box B and C (Ballot Returned or Already Issued)

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 voter.
2. Provide the voter with their Check-In Form.
3. Direct the voter to the Check-In Station.

#### Check-In Station

1. Use the completed Check-In Form to find the voter in the EPB.
2. Upon reaching the Voter Eligibility screen, the poll worker will see a red flag indicating that the voter must vote a provisional ballot.
3. 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?”

4. If the voter believes there has been an error, inform voter they are able to vote a provisional ballot. You can always call the Pollworker Hotline for assistance if the voter has additional concerns.
5. Mark the “PROV” bubble and write the Voter ID and Sequence # on the Check-In Form and BMD Ticket.

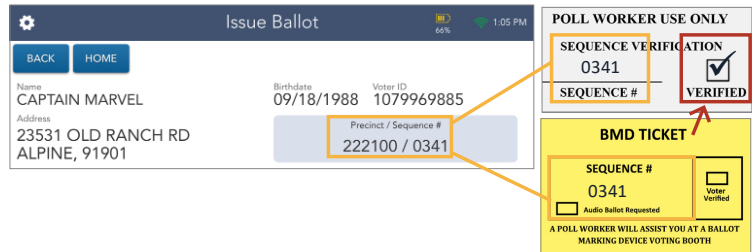
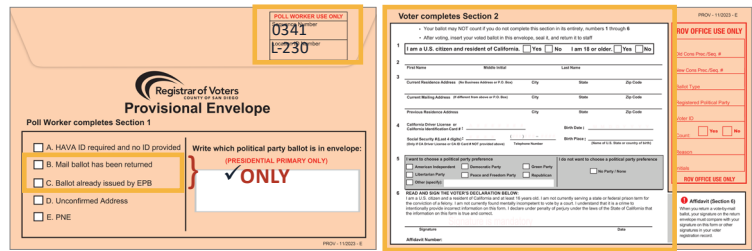
The image displays three forms used in the voting process:

- VOTE CENTER CHECK-IN FORM:** A form with the SDVOTE logo. Under "POLL WORKER USE ONLY", the "PROV" option is selected with a checkmark. The "VOTER ID" field contains the number 1079969885.
- SEQUENCE VERIFICATION:** A form with "POLL WORKER USE ONLY" at the top. The "SEQUENCE # 0341" is entered, and the "VERIFIED" checkbox is checked.
- BMD TICKET:** A yellow form with "BMD TICKET" at the top. The "SEQUENCE # 0341" is entered, and the "Voter Verified" checkbox is checked. A note at the bottom states: "A POLL WORKER WILL ASSIST YOU AT A BALLOT MARKING DEVICE VOTING BOOTH".

## Provisional Voter - Box B and C (Ballot Returned or Already Issued) continued

### Check-In Station continued

- 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 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 # from the EPB matches the Check-In Form and BMD Ticket.
- Checkmark the "Verified" box ONLY on the Check-In Form.
- 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
  - Provide Prov/CVR Status Card 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.
- Activate the voter's ballot using the BMD Ticket.
  - Voter must verify that the Sequence # on the voter's BMD Ticket matches the one on the BMD screen.
  - Checkmark the "Voter Verified" box on the BMD Ticket.
- Remind voter to read the instructions in the voting booth.
- Tell the voter that because of the large number of contests on the ballot their selections may need to print on both sides of the ballot. Tell the voter to allow the printer to complete printing before removing the ballot from the printer.
- Tell the voter that for contests with multiple candidates the "MORE" button will appear on the screen and they will need to tap on the MORE button to see all candidates listed. Point to the instructions for the MORE button in the voting booth so the voter can see it.
- Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the envelope, and proceed to the Check-Out Station with their Provisional packet.



### Check-Out Station

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

## Provisional Voter - D (Unconfirmed Address)

An “Unconfirmed Address” is an address which the EPB does not recognize as a valid street address. 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 EPB will state “Unconfirmed Address.”

### Procedure for Assisting This Voter

#### Greeter Station

1. Greet voter.
2. Provide the voter with their Check-In Form.
3. Direct the voter to the Check-In Station.

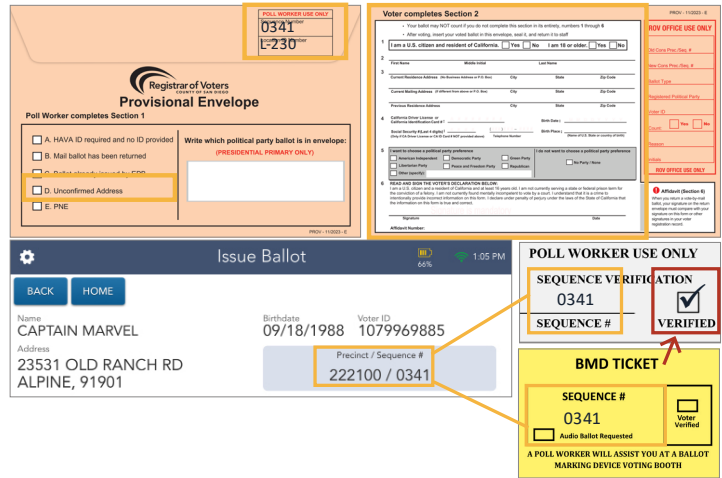
#### Check-In Station

1. 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.
2. 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.
3. 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 .
4. 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.
5. Mark the “PROV” bubble and write the Voter ID and Sequence # on the Check-In Form and BMD Ticket.

## Provisional Voter - D (Unconfirmed Address)

### Check-In Station continued

- Poll worker then completes poll worker side of the envelope, writes the Sequence # 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.
- 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
  - Provide Prov/CVR Status Card 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.
- Activate the voter’s ballot using the BMD Ticket.
  - Voter must verify that the Sequence # on the voter’s BMD Ticket matches the one on the BMD screen.
  - Checkmark the “Voter Verified” box on the BMD Ticket.
- Remind voter to read the instructions in the voting booth.
- Tell the voter that because of the large number of contests on the ballot their selections may need to print on both sides of the ballot. Tell the voter to allow the printer to complete printing before removing the ballot from the printer.
- Tell the voter that for contests with multiple candidates the “MORE” button will appear on the screen and they will need to tap on the MORE button to see all candidates listed. Point to the instructions for the MORE button in the voting booth so the voter can see it.
- Tell the voter you are available should they have any questions and once they have finished voting to place their ballot in the envelope, and proceed to the Check-Out Station with their Provisional packet.



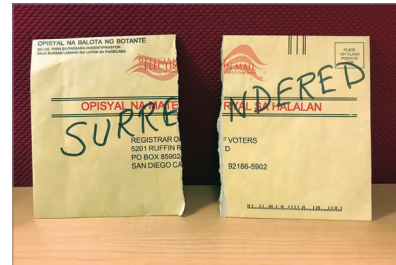
### Check-Out Station

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

### 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:

1. Accept the surrendered voting packet items.
2. Write SURRENDERED on the item (if the ballot is inside the envelope, do not remove).
3. Tear item in half completely and place item in the brown box.
4. 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.

Examples include:

- » PW checked in incorrect voter
- » Voter changed mind after check-in, left Vote Center, did not vote
- » Voter registered under previous name
- » Birthdate incorrect
- » Voter made a mistake on “Carry-in ballot”, TI issued a BMD replacement
- » Voter was issued “takeout ballot”
- » Voter was issued an Emergency Ballot
- » Note all “Precinct Not in Election” voters as PNE (Special Elections Only)

|  |
|--|
| X  |
| VOTER SIGNATURE _____ DATE (MM/DD/YYYY) _____<br><b>POLL WORKER NOTES:</b><br>Voter’s birthdate incorrect in EPB, voter made aware to correct on SDVOTE.com or at ROV<br>_____<br>_____<br>_____ |
| CANCELLED CHECK-IN   |

### 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.

**Remember, the Provisional/CVR Status Card is ONLY provided to Provisional/CVR voters. This is NOT given out to every voter.**

**PROVISIONAL/CONDITIONAL VOTER REGISTRATION STATUS CARD**  
 TARJETA DE ESTATUS DE REGISTRO DE VOTANTE PROVISIONAL/CONDICIONAL  
 STATUS KARD NG PROBISYONAL/ KONDISYONAL NA REHISTRASYON NG BOTANTE  
 THẺ TÌNH TRẠNG GHI DANH CỬ TRI CÓ ĐIỀU KIỆN/TAM 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      | 要確定您的臨時選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

## Voter Access Table

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 resources available to voters (displayed to the right)
- » Voter Assistance Poster

| Language   | Ballot | Reference | Facsimile | Translation | Assistance | Other |
|------------|--------|-----------|-----------|-------------|------------|-------|
| Spanish    | ✓      | ✓         | ✓         | ✓           | ✓          | ✓     |
| Filipino   | ✓      | ✓         | ✓         | ✓           | ✓          | ✓     |
| Vietnamese | ✓      | ✓         | ✓         | ✓           | ✓          | ✓     |
| Chinese    | ✓      | ✓         | ✓         | ✓           | ✓          | ✓     |
| Arabic     | ✓      | ✓         | ✓         | ✓           | ✓          | ✓     |
| Japanese   | ✓      | ✓         | ✓         | ✓           | ✓          | ✓     |
| Korean     | ✓      | ✓         | ✓         | ✓           | ✓          | ✓     |

**SDVOTE**  
SANDIEGO COUNTY  
VOTER HELP CARD

Call the Registrar of Voters if you:  
Have a concern regarding a vote center or poll worker: 800-696-0734 • 858-545-5800 • TTY: 800-735-7929

Check SDVOTE.com for:  
• Your current voter registration  
• Polling site 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 center: 800-345-VOTE (6823)

**ACCESSIBILITY ASSISTANCE SERVICES**

- Braille ballot
- Braille ballot
- Braille ballot
- Braille ballot

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.

Poll Workers should suggest some solutions. For example if the voter has their mail ballot from another California county they can vote on that ballot, seal it inside it’s return envelope, and drop it off at your Vote Center OR they can return to their home county to vote in person (if applicable).

Poll Workers can also suggest the voter call the elections office from their home county to see what options are available to them.

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 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 a poll worker challenges a voter’s ability to vote, please call the Poll Worker Hotline for specific instructions while the voter is present.



## 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
- 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

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
- 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.

## 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.

All poll workers will watch **Democracy for All - Disability Awareness and the Voting Process**. This video provides information on how to ensure all voters have 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 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.
- » There are signature guide cards available to help a voter sign forms 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 assistance at every location.

- » Every poll worker must wear a visible name tag all day, and bilingual poll workers must wear the name tag 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 their ballot in the five federally mandated languages.
-



## 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 mitigation 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 mitigation equipment.



## Curbside Voting

Curbside voting is available for voters who may be unable 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 Process

1. The Site Manager or Precinct Inspector will ask the voter if they have the official ballot they received in the mail and if they have it, if they want to cast their vote on that ballot instead. If they answer yes, you will assist them with the carry-in ballot process. If voting on the BMD you will follow the steps below
2. 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 envelope containing a: Check-In Form, secrecy sleeve, BMD Tickets, Provisional envelope, CVR envelope, Prov/CVR Status Card, Party Ballot Chart, an "I Voted" sticker, and a specific needs survey.
  - A clipboard with pen and stylus, an ePollbook, and Poll Worker card.
3. Check-in the voter following the standard process (Check-In Form, check-in using EPB, etc.).
4. Issue voter their voting materials (as indicated by the EPB and as required by the voter's scenario), including their BMD Ticket.
5. Activate voter's ballot on ADA cart BMD and standby while voter marks their ballot. Be ready to answer questions or provide assistance while ensuring voter privacy.
6. When voter has finished voting, take the ballot in its secrecy sleeve or envelope into the Vote Center to cast in the Ballot Box on behalf of the voter.
7. Restock the "Curbside Voting Kit" as necessary.



**Reminder: The Prov/CVR envelopes in the Curbside Voting Kit are not for every Curbside voter, only those who are a Prov/CVR voter.**

## Observers, Poll Watchers, and Electioneering

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 has a right to observe all election processes.

### 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:

- » Photograph or videotape inside the Vote Center while the polls are open if voters are present.
- » Touch any voting materials or voting equipment.
- » Sit at the poll worker table.
- » Discuss any ballot or political issue.
- » Be in an area where voters are voting their ballots, including near the Ballot Box or voting booths.
- » Interfere with the voting process or with poll worker operations.



#### 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: the visible display or audible dissemination, including campaigning, making speeches, or passing out campaign literature, that advocates for or against any 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, pencils, pens, signs, stickers, shirts, or lapel buttons that display a candidate's name or likeness or a ballot measure's number, title, subject, or logo 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 deescalate an aggressive, argumentative or hostile 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** (on page 46) 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.
- » Follow procedures as trained. Immediately call the Poll Worker Hotline if **anyone other than your Site Manager** asks you to modify your procedures during the election.

A copy of this poster will be placed near the entrance of the Vote Center. All visiting observers and media

# OBSERVER POLICIES

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

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

### Videotaping or Photography (California Elections Code § 2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541)

- A voter or any other person shall not be prohibited from using an electronic device, including a smartphone, tablet, or other handheld device, at a vote center provided that the use of the device does not interfere or disrupt the voting process.
- Members of the public may only take photographs or videotape inside the vote center while the vote centers are open provided that no voters are present in the voting centers and the activity does not interfere with poll worker operations.
- A voter may voluntarily take a picture of his or her voted ballot as long as the activity does not intimidate, interfere or disrupt the voting process.

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

- Provide media credentials and obtain poll worker and voter permission before any photography or videotaping can be allowed during voting hours.
- Preserve the secrecy of all ballots while in the vote center to protect voter privacy and prevent voter intimidation.
- Conduct exit polls no less than 25 feet from the entrance to the vote center.
- 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 votante en los centros de votación.

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

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

Se prohíbe a cualquier persona usar un dispositivo electrónico para grabar o tomar fotografías en el centro de votación.

#### MGA PATAKARAN AT PAMAMARAAN NG TAGA-OBSERBA

Malugod na tinatanggap ang publiko upang obserbahan ang mga pamamaraan sa Araw ng Eleksyon, ngunit dapat na mahigpit na sumunod sa mga patakarang nakasaad sa ibaba upang protektahan ang pagkapribado ng botante at maiwasan ang intimidasyon sa botante sa mga vote center.

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

Ang isang botante, o sinunod, hindi dapat paghawakan ng gumagamit ng isang

## 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

will be directed to review the poster to familiarize themselves with the applicable rules and expectations.

# POLICIES & PROCEDURES

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

May observe the:

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

May not:

- Interfere with the voting process or with poll worker operations.
- Touch any voting materials (electronic roster, etc.)
- Sit at the poll worker table.
- Discuss any ballot or political issue.
- Be in the area where voters are casting their ballots.

## Electioneering (California Elections Code § 14224, 18370, 18502, 18541, 18546)

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

Members of the public cannot:

- Electioneer as defined or pass around petitions, put up political signs about how to vote on a measure or try to influence a voter less than 100 feet from the entrance to the vote center, curbside voting area, or ballot drop box.
- Wear campaign related items, including hats, shirts or label buttons in or within 100 feet of the vote center. Observers or voters will be asked to remove or cover these items before entering the vote center.
- 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 triệt để tuân hành các quy định chính yếu dưới đây để bảo vệ sự riêng tư và tránh sự đe dọa cho cử tri tại trung tâm bỏ 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.

Quay Phim hay Chụp Hình (Bộ Luật Bầu Cử California, Đoạn 2302, 14221, 14224, 14291, 18370, 18502, 18540, 18541)

- Mọi cử tri hay bất kỳ người nào khác sẽ không bị cấm sử dụng thiết bị điện tử, bao gồm điện thoại thông minh, máy tính bảng hoặc máy chụp ảnh cầm tay hoặc tại một trung tâm bỏ phiếu với điều kiện là việc sử dụng thiết bị điện tử không cản trở nhân viên 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，並防止選民在投票中心受到恐嚇。

- 請禮貌對待投票地點工作人員，因為他們都在努力工作並要辛勤一整天。
- 保持安靜，切勿打擾投票地點工作人員或選民。
- 使投票地點工作人員有合理的空間執行選舉程序。

錄影或拍照 (《加州選舉法規》第2302、14221、14224、14291、18370、18502、18540、18541節)

- 於投票中心內選民或任何其他人在不會被禁止使用電子設備，包括智能手機、平板電腦或其他手持設備，但前提是不能阻礙或干擾工作人員執行選舉程序。

## Languages

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



## Vote Center Dates and Times

### Before Election Day

(October 26 - November 4)

**Vote Centers close at 5:00 p.m.**

**5:00 p.m. 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

(November 5)

**Vote Centers close at 8:00 p.m.**

**8:00 p.m. is a firm closing time.**

Voters may not join the line after 8:00 p.m.

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 8:00 p.m., the Vote Center is closed and the election has ended.



**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).

1

Site Manager must use the **Daily Closing Checklist** each day to ensure the Vote Center is closed according to the required procedure.

2

Site Manager and board members work together to **accurately account for all voted materials received throughout the day.**



3

Site Manager and board secure all voted materials to deliver them to an assigned DART location (Dispatch and Return Team).



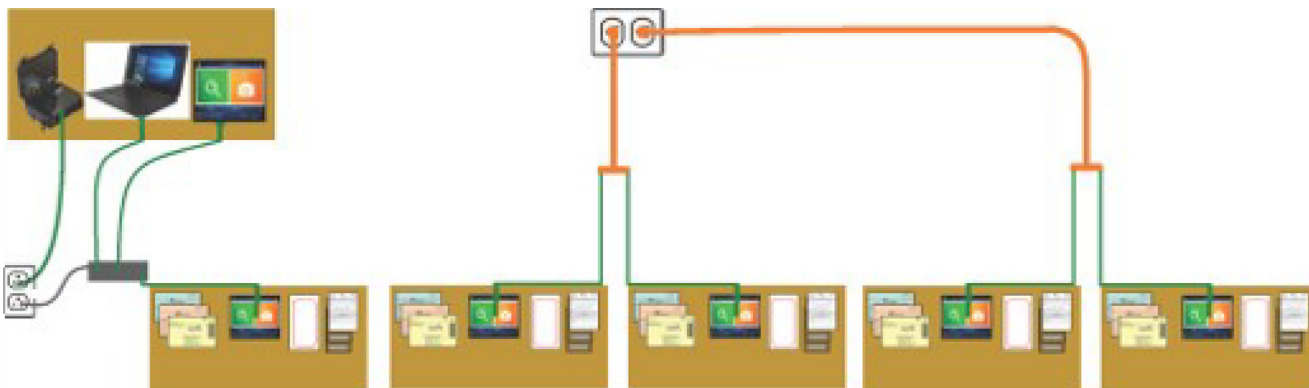
4

Two poll workers escort the voted materials to DART and transfer custody of the voted materials to the DART representatives.

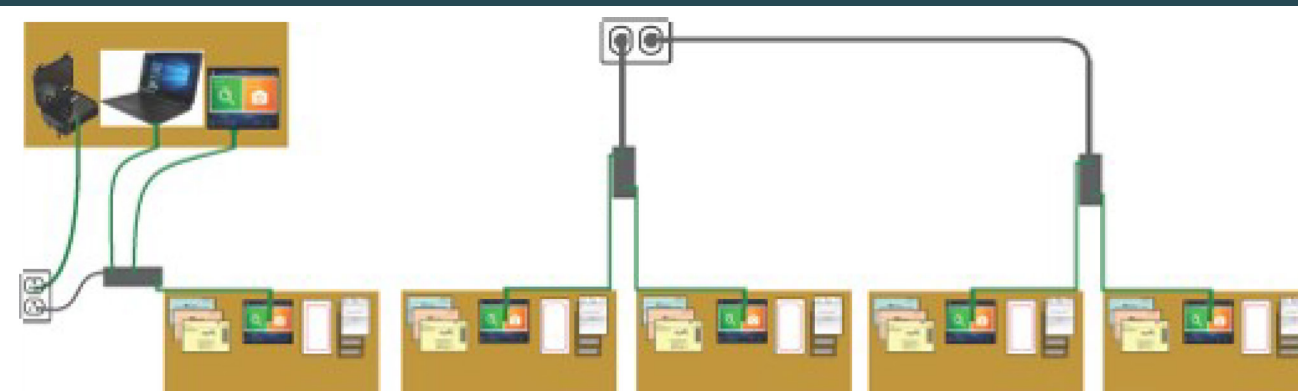
The remaining poll workers clean and reset the Vote Center for the next day of operation.



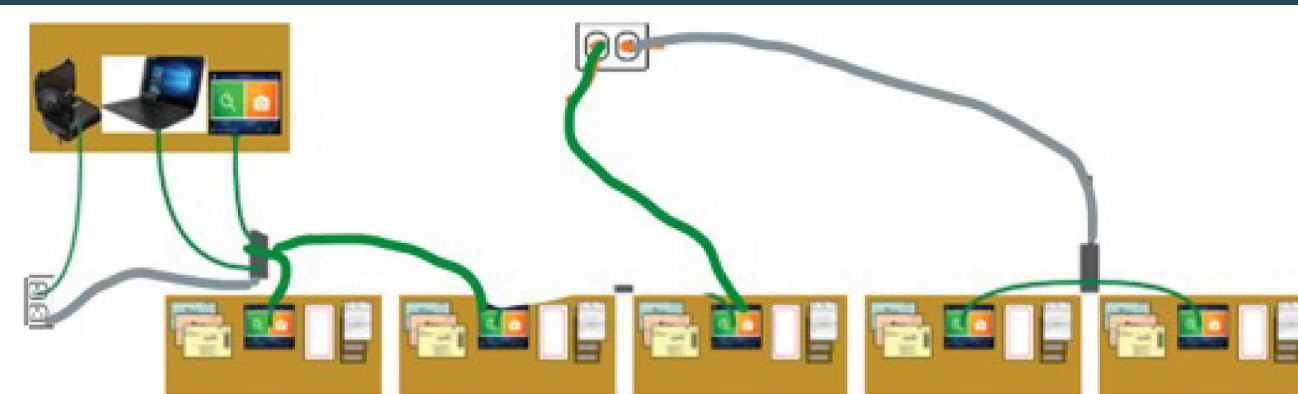
### Connect ePollBooks Directly to the Orange Extension Cords



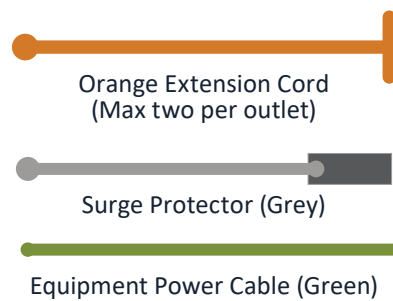
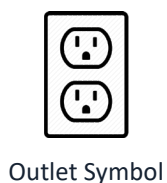
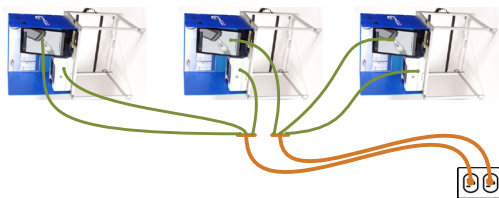
### Connect ePollBooks Directly to the Surge Protectors



### Connect ePoll Books Directly to the Surge Protector and Outlet



### Connect BMDs



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### 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)

### Voting Booth (and Privacy Screen)



### BMD Printer Security Bag contents:

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



## 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

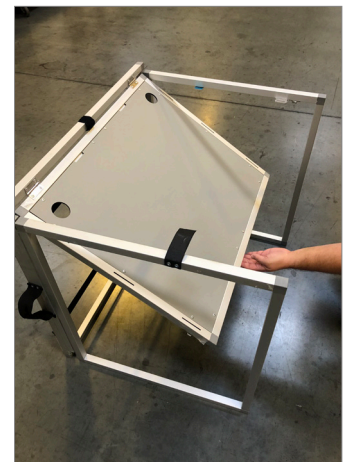
Undo Velcro strap to release booth legs and unfold them toward yourself.



4

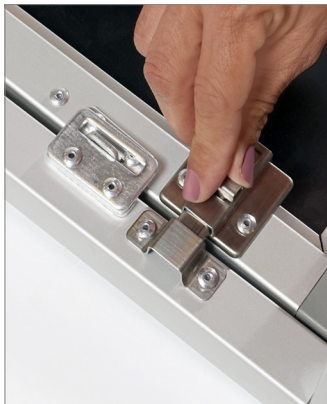
After the booth legs are extended on both sides, raise the tabletop up.

*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.)



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

## Step 2: Security Bags - Seal Verification



**Do not remove the cable locks until Seal Verification has been performed on the Security Bag.** The Seal Verification Log should be completed before you begin setting up the Ballot Marking Device because any inconsistency or tampering must be reported immediately. Please wait until instructed (by your Site Manager or Precinct Inspector) to remove any cable locks. An example of the log can be found on page 94.



- The Site Manager will locate the official BMD security verification log found in the Blue Envelope and give it to the voting station technical inspector. There is one per Vote Center. An example of the log can be found on page 94.
- Verify that the Red Cable Lock numbers on every BMD Security Bag and Printer Security Bag match the Red Cable Lock numbers listed on the Seal Verification Log.
  - If any of the numbers do not match, have another member of the board confirm the discrepancy and call the Poll Worker Hotline.**
- Circle the appropriate answer.

**COUNTY OF SAN DIEGO REGISTRAR OF VOTERS  
SEAL VERIFICATION LOG**

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 cable locks match the numbers listed below:

| BMD Bag Red Cable lock # | Does # Match? | PRINTER Bag Cable lock # | Does # match? | BMD Bag Red Cable lock # | Does # Match? | Printer Bag Red Cable lock # | 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 cable locks on the BMDs match the numbers listed below:

| BMD #    | Red Cable lock | Does # match? | Green Cable lock | Does # match? | BMD #    | Does # match? | Red Cable lock | Does # match? | Green Cable lock | Does # match? |
|----------|----------------|---------------|------------------|---------------|----------|---------------|----------------|---------------|------------------|---------------|
| BMD1     |                |               |                  |               | BMD 11   |               |                |               |                  |               |
| D1101090 | 7058025        | Yes No        | 31301            | Yes No        | D1102631 | Yes No        | 7058035        | Yes No        | 31311            | Yes No        |
| BMD 2    |                |               |                  |               | BMD 12   |               |                |               |                  |               |

| BMD #    | Red Cable lock | Does # match? | Green Cable lock | Does # match? | BMD #    | Does # match? | Red Cable lock | Does # match? | Green Cable lock | Does # match? |
|----------|----------------|---------------|------------------|---------------|----------|---------------|----------------|---------------|------------------|---------------|
| BMD1     |                |               |                  |               | BMD 11   |               |                |               |                  |               |
| D1101090 | 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        |


### Step 3: Unpack the BMD Security Bag

1



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

2



Place the bag either on the floor or on a table (whichever is easiest and most comfortable for you to lift the BMD out of the case). Open the BMD Security Bag.

3



Remove power cord, headphones, AT1 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.

## Step 4: BMD Seal Verification



If, during these steps, any serial numbers or Cable Locks 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.



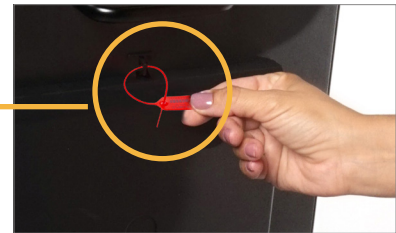
| BMD #            | Red Cable lock | Does # match? |    | Green Cable lock | Does # match? |    |
|------------------|----------------|---------------|----|------------------|---------------|----|
| BMD1<br>D1103198 | 7058025        | Yes           | No | 31301            | Yes           | No |

2

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

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

**IMPORTANT: DO NOT remove either Cable Lock!**



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 Cable Locks and/or BMDs rotated out of service by ROV.

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



## Step 5: Unpack the Printer Security Bag

1



Break the Red Cable Lock off the Printer Security Bag and put the broken Cable Lock 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.




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.

 If you are missing any items, please call the Poll Worker Hotline at (858) 565-3360 as soon as possible.

## 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.

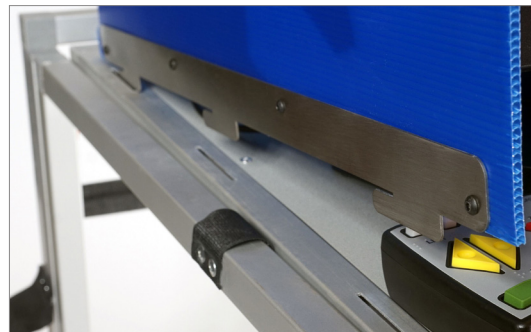


Plug Printer and BMD into orange extension cord and plug the extension cord into a wall outlet. See Outlet Layout on page 57 for guidance with appropriately connecting your equipment to available power sources.

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.



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

## Step 7: Power On and Test



The BMD Tablet automatically powers on when plugged in. If it does not, see “Troubleshooting” on page 58.

1

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.



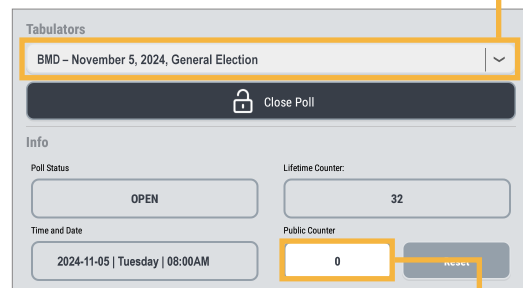
3



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

4

Verify the current election is displayed.

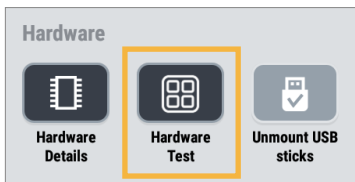


Verify the Public Counter is at zero.



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

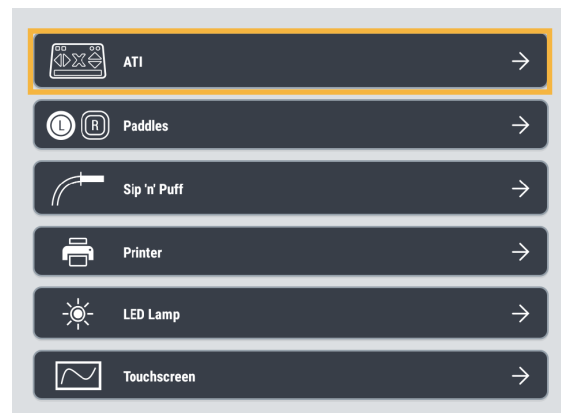
5



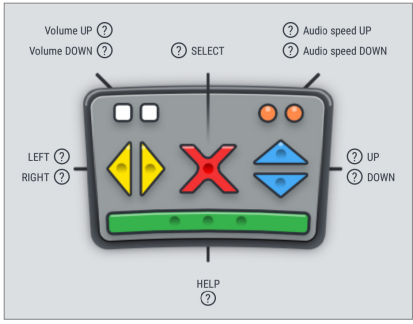
Press the Hardware Test button at the bottom of the Poll Administration screen.

6

Press the ATI button.

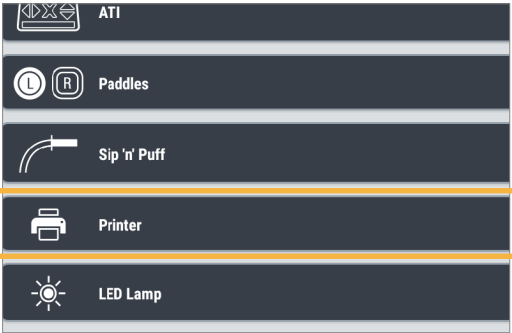


**7**




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

**8**

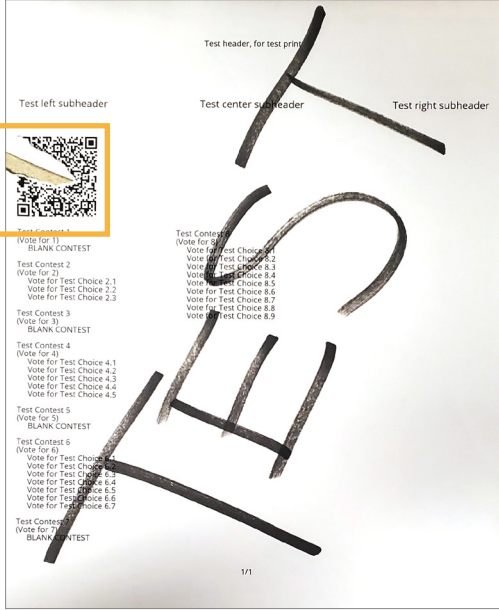


Tap the Printer button.

**9**

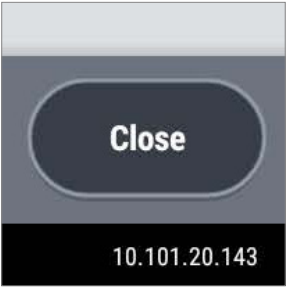


Tap the “Print test page” button, once the test page has printed, write **TEST** in large letters across the page and partially tear the page through the QR Code. Place this **TEST** page in the Brown Box. This is NOT a ballot and will not be counted during Closing.



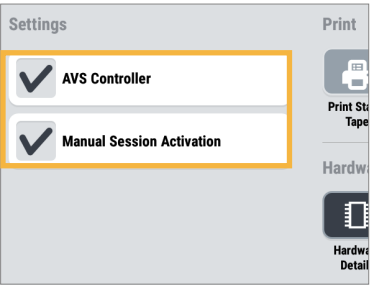
**10**

Press the Close button.



**11**

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



## Step 8: Daily Ballot Statement

12

### DAILY BALLOT STATEMENT – Part I BMD Total Ballots Printed Report

Vote Center Location #: \_\_\_\_\_

**Part I. Instructions:**

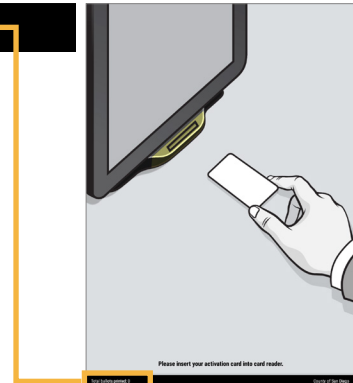
**\*NOTE:** Not all vote centers have the same number of BMD units.

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     |
| Sat      |        |       |        |       |        |       |        |       |        |       |        |       |        |       |        |       |        |       |         |       |

Total ballots printed: 0

1. The first row of Part I of the Daily Ballot Statement must be verified as part of Vote Center Setup.
2. You will record the Total Ballots Printed twice each day – once before the Vote Center opens and once when the Vote Center closes.
3. 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.

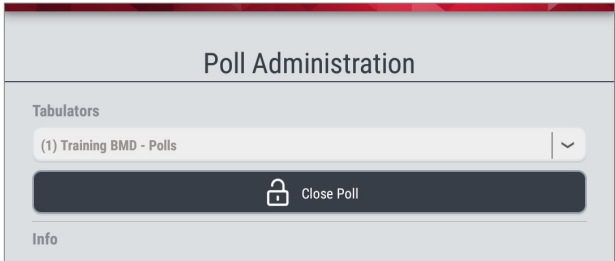
## Opening the Polls (First Day of Voting ONLY)

**1**



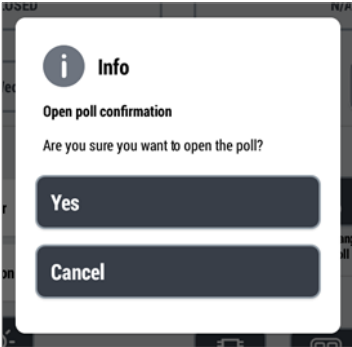
Insert Poll Worker Card and log-in. (*Instructions found on password sheet*)

**2**




Tap the Open Poll button.

**3**



Tap the Yes button to confirm opening the poll.

**4**

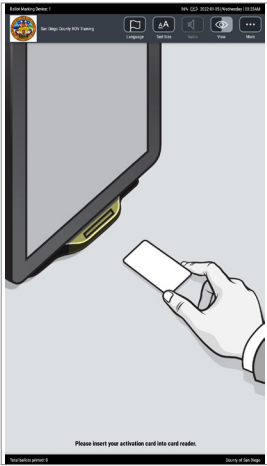


Remove the Poll Worker Card and keep it on the lanyard.


**5**

Repeat for all BMDs in the Vote Center.

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



Please insert your activation card into card reader.



**Your BMDs are ready for voting to begin!**

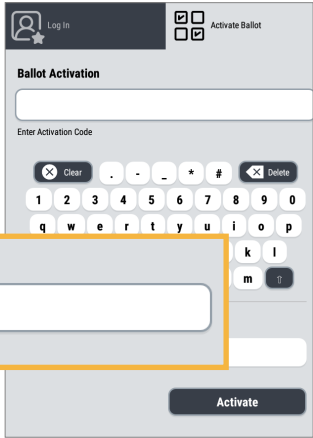
## Activating a Voting Session

**1**



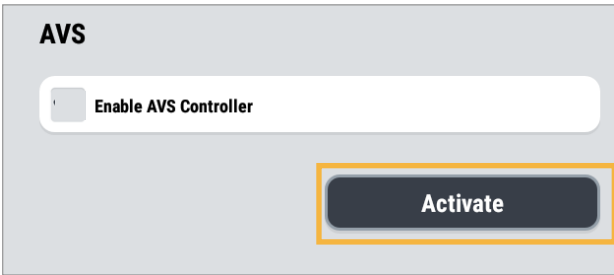
Insert the Poll Worker Card.

**2**



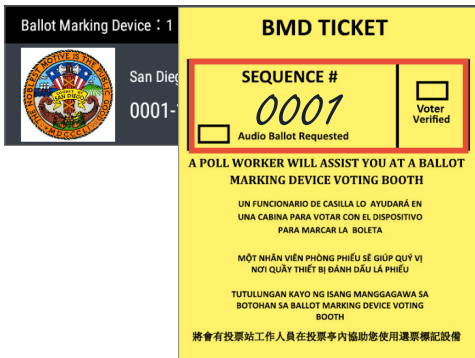
At the Ballot Activation screen, enter the voter's Sequence # and party from their BMD ticket.

**3**



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

**4**



Verify with voter that the Sequence # on the screen matches the number on the BMD ticket prior to activating the ballot. Once verified, activate the ballot, 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.

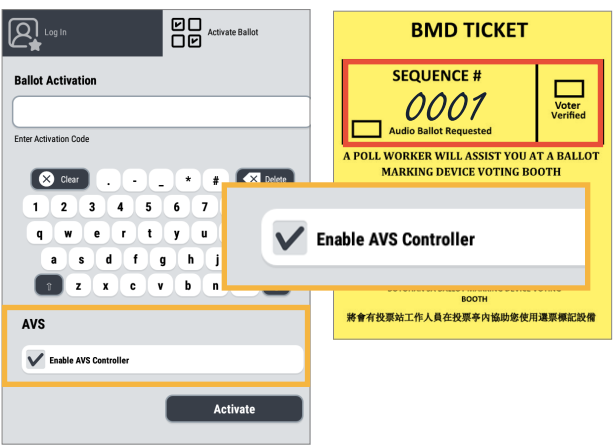


### For Accessible Voting Sessions (see page 63)

- » 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.

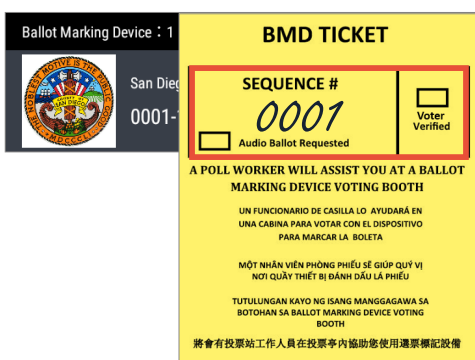
## Activating an Accessible Voting Session (AVS)

**1**



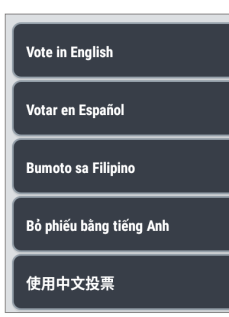
Insert the Poll Worker Card. At the Ballot Activation screen, select the “Enable AVS Controller” option, then enter the voter’s Sequence # from their BMD Ticket.

**2**



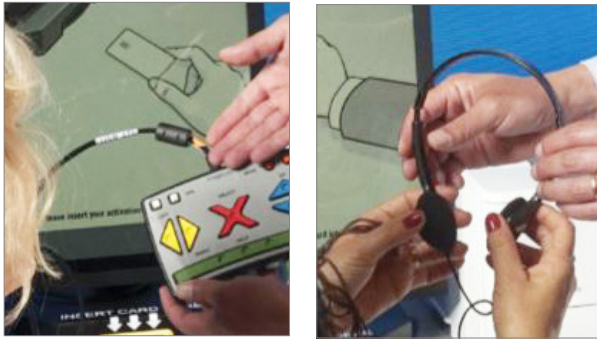
Verify with voter that the Sequence # on the screen matches the number on the BMD ticket prior to activating the ballot. Once verified, activate the ballot, check the “Voter Verified” box, place the BMD ticket in apron pocket and allow the voter to begin voting.

**3**



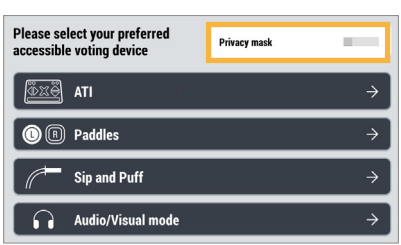
Select the voter’s requested language option.

**4**



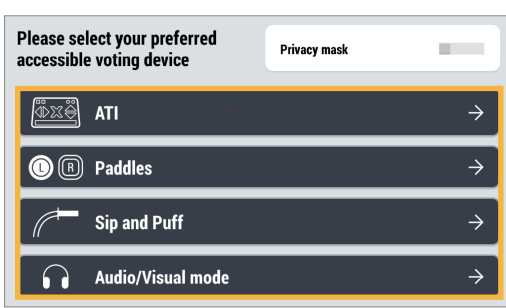
Give the voter the ATI device and give them a moment to become comfortable holding it. Give the voter the headphones and ask them to put them on now.

**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.

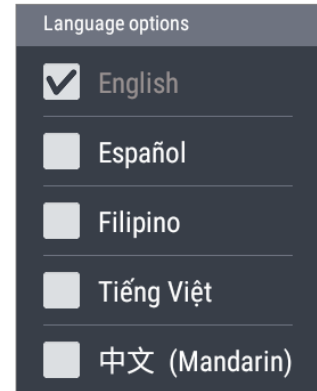
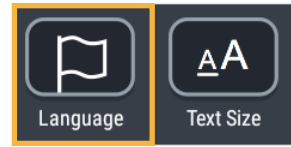
**✖** If you are missing any items, please call the Poll Worker Hotline at (858) 565-3360 as soon as possible.

## Voting Session Guide

### Language Selection

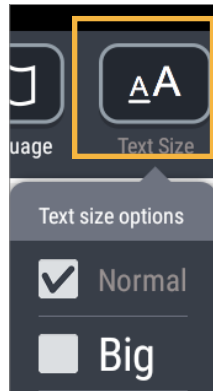


Voters may also change the on-screen language at any time during the voting session using the menu option at the top of the screen.



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

### Text Size



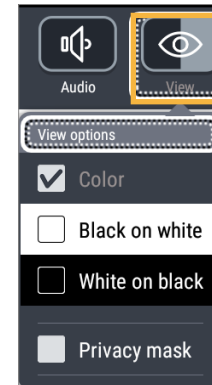
Voters may change the size of the screen text using the menu option at the top of the screen.

### 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.

### Finding Candidate Names - Using the "More" Button



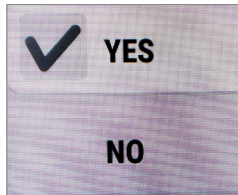
Voters may need to use the **MORE** button to scroll to view all available candidate names in a contest. Ballots are loaded onto the BMDs prior to the election, and all ballots accurately display all candidate names for that particular contest. This use of the MORE button must be communicated to all voters using the BMD to mark their ballot.

**It is important that they understand how to navigate the BMD and how to view all 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

Vote for no more than Two

This contest is undervoted!

EDNA KRABAPPEL  
Educator

No selection made

[Click to change your choice](#)

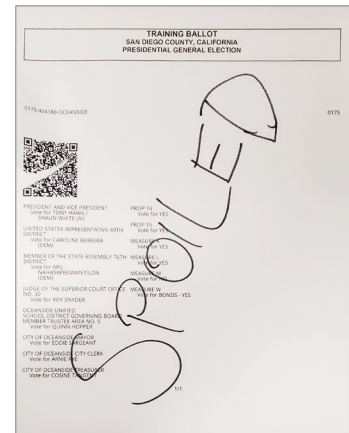
When the voter is satisfied with their selections they will press the “Review” button at the bottom of the screen.

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

### Spoiling a Ballot

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

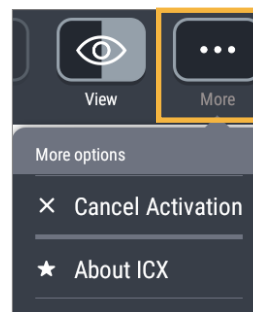
1. Write SPOILED across the ballot that was spoiled
2. Tear slightly through the center of the ballot (through the barcode if it is a BMD ballot)
3. Voter does NOT need to be checked-in again
4. Activate the voter’s ballot on the BMD using the Sequence # and party
5. Place spoiled ballot in the Brown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



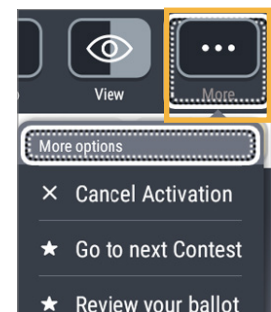
### Cancelling a Ballot Activation

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

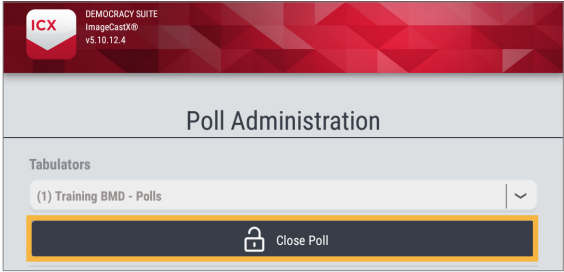
## Close the Poll (Election Night ONLY!)

**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.



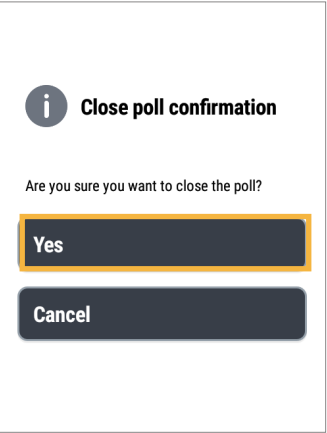
**2**



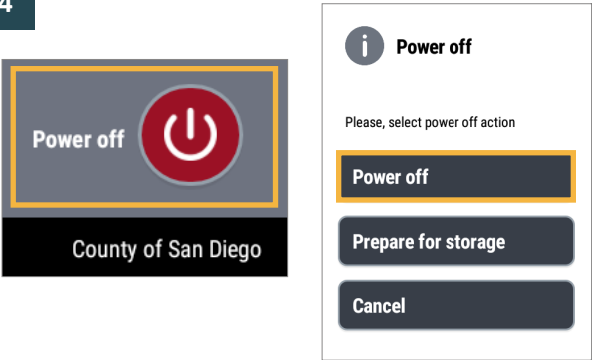
Press the Close Poll button.

**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.

## 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.

## Step 2: Pack the BMD

1

Power on the printer by pressing the Power button on the front of the printer.

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



2



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



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

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 Red Cable Locks.

## 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.

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

## Set up the ADA Cart

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.




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




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**



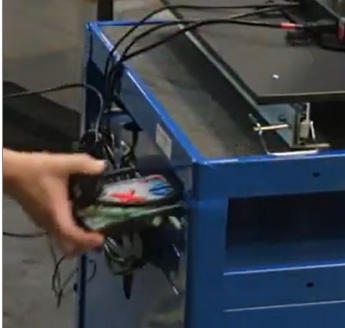
Place printer in the ADA Cart, move it as far to the right as possible.

**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.

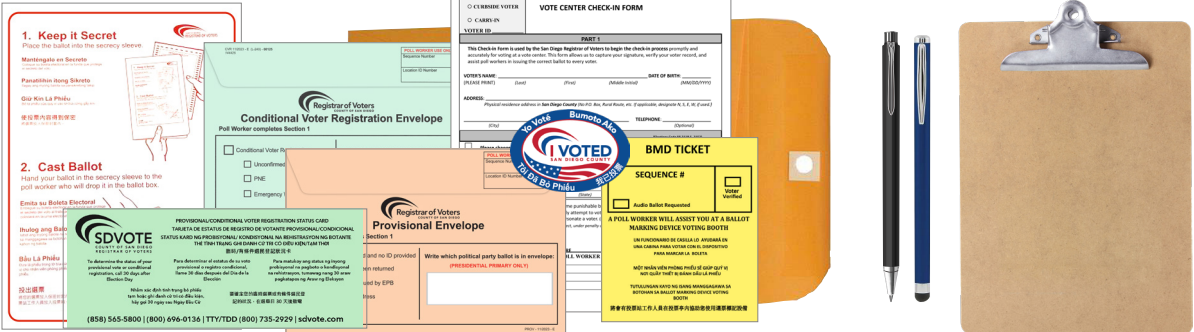
See *Outlet Layout* on page 49 for guidance with appropriately connecting your equipment to available power sources.

**12**



Tape/Velcro door closed.

**13**



Curbside Voting Kit: Place five 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 there.

## BMD Frequently Asked Questions

### 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

1. 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.



## Voter FAQ

### Why does the audio ballot keep repeating?

When listening to the AVI Help and Instructions, if Audio Volume or Audio Speed is changed, instructions will repeat from the beginning. During a voting session, each selected text will be repeated 3 times until the voter navigates to another text or makes a selection.

### Is the printed paper from the BMD printer a receipt?


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

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

Inform the voter that the BMD devices and printed ballots are tested pre-election through a Logic and Accuracy test to ensure voter selections are accurately marked and counted as intended by the voter. As well, a manual tally is conducted on ballots post-election to ensure they were accurately tabulated.

**TRAINING BALLOT**  
**SAN DIEGO COUNTY, CALIFORNIA**  
**PRESIDENTIAL GENERAL ELECTION**

0175-404180-OCEANSIDE 0175

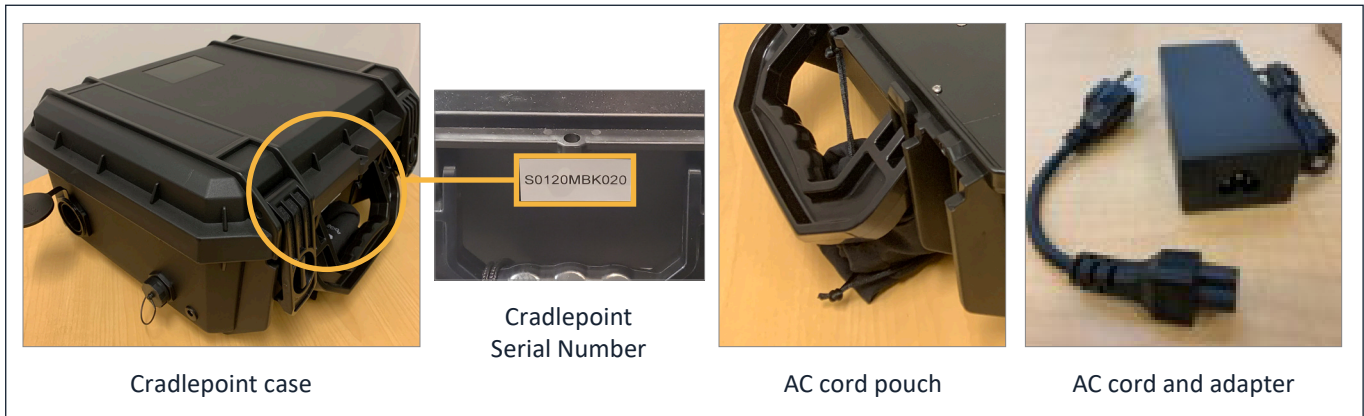


|   |  |
|---|--|
| PRESIDENT AND VICE PRESIDENT<br>Vote for TONY HAWK /<br>SHAUN WHITE (AI)            | CITY OF OCEANSIDE TREASURER<br>Vote for COSINE TANGENT     |
| UNITED STATES REPRESENTATIVE 49TH<br>DISTRICT<br>Vote for CAROLINE BERRERA<br>(DEM) | PROP 14<br>Vote for YES<br><br>PROP 15<br>Vote for YES     |
| MEMBER OF THE STATE ASSEMBLY 76TH<br>DISTRICT<br>Vote for APU<br>NAHASAPEEMAPETILON | MEASURE K<br>Vote for YES<br><br>MEASURE L<br>Vote for YES |

## Cradlepoint Guide

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




### 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.



## 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.

### 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.



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

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

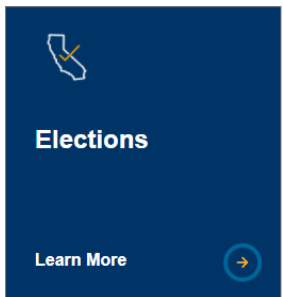
**The following applications will be available to assist voters, visitors, and poll workers:**

### 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.

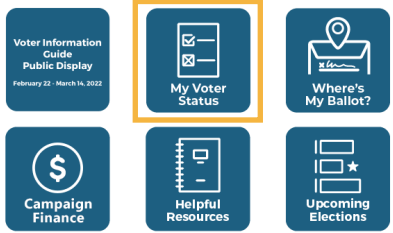
**1**

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".

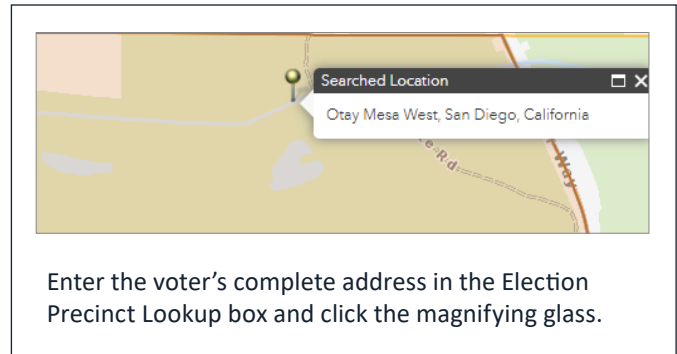
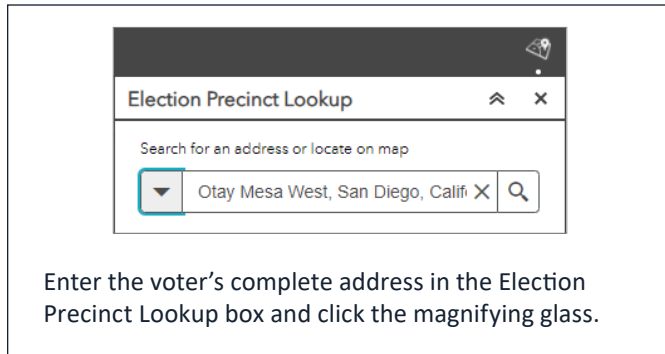
| <span>1</span> I WANT TO       |  |                                      | ELECTION | CAMPAIGNS | POLL WORKER | COMMUNITY                    | CONTACT |
|--------------------------------|--|--------------------------------------|----------|-----------|-------------|------------------------------|---------|
| REGISTER                       |  | VOTE                                 |          |           | FIND        |                              |         |
| Register To Vote               |  | Your Voting Options                  |          |           |             | View My Sample Ballot        |         |
| Check My Registration          |  | How to Vote by Mail                  |          |           |             | Vote Center Near Me          |         |
| Change My Address              |  | Voter's Choice Act                   |          |           |             | My Districts/Representatives |         |
| Change My Name                 |  | <span>2</span> View My Sample Ballot |          |           |             | Be A Poll Worker             |         |
| Change My Party                |  | Request New Mail Ballot              |          |           |             | Public Officials Directory   |         |
| Cancel My Registration         |  | Verify Receipt of Mail Ballot        |          |           |             | FAQs For Voters              |         |
| Cancel Registration: Deceased  |  | Request eSample Ballot               |          |           |             | FAQs For Campaigns           |         |
| Re-Register To Vote            |  | Military / Overseas Voting           |          |           |             | Campaign Finance Disclosure  |         |
| Conditional Voter Registration |  | Request Translations                 |          |           |             | Forms                        |         |

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

### 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:



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

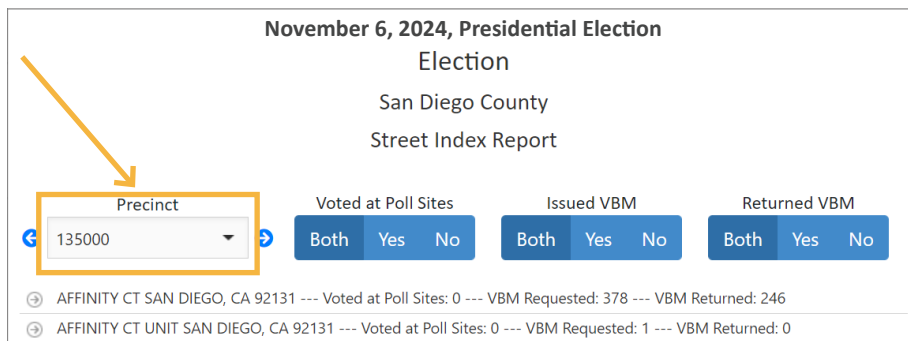
Full information regarding the voter’s precinct, consolidation, and other ROV information will populate on the right side of the screen.

- » 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”

|                                    |        |
|------------------------------------|--------|
| <b>ELECTION PRECINCT</b><br>385910 |        |
| <b>Consolidation Information</b>   |        |
| No of Home Precincts Consolidated  | 3      |
| Name of Consolidation              | NESTOR |
| Registered Voter Totals            | 961    |
| Permanent Vote by Mail             | 753    |
| Net 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).
3. The precinct information can be filtered using the provided options: number of voters who voted at Vote Centers, VBM issued, and VBM returned.

**VOTE CENTER SUPPLY LIST**  
**November 5, 2024, General Election**

**1**

**OFFICIAL BALLOT BOX**

**REQUIRED POSTINGS AND PAMPHLETS**

- Federal Facsimile/Reference Ballot Binder
- Language Assistance Table Tents
- Observer's Policies and Procedures Poster
- Official Voter Information Notice Poster (Notice Regarding Prohibition and Corruption of the Voting Process)
- Required Postings/Posted Items Display Poster (DOJ)
- Secrecy Sleeves
- State Language Facsimiles/Reference Ballot Binder
- State Voter Information Guides
- Station Supply Handout
- Elections in California Poster (Top Two Candidates)
- US Flag
- Voter Assistance Poster
- Voter Bill of Rights -1 set individual (also included on Required Postings Poster)

**OFFICIAL BALLOT POUCH**

- Closing Blue Security Seals – to seal & complete ALL BALLOT CARTONS (white) & SPOILED and SURRENDERED BOX (brown)
- Green Cable Locks – to secure BMD power button
- MFA Token
- Poll Worker Cards (on wrist coil)
- Poll Worker Retractable Lanyards
- Red Cable Locks –to secure the BMD and printer bags after poll closes.
- Red Tab locks –to secure Official Ballot Box after first voter views empty, the red bag, and the Mail Ballot Bag after poll closes.

**PROVISIONAL AND MAIL BALLOT BAGS**

- Mail Ballot Bags (yellow)
- Provisional Bags (red)

**BLUE ACCORDION ENVELOPE**

***Tab 1-***

***Tab 2 – Poll Worker Resources***

- Accident Forms
- E-Poll Book Manual
- Observer Sign in Sheet
- Poll Worker Checklist Booklet
- Poll Worker Job Aids
- Universal Language Group (ULG) Flyer/Language Assistance and ASL Instructions

***Tab 3 – Envelopes***

- Check-In Form 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***

- Chain of Custody
- Challenge List & Assisted Voters List
- Daily Ballot Statement
- Seal Verification Log
- Wait Time Tickets and Process Guide

**2**

**SPOILED AND SURRENDERED BALLOT BOX (Brown)**

- Clipboards

**3**

**PPE – PERSONAL PROTECTION EQUIPMENT BOX**

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

**4**

**CHECK-IN BOX**

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

**VOTE CENTER SUPPLY LIST**  
**November 5, 2024 - General Election**

**5**

**EMERGENCY BALLOT BOX**

- Box, complete
- Instructions (inside Emergency Ballot Box)

**6**

**SURGE PROTECTORS BOX**

- Surge protectors

**7**

**CONDITIONAL VOTER REGISTRATION (CVR) ENVELOPE BOX**

- CVR Envelopes (green)

**8**

**BMD PAPER**

- Paper Reams

**9**

**PROVISIONAL ENVELOPES and MAIL BALLOT REPLACEMENT ENVELOPES**

- Provisional Envelopes (peach)
  - Mail Ballot Replacement Envelopes (yellow)
- (BOTH IN SAME BOX)**

**10**

**STATIONERY KIT- BLUE BIN**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Aprons                 | <input type="checkbox"/> Note Pads                    | <input type="checkbox"/> Scissors                        |
| <input type="checkbox"/> Apron extension ties   | <input type="checkbox"/> Plastic ID Covers w/lanyards | <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                    |
| <input type="checkbox"/> Mini Flags with stands | <input type="checkbox"/> Safety Vests                 |  |

**11**

**FLAT WHITE BALLOT CARTONS**

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

**BMD**

**BALLOT MARKING DEVICE**

**CART(S) BMDs**

- BMDs– BMDs (locked with Red Cable Lock)
  - Extension cord (in BMD bag)
- ATI
- Headphone
- BMD Power Cord

**CART(S) PRINTERS**

- Printers,
- Laptop
- Cradlepoint
- ePollbooks -- PICK-UP AT SUPU (Gray protective cases contain 4 EPBS max.)

Note: Vote Centers will have varying amounts of BMD/Printer CARTS.

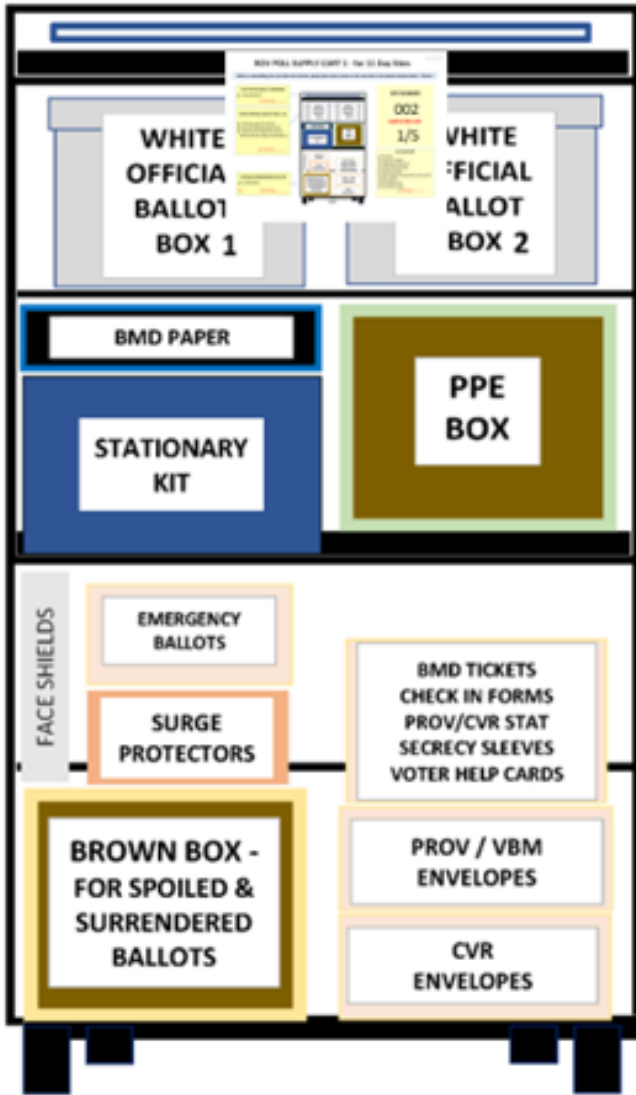
**CRATE**

**COLLAPSIBLE CRATE – FOR LOOSE ITEMS**

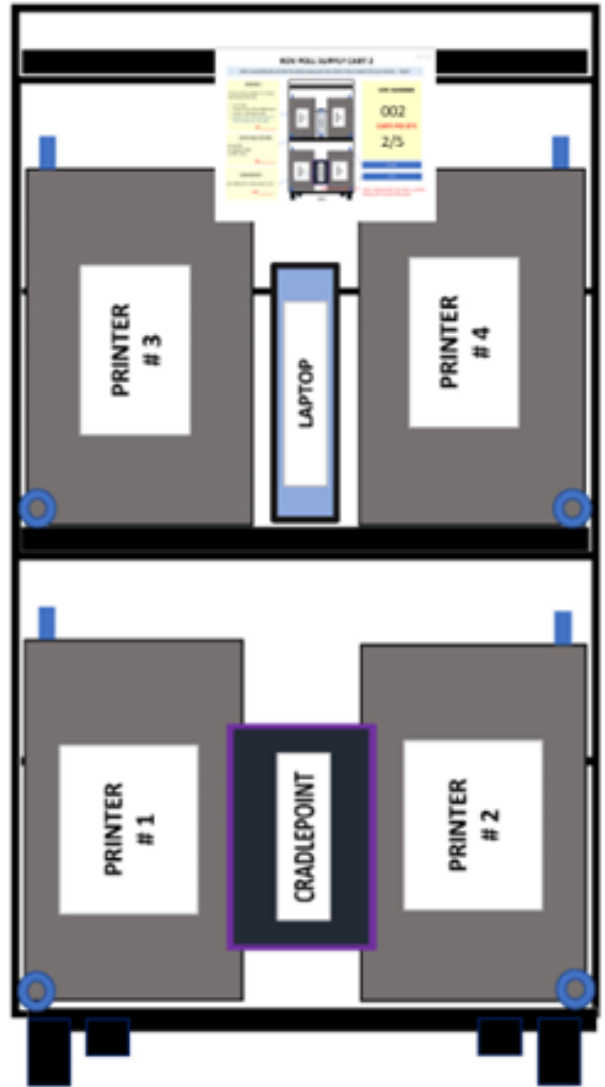
- BMD VOTING BOOTHS**  
BMD voting booths with privacy screen (use one as ADA voting booth No BMD)
- 'VOTE HERE' SIGN
- 'CURBSIDE VOTING' SIGN
- WHITE VOTING BOOTHS**  
Carboard voting booth, unassembled.
- POLL SIGN BAGS** (yellow)
- FEATHER FLAG**  
Feather Flag with base inside bag
- ADA BOX**  
ADA brown large cardboard box with ADA items inside  
*SITE SPECIFIC - This box will only be in the crate or on pallet if needed.*
- ROUND PLASTIC WEIGHTS AND / OR SANDBAGS** - Items will vary depending on what is available
- ADA CART**  
ADA Cart, blue, on wheels  
UPS (Universal Power Supply) inside



Cart 1



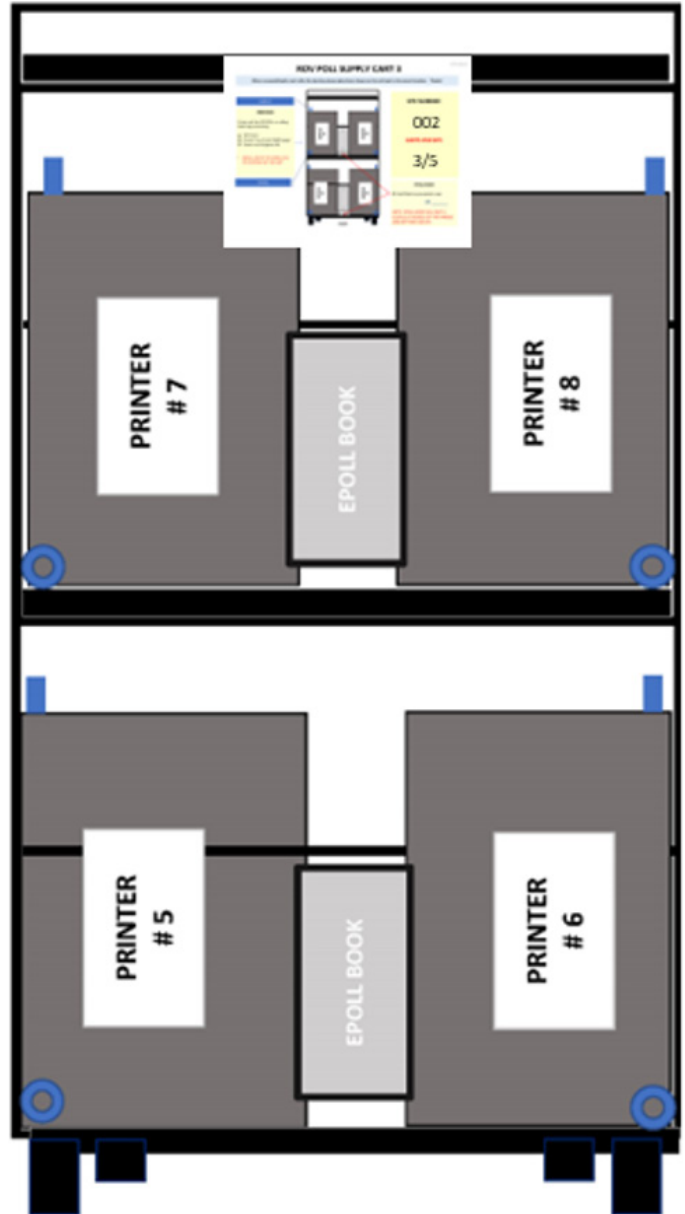
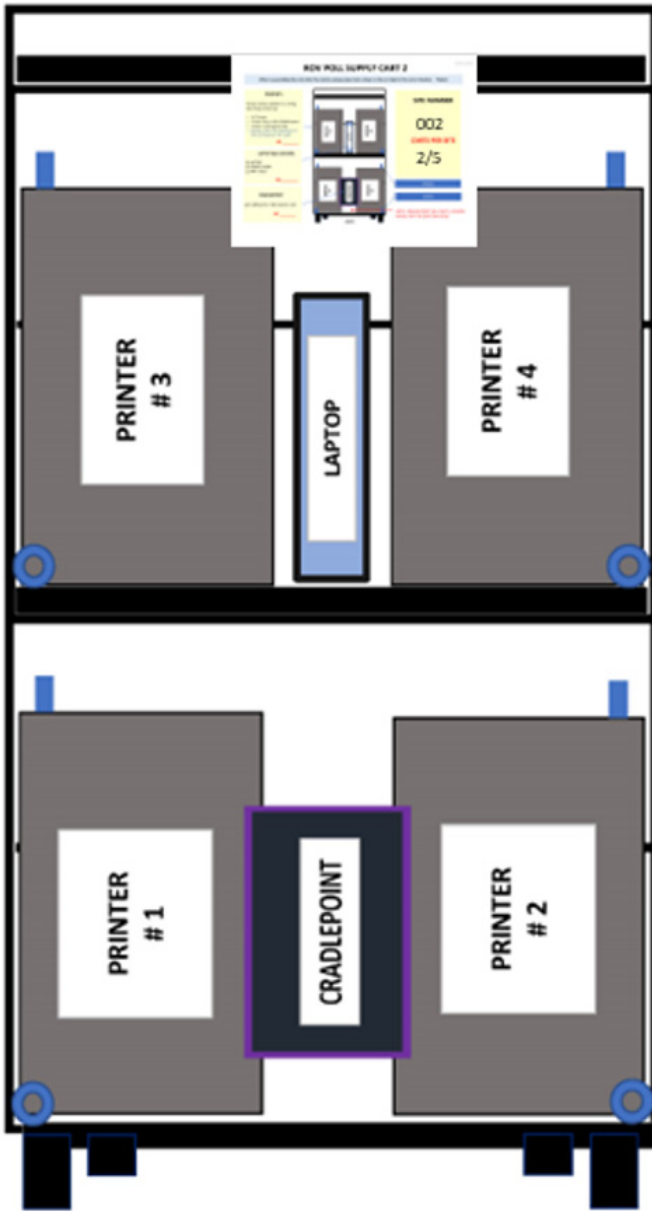
Cart 2



**NOTE: Some Vote Centers may receive additional equipment and supplies.**

Cart 4

Cart 5



### VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_ DATE: \_\_\_\_\_

| SITE MANAGER DUTIES  | <i>Checkmark each task once completed.</i> |
|--|--|
| <b>•Site Manager Arrival</b>   |  |
| <b>Note: (4-day Vote Centers ONLY) On setup day only, Call (858) 495-5123 for all communication, questions, concerns about your site's setup.</b>  |  |
| 1. Make sure your phone is on and the ringer is loud enough to be heard.   | <input type="checkbox"/>                   |
| 2. If unable to access the Vote Center at the scheduled arrival time call the site, contact and Poll Worker Hotline. (4 Day Sites call (858) 495-5123)   | <input type="checkbox"/>                   |
| 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/workplace violence prevention plan, 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. <b>Note: Call Poll Worker Hotline to report issues or concerns.</b> | <input type="checkbox"/>                   |
| 4. Remind the site contact that Vote Center hours are extended on Election Day; confirm site has a plan to accommodate.  | <input type="checkbox"/>                   |
| 5. Remind the site contact that the ROV's warehouse team will contact them to verify supply delivery and pickup time (before and after the election).  | <input type="checkbox"/>                   |
| <b>•Poll Worker Arrival</b>  |  |
| 1. Ensure all poll workers are in attendance. Site Manager alert Poll Worker Hotline if Poll Workers are not present or leaves the VC early. SM only, sign in on the EPB.  | <input type="checkbox"/>                   |
| <b>Note: If poll workers do not show, call them, then call the Poll Worker Hotline.</b>  |  |
| 2. Review Vote Center Setup Checklist with all poll workers and discuss the setup plan (manual pp.83-84).  | <input type="checkbox"/>                   |
| 3. Communicate site and Vote Center emergency plans (facility emergency procedures). Ensure all poll workers understand their safety is a priority and to call 9-1-1 if they feel unsafe/threatened at any time.   | <input type="checkbox"/>                   |
| 4. Assign each poll worker specific tasks and to a station for setup. Direct PWs to set up <u>ALL</u> equipment provided.  | <input type="checkbox"/>                   |
| <b>•Site Layout and Voter Flow</b>   |  |
| 1. Walk Vote Center and note the Entrances and Exits.  | <input type="checkbox"/>                   |
| 2. Note the location of power outlets, ensure outlets function properly. Calculate number of outlets required for BMDs, ePBs, ADA Cart, Cradlepoint, and Laptop (see Outlet Layout diagram, (manual p.49).   | <input type="checkbox"/>                   |
| 3. Plan for the location of your Vote Center's stations using (manual p.10) as a general guide. Identify voter flow and the best location for setting up each station.   | <input type="checkbox"/>                   |
| 4. Identify location for voter waiting lines inside and outside the Vote Center.   | <input type="checkbox"/>                   |
| <b>VOTE CENTER SUPPLIES AND INVENTORY</b>  |  |
| <b>• Storage Container Instructions – (Sites that receive supplies via truck, skip #1 - #4).</b>   |  |
| 1. Follow instructions and complete Storage Container Seal Log. Place completed log in Blue Envelope-Tab 6.  | <input type="checkbox"/>                   |
| 2. Open Storage Container--use caution and watch for shifting carts and loose supplies.  | <input type="checkbox"/>                   |
| 3. Ensure wheels on cart are locked. Unload BMD Security Bags from cart beginning with bags on top shelf and work downward. Once bags are unloaded, roll each bag into vote center individually. Two people lower empty cart from storage unit. Transfer supplies from next cart to the empty cart that is now outside storage unit, transfer cart diagram, and complete process until storage unit is empty. REMINDER: Only remove carts from storage unit once the carts are completely empty.   | <input type="checkbox"/>                   |
| 4. Close and lock empty Storage Container. (Storage Containers may be used to store empty carts.)  | <input type="checkbox"/>                   |
| <b>• Inventory Supplies Before Setup - All Vote Centers</b>  |  |
| 1. Inventory each supply cart before unpacking. Use the Vote Center Supply List and Supply Cart Diagrams (manual pp.79-82).  | <input type="checkbox"/>                   |
| 2. Unpack carts and inventory all supplies using the Vote Center Supply List (manual pp.79-80). SM to delegate tasks.<br>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.   | <input type="checkbox"/>                   |
| <b>• VOTE CENTER STATIONS AND TABLES</b>   |  |
| <b>•Site Manager Table</b>   |  |
| 1. Set up Site Manager Table using the Table Diagram as a guide (manual p.13). Set up the following first: <ul style="list-style-type: none"> <li>a) Cradlepoint: Power on, verify that the modem lights are on, and monitor that the battery maintains charge (manual pp. 74-76.)</li> <li>b) ePollbook: Power on, ensure it is charging and establishes a green-fan connection.</li> </ul> Vote Center Laptop: Check Vote Center email for correspondence from ROV (use MFA token, see Laptop Instructions).   | <input type="checkbox"/>                   |
| <b>•Mail Ballot Station (Located just outside the Vote Center entrance)</b>  |  |
| 1. Assemble and organize supplies at the Mail Ballot Station using Station Diagram as a guide (manual p.11.)   | <input type="checkbox"/>                   |
| 2. Measure and mark 25'/100' exit polling/electioneering distances from Vote Center entrance and Curbside Voting area.   | <input type="checkbox"/>                   |
| 3. Set up any outdoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4).  | <input type="checkbox"/>                   |
| 4. Assemble outdoor signage and identify placement to maximize visibility of the Vote Center (wear a safety vest).<br><b>Note: Signage is displayed only during voting hours and taken inside at the end of each day.</b>  | <input type="checkbox"/>                   |
| 5. Identify a location for placement of the Curbside Voting area and sign. Do NOT place sign in an accessible parking spot.  | <input type="checkbox"/>                   |

## VOTE CENTER SETUP CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_ DATE: \_\_\_\_\_

| <b>*Greeter Station</b>  | <i>Checkmark each task once completed.</i> |
|--|--|
| 1. Assemble the Greeter Station using Station Diagram as a guide (manual p.11). Ensure all languages are represented.  | <input type="checkbox"/>                   |
| 2. Hang required posters and notices so that each language is visible. Display the American flag with respect and care.  | <input type="checkbox"/>                   |
| 3. Set up any indoor accessibility supplies (provided to select Vote Centers only, instructions in Blue Envelope-Tab 4).   | <input type="checkbox"/>                   |
| <b>*Check-In Station</b>   |  |
| 1. Assemble and organize supplies at the Check-In Station using Station Diagram as a guide (manual p.12).  | <input type="checkbox"/>                   |
| 2. <b>Priority:</b> As soon as possible, set up all EPBs, ensure each is charging, and establishes a green-fan connection.   | <input type="checkbox"/>                   |
| 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 ( <b>See SM for the Delta file download number.</b> )   | <input type="checkbox"/>                   |
| 4. Confirm that EPB power cords are fully plugged in, and all are securely taped down to prevent trip hazards.<br>• Note: Use provided blue tape to secure cords (Do not use other types of tape).   | <input type="checkbox"/>                   |
| 5. Make sure all secrecy sleeves are empty.  | <input type="checkbox"/>                   |
| <b>*Voter Access Table</b>   |  |
| 1. Assemble and organize supplies at the Voter Access Table using Station Diagram as a guide (manual p.11).  | <input type="checkbox"/>                   |
| <b>*Voting Station</b>   |  |
| 1. Check all Red Cable Locks on the BMD and Printer Security Bags; verify that all are free from tampering and that the cable lock numbers match the cable lock numbers on the Seal Verification Log and record results (Blue Envelope-Tab 6). Call the Poll Worker Hotline if numbers do not match. | <input type="checkbox"/>                   |
| 2. Select a location for each BMD voting booth use the Vote Center Sample Layout Diagram as a guide (manual p.10).<br>• Note: Each vote center may look different from the diagram due to floor plan.  | <input type="checkbox"/>                   |
| 3. Set up BMD voting booths, BMDs, and printers; follow instructions in manual pp. 51-59. Ensure 3 BMDs are ADA accessible (manual p.10) Work as teams and use due care to avoid injury and to protect against damage.   | <input type="checkbox"/>                   |
| 4. Verify the current election is displayed on the BMD screen (manual p.58).<br>• <b>Note: If any BMD fails to identify the current election, immediately call the Poll Worker Hotline.</b><br>• (4 Day Sites call (858) 495-5123)   | <input type="checkbox"/>                   |
| 5. Make sure every printer tray has a full stock of paper (use ROV-supplied paper only).   | <input type="checkbox"/>                   |
| 6. Site Manager and poll worker: set up the ADA Cart and assemble Curbside Voting Kit (manual pp. 70-71).  | <input type="checkbox"/>                   |
| 7. Site Manager: Fill out step 2 of Part I of the Seal Verification Log (Blue Envelope-Tab 6).   | <input type="checkbox"/>                   |
| 8. Complete Part I of the Daily Ballot Statement by recording the number of ballots printed for each BMD.<br>• <b>Note: If any BMD count shows that ballots have been printed, immediately call the Poll Worker Hotline.</b><br>• (4 Day Sites call (858) 495-5123)                                  | <input type="checkbox"/>                   |
| 9. Assemble and select a location for the cardboard and ADA voting booths.   | <input type="checkbox"/>                   |
| <b>*Checkout Station</b>   |  |
| 1. Assemble and organize supplies at the Checkout Station using the Station Diagram as a guide (manual p.13).  | <input type="checkbox"/>                   |
| <b>END OF SETUP DAY</b>  |  |
| <b>*Site Manager to Confirm/Review with Poll Workers</b>   |  |
| 1. Review with poll workers expectations of timeliness and proper conduct to prepare for voting days (manual pp.6-7).  | <input type="checkbox"/>                   |
| 2. Assign Vote Center station responsibilities to poll workers. Review Daily Opening Checklist responsibilities.   | <input type="checkbox"/>                   |
| 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.   | <input type="checkbox"/>                   |
| 4. DO NOT power off BMDs - they stay on until the end of the election.   | <input type="checkbox"/>                   |
| 5. <b>Power OFF</b> Laptop.  | <input type="checkbox"/>                   |
| 6. Put the Official Ballot Pouch in the laptop bag.  | <input type="checkbox"/>                   |
| 7. Make sure all poll workers have signed attendance roster and SM signed out on EPB.  | <input type="checkbox"/>                   |
| 8. EPB: ensure Delta files have reached number provided to Site Manager via email from ROV prior to powering off. Provide Hotline Delta file #. <b>Power off</b> every EPB by holding the silver button down and then sliding the circle across.   | <input type="checkbox"/>                   |
| 9. Call Poll Worker Hotline, Provide Delta file # and Cradlepoint power level before leaving the facility. (4 Day Sites call (858) 495-5123)   | <input type="checkbox"/>                   |
| 10. Close Vote Center and ensure it is securely locked per the site contact's instructions.  | <input type="checkbox"/>                   |

## DAILY OPENING CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_

*Checkmark each task once completed.*

|  | Sat<br>-10 | Sun<br>-9 | Mon<br>-8 | Tues<br>-7 | Wed<br>-6 | Thur<br>-5 | Fri<br>-4 | Sat<br>-3 | Sun<br>-2 | Mon<br>-1 | E-Day |
|--|------------|-----------|-----------|------------|-----------|------------|-----------|-----------|-----------|-----------|-------|
| <b>DUTIES FOR SITE MANAGER/PRECINCT INSPECTOR</b>  |            |           |           |            |           |            |           |           |           |           |       |
| 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 the scheduled arrival time, immediately call site contact and 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 pp. 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. SM clock-in via EPB   |            |           |           |            |           |            |           |           |           |           |       |
| 8. Check Vote Center email account for ROV correspondence (use MFA token).   |            |           |           |            |           |            |           |           |           |           |       |
| 9. Walk Vote Center to look for safety issues/hazards and ensure all areas are presentable, organized, and free of clutter.  |            |           |           |            |           |            |           |           |           |           |       |
| 10. Verify PWs are wearing ROV nametags, incl. bilingual PWs wear a different one for each language spoken.  |            |           |           |            |           |            |           |           |           |           |       |
| 11. 10. At 8:00am (7:00am on Election Day), open the Vote Center. Step outside and announce, "The polls are now open."   |            |           |           |            |           |            |           |           |           |           |       |
| 12. 11. Verify that First Voter protocols are performed each day the Vote Center is open (manual p.18).  |            |           |           |            |           |            |           |           |           |           |       |
| 13. 12. Review Site Manager Daily Reminders Checklist.   |            |           |           |            |           |            |           |           |           |           |       |
| <b>MAIL BALLOT STATION RESPONSIBILITIES</b>  |            |           |           |            |           |            |           |           |           |           |       |
| 1. Inventory and restock supplies at Mail Ballot Station (manual p.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.  |            |           |           |            |           |            |           |           |           |           |       |
| <b>GREETER STATION RESPONSIBILITIES</b>  |            |           |           |            |           |            |           |           |           |           |       |
| 1. Inventory and restock supplies at Greeter Station (manual p.11). Make sure the station is presentable: organized, neat, and free of clutter.                                    |            |           |           |            |           |            |           |           |           |           |       |
| 2. Ensure posters are neatly displayed in clear view of voters.  |            |           |           |            |           |            |           |           |           |           |       |
| 3. Ensure the American Flag is hung with respect and care.   |            |           |           |            |           |            |           |           |           |           |       |

## DAILY OPENING CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_

(Continued)

Checkmark each task once completed.

|            |           |           |            |           |            |           |           |         |             |
|------------|-----------|-----------|------------|-----------|------------|-----------|-----------|---------|-------------|
| Sat<br>-10 | Sun<br>-9 | Mon<br>-8 | Tues<br>-7 | Wed<br>-6 | Thur<br>-5 | Fri<br>-4 | Sat<br>-3 | Su<br>- | Page 1 of 2 |
|------------|-----------|-----------|------------|-----------|------------|-----------|-----------|---------|-------------|

| CHECK-IN STATION RESPONSIBILITIES  |           |  |  |  |  |  |  |  |          |  |
|--|-----------|--|--|--|--|--|--|--|----------|--|
| 1. Inventory and restock supplies at Check-In Station (manual p.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. Login 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.<br><ul style="list-style-type: none"> <li>• Note: Call Poll Worker Hotline if seal shows evidence of tampering or is missing.</li> </ul>  |           |  |  |  |  |  |  |  |          |  |
| 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 Cable Locks, including ADA Cart, and verify all are secure and free from tampering; record results on Seal Verification Log, "Part II. BMD Daily Cable lock Verification" (Blue Envelope-Tab 6).<br><ul style="list-style-type: none"> <li>• Note: Call Poll Worker Hotline if any Cable Lock shows evidence of tampering or is missing.</li> </ul> |           |  |  |  |  |  |  |  |          |  |
| 3. Ensure all printer trays are loaded with official ballot paper (use ROV-supplied paper only).   |           |  |  |  |  |  |  |  |          |  |
| 4. <b>First Day of Voting Only:</b> Using a Poll Worker Card, perform "Open the Poll" function on all BMDs (manual p.61). <b>Do not close the polls until Election night after all voting is completed and all voters have left the vote center.</b>   | 11<br>Day |  |  |  |  |  |  |  | 4<br>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.<br><ul style="list-style-type: none"> <li>• Note: If BMD "Open" counts do not match the previous day's "Close" counts, immediately call the Poll Worker Hotline.</li> </ul>   |           |  |  |  |  |  |  |  |          |  |
| CHECKOUT STATION RESPONSIBILITIES  |           |  |  |  |  |  |  |  |          |  |
| 1. Inventory and restock supplies at Checkout Station (manual p.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

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 |       |

| <b>A: CLOSING THE POLLS</b>   |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|
| 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.   |  |  |  |  |  |  |  |  |  |  |
| <b>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>                                  |  |  |  |  |  |  |  |  |  |  |
| <b>B: CLOSING CHECKLIST ASSIGNMENTS</b>   |  |  |  |  |  |  |  |  |  |  |
| 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. <b>On Election Night Only:</b> SM assign PW to gather these items and return them to the Blue Envelope:<br>1) Observer Sign-In Sheet, 2) PW Job Aids (from all stations), 3) ULG Flyers, and 4) Specific Needs Surveys.  |  |  |  |  |  |  |  |  |  |  |
| 6. <b>SM perform the following Checklist Sections with PW assistance:</b> "C," "D," "E1," "E3," "H," and "J2."<br>Concurrently Perform Closing Activities: Poll workers must leave for DART within 15 minutes of closing Vote Center.   |  |  |  |  |  |  |  |  |  |  |
| <b>C: OFFICIAL BALLOT BOX – Site Manager and Poll Worker</b>  |  |  |  |  |  |  |  |  |  |  |
| 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) Carry-in 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.  |  |  |  |  |  |  |  |  |  |  |
| <b>D: WHITE BALLOT CARTON – Site Manager and Poll Worker</b>  |  |  |  |  |  |  |  |  |  |  |
| 1. Place items from the Ballot Box into White Ballot Carton: 1) BMD ballots, 2) Carry-in 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. <b>On Election Night Only:</b> 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)   |  |  |  |  |  |  |  |  |  |  |
| <b>E: RED BAG</b>   |  |  |  |  |  |  |  |  |  |  |
| <b>E1: Provisional and CVR Envelopes – Site Manager</b>   |  |  |  |  |  |  |  |  |  |  |
| 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).  |  |  |  |  |  |  |  |  |  |  |
| <b>E2: Check-In Forms and EPB Counts – Poll Workers</b>   |  |  |  |  |  |  |  |  |  |  |
| 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.  |  |  |  |  |  |  |  |  |  |  |
| <b>E3: Mail Ballot Signature Form Envelope and Locking Red Bag – Site Manager</b>   |  |  |  |  |  |  |  |  |  |  |
| 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

VOTE CENTER LOCATION #: \_\_\_\_\_

Checkmark each task once completed.

|  | Sat<br>-10 | Sun<br>-9 | Mon<br>-8 | Tues<br>-7 | Wed<br>-6 | Thur<br>-5 | Fri<br>-4 | Sat<br>-3 | Sun<br>-2 | Mon<br>-1 | E-Day |
|--|------------|-----------|-----------|------------|-----------|------------|-----------|-----------|-----------|-----------|-------|
| <b>F: BROWN BOX – Precinct Inspector and Poll Worker</b>   |            |           |           |            |           |            |           |           |           |           |       |
| 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, Spoiled Ballots" checkbox and have all poll workers sign the seal.   |            |           |           |            |           |            |           |           |           |           |       |
| 6. Place the sealed Brown Box back at the Check-In Station.  |            |           |           |            |           |            |           |           |           |           |       |
| <b>G: MAIL BALLOT BAG – Poll Workers</b>   |            |           |           |            |           |            |           |           |           |           |       |
| 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)   |            |           |           |            |           |            |           |           |           |           |       |
| <b>H: DAILY BALLOT STATEMENT – Site Manager</b>  |            |           |           |            |           |            |           |           |           |           |       |
| 1. Complete Daily Ballot Statement Parts I and II (return Daily Ballot Statement to Blue Envelope-Tab 6).  |            |           |           |            |           |            |           |           |           |           |       |
| 2. <b>On Election Night Only:</b> Calculate the Grand Total for Part I of the Daily Ballot Statement.  |            |           |           |            |           |            |           |           |           |           |       |
| 3. <b>On Election Night Only:</b> Calculate the Grand Totals for Part II of the Daily Ballot Statement.  |            |           |           |            |           |            |           |           |           |           |       |
| 4. <b>On Election Night Only:</b> Complete Daily Ballot Statement – Part III; all board members sign.  |            |           |           |            |           |            |           |           |           |           |       |
| 5. <b>On Election Night Only:</b> 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). |            |           |           |            |           |            |           |           |           |           |       |
| <b>I: DART ITEMS AND CHAIN OF CUSTODY – Precinct Inspector and Poll Worker</b>   |            |           |           |            |           |            |           |           |           |           |       |
| 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. Initial the Form and record the date and time. <b>Site Manager:</b> Review and verify all items listed are accounted for and sealed, with all labels filled out completely.   |            |           |           |            |           |            |           |           |           |           |       |
| 3. <b>On Election Night Only:</b> 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.  |            |           |           |            |           |            |           |           |           |           |       |
| <b>J: DAILY CLOSE-OUT TASKS</b>  |            |           |           |            |           |            |           |           |           |           |       |
| <b>J1: Perform as Soon as Polls Close – Poll Workers</b>   |            |           |           |            |           |            |           |           |           |           |       |
| 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.  |            |           |           |            |           |            |           |           |           |           |       |
| <b>J2: Perform Just Before Leaving Vote Center – Site Manager</b>  |            |           |           |            |           |            |           |           |           |           |       |
| 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. <b>On Election Night Only:</b> Perform "Close Poll" procedure on all BMDs (manual pg. 66).  |            |           |           |            |           |            |           |           |           |           |       |
| 3. Make sure all poll workers have signed attendance form.   |            |           |           |            |           |            |           |           |           |           |       |
| 4. Power down the Vote Center Laptop and the Cradlepoint).   |            |           |           |            |           |            |           |           |           |           |       |
| 5. SM notify the Poll Worker Hotline you are leaving the Vote Center.  |            |           |           |            |           |            |           |           |           |           |       |
| 6. SM keep your phone on even after you leave the Vote Center.   |            |           |           |            |           |            |           |           |           |           |       |



## VOTE CENTER FINAL PACKOUT CHECKLIST

VOTE CENTER LOCATION #: \_\_\_\_\_ DATE: \_\_\_\_\_

| PACKOUT   | <i>Checkmark each task once completed.</i> |
|---|--|
| All Vote Centers must adhere to ROV scheduled Packout times. Call Poll Worker Hotline to report any conflicts.  |  |
| <b>•Preparation</b>   |  |
| 1. <b>Site Managers:</b> Monitor cellphone for calls from ROV.  |  |
| 2. Welcome arriving poll workers and ensure they all sign the Poll Worker Roster.   |  |
| 3. Power on the Cradlepoint (manual p.75).  |  |
| 4. 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"> <li>• Instruct poll workers to follow ROV training and work at a safe, steady pace. Request they ask for help before lifting heavy objects.</li> <li>• Pack and organize Vote Center supplies and carts by following the Supply List and Supply Cart Diagrams (manual pp.79-82).</li> <li>• Supplies should be returned to their original locations.</li> <li>• Site Manager is responsible for packing: Official Ballot Pouch, EPBs, Laptop, and Cradlepoint.</li> <li>• <b>Note: Keep the Cradlepoint and Laptop powered on until just prior to departure (to check email).</b></li> </ul> |  |
| <b>•Packing Process</b>   |  |
| 1. Working in teams of 2, disassemble all BMDs and BMD Booths (manual pp.67-69). Pack BMDs, power cords, and printers into their respective security bags and lock bags with <b>Red Cable Locks</b> . <ul style="list-style-type: none"> <li>• <b>Note: Do not remove the paper from printers</b></li> </ul>  |  |
| 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. <b>Fold at existing creases only.</b>  |  |
| 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"> <li>• <b>Note: Be careful not to cause damage to the walls</b></li> </ul>   |  |
| 7. Pack all supplies, envelopes, and other materials following the Supply List and Supply Cart Diagrams (manual pp.79-82).  |  |
| 8. Remove tape from floors and ground outside Vote Center (e.g., electioneering markers). <ul style="list-style-type: none"> <li>• <b>Note: Be careful not to cause damage to the floor</b></li> </ul>  |  |
| 9. Working in teams of 2, place all supplies into Storage Container. <ul style="list-style-type: none"> <li>• 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.</li> <li>• Load and organize the supplies following the instructions posted in Storage Container.</li> </ul>   |  |
| 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.  |  |
| <b>CONCLUSION</b>   |  |
| 1. Pack Site Manager table EPB in storage case and place case on supply cart.   |  |
| 2. Power off and pack the Cradlepoint (manual p.75).  |  |
| 3. Power off and pack Laptop into the Laptop Bag.   |  |
| 4. Use the copy of this checklist (manual p.89) 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. <ul style="list-style-type: none"> <li>a) <b>Thank the site contact for hosting the Vote Center.</b></li> <li>b) <b>Non-Storage Container Sites: Remind the site contact that the Warehouse team will need access for supply pickup.</b></li> </ul>   |  |
| 7. Call the Poll Worker Hotline before leaving the facility to inform them that the Vote Center Packout is complete.  |  |
| <b>THANK YOU FOR YOUR WORK THIS ELECTION!</b>   |  |

# Mail Ballot Envelope

For information on returning your ballot see enclosed instructions or visit our website at [www.sdvote.com](http://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

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

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

Date of signing \_\_\_\_\_

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

SDIE0622R011 - MBDO YEL E

PO BOX 85902  
SAN DIEGO CA 92186

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

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

**BUSINESS REPLY MAIL**  
FIRST-CLASS MAIL PERMIT NO. 3076 SAN DIEGO CA

POSTAGE WILL BE PAID BY ADDRESSEE

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

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

# Replacement Mail Ballot Envelope

For information on returning your ballot see enclosed instructions or visit our website at [www.sdvote.com](http://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

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

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

Date of signing \_\_\_\_\_

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

SDIE0622R011 - MBDO YEL E

PO BOX 85902  
SAN DIEGO CA 92186

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

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

# Remote Accessible Vote-by-Mail (RAVBM) Envelope

For information on returning your ballot see enclosed instructions or visit our website at [www.sdvote.com](http://www.sdvote.com)

Post office use only:  receive  Post worker sign

**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

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

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

Date of signing \_\_\_\_\_

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

SDIE0322R006 - 1CBRM E

74748852 RAVBM 1199  
2 999001  
Jane Q Public  
1234 Main Street  
11/5/2024

PO BOX 85902  
SAN DIEGO CA 92186

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

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

**BUSINESS REPLY MAIL**  
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PO BOX 85902  
SAN DIEGO CA 92186-9577

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

## Provisional Ballot Envelope

**Voter completes Section 2**

PROV - 11/2023 - E

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

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

2 First Name Middle Initial Last Name

3 Current Residence Address (No Business Address or P.O. Box) City State Zip Code  
 Current Mailing Address (if different from above or P.O. Box) City State Zip Code  
 Previous Residence Address City State Zip Code

4 California Driver License or California Identification Card # : Birth Date :  
 Social Security # (Last 4 digits) : Telephone Number Birth Place : (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  No Party / None  
 Libertarian Party  Peace and Freedom Party  Republican

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 found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Signature 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**

**Affidavit (Section 6)**  
 When you return a vote-by-mail ballot, your signature on the return envelope must compare with your signature on this form or other signature in your voter registration record.

**ROV OFFICE 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  
 B. Mail ballot has been returned  
 C. Ballot already issued by EPB  
 D. Unconfirmed Address  
 E. PNE

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

Initials

PROV - 11/2023 - E

## Conditional Voter Registration Envelope

**Voter completes Section 2**

CVR - 11/2023 - E

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

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

2 First Name Middle Initial Last Name

3 Current Residence Address (No Business Address or P.O. Box) City State Zip Code  
 Current Mailing Address (if different from above or P.O. Box) City State Zip Code  
 Previous Residence Address City State Zip Code

4 California Driver License or California Identification Card # : Birth Date :  
 Social Security # (Last 4 digits) : Telephone Number Birth Place : (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  No Party / None  
 Libertarian Party  Peace and Freedom Party  Republican

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 found mentally incompetent to vote by a court. I understand that it is a crime to intentionally provide incorrect information on this form. I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.

Signature Date

Affidavit Number: 37 AA 327475

**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**

**Affidavit (Section 6)**  
 When you return a vote-by-mail ballot, your signature on the return envelope must compare with your signature on this form or other signature in your voter registration record.

CVR 11/2023 - E (L-240) - 00125  
 144425

**ROV OFFICE USE ONLY**

Sequence Number  
 Location ID Number

**Registrar of Voters**  
 COUNTY OF SAN DIEGO

**Conditional Voter Registration Envelope**

**Poll Worker completes Section 1**

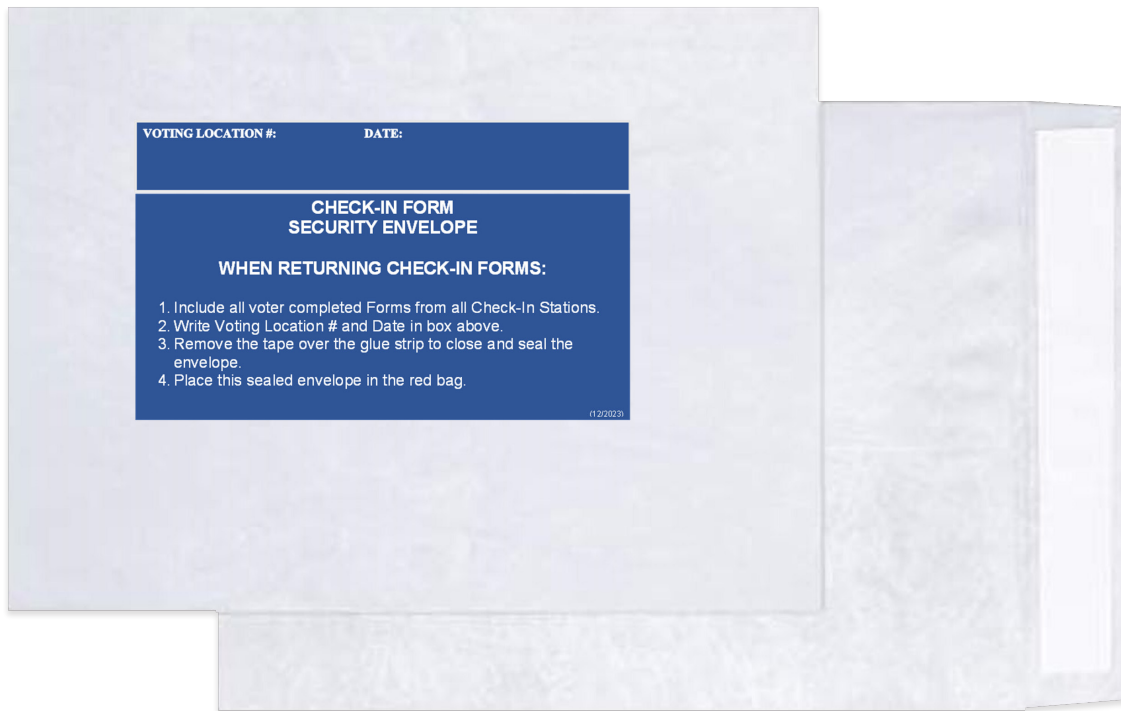
Conditional Voter Registration  
 Unconfirmed Address  
 PNE  
 Emergency Worker

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

Initials

CVR - 11/2023 - E

## Check-In Form Security Envelope



## Mail Ballot Signature Form Envelope





**POLL WORKER USE ONLY**

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

VOTER ID \_\_\_\_\_

**POLL WORKER USE ONLY**

**SEQUENCE VERIFICATION**

SEQUENCE # \_\_\_\_\_

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)

**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)

**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, 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, 14107)  
 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:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CANCELLED CHECK-IN

**BMD DAILY LOG**

- Look at the back of each BMD to ensure all Cable locks are tamper free.
  - Alert Site Manager immediately if any Cable locks show evidence of tampering or are missing.

| Date              | Initial Cable locks 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 |  |          |

- Note any BMD Cable lock replacement(s) and the reason in the section below.

| BMD # | NEW Red Cable lock | NEW Green Cable lock | Date Replaced | Reason for Replacement |
|-------|--------------------|----------------------|---------------|------------------------|
|       |                    |                      |               |                        |
|       |                    |                      |               |                        |
|       |                    |                      |               |                        |
|       |                    |                      |               |                        |
|       |                    |                      |               |                        |

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

| REPLACED BMD # | NEW Red Cable lock | NEW Green Cable lock | 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.

**COUNTY OF SAN DIEGO REGISTRAR OF VOTERS  
SEAL VERIFICATION LOG**

Location L-001 BMD's 12

Complete the Seal Verification Log prior to opening the polls.

- Before unpacking the BMD and BMD PRINTER security bags, verify the numbers on the red cable locks match the numbers listed below:

| BMD Bag Red Cable lock # | Does # Match? | PRINTER Bag Cable lock # | Does # match? | BMD Bag Red Cable lock # | Does # Match? | Printer Bag Red Cable lock # | 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        |

- When the BMDs are set up, verify the numbers on the green and red cable locks on the BMDs match the numbers listed below:

| BMD #    | Red Cable lock | Does # match? | Green Cable lock | Does # match? | BMD #    | Does # match? | Red Cable lock | Does # match? | Green Cable lock | Does # match? |
|----------|----------------|---------------|------------------|---------------|----------|---------------|----------------|---------------|------------------|---------------|
| BMD1     |                |               |                  |               | BMD 11   |               |                |               |                  |               |
| D1101090 | 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        | -                | Yes No        |
| BMD 4    |                |               |                  |               | BMD 14   |               |                |               |                  |               |
| D2100471 | 7058028        | Yes No        | 31304            | Yes No        | -        | Yes No        | -              | Yes No        | -                | Yes No        |
| BMD 5    |                |               |                  |               | BMD 15   |               |                |               |                  |               |
| D1102667 | 7058029        | Yes No        | 31305            | Yes No        | -        | Yes No        | -              | Yes No        | -                | Yes No        |
| BMD 6D11 |                |               |                  |               | BMD 16   |               |                |               |                  |               |
| D1102693 | 7058030        | Yes No        | 31306            | Yes No        | -        | Yes No        | -              | Yes No        | -                | Yes No        |
| BMD 7    |                |               |                  |               | BMD 17   |               |                |               |                  |               |
| D1101891 | 7058031        | Yes No        | 31307            | Yes No        | -        | Yes No        | -              | Yes No        | -                | Yes No        |
| BMD 8    |                |               |                  |               | BMD 18   |               |                |               |                  |               |
| D1101958 | 7058032        | Yes No        | 31308            | Yes No        | -        | Yes No        | -              | Yes No        | -                | Yes No        |
| BMD 9    |                |               |                  |               | BMD 19   |               |                |               |                  |               |
| D1102645 | 7058033        | Yes No        | 31309            | Yes No        | -        | Yes No        | -              | Yes No        | -                | Yes No        |
| BMD 10   |                |               |                  |               | BMD 20   |               |                |               |                  |               |
| D1102686 | 7058034        | Yes No        | 31310            | Yes No        | -        | Yes No        | -              | Yes No        | -                | Yes No        |

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

(9/2024)

**DAILY BALLOT STATEMENT – Part I**  
BMD Total Ballots Printed Report

Vote Center Location #: \_\_\_\_\_

**Part I. 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     |
|-------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Fr    | Open, Close | Open, Close | Open, Close | Open, Close | Open, Close | Open, Close | Open, Close | Open, Close | Open, Close | Open, Close |
| 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   |             |             |             |             |             |             |             |             |             |             |
| Thur  |             |             |             |             |             |             |             |             |             |             |
| 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     |
|-------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Fr    | Open, Close | Open, Close | Open, Close | Open, Close | Open, Close | Open, Close | Open, Close | Open, Close | Open, Close | Open, Close |
| 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.

On Election Day only: Add the numbers in all red boxes above and record in the red box below:

GRAND TOTAL:

(08/2024)

**DAILY BALLOT STATEMENT – Part II & III**  
Manual Ballot Counts and Check-in Record

Vote Center Location #: \_\_\_\_\_

**Part II. Instructions:**

- NOTE: These are a manual count of ballots and materials. DO NOT transfer numbers from Part I.*
1. Daily, after the vote center closes, manually count and record the number of each category (column) below.
  2. On Election Day only: Obtain the Grand Totals by adding daily numbers down for each category (column).

|                    | Ballots Cast<br>(in Ballot Box) |                     | Envelopes Cast<br>(in Ballot Box) |             | # Check-ins from EPB |         | Spotted<br>BMD<br>Ballots |
|--------------------|---------------------------------|---------------------|-----------------------------------|-------------|----------------------|---------|---------------------------|
|                    | BMD<br>Printed Ballots          | Carry-in<br>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  |                                 |                     |                                   |             |                      |         |                           |
| <b>Grand Total</b> |                                 |                     |                                   |             |                      |         |                           |

\* 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 § 14.107).

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: \_\_\_\_\_ 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.

(08/2024)



**VOTE CENTER OFFICIAL CHAIN OF CUSTODY**

COUNTY OF SAN DIEGO REGISTRAR OF VOTERS  
November 5, 2024, Presidential General Election

VOTE CENTER  
QR CODE  
HERE

Vote Center #: \_\_\_\_\_ Date: \_\_\_\_\_ DART: \_\_\_\_\_

**Step 1: Poll Workers –**

**Voted Ballots Released from Vote Center (VC) to Distribution and Return Team (DART)**

- Poll Workers write the number of each item being released from VC to DART.
- Confirm that all items are locked/sealed before leaving the Vote Center.
- Initial and date below.

Step 1: PW: Write # of items

Step 2: DART: Verify # of items

\_\_\_\_\_ # OF WHITE VOTED BALLOT CARTONS

DART rec'd: # of items/INITIAL \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ # OF YELLOW MAIL BALLOT BAGS

DART rec'd: # of items/INITIAL \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ # OF RED BAGS

DART rec'd: # of items/INITIAL \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ # OF BLUE CHECK-IN FORM SECURITY ENVELOPES IN RED BAG DART: NA-Do not open Red Bag

\_\_\_\_\_ # ELECTION NIGHT – BLUE ACCORDION ENVELOPE DART rec'd: # of items/INITIAL \_\_\_\_\_ / \_\_\_\_\_

Poll Worker 1 Initial: \_\_\_\_\_ Poll Worker 2 Initial: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ All items locked/sealed: YES \_\_\_\_\_ NO \_\_\_\_\_ (If NO - call Hotline)

POLL WORKER NOTES:

**Step 2: DART Team –**

**Receipt of Ballots and Materials from Vote Center**

- Verify the number of each item received from Vote Center and confirm that all items are locked/sealed.
- Place the # of each item received and your initials on the lines above.
- Write the DART # on COC.

DART TEAM NOTES ANY DISCREPANCIES OR ISSUES:

**Step 3: Registrar of Voters (ROV) Ballot/Materials Intake –**

**Receipt of Ballots/Materials from DART**

ROV INTAKE NOTES ANY DISCREPANCIES OR ISSUES:

Step 3: Receipt of materials

INITIAL ROV rec'd: \_\_\_\_\_


White copy: Poll Worker

Yellow copy: ROV Logistics Intake

Pink copy: ROV Election Systems

7/16/2024






### Emergency Ballot

GENERAL ELECTION, November 5, 2024  
COUNTY OF SAN DIEGO

**POLL WORKER USE ONLY**  
 SEQ: \_\_\_\_\_

**Instruction to voters:**

- Use your Voter Information Pamphlet (VIP) which includes a sample of your ballot as a guide when filling out this emergency ballot. If you don't have it with you, you can look it up with the QR Code provided (right) to find your choices.
- Legibly write the full name of the candidate you choose in the empty SELECTION box next to the contest name.
- You will also need to write in the contest name in the empty CONTEST box and then write your selection for your local contests. 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. For local measures you will also need to write in the measure letter.
- Use only black or blue ink pen to write your choice (selection) on your ballot.




|   | CONTEST                                    | SELECTION |
|---|--|-----------|
| U.S. CONGRESS                           | PRESIDENT                                  |           |
|   | UNITED STATES SENATOR – FULL TERM          |           |
|   | UNITED STATES SENATOR – PARTIAL TERM       |           |
|   | U.S. REPRESENTATIVE DISTRICT # _____       |           |
| STATE OFFICES                           | STATE SENATOR 39 <sup>TH</sup> DISTRICT    |           |
|   | MEMBER OF THE STATE ASSEMBLY DIST. # _____ |           |
|   | BOARD OF SUPERVISORS DISTRICT # _____      |           |
| SCHOOL                                  | COUNTY BOARD OF EDUCATION DIST. # _____    |           |
|   |  |           |
|   |  |           |
|   |  |           |
| CITY                                    |  |           |
|   |  |           |
|   |  |           |
|   |  |           |
| OTHER DISTRICTS (WATER, PLANNING, ETC.) |  |           |
|   |  |           |
|   |  |           |
|   |  |           |
|   |  |           |
|   |  |           |
|   |  |           |
|   |  |           |
|   |  |           |
|   |  |           |

Emergency Ballot Front

**allot**  
 ber 5, 2024  
 GO

**POLL WORKER USE ONLY**  
 SEQ: \_\_\_\_\_

**allot**  
 ber 5, 2024  
 GO



|   | CONTEST | SELECTION |
|---|---------|-----------|
| OTHER DISTRICTS (WATER, PLANNING, ETC.) CONTINUED |         |           |
|   |         |           |
|   |         |           |
|   |         |           |
|   |         |           |
|   |         |           |
|   |         |           |
|   |         |           |
|   |         |           |
|   |         |           |

|                           | CONTEST        | SELECTION |
|---------------------------|----------------|-----------|
| PROPOSITIONS AND MEASURES | PROPOSITION 2  |           |
|                           | PROPOSITION 3  |           |
|                           | PROPOSITION 4  |           |
|                           | PROPOSITION 5  |           |
|                           | PROPOSITION 6  |           |
|                           | PROPOSITION 32 |           |
|                           | PROPOSITION 33 |           |
|                           | PROPOSITION 34 |           |
|                           | PROPOSITION 35 |           |
|                           | PROPOSITION 36 |           |

|                           | CONTEST          | SELECTION |
|---------------------------|------------------|-----------|
| PROPOSITIONS AND MEASURES | COUNTY MEASURE G |           |
|                           | MEASURE _____    |           |
|                           | MEASURE _____    |           |
|                           | MEASURE _____    |           |
|                           | MEASURE _____    |           |
|                           | MEASURE _____    |           |
|                           | MEASURE _____    |           |
|                           | MEASURE _____    |           |
|                           | MEASURE _____    |           |
|                           | MEASURE _____    |           |

Emergency Ballot Back

# DISABILITY SENSITIVITY AT THE POLLS

## CALIFORNIA SECRETARY OF STATE

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

### Meeting a Person With a Disability

- **Greet everyone with a smile, eye contact, and a spoken greeting.** Some people are uncomfortable with 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 help, but do not insist on providing it.** It is best to ask all voters if they need help 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. It is unsafe to grab a walker, white cane, or other aid without permission.
- **Don't ask about or mention the 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.** The mobility device is part of an individual's personal space. Do not push, lean on, or hold onto a person's mobility device unless the person asks.
- **Maintain a clear 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. Reference the polling place accessibility survey and voting area layout.
- **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

## CALIFORNIA SECRETARY OF STATE

### 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 discuss where you are going and remember to stop at stairs or curbs.
- **Giving verbal directions.** When offering verbal directions, use clear language, such as "to your right, straight in front of you", rather than "over here" or "that way".
- **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 who are blind or low vision 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, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**
- Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**
- Instead of epileptic, say **person with epilepsy**
- Instead of a Down's person or Mongoloid, say **person with Down Syndrome**

## Glossary

**ADA:** Americans with Disabilities Act.

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

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

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

**Ballot Box:** Box to cast voted in-person ballots.

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

**BDB (Ballot Drop Box):** Box to cast VBM ballots.

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

**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 #. 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.

**Carry-In Ballot:** Official ballot received in the mail brought to Vote Center to be cast without envelope.

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

**CVR (Conditional Voter Registration):** 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 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):** Officials poll workers release items to be returned to the ROV

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

**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 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. Voters 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

**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 no changes or updates to voter's registration, they are a "No Change" 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 Poll Worker Cards for BMDs.

**Poll Watcher:** Observers who work or volunteer on for candidate or measure on the ballot and are interested in watching election procedures because of their interest in the outcome of a specific contest.

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

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

**Provisional Voter (PROV):** Voter whose eligibility to vote cannot be established by poll workers.

**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.

**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.

**SUPU: "Supply Pick Up"**

**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.\***

**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       |
| 11:00 AM - 12:00 PM | 2       |
| 1:00 PM - 2:00 PM   | 2       |

| 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       |



**\*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.**

### Non-Emergency Law Enforcement Phone Numbers

**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

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

**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 traffic-related issues:

**California Highway Patrol** . . . . . (800) 835-5247

**Recruitment Contacts**

Main line: (858) 565-5800 / Fax: (858) 505-7299

| <b>Name</b>           | <b>Title</b>        | <b>Phone Number</b>                   |
|-----------------------|---------------------|---------------------------------------|
| Daniel Alvarado       | 858-505-4229        | Recruiter                             |
| Kristi Arranaga       | 858-505-4237        | Recruiter                             |
| Arlet Avanosian       | 858-505-4226        | Recruiter                             |
| Don Conley            | 858-505-4225        | Recruiter                             |
| Irene Dash            | 858-505-4233        | Recruiter                             |
| Vanessa Dervi         | 858-505-4231        | Recruiter/ High School Coordinator    |
| Natalie Diaz          | 858-505-4240        | Recruiter                             |
| Carlos Garcia         | 858-505-7220        | Recruiter                             |
| Steven Gartman        | 858-505-7229        | Recruiter                             |
| Frank Gastelum        | 858-505-4227        | Recruiter                             |
| Susan Hall            | 858-505-4234        | Recruiter                             |
| Merlita Hilario       | 858-505-4239        | Recruiter                             |
| Sandra Huerta         | 858-505-4228        | Recruiter                             |
| Michael Mallowe       | 858-505-4235        | Recruiter                             |
| Jason Maltezo         | 858-505-4238        | Recruiter                             |
| Kevin Mellis          | 858-505-4232        | Recruiter                             |
| Jose Abraham Morales  | 858-505-4230        | Recruiter                             |
| Lee Phillips          | 858-505-4224        | Recruiter                             |
| Griselda Reyes        | 858-505-4221        | Recruiter                             |
| Maria Torres          | 858-505-4220        | Recruiter                             |
| <b>Sue Berard</b>     | <b>858-505-7216</b> | <b>Site Manager Coordinator</b>       |
| <b>Jenny Toruno</b>   | <b>858-505-4223</b> | <b>Precinct Inspector Coordinator</b> |
| <b>Martha Jimenez</b> |                     | <b>Office Support Specialist</b>      |
| <b>Aldo Mendoza</b>   |                     | <b>Election Processing Supervisor</b> |
| <b>Kim Lange</b>      |                     | <b>Elections Manager</b>              |



## **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.

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## **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.

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## **Department Mission**

Conduct voter registration and voting processes with the highest level of professional election standards, accountability, security, and integrity.

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## **Department Vision**

Earn and maintain public confidence in the electoral process.

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## **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.

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